



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 16 July 2013 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

July 2013

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Membership

Councillors

Ian Hudspeth	<i>Leader of the Council</i>
Rodney Rose	<i>Deputy Leader of the Council</i>
Mrs Judith Heathcoat	<i>Cabinet Member for Adult Social Care</i>
Nick Carter	<i>Cabinet Member for Business & Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children, Education & Families</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Community Services</i>
David Nimmo Smith	<i>Cabinet Member for Environment</i>
Arash Fatemian	<i>Cabinet Member for Finance</i>
Louise Chapman	<i>Cabinet Member for Policy Co-ordination</i>
Hilary Hibbert-Biles	<i>Cabinet Member for Public Health & the Voluntary Sector</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 24 July 2013 unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 17 September 2013

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

To approve the minutes of the meeting held on 18 June 2013 (**CA3** to be circulated separately) 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. Home to School Transport Policy (Pages 1 - 36)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/089

Contact: Neil Darlington, Service Manager – Admissions & Transport Tel: (01865) 815844

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

The Council has undertaken a consultation with the public, headteachers and other

interested parties upon a number of proposed changes to the Home to School Transport Policy.

The proposed changes have been made in the light of the current difficult financial situation in the UK, the continuing impact this will have on local government finances, and the need to ensure that the Home to School Transport Policy is equitable.

The report contains an analysis of the responses to the consultation.

The Cabinet is RECOMMENDED to adopt the following proposals:

- (a) To increase the charges for concessionary travel and post 16 travel in 2014/15 to £290.40 (£96.80 per two terms of the 6 term year) for those who live under 3 miles from the school attended and £541.20 per annum (£180.40 per two terms of the 6 term year) for those who live over 3 miles from the school attended.***
- (b) To increase the concessionary fare by 2% per annum from September 2015***
- (c) From September 2014 to end the waiving of the concessionary charge for the third and subsequent children of families who have more than two children using the same home to school transport service.***
- (d) From September 2013 onwards to only use the guidance issued by Road Safety GB when making risk assessments of walked routes to school.***
- (e) From September 2014 onwards to adopt the phased ending of free travel to the designated (catchment) school if the distance from home to school is over 3 miles if aged 8 or over, or 2 miles if less than aged 8 and of school age if it is not the nearest school.***
- (f) To reassess routes designated as “unsafe walking routes” against the guidance issued by Road Safety GB over 2013/14 and 2014/15.***
- (g) From 2013 to remove all references to collaborative learning transport from the Home to School Transport Policy.***
- (h) From September 2013 to use a two stage review/appeal process in accordance with the Department for Education Transport and Travel Guidance of March 2013.***
- (i) All other parts of the proposed Home to School Transport Policy not covered by proposals a to h for September 2014 onwards.***

7. Treasury Management 2012/13 Outturn (Pages 37 - 56)

Cabinet Member: Finance

Forward Plan Ref: 2013/027

Contact: Gregory Lee, Financial Manager – Treasury Management Tel: (01865) 323978

Report by Assistant Chief Executive & Chief Finance Officer (**CA7**).

To review Treasury Management activity in 2012/13 in accordance with the CIPFA code of practice.

The Committee is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2012/13.

8. 2013/14 Financial Monitoring & Business Strategy Delivery Report - May 2013 (Pages 57 - 120)

Cabinet Member: Finance

Forward Plan Ref: 2013/002

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 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of May 2013. Capital Programme monitoring and update is included at Part 3. Changes to Fees and Charges are included in Part 4.

The Cabinet is RECOMMENDED 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 and the proposed programme of works for the additional £3.551m of highways maintenance funding set out in Appendix D of Annex 9;***
- (e) approve the changes to charges for Trading Standards and note the change in charges at Hill End Outdoor Education Centre as set out in Part 4 and Annex 10.***

9. Impact of the 2015/16 Central Government Spending Round (Pages 121 - 130)

Cabinet Member: Finance

Forward Plan Ref: 2013/105

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

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

This report outlines the key features and implications of the 2013 Spending Round announced on 26 June 2013, which sets out public spending totals for the financial year 2015/16.

The Cabinet is RECOMMENDED to note the report.

10. Joint Carers Strategy (Pages 131 - 156)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2013/023

Contact: Alan Sinclair, Lead Commissioner for Older People Tel: (01865) 323665

Report by Director for Social & Community Services (**CA10**).

This report sets out the Oxfordshire Carers' Strategy 2013 - 2016. This replaces the previous Carers' Strategy which ran from 2009 - 2012. It details Oxfordshire's commitment to the support of unpaid carers who support relatives, neighbours and friends across Oxfordshire.

The strategy is a joint commitment from Oxfordshire County Council and Oxfordshire Clinical Commissioning Group to continue and further develop their support to carers of all ages, along with their partners in the voluntary sector and other commissioned services. A period of consultation with carers and carers' services from November 2012 to March 2013 led to the drafting of the revised Carers' Strategy.

The Strategy is underpinned by an Implementation Plan which will support the delivery of the intentions laid out in the Strategy during its lifetime to ensure good outcomes for carers.

The Cabinet is RECOMMENDED to agree the Oxfordshire Carers' Strategy 2013 - 2016.

11. Care Home Fees (Pages 157 - 188)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2012/174

Contact: Andrew Colling, Quality & Contracts Manager Tel: (01865) 323682

Report by Director for Social & Community Services (**CA11**).

The cost of adult social care and how it should be funded has for many years been the subject of discussion and much media attention. These discussions have taken place at both a national and a local level and in many respects have focused on the cost of care home services

Over the last twelve months or so Social and Community Services had conducted a review of Care Home Fees for Older People in Oxfordshire.

On 19 January 2013 Cabinet considered a paper from the Director for Social & Community Services that proposed new arrangements for Care Home Fees in Oxfordshire.

Cabinet agreed the report and recommended that the Director for Social & Community Services should consult care home providers again on the proposals for 2013/14.

This report now provides feedback on the consultation on Care Home Fees that ended

on 18 June 2013.

The Cabinet is RECOMMENDED to approve the proposals set out in the report.

12. Placement Strategy for Children In and On the Edge of Care (Pages 189 - 200)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/035

Contact: Matthew Edwards, Corporate Parenting Manager Tel: (01865) 323097

Report by Director for Children's Services (**CA12**).

This paper outlines the vision, approach and scope of the Placement Strategy for Children in and on the edge of care. The strategy is based on the fundamental principle of 'keeping our riskiest and most vulnerable children *closest*'. Some children will require very specialist placements out of county but for the large majority we need to be able to place, educate, and provide therapeutic support within Oxfordshire. Whilst improving outcomes is Oxfordshire County Council's primary concern an important driver is also recognizing that high quality saves and poor quality costs in terms of expenditure on our looked after children .

The Placement Strategy sets out how Oxfordshire County Council along with key partners will strengthen edge of care interventions to keep children with their families, support friends and family care arrangements, increase in-house fostering for harder to place children and build on the work that has been so successful in achieving permanency for many of our looked after children. One critical work stream of the placement strategy requires capital investment to move forward: increasing in-house, in-county residential provision.

The proposal is for the creation of an additional 12 assessment beds in 2 homes [6 beds in each] and 8 'move-on' beds for 16-18 year olds in 2 further homes [4 beds in each]. This will create an overall capacity of 32 beds

It is proposed that surveys will be conducted on already identified sites within the County's existing property estate. Estimates suggest that this initial survey work will cost £150k. The estimated overall spend to build the 4 homes is £7M but this will be exactly quantified post survey results.

The Cabinet is RECOMMENDED to:

(a) approve the placement strategy; and

(b) endorse the initial approach to increase in-county residential capacity and give approval for a detailed survey of potential sites to be undertaken followed by more detailed costings and return to cabinet for consideration.

13. Expansion of Queensway Primary School, Banbury to 2 Form Entry (Pages 201 - 212)

Cabinet Member: Education

Forward Plan Ref: 2013/046

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

Report by Director for Children's Services (**CA13**).

The proposal is to permanently increase the school admission number at Queensway Primary School to 60 from 30. This means that each year group would consist of up to 60 places, taught in two classes of 30 children each, making a maximum total of 420 pupils.

This proposal is to formally change the admission number to 60 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal on how the necessary accommodation required might be provided.

The current capacity of the school is 250 and the proposed capacity will be 420. The current admission number for the school is 30 and the proposed admission number will be 60.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Queensway Primary School, Banbury.

14. Expansion of St Joseph's Catholic (VA) Primary School, Oxford to 2 Form Entry (Pages 213 - 246)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/087

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

Report by Director for Children's Services (**CA13**).

The proposal is to permanently increase the school admission number at St Joseph's Catholic (VA) Primary School, Oxford to 60 from 45. This means that each year group would consist of up to 60 places, taught in two classes of 30, making a maximum total of 420 pupils.

This proposal is to formally change the admission number to 60 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal run by the Birmingham Catholic Archdiocese, on how the necessary accommodation required might be provided.

The current capacity of the school is 315 and the proposed capacity will be 420. The current admission number for the school is 45 and the proposed admission number will be 60.

The expansion is proposed due to increase in population and over-subscription of the school.

The Cabinet is RECOMMENDED to approve the permanent expansion of St Joseph's Catholic (VA) Primary School, Oxford with effect from 1 September 2014.

15. Expansion of Watchfield Primary School to 2 Form Entry (Pages 247 - 258)

Cabinet Member: Education

Forward Plan Ref: 2013/059

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

Report by Director of Children's Services (**CA15**).

The proposal is to permanently increase the school admission number at Queensway Primary School to 60 from 45. This means that each year group would consist of up to 60 places, taught in two classes of 30 children each, making a maximum total of 420 pupils.

This proposal is to formally change the admission number to 60 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal on how the necessary accommodation required might be provided.

The current capacity of the school is 315 and the proposed capacity will be 420. The current admission number for the school is 45 and the proposed admission number will be 60.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Watchfield Primary School.

16. Expansion of Wolvercote Primary School, Oxford to 1.5 Form Entry (Pages 259 - 282)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/085

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

Report by Director for Children's Services (**CA16**).

The proposal is to permanently increase the school admission number at Wolvercote Primary School to 45 from 30. This means that each year group would consist of up to 45 places, taught in mixed-age classes, making a maximum total of 315 pupils.

This proposal is to formally change the admission number to 45 on a permanent basis from September 2014. This proposal is related to a concurrent option appraisal on how the necessary accommodation required might be provided.

The current capacity of the school is 210 and the proposed capacity will be 315. The current admission number for the school is 30 and the proposed admission number will be 45.

The expansion is proposed due to proposed housing development in the area and increase in population.

The Cabinet is RECOMMENDED to approve the permanent expansion of Wolvercote Primary School with effect from 1 September 2014.

17. Future Direction of Oxfordshire Customer Services and School Facing Services

Cabinet Member: Business & Customer Services

Forward Plan Ref: 2013/082

Contact: Andy Bell, Programme Manager Tel: (01865) 323221

Report by Deputy Director – Oxfordshire Customer Services (**CA17**).

(a) Oxfordshire Customer Services - School Support and Back Office Services_(Pages 283 - 296)

Report by the Director for Environment and Economy (CA17a)

Since October 2012, work has been underway to develop a strategic direction for the future of school related support and back office services generally, including those in CEF which have been prepared to an internally commissioned specification model for delivery of service functions 2013/14. In summary:

- Scope for consideration is OCS provided schools back office (HR, Finance , ICT) schools support and school improvement where CEF has responsibility
- One driver is that back-office services and some school support services are not the Council's core business. There are some school support services that provide a statutory function However, there is a reduced capacity within schools improvement services to meet the needs of schools in a timely way or to manage supply and demand
- Need to improve and secure educational outcomes for all young people
- Reduced grants from the DfE requiring increased trading
- Changes to the schools funding formula with effect from April 2013
- The default position is that services should no longer be provided directly by the County Council unless there is clear strategic value to retain
- We need to ensure that schools and academies continue to have access to the services they need and where possible, these services should be based locally.

In June 2013, these proposals have taken on added significance because the Comprehensive Spending Review requires further savings – potentially up to 10% of current spend. This is not achievable within the current CEF budget and delivery model. All services in scope have been subject to internal review. Arrangements undertaken by other Local Authorities have been reviewed. Work has been undertaken to confirm the actual cost of services and the risks and challenges ahead. On the basis that services will be externalised, the review has also given consideration to possible delivery models.

The Cabinet is RECOMMENDED to agree the following

- (a) Subject to any changes following soft market testing, services listed in section 3 should continue to be delivered in-house***
- (b) Subject to any changes following soft market testing, remaining back office and schools support services listed in section 4 should be prepared for externalisation***
- (c) All service specifications should be reviewed as to the business case for continuing wholly or in part from April 2014.***
- (d) Updated service specifications alongside externalisation proposals should at the heart of service and resource planning from now onwards and as such should be the basis for updating and delivering business strategy.***
- (e) Subject to soft market testing results, externalisation proposals should be prepared in September 2013 for Cabinet decision on outsourcing and/or joint venture with a view to procuring and implementing the decisions necessary by 31st March 2015.***

(b) Oxfordshire Customer Services - Externalisation of Back-Office and Support Functions (Pages 297 - 314)

Report by the Director for Environment & Economy (CA17b)

This paper is concerned primarily with proposals for the externalisation of back-office support services currently delivered from Oxfordshire Customer Services (OCS).

Since October 2012, work has been underway to develop a strategic direction for the future of back-office services and school related services generally. In summary:

- Scope for consideration is the whole of OCS
- The primary driver is that back-office services and school support services are not the Council's core business
- The default position is that services should no longer be provided directly by the County Council unless there is strategic value to retain
- We need to ensure that schools and academies continue to have access to the services they need and where possible, these services should be based locally.
- Customer Service Centre (CSC) needs to remain in-house because of the need to retain strategic control and oversight.

In June 2013, these proposals have taken on added significance because:

- The current business strategy anticipates savings for OCS that from 2015/16 onwards are now considered to be undeliverable
- The Comprehensive Spending Review requires further savings – potentially up to 10% of current spend – which is not achievable with the current OCS delivery model.

The Cabinet is RECOMMENDED to agree the following

- (a) Updated service specifications alongside externalisation proposals and actions should form the basis for updating and delivering the Business Strategy as regards OCS and should therefore be at the heart of service and resource planning from now onwards.**
- (b) All service specifications should be reviewed as to the business case for continuing wholly or in part from April 2014.**
- (c) Subject to any amendments following soft market testing results, services listed in section 3 should continue to be delivered in-house**
- (d) Subject to any amendments following the soft market testing results, HR, Financial and ICT back-office services listed in section 4 should be in scope for externalisation.**
- (e) Subject to soft market testing results, externalisation proposals should be prepared in September 2013 for Cabinet decision on outsourcing and/or joint venture with a view to procuring and implementing the solutions necessary by 31st March 2015**
- (f) As recommended in Annex 1, to agree to the further exploratory work needed to develop a full business case for the future merger of the Buckinghamshire, Oxfordshire and Berkshire LGPS Funds, including detailed discussions with the Department of Communities and Local Government**

18. Corporate Plan Performance Report for the 4th Quarter 2012 (Pages 315 - 338)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2013/004

Contact: Alexandra Bailey, Senior Performance & Improvement Manager Tel: (01865) 816384

Report by County Council Management Team (**CA18**).

Quarterly performance monitoring report against the Corporate Plan priorities - Quarter 4. This report also introduces proposals for performance monitoring for 2013-14, as discussed by the Performance Scrutiny Committee on 27th June.

The Cabinet is RECOMMENDED to:

- (a) note this report; and***
- (b) approve the performance indicators for 2013/14***

19. Forward Plan and Future Business (Pages 339 - 342)

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 **CA19**. 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.

EXEMPT ITEM

Item 20

It is **RECOMMENDED** that the public be excluded for the duration of item 20 the Agenda since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified in relation to the respective items in the Agenda and since it is considered that, in all the circumstances of each case, the public interest in exemption outweighs the public interest in disclosing the information.

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

THIS IS FOR REASONS OF COMMERCIAL SENSITIVITY AND THE FINANCIAL RISK TO THE COUNCIL IF THE CONTENTS ARE DISCLOSED.

THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.

20. Adult Social Care Management System (Pages 343 - 348)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2013/057

Contact: Lindsay Russell, ICT Business Services Manager Tel: (01865) 816239

Report by Deputy Director – Adult Social Care (**CA20**).

The information contained in the report and annexes is exempt in that it falls within the following prescribed category:

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

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would distort the proper process of free negotiations between the authority with another party for the purposes described and would prejudice the position of the authority in those negotiations and other negotiations of a similar nature in future.

The purpose of this report is to set out the reasons for the procurement of a new Adult Social Care Management System.

Division(s): All

CABINET – 16 JULY 2013

THE PROPOSED HOME TO SCHOOL TRANSPORT POLICY

Report by Director for Children, Education and Families

Introduction

1. The legal basis for providing home to school transport is set out in sections 508A, 508B, 508C, 508D and 509AD and Schedule 35B of the Education Act 1996 (as amended by Part 6 of the Education and Inspections Act 2006) and where appropriate the Equality Act and English and European case law.
2. In addition, local authorities are under a statutory duty to have regard to the Guidance on Home to School Travel and Transport issued by the Department for Education in March 2013. A copy of this guidance has been placed in the Members' Lounge.
3. The decision to review the discretionary elements within the policy was made in the light of the current difficult financial situation in the UK, the continuing impact this will have on local government finances, and the need to ensure that the Home to School Transport Policy is equitable.
4. In 2012-13 over £15 million was spent on home to school transport. Part of this expenditure was met from grants resulting in a net cost of £14.7 million.

Exempt Information

5. There is no exempt information within this report.

Proposed changes to the Home to School Transport

6. Local authorities are required to consult upon any proposed changes to the published Home to School Transport Policy and a consultation of this kind must last at least 28 days. Oxfordshire's consultation opened on 5 June 2013 and was originally due to end on 3 July 2013. It was then extended to 5 July 2013 and a further extension was then agreed to 15 July 2013. This means that the consultation will have lasted for 41 days. Updated information on the consultation will be submitted as an addendum to this report on 16 July 2013.
7. The consultation documents were placed on the County Council's public website and were accessible through the Consultation Portal. Links to the documents were sent to all state funded schools in Oxfordshire as well as to, neighbouring local authorities, the Oxford Diocese, the Archdiocese of Birmingham, district councils in Oxfordshire, and parish councils within Oxfordshire. The consultation was also publicised in "Schools News" which

was sent to all state funded schools in Oxfordshire. In addition all primary schools were provided with a letter to use to alert parents to the consultation.

8. There was a high level of response to the consultation, particularly to Proposal 5. An interim summary of the results of the consultation can be found in Annex 1. An updated summary will be made available on 16 July.
9. Copies of the responses have been placed in the Members' Lounge.

Proposal 1

To increase the charges for concessionary travel and post 16 travel in 2014/15 to £290.40 (£96.80 per two terms of the 6 term year) for those who live under 3 miles from the school attended and £541.20 per annum (£180.40 per two terms of the 6 term year) for those who live over 3 miles from the school attended

10. Concessionary seats are spare seats on home to school transport routes. These are routes that are operated for the benefit of those who are entitled to free transport to and from school. These spare seats can be used by children whose parents have paid the concessionary fare. Concessionary fares are waived for children from low income families.
11. The average cost of a seat to the County Council on one of the home to school transport routes, excluding those using taxis, is £784.70. Therefore the proposed new fare represents an average subsidy per seat on these routes of £243.50 for those travelling 3 miles or over and £494.30 for those travelling under 3 miles.
12. Post 16 students would pay the lower fare if they live 3 miles or less from the school, or the higher fare if they live over 3 miles from the school. There would be no special arrangements for individual schools or colleges.
13. The proposed fare increase is expected to increase revenue by at least £19,000 in 2014/15. The price rise would take effect in September 2014.

Table 1 Concessionary Fares

	Concessionary fare September 2013	Proposed concessionary fare from September 2014	Percentage increase
3 miles or less from home to school	£88.00 per two terms (6 term year)	£96.80 per two terms (6 term year)	10%
Over 3 miles from home to school	£164.00 per two terms (6 term year)	£180.40 per two terms of the 6 term year	10%

14. A majority of those responding disagreed with this proposal.

Proposal 2

To increase the concessionary fare by 2% per annum each year from September 2015

15. The Council includes an annual inflation increase of 2% in new home to school transport contracts. Increasing fares annually by 2% would therefore maintain the ratio between the contribution made by the parent and the subsidy provided by the Council.
16. If this proposal is accepted the 2% price rise would take effect in September of 2015 and would be followed by a 2% increase in September of each successive year.
17. An increase of 2% can be expected to increase income from concessionary travel by at least an additional £4,000 in the 2015/16 financial year (in a full year this would amount to approximately £6,802).
18. A majority of those who responded were opposed to this proposal.

Proposal 3

To end the waiving of the concessionary charge for the third and subsequent children of those families who have more than two children using the same home to school transport service

19. Currently families that have more than two children using the same home to school transport service receive an additional subsidy of £784.70 for every further child they have who uses the same home to school transport service. Only 12 families currently benefit from this additional subsidy.
20. This proposal is not being proposed as a cost saving measure but as a means of ensuring equity. Families who pay the concessionary fare would in future receive the same average level of subsidy per seat.
21. No saving is forecast in this report because it is not the purpose of this proposal to achieve a saving, though it is clear that a very small saving is likely to arise if implemented.
22. A majority of those who commented on this proposal were opposed to its adoption.

Proposal 4

To only use the guidance issued by Road Safety GB when making risk assessments of walked routes to school

23. Road Safety GB is a national road safety organisation that includes representatives from groups across the UK, such as local government road safety teams. It aims to reduce the number and severity of road accidents (and therefore to reduce loss of life and personal injury) by raising awareness

of road safety and safer road user behaviour with the road using public, through the provision of training, advice, information, leadership, research, publicity, informed comment and other services to relevant bodies (national and local) and to its members.

24. In 2012 Road Safety GB published updated guidance designed to help officers carry out assessments on walked routes to school where the journey is below the statutory walking distance. The "Assessment of Walked Routes to School" guidelines contain a method of assessing walked routes to school together with relevant extracts from Acts of Parliament and case law relating to transport to school. This national guidance was produced by four representatives of Road Safety GB and one representative of the Royal Society for The Prevention of Accidents. The Road Safety GB guidance published in 2012 replaced the earlier guidance published in 2002 by the Local Authorities Road Safety Officers Association. The "Assessment of Walked Routes to School" guidelines have been placed in the Members' Lounge.
25. The principles followed in the Road Safety GB publication are straightforward and for a route to be safe to walk there must be (on anything other than very lightly used roads) an adequate footway alongside a road, or a footpath where the route is away from a road. In addition where there is a need to cross a road and where no pedestrian crossing is provided, there must be a sufficient number of safe crossing opportunities at the times of day that children would be crossing both on their way to or from school.
26. The assessment is expected to be a practical one rather than a "desk top" exercise (although a check is made against the reported accident record as supplied by the police for any incidents which may be material). The route is walked and, if necessary, repeated visits are made to check the availability of crossing opportunities. The assessment report can be made available to any party requesting a copy.
27. Adopting this proposal would formally recognise the current approach used within Oxfordshire, ensure that assessments are consistent with the law and that they are also consistent and fair.
28. Savings are likely to arise if any routes are re-assessed as safe but this cannot be evaluated until the routes are walked and assessed.
29. A majority of those who commented on this proposal were opposed to its adoption.

Proposal 5

To agree to the phased ending of free travel to the designated (catchment) school if the distance from home to school is over 3 miles if aged 8 or over, or 2 miles, if less than aged 8 and of school age, unless it is the nearest available school.

30. If agreed this proposal would take effect from September 2014. Those children for whom free transport has been agreed before that date would not be affected by the proposed policy change.
31. Those children aged 8 to 16 who live over 3 miles from their nearest available school, or 2 miles if they are of school age and under the age of 8, would be unaffected. They would continue to be eligible for free travel to their nearest school. This is commonly referred to as “statutory entitlement”.
32. The areas most affected in the Oxford area would be Risinghurst, Kennington and Garsington. The area most affected in the Banbury area would be Adderbury. Other areas that would be significantly affected are Farmoor, Southmoor, Stadhampton, Bampton and Alvescot.
33. The secondary schools most affected by the phased ending of these routes would be Matthew Arnold School, Burford School, Warriner School, Wheatley Park School, Icknield School and Marlborough School.
34. If adopted this policy could be expected to lead to some families choosing to send their children to the nearest school rather than to the catchment/designated area school. This in many, but not all, cases would result in the Council having to establish or expand home to school transport routes to some schools while gradually reducing services operated to catchment/designated area schools. However, some routes could be discontinued and there would be an opportunity to consolidate other routes. In addition, in the short term it is likely that there would be an increase in the income from concessionary fares. No reduction in routes is likely before 2015/16.
35. This new approach would meet legal requirements and after 5 years would be likely to lead to savings of at least £311,000.
36. The figures in Table 2 are based on savings that can be made by the phased ending of 9 routes. These consist of 3 routes from Kennington to Matthew Arnold School, 1 route from Bampton to Burford School, 2 routes from Risinghurst to Wheatley Park School and 3 routes from Garsington to Wheatley Park School. The following assumptions have been followed:
 - (a) parents will largely continue to send their children to the catchment school;
 - (b) all the spare seats will be used by concessionary travellers (if this is not the case the concessionary fare income will decrease but savings from cancelling coaches would still be not be affected);
 - (c) year groups are of equal sizes;
 - (d) establishing additional routes elsewhere to accommodate parents who do change school preferences will be balanced by savings, for example

reduced vehicle sizes on some routes and increased income from concessionary fares from spare seats.

Table2. Annual Estimated Savings 2014-2018

	2013	2014	2015	2016	2017	2018
Free travel no	565	452	339	226	113	0
No affected	0	113	226	339	452	0
Saving	0	£61,156	£129,737	£171,686	£229,783	£311,790

37. It is not anticipated that there would be any reduction in the number of vehicles required before September 2015.
38. There are other possible savings from changing, wherever possible, from dedicated home to school transport to public transport with season tickets of around £350 per annum.
39. The current policy of providing free travel to the catchment/designated area school even if is not the nearest school to a child's home address was adopted at a time when the Council had direct control of admissions arrangements for the majority of secondary and primary schools. Most secondary schools are now academies and increasingly primary schools are also converting to this status. This means that the Council increasingly has no control over the size of catchment areas. This in turn means that, given the current policy, academies can potentially increase the financial obligations of the Council.
40. Therefore if Proposal 5 is not adopted, in order to avoid future financial risk the Council will need to consider formally agreeing travel areas coterminous with the current designated areas and so essentially "freezing" the current arrangements. These travel areas would need to be reviewed periodically to ensure that they are fair and appropriate. No consultation on agreeing travel areas coterminous with the current designated areas could take place before the beginning of the 2013/14 academic year.
41. A clear majority of those who commented on this proposal were opposed to it.

Proposal 6

To reassess routes designated as "unsafe walking routes" against the guidance issued by Road Safety GB over 2013/14 and 2014/15

42. If the Council formally agrees to the use of Road Safety GB guidance in assessing the safety of walking routes (Proposal 4) the relevant routes can then assessed against this common standard. Proposal 6 is that this reassessment should be undertaken over a two year period beginning in September 2013. This would ensure that all routes are reviewed by the end of the 2014/15 academic year.

- 43. Adoption of this approach would ensure that national guidance regarding route safety is applied consistently across Oxfordshire.
- 44. Those receiving free transport on the grounds that there is no safe walking route would, as now, have this financial assistance withdrawn if the route is re-assessed as safe to walk.
- 45. There has been no assumption that using the national road safety guidance will reduce costs but there is an expectation that using this guidance will ensure fairness and equity.
- 46. Providing free travel on grounds of an unsafe walking route involves significant expenditure, for example the annual costs of five sample routes are £25,555, £26,790, £26,790, £29,450, £39,710 per coach. Given costs of this magnitude, continuing routes that are no longer required would represent a poor use of resources.
- 47. A majority of those who commented on this proposal were opposed to it.

Proposal 7

To remove references to collaborative learning transport from the Home to School Travel policy

- 48. This type of transport was provided because of an initiative of the previous Government and collaborative learning partnerships have now been discontinued. Therefore removing references to this initiative from the Home to School Transport Policy would reflect the ending of the initiative.
- 49. There are no savings involved in this proposal.
- 50. A majority of those who commented on this proposal were opposed to it.

To adopt a two stage review/appeal process from September 2013 in accordance with the Department for Education Transport and Travel Guidance of March 2013 (Proposal 8)

- 51. Adopting this two stage appeals process would ensure that the Local Authority meets its legal responsibilities. There is no evidence that a two stage approach would be anything other than cost neutral.
- 52. There are no expected savings from this proposal.
- 53. A small majority of those who commented were in favour of this proposal.

To adopt all other parts of the Home to School Transport Policy

- 54. The other parts of the proposed policy regarding children attending mainstream schools are taken from the current policy or current practice.

55. Those parts of the policy regarding children with Statements Special Educational Needs reflect current practice together with the need to respond to the legal changes due when the Children and Families Bill receives the Royal Assent.

Carbon Reduction

56. Any reduction in the number of buses operated by the Council will reduce the Council's carbon footprint. Additionally any pupil who walks or cycles to school as a result of the measures proposed in this report will be involved in a healthier life style and contribute a real carbon reduction (as opposed to those cases where a parent transports a child to school by car). Conversely if more parents decide to transport their children by car there could be a net increase in carbon emissions.

Risk

57. Given the level of opposition to Proposals 1 to 7, if they are agreed, there is a medium level risk of implementation being delayed by the decisions being called in and/or of referral to judicial review.
58. There is a low level risk that the numbers of travellers using the concessionary scheme will fall as a result of increasing charges and that this will reduce any additional income.
59. There is a low level risk that there will be a rapid change in choice of schools and that in 2014 and 2015 this will significantly reduce the intake of schools such as Burford School, Matthew Arnold School and Wheatley Park School. The evidence provided by the phased ending of subsidised travel on faith grounds to the Blessed George Napier School suggests changes of this kind are highly unlikely, at least in the short term.

Financial and Staff Implications

60. In order to administer the changes, particularly the determination of the "nearest available school" and dealing with the anticipated increase in the number of Home to School Transport appeals, the admissions team would need an additional £32,000 per annum (one full time post). This would require a virement from within the Home to School Transport budget.
61. In the first instance this new post would be required for a temporary period of two years at which point the need for the post would be reviewed.
62. Every effort would be made to recruit to the new post from the existing Council workforce rather than by an outside appointment.
63. If all the proposals set out in this report are adopted, savings after 5 years will reach at least £0.350 million per annum. There is potential for the savings to be higher depending upon the outcome of re-assessments of walking routes

but these cannot be estimated in advance. Some of the proposals create an environment in which further efficiency savings can be sought as well as delivering savings in themselves. In addition adoption of these proposals will reduce the risk that future transport cost pressures will arise from the decisions of schools outside the Council's control.

64. Approximately 10% of the above savings will be offset by the additional costs of staffing. The net annual saving anticipated after 5 years (allowing for all transitional entitlements to run their course) is therefore at least £0.32 million.
65. The 2013/14 budget requires a saving of £0.20 million from Home to School Transport. Although this proposal will not make these savings in this financial year, it will allow greater savings to be made in later years, which would allow the council to manage the cashflow of the savings being delivered later. The savings from this proposal are expected to start at over £80,000 in the year after it goes live in 2014, rising each year as the number of children receiving free transport falls before reaching the £0.32 million referred to in paragraph 64.

RECOMMENDATION

66. **The Cabinet is RECOMMENDED to adopt the following proposals:**
 - (a) To increase the charges for concessionary travel and post 16 travel in 2014/15 to £290.40 (£96.80 per two terms of the 6 term year) for those who live under 3 miles from the school attended and £541.20 per annum (£180.40 per two terms of the 6 term year) for those who live over 3 miles from the school attended.
 - (b) To increase the concessionary fare by 2% per annum from September 2015
 - (c) From September 2014 to end the waiving of the concessionary charge for the third and subsequent children of families who have more than two children using the same home to school transport service.
 - (d) From September 2013 onwards to only use the guidance issued by Road Safety GB when making risk assessments of walked routes to school.
 - (e) From September 2014 onwards to adopt the phased ending of free travel to the designated (catchment) school if the distance from home to school is over 3 miles if aged 8 or over, or 2 miles if less than aged 8 and of school age **if it is not the nearest school**.
 - (f) To reassess routes designated as "unsafe walking routes" against the guidance issued by Road Safety GB over 2013/14 and 2014/15.
 - (g) From 2013 to remove all references to collaborative learning transport from the Home to School Transport Policy.

- (h) From September 2013 to use a two stage review/appeal process in accordance with the Department for Education Transport and Travel Guidance of March 2013.
- (i) All other parts of the proposed Home to School Transport Policy not covered by proposals a to h for September 2014 onwards.

JIM LEIVERS

Director for Children, Education and Families

Background papers: Home to School Transport and Travel Guidance March 2013,
Department for Education

Contact Officer: Neil Darlington, Admissions and Transport Services Manager

July 2013

OXFORDSHIRE COUNTY COUNCIL

PROPOSED HOME TO SCHOOL TRAVEL POLICY

Introduction

1. The Local Authority is keen to encourage young people to walk or cycle to school or college or to make use of public transport, but it also provides free transport and some subsidised transport (the concessionary travel scheme) as set out in the Home to School Transport Policy. There are significant health benefits from walking or cycling to school and travel on public transport..
2. As with other young people, children with a Statement of Special Educational Need are likely to benefit from developing the ability to travel independently. It is a major factor in widening the horizons of young people and helping them to prepare for adult life and in gaining access to education, training and employment.
3. The legal basis for the provision of home to school transport is set out in sections 508A, 508B, 508C, 508D and 509AD and Schedule 35B of the Education Act 1996 (as amended by Part 6 of the Education and Inspections Act 2006) and where appropriate the Equality Act and English and European case law. In addition local authorities are under a statutory duty to have regard to the Home to School Transport Guidance issued by the Department for Education (DfE) in March 2013.
4. The Home to School Transport Policy applies to young people who live in the administrative county of Oxfordshire. Those who are not resident in Oxfordshire are advised to contact their own home local authority for details of any policy that their home authority may have regarding home to school/college transport.
5. Parents of those aged from 4 (Rising Fives) to 16 need to complete and submit a Transport Application Form if they wish to apply for free home to school transport. If parents wish to apply for concessionary travel for their child they need to complete an „Application for Concessionary Travel on a School Bus“.
6. When, under the Home to School Transport Policy, children and young people are entitled to free transport it is provided by the most cost effective means. This will usually be by the provision of a free bus pass. However, where numbers are small children sometimes have to be transported by taxi. Where parents wish to take their children to school and it is therefore possible to avoid the provision of a taxi the Local Authority may agree to the payment of a mileage allowance (see paragraphs 55 to 64).
7. Where free or concessionary travel has been agreed it is provided for attendance at the beginning and end of the school day and not for extracurricular activities.

The Children and Families Bill

8. The Children and Families Bill is expected to have become law by September 2014. This Bill proposes to replace Statements of Special Educational Need with Education, Health and Care Plans. Any references within this policy to children with a Statement of Special Educational Need will be replaced by "Education, Health and Care Plans", subject to any amendments to the Children and Families Bill and to it being given the Royal Assent.
9. Parents of children with Education, Health and Care Plans are expected to be given the option of a personal budget to meet some or all of the provision detailed in the plan and special transport will be an element of the personal budget. The Home to School transport Policy will be amended as necessary to include this provision, if it is enacted by Parliament..

Vehicle safety

10. Buses and coaches used for home to school transport are public service vehicles and are subject to specific safety legislation. This is enforced by an initial inspection and certification of the vehicle followed by subsequent annual checks. Vehicles are also subject to random roadside checks undertaken by the „Vehicle and Operator Service Agency“ (VOSA). VOSA are able to prohibit any vehicle that is non-compliant, i.e. is in a dangerous condition, not roadworthy and/or the driver's hours are irregular. Any Service Provider using sub-standard vehicles may lose their operator's licence.

Statutory Walking Distance

11. In understanding home to school transport and what can, and cannot, be provided free of charge it is important to understand what is referred to as "the statutory walking distance". This is 2 miles for children who are under 8 years of age, and 3 miles for those of statutory school age who are 8 and over. It is measured along the shortest route along which a child, accompanied by a responsible adult, may walk with reasonable safety. The route may include footpaths, bridleways, and other pathways, as well as recognised roads. All such routes need to be open to the public.

Responsibility for assessing whether a child should receive free transport

12. The responsibility for assessing and determining transport entitlement issues for attendance at mainstream schools, for example whether a child should receive free travel, rests with the School Admissions Team since transport decisions relate to the school attended. The responsibility for organising the transport rests with the School and Social Care transport which will act on instruction from the School Admissions Team.

13. Therefore any information regarding Oxfordshire's Home to School Transport Policy obtained from any source other than the Admissions Team of Oxfordshire County Council or the admissions pages of the Oxfordshire public website should be disregarded.
14. An assessment of eligibility for free transport is made as part of the normal admissions process for entry to school. Parents are normally notified of the decision in the letter offering a school place.
15. If a child ceases to be eligible during the course of the school term, for example due to moving address, the provision should cease at the end of that term.

Free transport for those of school age (Reception to Year 11)

16. Children within the following categories are eligible for free transport:
 - a. Children attending the nearest available school or educational placement to their address, if the distance from home to school is over the "statutory walking distance" of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age. This applies whether or not the school was listed on the Common Admissions Form (CAF).
 - b. Children who are aged 8 or over and are under 11 years old who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and attend the nearest school if it is over 2 miles from their home.
 - d. Children aged 11 to 16 who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and who attend one of their three nearest suitable schools (or places other than school at which they might receive education under section 19(1) of the Education Act 1996), where they live more than two but not more than 6 miles from that school. The 2 mile distance is measured by "walking route" and the 6 mile distance is measured by road route.
 - e. Children attending the nearest available school to their address even if it is less than the statutory walking distance, if it would not be safe for a child accompanied by an adult to walk from the home to the school. This applies whether or not the school was listed on the CAF. If the route is subsequently determined to be safe the free transport or mileage allowance will be withdrawn. However, a parent will be given up to 6 weeks to consider alternative arrangements. At the end of that period or when the alternative means of transport is taken up, whichever is the sooner, the free travel or mileage allowance will be withdrawn.
 - f. Children aged 11 to 16 who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and want their child to be educated in accordance with their religion or belief and they attend the nearest suitable school preferred on grounds of religion or belief that is over 2 miles but no more than 15 miles from their

home. The 2-mile distance is measured by “walking route” and the 15-mile distance is measured by road route.

- g. Children entitled to free transport if they move house during Year 11 and continue to attend their original school subject to the following limits:
 - i. transport can be provided other than by taxi;
 - ii. the distance travelled is no more than 15 miles. Taxis will only be used in exceptional circumstances.
- h. Children with a disability who do not have a Statement of Special Educational Need who by reason of their disability are unable to walk even relatively short distances to school and children with a mobility problem caused by a temporary medical condition, for example a broken leg. This assistance is subject to confirmation of the medical reasons for the provision by a GP or consultant.
- i. Children with a Statement of Special Educational Needs where one of the following applies:
 - i. The school attended is the nearest suitable school or educational placement to their address that has an available place, if the distance from home to school is over the “statutory walking distance” of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age.
 - ii. The school attended is the nearest suitable school or educational placement to their address that has an available place and the distance from home to school is less than the distances set out in h(i) but it would not be safe for a child accompanied by an adult to walk from the home to the school.
 - iii. The children concerned are unable to walk to school by reason of their special educational need or, if disabled, their disability or because of a temporary or long term medical condition. Evidence is required from a GP or consultant.

Free Travel to Out County Residential Schools for those with a Statement of Special Educational Needs

Out County Weekly Boarding

- 17. The beginning and end of each term of each school week to a total of 76 single journeys per year.

Termly Boarding (3 terms per year)

- 18. Children of 11 or over are entitled to free travel at the beginning and end of each term and half term up to a maximum of 16 single journeys per year.

19. Children aged up to 11 are entitled to free travel at the beginning and end of each term and half term, plus 4 discretionary journeys home per year, up to a maximum of 24 single journeys per year.

Termly Boarding (4 terms per year)

20. Children of 11 or over are entitled to free travel at the beginning and end of each term and half term up to a maximum of 16 single journeys per year.
21. Children aged up to 11 are entitled to free travel at the beginning and end of each term and half term, plus 4 discretionary journeys home per year, up to a maximum of 24 single journeys per year.

Out County 52 Week Boarding (joint placement with other agency)

22. All boarders (or parents) are entitled to 12 single trips home per year (broadly relating to term times). Any additional trips will be the responsibility of the other agency.

Payment of parental journeys for those with children at out of county residential special schools

23. Payment will be made if one of the following applies:
- a. attendance at their child's annual review;
 - b. attendance at any meeting called by the LA at the pupils school;
 - c. journeys necessitated by a child's sickness or emergency medical appointments;
 - d. an agreed journey to visit a new school placement;
 - e. to attend up to three additional meetings per year at the school (called by the school or requested by the parents) if sanctioned by the LA in advance.

Overnight Accommodation

24. The LA will not normally reimburse the cost of overnight accommodation for parents/carers.

Applications for Transport Assistance on Grounds of Religion and Belief

25. In making decisions on assistance with transport the LA will respect parents' religious and philosophical convictions as to the education to be provided for their children in so far as this is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.

26. However, a parent will need to satisfy the LA of the genuine nature of the religious and/or philosophical belief and that the application is made in good faith. The burden of proof lies with the child's parent/parents.
27. Examples of acceptable evidence are:
- a. the provision of a baptismal certificate;
 - b. a statement of atheism;
 - c. a statement of adherence to a particular faith;
 - d. a letter of support from a priest, imam or rabbi stating that the child belongs to a particular congregation.

Normally two pieces of evidence will be required.

28. It is important to note that the LA will take into account the financial consequences of any applications for assistance and that setting up new coach services or taxi routes or specifically continuing them when they could be discontinued in order to accommodate new travellers would normally fall within the definition of "unreasonable public expenditure". However, where there are spare seats on already existing home to school transport routes, or scheduled public transport services, the LA will be able to consider applications for places under the normal concessionary travel arrangements.
29. The LA will not take into account academic grounds for preferring a particular school when making a decision on whether to provide assisted transport on grounds of faith or belief.
30. Decisions on applications for transport assistance on grounds of faith or belief will normally be taken by the Senior Officer, School Admissions (Support).

16-19 Home to School/College Transport

Annual 16 to 19 Transport Policy Statement

31. Details of travel provision for the 16 to 19 age group will be published by 31 May of each year in the 16 to 19 Transport Policy Statement. This is intended to ensure that young people can make informed choices regarding post16 education. The Policy Statement can be amended in year in response to complaints or a direction from the Secretary of State. Complaints can be heard by the Appeals and Tribunals Sub-Committee.

Free Travel

32. Students with learning difficulties and/or disabilities who are beyond statutory school age and who are aged 16 to 19, will receive travel to that placement at the concessionary travel rate when they attend the nearest suitable school or educational placement to their home address that has an available place and one of the following applies:

- a. it is over 3 miles from their home to the educational placement;
- b. it is less than 3 miles from their home to the educational placement but it would not be safe for the young person, even if accompanied by an adult, to walk from home to that placement;
- c. the young person is unable to walk to the school or education placement due to their learning difficulty and/or disability, or because of a temporary or long term medical condition (evidence is required from a GP or consultant).

Subsidised Travel (16-19 age group)

- 33. Students who do not have learning difficulties and/or disabilities, are beyond statutory school age, are aged 16 to 19, and who attend either a college or a school may use the concessionary travel scheme. The concessionary travel scheme makes places available on home to school transport routes. These routes are primarily provided for those who are eligible for free home to school transport.
- 34. Where places on relevant home to school transport routes are unavailable, season tickets on public transport may be provided for travel to the nearest college or school from the student's home address at the relevant distance related concessionary charge rate. This is meant to apply where a home to school transport route is full and it would be possible to use public transport and so avoid the unnecessary additional public expense of contracting for additional capacity on that route.
- 35. In the area served by Gillotts School, Icknield School, Chiltern Edge School and Langtree School (all 11 to 16 schools) post 16 education is provided by Henley College. Where Henley College is the closest post 16 provision to a young person's address the Local Authority will provide travel either on one of its home to school travel routes, by service bus or by transport arranged by Henley College. The same charges will apply as those that apply for the Concessionary Travel Scheme.
- 36. The Local Authority will also arrange for transport to school or college where there is no other means of access, for example where there are no home to school transport routes and no service bus or train links to the nearest establishment offering post16 education. This transport would be subject to the same charges as those set out in the Concessionary Travel Scheme. In addition, the charge will be waived for those eligible for Free School Meals or for those whose parents are in receipt of the maximum level of Working Tax Credit.

Travel Arrangements to the "harbours" in primary schools

- 37. Travel arrangements to the "harbours" in primary schools need to be agreed by the Admissions Team. These requests need to be submitted by the

relevant school at least two weeks in advance of the child beginning the course.

38. Requests will be dealt with by the member of the Admissions Team responsible for the relevant school.

Travel Arrangements for Learners with Learning Difficulties Assessments (aged 19-24)

39. An annual Learning Difficulties and Disabilities Transport Policy Statement will be issued by the LA either with the 16-19 Transport Policy Statement or separately. This document will specify any transport or other arrangements, any payment of travel expenses and concessionary schemes which the LA plans to make available to this group of learners in the following academic year to publication. The Policy Statement will also set out the arrangements for facilitating boarding provision outside both the further education and higher education sectors. Complaints can be heard by the Appeals & Tribunals Sub-Committee.

The Concessionary Travel Scheme

40. Concessionary seats are spare seats on home to school transport routes. These are routes that are operated for the benefit of those who are entitled to free transport to and from school. The key points regarding this scheme are set out below:
- a. the Council cannot guarantee that a young person will keep the seat for longer than two terms;
 - b. fare prices are increased annually;
 - c. the parent, or in the case of Years 12 and 13 the student, must complete an application form for concessionary travel;
 - d. payment is required for two terms travel in advance;
 - e. the price charged covers a return journey for every school day of the relevant period;
 - f. there will be no rebates for those deciding to travel for fewer than the maximum number of possible journeys per term, for example there is no rebate if a young person decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon;
 - g. if a seat is available a bus pass will only be issued on receipt of a completed application form, and correct payment;
 - h. no guarantee can be given that the bus will continue to run throughout a young person's time at a school, or that the place on the bus will not be

withdrawn at some future date if the place is required for a young person who is entitled to free travel;

- i. the concessionary charge will be waived for those eligible for Free School Meals or for those whose parents are in receipt of the maximum level of Working Tax Credit;
- j. if there are more requests to pay for seats on a particular route than there are seats available they will be allocated in the descending order of priority shown in the table "Priority for Concessionary Places".

Priority for Concessionary Places

Priority	Category
1.	Those with a Statement of Special Educational Needs naming the school
2.	Looked After Children
3.	Years 12 and 13, if there is no service bus or train link available
4.	Children in receipt of Free School Meals or whose parent/parents are in receipt of the maximum of Working Tax Credit
5.	Those who travelled on the route the previous term
6.	By year group, in ascending order of priority from F1 to Year 11
7.	Years 12 and 13, if there is a service bus or train link available

41. The charges payable under the concessionary fares scheme are shown in the table "Charges 2014/15". These charges are subject to annual review and prices will be from September 2015 and in subsequent years by 2%.

Charges 2014/15

Reception to Year 13 Under 3 miles	£290.40 per annum (£96.80 per two terms of the 6 term year)
Reception to Year 13 Over 3 miles	£541.20 per annum (£180.40 per two terms of the 6 term year)

Risk Assessments of Walking Routes

- 42. When there are issues raised over the possible safety of a walking route the admissions Team will arrange for a full risk assessment by an expert in road safety.
- 43. When making risk assessments of walked routes to school the Local Authority will apply the guidance issued by Road Safety GB.

- 44. Assessments are made regarding the relationship between pedestrians and traffic only. Any personal safety issues of children travelling alone are not taken into account and assessments are made on the presumption that children will be accompanied as necessary by an adult, usually a parent.
- 45. The presence or absence of street lighting is not considered as a factor in the risk assessment.
- 46. There is also a presumption that all road users will behave reasonably and responsibly.

Reassessment of “unsafe walking routes”

- 47. The Local Authority operates a 2 year review process for routes designated as “unsafe walking routes.”
- 48. From September 2013 all “unsafe walking routes” will be reassessed using the guidance issued by Road Safety GB.

Distance Measurement for Free Transport for Children of Low Income Families

- 49. The 2 mile limit is measured in the same way as the “statutory walking distance”. However, the 6 mile and 15 mile upper limits are not walking routes. They are measured along routes that are passable using a road route suitable for motorised vehicles.

Home address

- 50. A child’s home is considered to be the child’s main place of residence during the normal school week. Free transport can only be provided from that one address.

Travel to a friend’s home

- 51. No seat can be provided on an ad hoc basis to children wishing to travel to the homes of children who are entitled to free transport.

Escorts

- 52. Escorts are normally only provided when it has been established through the assessment or review process that a child with a Statement of Special Educational Needs has a specific need to be accompanied.
- 53. Escorts will not normally be provided in any other circumstances.

Parents accompanying children in OCC transport

- 54. Parents will not normally be able to travel in OCC provided transport.

Payment of mileage allowance

55. Where parents wish to take their children to school, and it is therefore possible to avoid the provision of a taxi, the Local Authority may agree to the payment of a mileage allowance.
56. The mileage allowance is provided for the child's journey to school and the return to the child's home.
57. The decision to provide a mileage allowance will be made by the School Admissions Team in the case of children offered free travel for attendance at mainstream schools.
58. In the case children subject to a Statement of Special Educational Need the decision to provide a mileage allowance may also be made by the Special Educational Needs Team.
59. A central record will be maintained of student details, including the agreed home to school mileage. The claim and payment process will be managed by the Local Authority rather than by individual schools.
60. The mileage will be approved by the Local Authority and there will be no negotiation over the rate to be paid, or over the distance to be travelled, which will always be the shortest route available. Parents are not provided with a mileage allowance for their own return to home in the morning or their journey to the school in the afternoon, i.e. the LA pays a mileage allowance for two journeys per day rather than four. The mileage allowance is provided for the child's journey to school and the return to the child's home. The mileage allowance is 40p per mile.
61. If the Local Authority has agreed to the payment of a mileage allowance an invitation to claim, pre-populated with the required information, will be sent to the parents concerned 3 times a year, approximately 2 weeks before the end of Terms 2, 4 and 6.
62. Payments may be made cheque or by BACS. Parents will be asked to sign a declaration indicating the number of days they wish to claim and the preferred payment method. They will then need to contact their child's school to ask the school to validate the number of days of attendance before returning the form to School Transport to arrange payment.
63. Payment by BACS will take approximately 2 weeks and payment by cheque may take slightly longer.
64. If through a change in circumstance the payment of the mileage allowance proves no longer to be the cheapest way of transporting the child to school the alternative means of travel will be offered and the parent will be given up to 6 weeks to consider the new arrangement. At the end of that period or when the alternative means of transport is taken up, whichever is the sooner, the mileage allowance will be withdrawn.

Changes to school start and finish times

65. Oxfordshire is divided into a number of zones for transport purposes and new contracts are entered into as part of a six year cycle. However, schools can change start and finish times at any time.
66. The Local Authority will normally only amend established routes, including pick up and drop off times, at the start of a new contract period for the relevant zone.
67. Any amendments to the timetables of home to school transport services introduced prior to the end of a 6 year contract period will only be agreed if they do not involve additional costs for the Local Authority or if the relevant school is willing to fund the additional cost.
68. These arrangements are not issues that can be considered by the Appeals & Tribunals Sub-Committee under the transport appeal arrangements.

Code of Conduct

69. A Code of Conduct applies to travel on home to school transport services and will be publicised on the Local Authority's public website every academic year. Travellers are expected to follow the Code of Conduct and failure to do so can result in free or concessionary travel being withdrawn. This will be produced by the Admissions Team.

Responsibilities

70. Every academic year the Local Authority will publish on its public website a document setting out the responsibilities of all parties involved in home to school transport. This will be produced by the Admissions Team.

Alteration to home to school transport routes

71. Routes may be amended or extended to accommodate additional travellers who are entitled to free travel.
72. Routes will not be extended to accommodate travellers or prospective travellers who are not eligible for free travel unless they are in Years 12 and 13 and would not otherwise be able to access post16 education.
73. Additional pick-up and drop off points will not be established for travellers or prospective travellers who are not eligible for free travel unless they are in Years 12 and 13 and would not otherwise be able to access post16 education.

Assistance to schools and colleges

74. Subject to the availability of resources, the Local Authority will provide advice to schools or colleges that wish to establish transport links funded either by parents or schools/colleges.

Transport Appeals

75. There is a two stage review/ appeals process for parents who wish to challenge a decision about:
- a. the transport arrangements offered;
 - b. their child's eligibility;
 - c. the distance measurement;
 - d. the safety of the route.
76. The appeal process is not intended as a means of challenging the law on home to school transport or for changing the lawfully adopted policy of the Local Authority.
77. Appeals are concerned with individual circumstances and are not a means of setting precedents for future application of the agreed policy or the law on home to school travel.

Stage 1

78. A parent has 20 working days from receipt of the Local Authority's home to school transport decision to make a written request asking for a review of the decision.
79. The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed. This should be made on the Stage 1 Review Form.
80. Within 20 working days of receipt of the parent's written request (the Stage 1 Review Form) the Admissions and Transport Services Manager will review the original decision and then write to the parent setting out the parent outcome of the review detailing:
- a. the nature of the decision reached;
 - b. how the review was conducted, including the standard followed (for example Road Safety GB);
 - c. information about other departments and/or agencies that were consulted as part of the process;
 - d. what factors were considered;
 - e. the rationale for the decision reached;

- e. information on how to proceed to Stage 2 of the appeals process (if the review has upheld the original decision regarding home to school transport).

Stage 2

- 81. A parent has 20 working days from receipt of the Stage 1 decision to make a written request to escalate the matter to Stage 2.
- 82. Within 40 working days an independent appeal will consider written and verbal representations from the parent and officer/officers and give a detailed written outcome setting out:
 - a. the nature of the decision reached;
 - b. how the review was conducted (including the standard followed, for example the application of the criteria set out in Road Safety GB);
 - c. information about other departments and/or agencies that were consulted as part of the process;
 - c. what factors were considered;
 - d. the rationale for the decision reached.
- 83. Those hearing an independent appeal will not have taken part in the initial decision, or the Stage 1 Review, and will be independent of the process to date.
- 84. Those sitting as members of an independent appeal panel will receive training before hearing appeals. This will include general training on natural justice and the conduct of appeal hearings and specific training on the guidance on home to school travel and transport and the Local Authority's Home to School Transport Policy.
- 85. A representative of the Admissions Team will present the LA's reasons for not providing transport and appellants can present a case in writing and /or in person (if the parent wishes, accompanied by a friend). The format of the appeal is set out below:
 - a. presentation of the LA's case by the LA representative;
 - b. panel members and the parent are able to ask questions of the LA representative;
 - b. presentation of the parent's case;
 - c. summing up by the LA representative;
 - d. summing up of the parents case;

- f. both the LA representative and the parent/parent's friend will leave the hearing together;
 - f. consideration of the case by the independent appeal panel;
 - g. the independent panel makes a decision as to whether to uphold or refuse the appeal.
86. The Independent Panel will send out a decision letter within 5 working days.
87. The decision of the independent appeal panel will be considered binding by the LA and there is no further right of appeal.
88. The LA will not consider requests for a further transport appeal within the same academic year unless there has been a significant change of circumstance.

Local Government Ombudsman

89. Following a Stage 2 appeal the information given to parents will make it clear that there is a right of complaint to the Local Government Ombudsman, but only if complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may apply for judicial review.

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Interim Questionnaire Summary 6 July 2013

Proposal 1

To increase the charges for concessionary travel and post 16 travel in 2014/15 to £290.40 (£96.80 per two terms of the 6 term year) for those who live under 3 miles from the school attended and £541.20 per annum (£180.40 per two terms of the 6 term year) for those who live over 3 miles from the school attended.

The average cost of a seat on one of the home to school transport routes, excluding taxis, is £784.70. Therefore the proposed new fare represents an average subsidy per seat on these routes of £243.50 for those travelling 3 miles or over and £494.30 for those travelling under 3 miles.

Option	Result	Percentage (rounded to the nearest whole number)
Agree	60	5
Disagree	1009	83
Neither agree/disagree	142	12
Total responding	1211	

Proposal 2

From 2015 onwards, to increase the concessionary fare by 2% per annum

This is intended to provide some certainty as to likely future price increases.

Option	Result	Percentage (rounded to the nearest whole number)
Agree	140	12
Disagree	841	71
Neither agree/disagree	201	17
Total responding	1182	

Proposal 3

From September 2014 to end the waiving of the concessionary charge for the third and subsequent children of families where they have more than two children using the same home to school transport service.

This is intended to ensure equity.

Currently families that have more than two children using the same home to school transport service receive an additional subsidy of £784.70 for every further child they have who uses the same home to school transport service.

Option	Result	Percentage (rounded to the nearest whole number)
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Agree	130 + 17= 147	12
Disagree	709 + 123= 832	69
Neither agree/ disagree	202 + 20= 222	19
Total responding	1201	

Proposal 4

To only use the guidance issued by Road Safety GB when making risk assessments of walked routes to school.

Road Safety GB is the recognised means of assessing route safety. This national guidance is produced by experts in road safety matters.

Assessments will be made regarding the relationship between pedestrians and traffic. Any other personal safety issues of children travelling alone will not be taken into account and assessments will be made on the presumption that children will be accompanied as necessary by an adult, usually a parent.

Option	Result	Percentage (rounded to the nearest whole number)
Agree	189	16
Disagree	728	63
Neither agree/disagree	248	21
Total responding	1165	

Proposal 5

To adopt the phased ending of free travel to the designated (catchment) school if the distance from home to school is over 3 miles if aged 8 or over, or 2 miles if less than aged 8 and of school age.

This new approach would meet legal requirements and after 5 years could lead to savings of at least £340,000.

If agreed this proposal would take effect from September 2014. Those children for whom free transport has been agreed before that date would not be affected by the proposed policy change.

The areas most affected in the Oxford area would be Risinghurst, Kennington and Garsington.

The area most affected in the Banbury area would be Adderbury. Other areas that would be significantly affected are Farmoor, Southmoor, Stadhampton, Bampton and Alvescot.

The schools most affected by the phased ending of these routes would be Matthew Arnold School, Burford School, Warriner School, Wheatley Park School, Icknield School and Marlborough School.

Option	Result	Percentage (rounded to the nearest whole number)
Agree	25	2
Disagree	1157	95
Neither agree/ disagree	33	3
Total responding	1215	
Proposal 6 To reassess routes designated as “unsafe walking routes” against the guidance issued by Road Safety GB over 2013/14 and 2014/15. This would ensure that routes are properly assessed against agreed national criteria for route safety within a reasonable timescale.		
Option	Result	Percentage (rounded to the nearest whole number)
Agree	290	25
Disagree	603	53
Neither agree/ disagree	256	22
Total responding	1149	
Proposal 7 To remove references to collaborative learning transport from the Home to School Travel policy. This type of transport was provided because of an initiative of the previous Government and collaborative learning partnerships have now been discontinued.		
Option	Result	Percentage (rounded to the nearest whole number)
Agree	152	14
Disagree	407	37
Neither agree/ disagree	551	50
Total responding	1110	
Proposal 8 To adopt a two stage review/appeal process from September 2013 in accordance with the Department for Education Transport and Travel Guidance of March 2013. This is intended to ensure that the Local Authority meets its legal commitments and provides a fair means of challenging decisions on home to school transport.		
Option	Result	Percentage (rounded to

		the nearest whole number)
Agree	371	33
Disagree	359	32
Neither agree/ disagree	380	34
Total responding	1110	

N.B. Not all respondents commented on each proposal

Service and Community Impact Assessment (SCIA)

Front Sheet:

Directorate and Service Area:

Children, Education & Families

What is being assessed (eg name of policy, procedure, project, service or proposed service change):

Home to School Transport Policy

Responsible owner / senior officer:

Neil Darlington, Admuissions & Transport Services Manager

Date of assessment:

This was initiated as a working document on 28 May 2013 and is being kept under review.

Summary of judgement:

The proposed Home to School Transport Policy is more equitable than the current policy and offers the prospect of significant savings in council expenditure.

Detail of Assessment:

Purpose of assessment:

The purpose of the assessment is to assess the impact of proposed changes to the Home to School Transport Policy for 2013 and 2014.

Section 149 of the Equalities Act 2010 ("the 2010 Act") imposes a duty on the Council to give due regard to three needs in exercising its functions:

- o Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- o Advance equality of opportunity between people who share a protected characteristic and those who do not.
- o Foster good relations between people who share a protected characteristic, and those who do not.

Complying with section 149 may involve treating some people more favourably than others, but only to the extent that that does not amount to conduct which is otherwise unlawful under the new Act.

The need to advance equality of opportunity involves having due regard to the need to:

- remove or minimise disadvantages which are connected to a relevant protected characteristic and which are suffered by persons who share that characteristic,
- take steps to meet the needs of persons who share a relevant protected characteristic and which are different from the needs other people, and
- encourage those who share a relevant characteristic to take part in public life or in any other activity in which participation by such people is disproportionately low.
- take steps to meet the needs of disabled people which are different from the needs of people who are not disabled and include steps to take account of a person's disabilities.

The need to foster good relations between different groups involves having due regard to the need to tackle prejudice and promote understanding.

These protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership

Context / Background:

The current policy provides for free travel to the designated (catchment) school if it is over statutory walking distance as well as to the nearest school. For most children the designated (catchment) school is the nearest school and therefore some children receive favourable treatment. This more favourable treatment is not related to low family income or section 149 of the Equality Act 2010 ("the 2010 Act").

Proposals:

The decision to review these discretionary elements was made in the light of the current difficult financial situation in the UK, the continuing impact this will have on local government finances, and the need to ensure that the Home to School Transport Policy is equitable. The following proposals options for change are shown below and the Cabinet will consider on 16 July 2013 whether they should be agreed in whole or in part:

1. To increase the charges for concessionary travel and post 16 travel in 2014/15 to £290.40 (£96.80 per two terms of the 6 term year) for those who live under 3 miles from the school attended and £541.20 per annum (£180.40 per two terms of the 6 term year) for those who live over 3 miles from the school attended (Proposal 1).
2. From 2015 onwards, to increase the concessionary fare by 2% per annum (Proposal 2). This is likely to lead to an increased income of £4,000.
3. From September 2014 to end the waiving of the concessionary charge for the third and subsequent children of families where they have more than two children using the same home to school transport service (Proposal 3).
4. To only use the guidance issued by Road Safety GB when making risk assessments of walked routes to school (Proposal 4)
5. The phased ending of free travel to the designated (catchment) school if the distance from home to school is over 3 miles if aged 8 or over, or 2 miles if less than aged 8 and of school age *if it is not the nearest school*. This would take effect from September 2014. Those children for whom free transport has been agreed before that date will not be affected by any policy changes (Proposal 5).
6. To reassess routes designated as "unsafe walking routes" over 2013/14 and 2014/15 against the guidance issued by Road Safety GB. The first routes to be reassessed in the period September 2013 to January 2014
7. To remove references to collaborative learning transport from the home to school Travel policy. This type of transport was provided because of an

initiative of the previous Government and collaborative learning partnerships have now been discontinued (Proposal 7).

8. To adopt a two stage review/appeal process from September 2013 in accordance with the Department for Education Transport and Travel Guidance of March 2013 (Proposal 8).

Evidence / Intelligence:

The proposal to increase the concessionary fares by 10% for 2014 and to raise them by 2% per annum in 2015 and in succeeding years is intended to reduce the subsidy offered to parents whose children use the Concessionary Travel Scheme.

Providing free travel to the nearest school to a child's home address that is over the statutory waking distance is a legal requirement.

However, providing free travel to the designated (catchment) school when it is not the nearest school is discretionary. This policy is also inequitable since as a result some children are entitled to free travel to a school that is not the nearest school as well as free travel to the nearest school while other families are denied free travel to any other school than the nearest school.

There would need to be a phased introduction but after 5 years this could lead to savings of £0.350 million.

Alternatives considered / rejected:

Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.

The decision to review the discretionary elements within the policy was made in the light of the current difficult financial situation in the UK, the continuing impact this will have on local government finances, and the need to ensure that the Home to School Transport Policy is equitable.

Proposals 1 and 2 are concerned with the way in which the Council will determine increases to concessionary fares. The current arrangements do not give security as to what future increases will be and they are not considered to be fit for purpose.

Currently an additional subsidy is provided to those with three or more children travelling on the same home to school transport. Continuing with this arrangement would be inequitable since it involves a small number of families receiving a higher level of subsidy. Proposal 3 involves discontinuing this arrangement.

Proposal 4 simply makes explicit current practice. It also represents good practice to use national road safety guidance when making decisions on route safety. Proposal

6 is linked to Proposal 4 and is intended to be explicit regarding the period within which routes would be reviewed.

Regarding Proposal 5, the catchment areas of academies and other own admission authority schools cannot be constrained by the Council and simply continuing with the current arrangements would involve a significant financial risk. This is because these admission authorities could in the future extend their catchment areas and the wording of the current policy would not allow the Council to do anything other than provide free travel to more young people whose parents then sought places for them in the schools concerned.

Removing references to Collaborative Learning Transport without consultation would have been inappropriate. Continuing to refer to a type of provision that is no longer required would have been confusing to families. Therefore Proposal 7 is to remove references to Collaborative Learning Transport from the Home to School Transport Policy.

With regard to Proposal 8, it would have been contrary to the statutory guidance issued in 2013 for the Council to continue to use a single tier appeals system. If adopted, Proposal 8 will ensure that the Council's appeal arrangements meet the requirements set by the Department for Education.

Impact Assessment:

Impact on Individuals and Communities:

Community / Group being assessed (as per list above – eg age, rural communities – do an assessment for each one on the list)

Summarise the specific requirements and/or potential impact on this community / group, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
The reduction of free travel will reduce access to some schools in rural areas.	During the transitional period of 5 years there will be opportunities for paying for concessionary travel on routes transporting children who are entitled to free travel under the current policy.

Impact on Staff:

Risks	Mitigations
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There will be a need for greater manual input prior to making decisions on free travel.	Staffing will need to be increased to ensure the work can be carried out quickly and fairly.

Impact on other Council services:

Risks	Mitigations
None	None required

Impact on providers:

Risks	Mitigations
A small number of schools, in particular secondary schools, may suffer a reduction in applications for entry	Other schools are likely to see a rise in the number of applications.

Action plan:

Action	By When	Person responsible
Review	5 June 2013	Neil Darlington
Review	6 July 2013	Neil Darlington
Review	September 2014	Neil Darlington

Monitoring and review:

Try to be as specific as possible about when the assessment will be reviewed and updated, linking to key dates (for example when consultation outcomes will be available, before a Cabinet decision, at a key milestone in implementation)

Person responsible for assessment: Neil Darlington

Version	Date	Notes (eg Initial draft, amended following consultation)
v.1	28 May 2013	Initial document to support consultation
v.2	6 July 2013	Interim review
v.3	15 July 2013	Review after the extension of the consultation
v.4	September 2014	Review if the policy is agreed by Cabinet

Division(s): N/A

CABINET – 16 JULY 2013

TREASURY MANAGEMENT OUTTURN 2012/13

Report by Assistant Chief Executive & Chief Finance Officer

Introduction

1. The Chartered Institute of Public Finance and Accountancy's (CIPFA's) 'Code of Practice on Treasury Management (Revised) 2009' requires that the Council (via Cabinet) and Audit & Governance Committee receives an updated report on Treasury Management activities at least twice per year. This report is the second report for the financial year 2012/13 and sets out the position as at 31 March 2013.
2. Treasury management is defined as: "The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
3. The following annexes are attached
 - Annex 1 Debt Financing 2012/13
 - Annex 2 Public Works Loan Board (PWLB) Maturing Debt
 - Annex 3 Lending List Changes
 - Annex 4 Investment portfolio 31/03/2013
 - Annex 5 Prudential Indicators Outturn
 - Annex 6 Benchmarking

Strategy 2012/13

4. The Treasury Management Strategy for 2012/13 was based on an average base rate forecast of 0.50%. The budget for interest receivable assumed that an average interest rate of 1.00% would be achieved, 0.50% above base rate.
5. The Strategy for Long Term Borrowing was to continue to have the option to fund new or replacement borrowing up to the value of 25% of the portfolio through internal borrowing to reduce the Council's exposure to credit risk and reduce the cost of carry (difference between borrowing costs and investment returns) whilst debt rates remained higher than investment interest rates.
6. The Strategy included the continued use of the services of external fund manager Investec.

Market Background

7. In March the Office for Budgetary Responsibility halved its forecast growth in 2013 to 0.6% which then resulted in the lowering of the forecast for tax revenues and an increase in the budget deficit. The fall in debt as a percentage of GDP, which the government had targeted for 2015/16, was pushed two years beyond this horizon. In light of the UK debt dynamics the credit rating agency Moody's made the decision to downgrade the UK one notch from its top rating of triple-A. The UK was also placed on review for downgrade with the Fitch and Standard and Poor's credit rating agencies.
8. The UK Economy contracted in three of the four quarters during the year, but recorded 0.2% growth over the year as a whole due to strong third quarter growth of 0.9%. This was aided by the Summer Olympic Games being held in London.
9. Annual Consumer Price Inflation (CPI) fell to 2.2% in September 2012 after starting the year at 3.0% before edging back up to 2.8% by the end of the year. Inflation remained above the Bank of England's target rate of 2% throughout the year.
10. The lack of growth and fall in inflation led the Bank of England to increase the size of its Quantitative Easing programme by £50bn to £375bn. This was designed to boost the economy through increasing liquidity in the financial system. The base rate was maintained at 0.5% throughout the year as expected.
11. UK gilt yields continued on a downward trajectory with the 5-year yield ending the year at 0.70% and the 10-year yield at 1.77%, down nearly 0.5% from the start of the year. This was partly driven by the expansion of the Bank of England's quantitative easing programme.
12. The government's Funding for Lending (FLS) initiative commenced in August 2012, which gave banks access to cheaper funding on the basis that it would then result in them passing on this advantage to the wider economy. There was an increase in mortgage approvals, but lending to small and medium enterprises remained muted.
13. One direct consequence of the FLS was the sharp drop in local authority bank deposit rates. 3-month, 6-month and 12-month London Interbank Bid Rates (LIBID) which were 0.90%, 1.22% and 1.74% at the beginning of the financial year fell to 0.38%, 0.48% and 0.78% respectively by the end of the year.
14. The big four banks in the UK – Barclays, RBS, Lloyds and HSBC – and several other global institutions including JP Morgan Chase, Citibank, Rabobank, UBS, Credit Suisse and Deutsche came under investigation in the London Interbank Offer Rate rigging scandal which led to fines by, and settlements with, UK and US regulators.
15. The US Federal Reserve extended quantitative easing through 'Operation Twist', in which it buys longer-dated bonds with the proceeds of shorter-dated US Treasuries. The Federal Reserve shifted policy to focus on the jobless rate, with a pledge to keep rates low until unemployment falls below 6.5%.
16. Financial troubles continued in Europe with Spain and Italy both experiencing spikes in government bond yields. Yields on both countries' 10-year sovereign bonds both exceeded 7% on debt concerns before returning to more sustainable levels by the end of

the year. Fears of a Greek exit from the Eurozone peaked in the summer of 2012 before subsiding after securing a bailout from the Eurozone and International Monetary Fund. However, Greece is still deep in recession and faces a long road to recovery. The handling of the bailout of Cyprus was widely viewed to have been handled poorly and resulted in fears in the market about the will of the Eurozone to support member countries who get in to trouble in the future. The European Central Bank rate was maintained at 0.75% throughout the year.

17. Emerging markets and in particular China were viewed as key to the global recovery. Data releases from China were mixed but overall China showed robust growth. The impact of Chinese data releases on the global markets was increasingly important as the markets focused on drivers for global growth, with below consensus data negatively impacting the wider markets.

Treasury Management Activity

Debt Financing

18. The Council's debt financing position for 2012/13 is shown in Annex 1.
19. The option to fund new or replacement borrowing requirements from internal balances, up to the value of 25% of the investment portfolio was retained in the 2012/13 annual treasury management strategy. This was intended to reduce the cost of carry of borrowing which is the difference between borrowing rates and investment returns.
20. No new borrowing has been arranged during 2012/13 with either the Public Works Loan Board (PWLB) or through the money markets.
21. At 31 March 2013, the authority had 68 PWLB loans totalling £362.38 and 10 LOBO¹ loans totalling £50m. The average rate of interest paid on PWLB debt was 4.59% and the average cost of LOBO debt in 2012/13 was 3.94%. The combined weighted average for interest paid on long-term debt was 4.52%.
22. In the March 2012 budget it was announced that the Government would be introducing a Certainty Rate on PWLB loans offering a 0.20% discount on the Standard Rate (currently gilts plus 1.00%). To qualify Authorities were required to provide additional information on their long-term borrowing and associated capital spending plans. The Certainty Rate was introduced in November 2012 and Oxfordshire County Council successfully applied to qualify for this rate. Although no new external borrowing is planned in the short-term it was decided that the Council should apply for the reduced rate in case a need to borrow arises.

¹ LOBO (Lender's Option/Borrower's Option) Loans are long-term loans which include a re-pricing option for the bank at predetermined intervals.

Maturing Debt

23. The Council repaid £8.346m of maturing PWLB loans during the year. The weighted average interest rate payable on the matured loans was 4.88%. The details are set out in Annex 2.

Debt Restructuring

24. No long term debt was restructured during 2012/13.

Investment Strategy

25. Security and liquidity of cash was prioritised above the requirement to maximise returns. The Council adopted a cautious approach to lending to financial institutions, and continuously monitored credit quality information regarding the institutions on the Council's approved Lending List.
26. During 2012/13 the Council limited the exposure to banks by lending to local authorities deemed to be of high credit quality. At 31 March 2013 the Council had £98.617m of long term fixed deposits (deposits over 364 days), of which £86m was placed with local authorities or police authorities. The aim was to maintain a high level of security and manage exposure to interest rate and counterparty risk.
27. The weighted average maturity of all deposits at 31 March 2013, including money deposited in short-term notice accounts, was 349 days (compared with 282 days during 2011/12). This comprised £285m fixed deposits with a weighted average maturity of 352 days and £15m held in short-term notice deposit accounts. In addition, £2m was invested in other short-term investments.
28. The Council used fixed and structured deposits, as well as call accounts, money market funds and short dated bond funds to deposit its in-house temporary cash surpluses during 2012/13.
29. In compliance with the latest Chartered Institute of Public Finance Accountants (CIPFA) guidance on deposits held with Icelandic banks, the 2012/13 final accounts include an impairment for the potential lost interest on amounts placed with Landsbanki. It is expected that priority creditors, which include UK local authorities should receive 100% of their claim, although the exact timings of future distributions are currently unknown.

The Council's Lending List

30. The Council's in-house cash balances are deposited with institutions that meet the Council's approved credit rating criteria. The approved Lending List is regularly updated during the year to reflect changes in bank and building society credit ratings. Changes are reported to the Cabinet each month. The approved lending list may also be further restricted by officers, in response to changing conditions and perceived risk. Annex 3 shows the amendments incorporated into the Lending List during 2012/13, in accordance with the approved credit rating criteria and additional temporary restrictions.

Investment Outturn

31. The average daily balance of temporary surplus cash invested in-house was £309m in 2012/13. The Council achieved an average in-house return for the year of 1.01%, producing gross interest receivable of £3.136m (excluding interest accrued on Landsbanki deposits). Temporary surplus cash balances include: developer contributions; council reserves and balances; trust fund balances; and various other funds to which the Council pays interest at each financial year end, based on the average rate earned on all deposits.
32. During 2012/13 the average three month inter-bank sterling rate was 0.56%. The Council's average in-house return of 1.02% exceeded this benchmark by 0.46%.
33. The average in-house return was 0.01% higher than the budgeted rate of interest of 1.00%.
34. The Council operates a number of instant access call accounts and money market funds to deposit short-term cash surpluses. During 2012/13 the average balance held on instant access was £63.7m.
35. At 31 March 2013, the Council's investment portfolio of £329.62m comprised £284.62m of fixed term deposits, £17.37m at short term notice in money market funds and call accounts, £15.22m in short dated bond funds and £12.41m managed by external fund managers. Annex 4 shows the analysis of the investment portfolio at 31 March 2013.
36. The council's Treasury Management Strategy Team regularly monitors the risk profile of the Council's investment portfolio. An analysis of the credit and maturity position of the portfolio at 31/3/2013 is shown in Annex 4.

External Fund Managers

37. During the year, the Council continued to use the services of one external fund manager: Investec Asset Management Limited. External funds are used by the Council to help manage investment risks by diversification of the portfolio in terms of access to a range of different counterparties and through the use of different financial instruments such as corporate bonds.
38. The performances of the external fund is reported to and monitored by the Treasury Management Strategy Team on a monthly basis.
39. The Investec mandate was changed in December 2010 to a 'Dynamic Model' fund where proportions of the portfolio are invested in three different types of investment fund as set out in the table below:

Fund Name	Weighting	Investment Objectives
Liquidity Fund	5%	To achieve a superior return to that of cash deposits while maintaining capital and preserving liquidity.
Short Dated Bond Fund	65%	To provide capital stability and income through investment in short term fixed income and variable rate securities listed or traded in one or more Recognised Exchanges.
Target Return Fund	30%	To produce a positive return over the longer term regardless of market conditions by investing primarily in interest bearing assets and related derivatives.

40. The month on month performance of the Dynamic Fund has been volatile during 2012/13. Investec's overall return for the year (net of management charges) was 1.10%, compared with a benchmark of 1.62%. This reflects the nature of the fund and the need to view the performance over the longer term.
41. Officers are continuing to monitor the performance of the fund on a monthly basis and have regular meetings with the fund manager.

Prudential Indicators for Treasury Management

42. During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy Report. The outturn for the Prudential Indicators is shown in Annex 6.

External Performance Indicators and Statistics

43. The County Council is a member of the CIPFA Treasury and Debt Management Benchmarking Club and completed returns for the financial year 2012/13. The results of this exercise are not yet available.
44. Arlingclose has also benchmarked Oxfordshire County Council's investment performance against its other clients. Since 31 March 2012 the Council has maintained the yield on its deposits whilst simultaneously maintaining low credit risk. When compared against other County Councils, Oxfordshire County Council's deposit portfolio sits above the average line for interest rate and in the lowest quartile for credit risk. The investment performance benchmarking is shown on Annex 6.

Financial and Legal Implications

45. The combined activities of debt and investment management contribute to the strategic measures element of the Council's budget. In the Medium Term Financial Plan, the budget for Interest Payable in 2012/13 was £18.756m compared with the outturn of £18.844m giving a net overspend of £0.088m.
46. The 2012/13 budget for interest receivable was £2.234m, compared with the outturn of £3.288m giving a net overachievement of £1.054m. In addition the 2012/13 accounts recognise an increase in the value of available for sale assets² of £0.302m. The increase in interest received is due to higher average cash balances due in part to slippage on the capital programme and receipt of government grants earlier in the year. The average interest rate achieved also made a small contribution to the overachievement on interest receivable.

RECOMMENDATION

47. **The Committee is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2012/13.**

SUE SCANE

Assistant Chief Executive and Chief Finance Officer

Contact officer: Gregory Ley

Telephone Number: 01865 323978

June 2013

² Available for sale assets comprise the Investec fund and short dated bond funds.

Annex 1

OXFORDSHIRE COUNTY COUNCIL DEBT FINANCING 2012/13

Debt Profile

	£m
1. PWLB	88% 370.72
2. Money Market LOBO loans	12% 50.00
3. Sub-total External Debt	420.72
4. Internal Balances	0 % -0.27
5. Actual Debt at 31 March 2012	100% 420.45

6. Government Supported Borrowing	0.00
7. Unsupported Borrowing	0.76
8. Borrowing in Advance	0.00
9. Minimum Revenue Provision	-17.88

10. Actual Debt at 31 March 2013 403.33

Maturing Debt

11. PWLB loans maturing during the year	8.35
12. PWLB loans repaid prematurely in the course of debt restructuring	0.00
13. Total Maturing Debt	8.35

New External Borrowing

14. PWLB Normal	0.00
15. PWLB loans raised in the course of debt restructuring	0.00
16. Money Market LOBO loans	0.00
17. Total New External Borrowing	0.00

Debt Profile Year End

18. PWLB	88% 362.37
19. Money Market LOBO loans	12% 50.00
20. Sub-total External Debt	412.37
21. Internal Balances	0 % -9.04
22. Actual Debt at 31 March 2013	100% 403.33

Line

- 1 – 5 This is a breakdown of the Council's debt at the beginning of the financial year (1 April 2012). The PWLB is a government agency operating within the Debt Management Office. LOBO (Lender's Option/ Borrower's Option) loans are long-term loans, with a maturity of up to 60 years, which includes a re-pricing option for the bank at predetermined time intervals. Internal balances include provisions, reserves, revenue balances, capital receipts unapplied, and excess of creditors over debtors.
- 6 'Government Supported Borrowing' is the amount that the Council can borrow in any one year to finance the capital programme. This is determined by Central Government, and in theory supported through the Revenue Support Grant (RSG) system.
- 7 'Unsupported Borrowing' reflects Prudential Borrowing taken by the authority whereby the associated borrowing costs are met by savings in the revenue budget.
- 8 'Borrowing in Advance' is the amount the Council borrowed in advance during 2012/13 to fund future capital finance costs.
- 9 The amount of debt to be repaid from revenue. The sum to be repaid annually is laid down in the Local Government and Housing Act 1989, which stipulates that the repayments must equate to at least 4% of the debt outstanding at 1 April each year.
- 10 The Council's total debt by the end of the financial year at 31 March 2013, after taking into account new borrowing, debt repayment and movement in funding by internal balances.
- 11 The Council's normal maturing PWLB debt.
- 12 PWLB debt repaid early during the year.
- 13 Total debt repaid during the year.
- 14 The normal PWLB borrowing undertaken by the Council during 2012/13.
- 15 New PWLB loans to replace debt repaid early.
- 16 The Money Market borrowing undertaken by the Council during 2012/13.
- 17 The total external borrowing undertaken.
- 18-22 The Council's debt profile at the end of the year.

Long-term debt Maturing 2012/13**Public Works Loan Board: Loans Maturing in 2012/13**

Date	Amount £m	Rate %	Repayment Type
01/04/2012	2.000	9.000	Maturity
13/07/2012	0.500	2.350	EIP
31/07/2012	0.500	2.350	EIP
31/08/2012	0.346	1.120	Annuity
13/01/2013	0.500	2.350	EIP
31/01/2013	0.500	2.350	EIP
01/03/2013	4.000	4.400	Maturity
Total	8.346		

Repayment Types

Maturity – Full amount of principal is repaid at the final maturity date

EIP – Equal Instalments of Principal are repaid every 6 months until the final maturity date

Annuity – A reducing balance of principal is repaid every 6 months until the final maturity date

Annex 3
Lending List Changes during 2012/13

Counterparties added during 2012/13

Morgan and Stanley MMF

Svenska Handelsbanken

Development Bank of Singapore

United Overseas Bank

Overseas-Chinese Banking Corporation

Close Brothers

Credit Suisse

Lending limits & maturity limits increased from 1 April 2012

	Lending Limit as at 31 March 2013	Maximum Maturity as at 31 March 2013
Royal Bank of Scotland	£10,000,000	6 months
Lloyds TSB Bank plc	£25,000,000	12 months
Bank of Montreal	£25,000,000	12 months
Bank of Nova Scotia	£25,000,000	12 months
Barclays Bank	£15,000,000	6 months
Canadian Imperial Bank of Commerce	£25,000,000	12 months
Commonwealth Bank of Australia	£25,000,000	12 months
English, Welsh & Scottish Local Authorities	£30,000,000	3 years
HSBC Bank	£25,000,000	12 months
JP Morgan Chase Bank	£15,000,000	9 months
National Australia Bank	£25,000,000	12 months
Nationwide Building Society	£15,000,000	9 months
Standard Chartered Bank	£25,000,000	12 months

Annex 4**OXFORDSHIRE COUNTY COUNCIL INVESTMENT PORTFOLIO 31/03/2013****Fixed term deposits held at 31/03/2013**

Counterparty Date	Principal Deposited (£)	Maturity
The Mayor's Office for Policing and Crime	10,000,000	03-Apr-13
The Mayor's Office for Policing and Crime	5,000,000	03-Apr-13
Lloyds TSB Bank Plc	5,000,000	30-Apr-13
Salford City Council	2,000,000	29-May-13
Nationwide Building Society	5,000,000	17-Jun-13
Shepway District Council	2,000,000	28-Jun-13
Fife Council	5,000,000	28-Jun-13
Barclays Bank Plc (Direct)	5,000,000	28-Jun-13
Barclays Bank Plc (Direct)	5,000,000	18-Jul-13
North Tyneside Council	5,000,000	29-Jul-13
Barclays Bank Plc (Direct)	5,000,000	31-Jul-13
Nationwide Building Society	10,000,000	31-Jul-13
United Overseas Bank	5,000,000	27-Aug-13
Birmingham City Council	10,000,000	30-Aug-13
United Overseas Bank	5,000,000	30-Aug-13
Barnsley Metropolitan Borough Council	2,000,000	30-Aug-13
Northumberland County Council	5,000,000	16-Sep-13
Lloyds TSB Bank Plc	10,000,000	18-Sep-13
Development Bank of Singapore	5,000,000	23-Sep-13
United Overseas Bank	5,000,000	30-Sep-13
North Tyneside Council	5,000,000	30-Sep-13
Exeter City Council	5,000,000	30-Sep-13
Lancashire County Council	10,000,000	23-Oct-13
East Lothian Council	5,000,000	24-Oct-13
Kingston Upon Hull City Council	1,000,000	31-Oct-13
Fife Council	4,000,000	31-Oct-13
Birmingham City Council	5,000,000	31-Oct-13
Lloyds TSB Bank Plc	9,000,000	15-Nov-13
Fife Council	9,000,000	20-Dec-13
Exeter City Council	5,000,000	14-Jan-14
Birmingham City Council	5,000,000	15-Jan-14
Birmingham City Council	5,000,000	03-Feb-14
Tayside Fire & Rescue Authority	2,000,000	04-Feb-14
Isle of Wight Council	5,000,000	27-Feb-14
Doncaster Metropolitan Borough Council	5,000,000	25-Apr-14
Kingston Upon Hull City Council	6,000,000	15-May-14
Nottinghamshire County Council	5,000,000	22-Jul-14
Newcastle City Council	3,000,000	31-Jul-14
Fife Council	5,000,000	15-Aug-14

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Kingston Upon Hull City Council	2,000,000	05-Sep-14
Derby City Council	3,000,000	12-Sep-14
Rugby Borough Council	5,000,000	09-Jan-15
The Mayors Office for Policing and Crime	10,000,000	13-Mar-15
Newcastle City Council	5,000,000	03-Jul-15
Doncaster Metropolitan Borough Council	5,000,000	03-Jul-15
Lancashire County Council	10,000,000	31-Jul-15
Newcastle City Council	5,000,000	07-Aug-15
Fife Council	2,000,000	04-Sep-15
Newcastle City Council	10,000,000	09-Oct-15
Lancashire County Council	5,000,000	09-Oct-15
Landsbanki Islands HF	1,045,600	31-Mar-18
Landsbanki Islands HF	1,571,410	31-Mar-18

Total 274,617,010

Structured deposits held at 31/3/2013

Counterparty Date	Principal Deposited (£)	Maturity
HSBC Bank plc	10,000,000	27-May-14
Total	10,000,000	

Short-term notice call accounts and Money Market Funds

Counterparty period	Balance at 31/03/13 (£)	Notice
Royal Bank of Scotland Call Account	10,030,754	Same day
Santander UK Call Account	4,999,975	Same day
Prime Rate Sterling Liquidity Fund	2,345,000	Same day
Total	17,375,729	

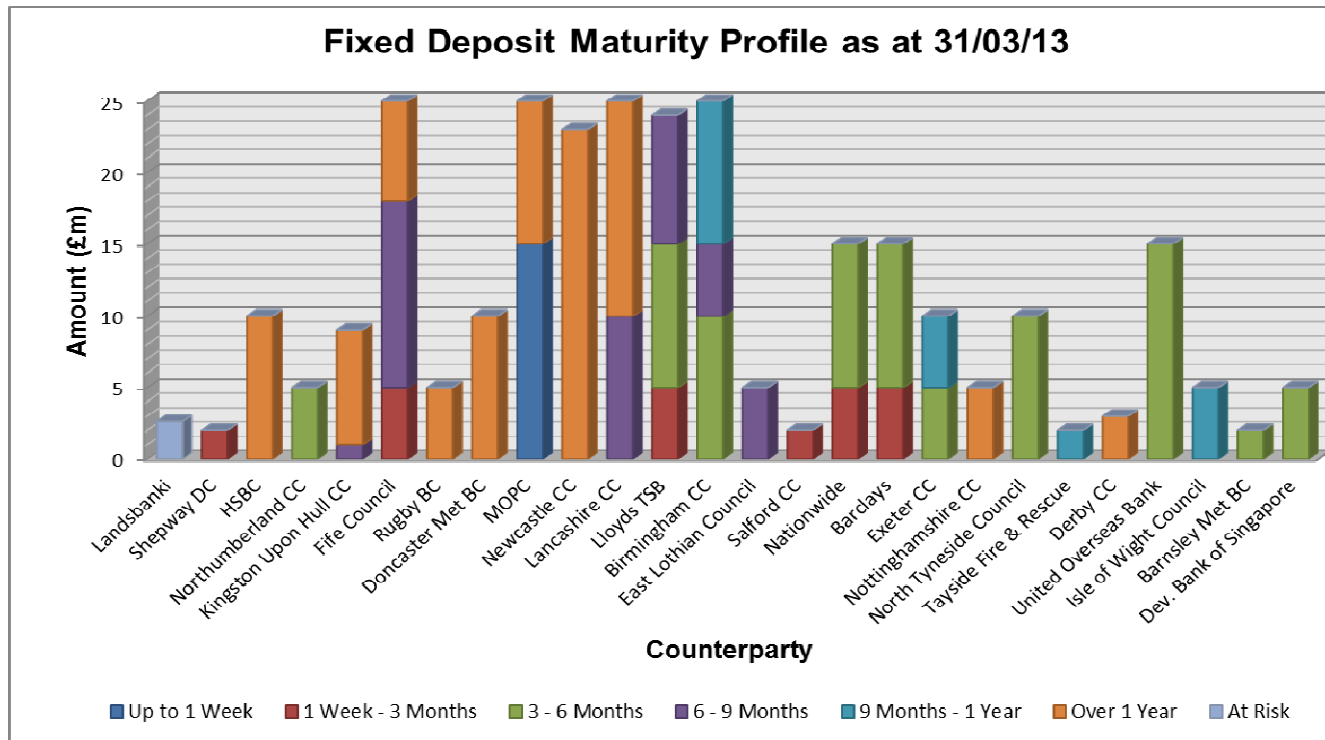
Short Dated Bond Funds

Counterparty period	Balance at 31/03/13 (£)	Notice
SWIP	12,152,010	2 days
Prime Rate Cash Plus Fund	50,945	2 days
Payden & Rygel Sterling Reserve Fund	3,017,099	2 days
Total	15,220,054	

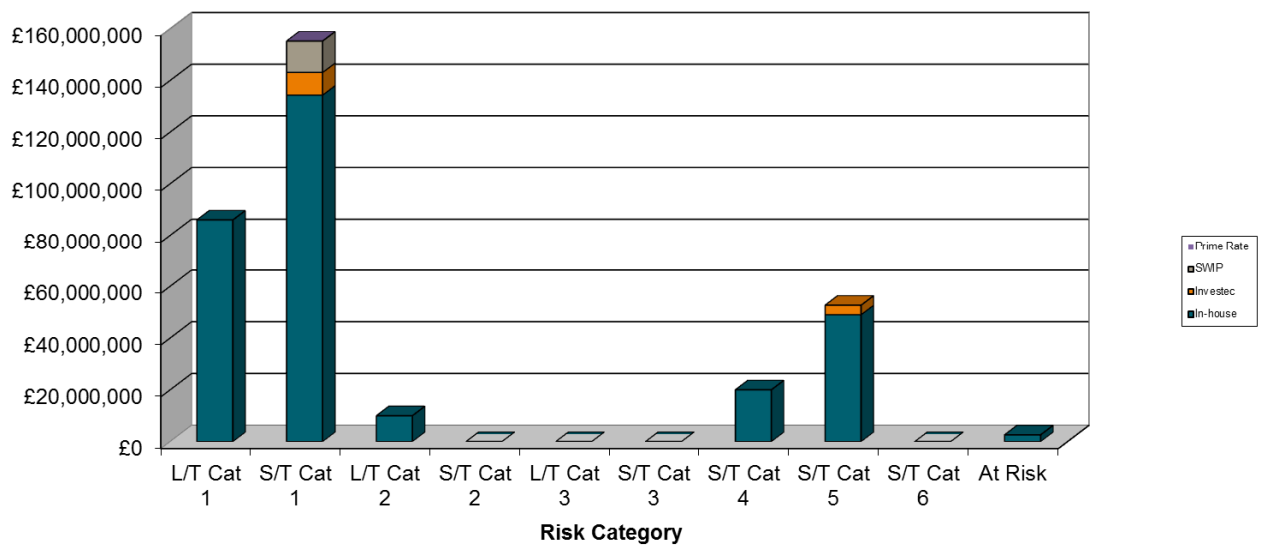
Externally Managed Funds

Fund Manager	Value of Fund at 31/03/13 (£)
Investec	12,410,687
Total	12,410,687

Risk profile of investment portfolio at 31/3/13

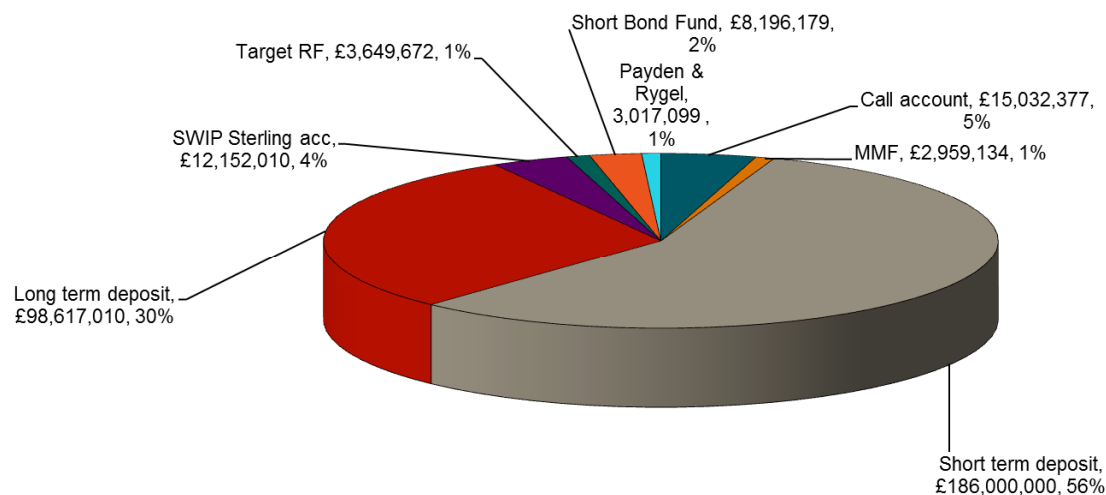


Risk Profile - Total Combined Portfolio as at 31.03.13



Risk Category	L/T	S/T	Individual	Viability
---------------	-----	-----	------------	-----------

	rating	rating	rating	rating
1 (Including Local Authorities)	AA+, AA	F1+	1, 2	aaa, aa
2	AA-	F1+	1, 2	aa, a
3	AA-	F1+	1	bbb
4	AA-	F1+	1	bbb
5	A+, A	F1	1, 2, 3	a, bbb,bb
6	A	F1	2, 3, lower	b or lower

Total Combined Portfolio as at 31.03.13**Annex 5****Prudential Indicators Outturn 31 March 2013****Authorised and Operational Limit for External Debt**

Authorised Limit for External Debt
£476,000,000

Operational Limit for External Debt
£466,000,000

Actual External Debt at 31 March 2013
£418,409,618

Fixed Interest Rate Exposure

Fixed Interest Net Borrowing limit	150.00%
Actual at 31 March 2013	98.85%

Variable Interest Rate Exposure

Variable Interest Net Borrowing limit	25.00%
Actual at 31 March 2013	1.15%

Sums Invested over 364 days

Total sums invested for more than 364 days maximum limit

£100,000,000

Actual sums invested for more than 364 days at 31 March 2013

£ 98,617,010

Maturity Structure of Borrowing at 31/03/13

	Limit %	Actual %
From 01/04/12		
Under 12 months	0 - 20	0
12 – 24 months	0 - 25	8.73
24 months – 5 years	0 - 35	8.73
5 years – 10 years	5 - 40	18.67
10 years +	50 - 95	63.87

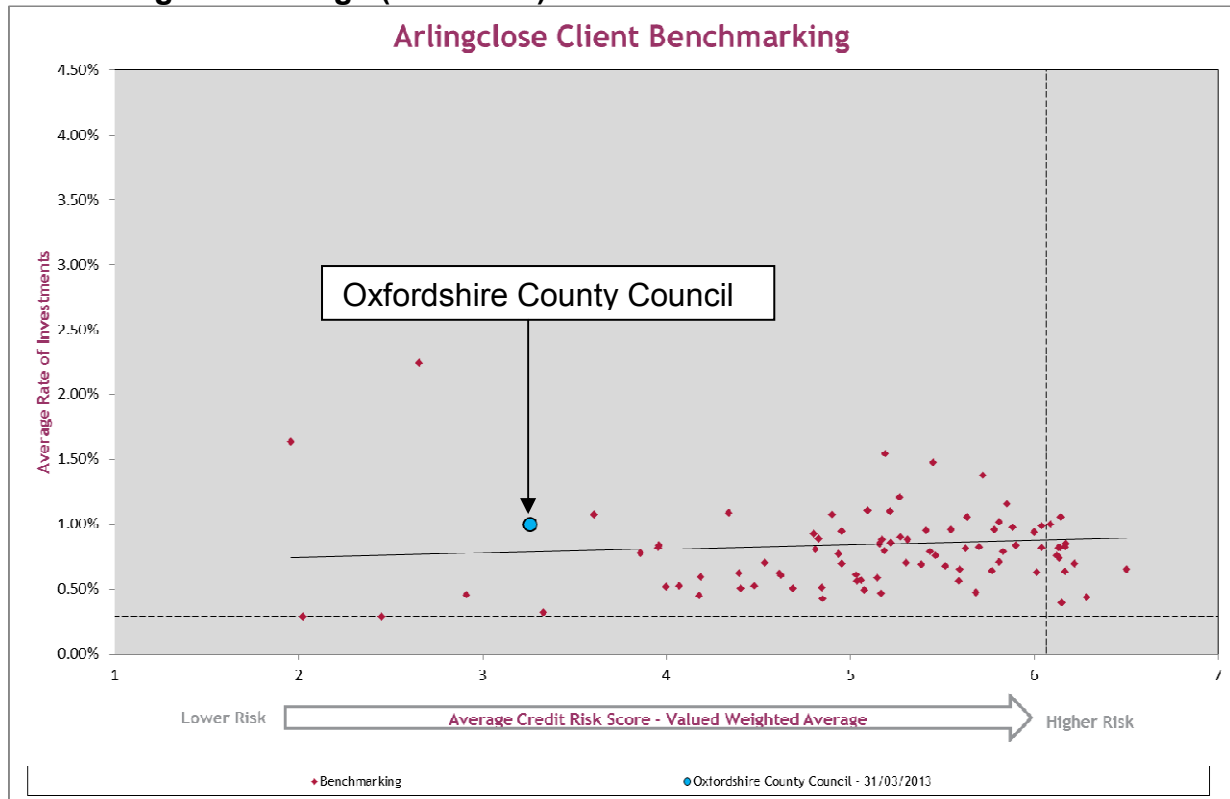
The Prudential Indictors for maturity structure are set with reference to the start of the financial year. The actual % shown above relates to the maturity period remaining at 01/04/12 on loans still outstanding at 31/03/13.

Actual Maturity Structure of Borrowing at 01/04/13

	Limit %	Actual %
From 01/04/13		
Under 12 months	0 - 20	6.30
12 – 24 months	0 - 25	1.70
24 months – 5 years	0 - 35	13.82
5 years to 10 years	5 – 40	16.00
10 years +	50 – 95	62.18

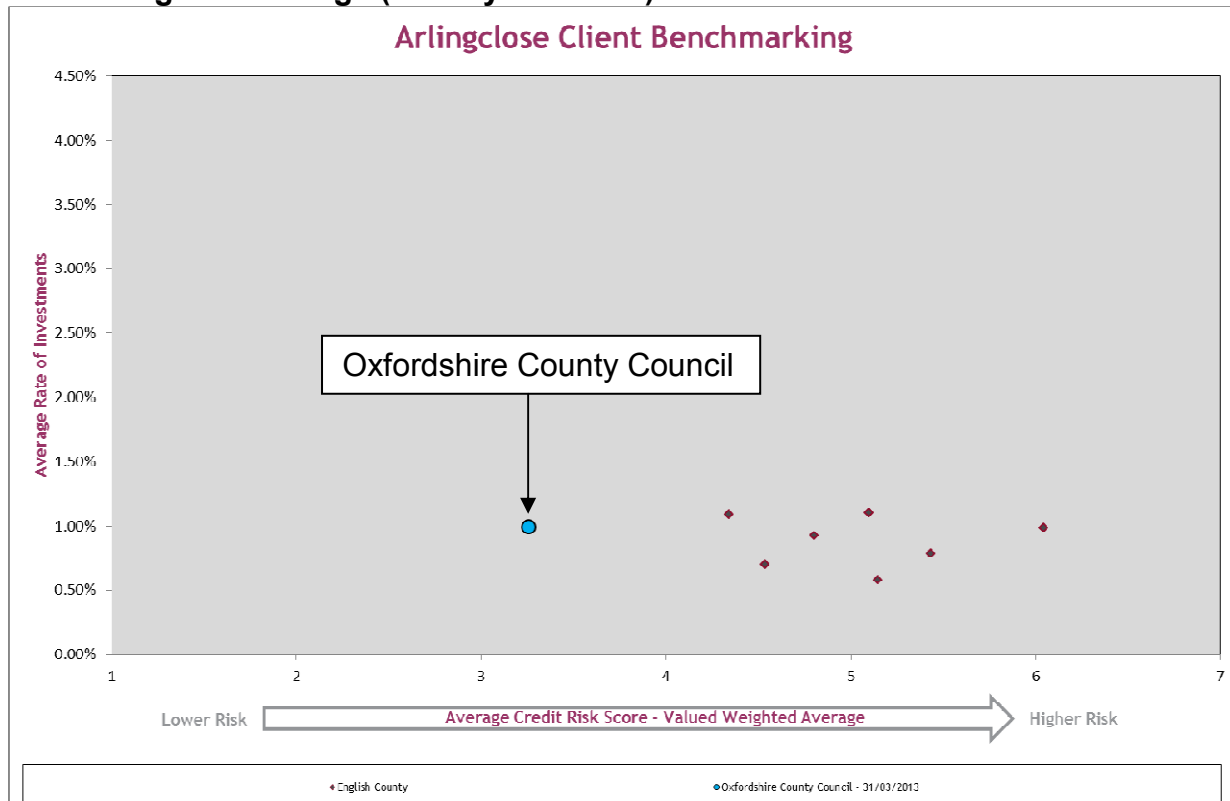
Annex 6

Value weighted average (all clients)



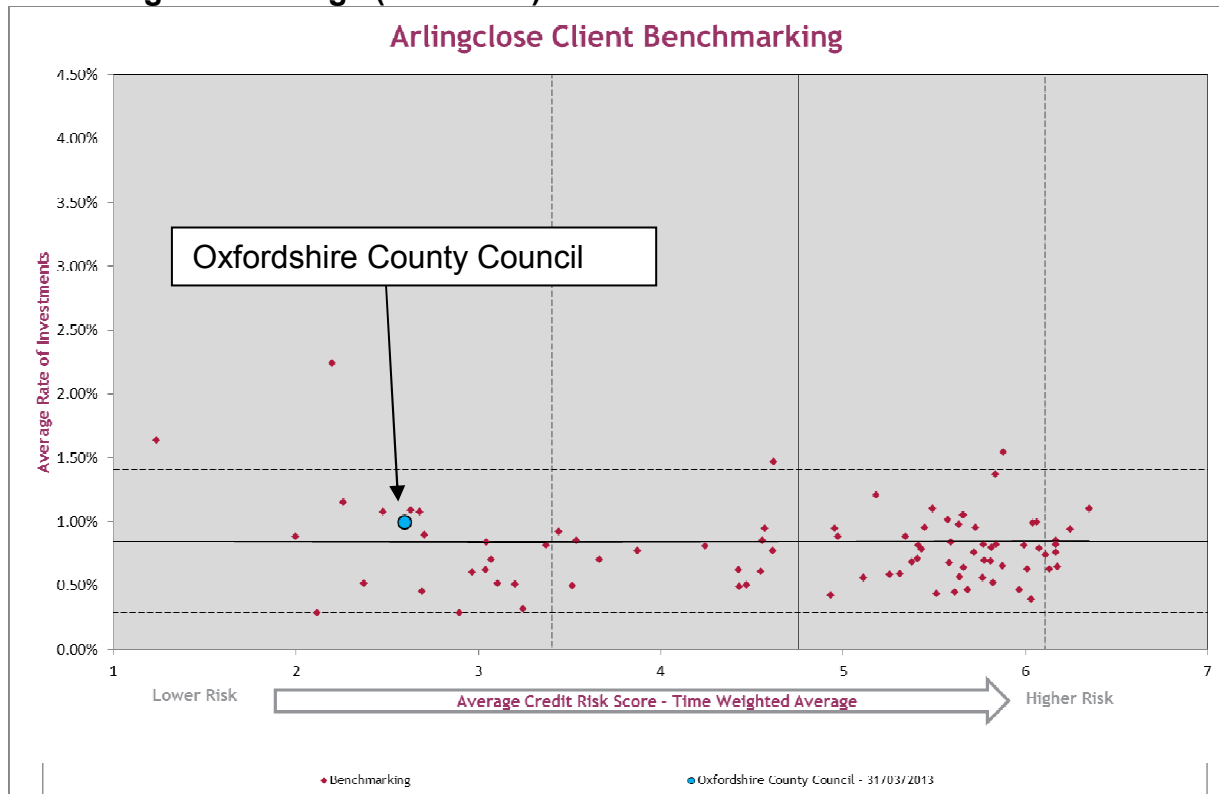
The above graph shows that Oxfordshire County Council achieved an above average interest rate when considering the credit risk of investments against all Arlingclose clients as at 31/03/2013.

Value weighted average (County Councils)



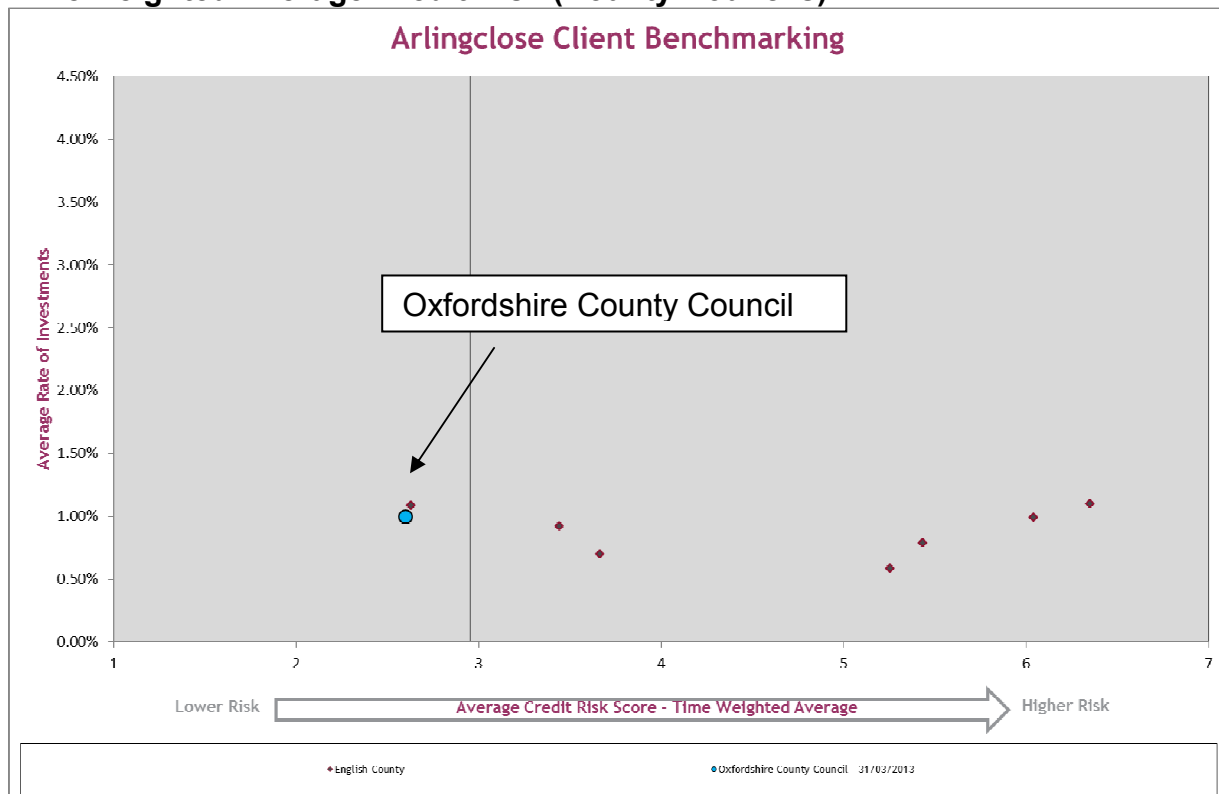
The above graph shows that Oxfordshire County Council achieved a similar interest rate for less credit risk compared to seven other County Councils as at 31/03/2013.

Time weighted Average (all clients)



The above graph shows that Oxfordshire County Council achieved an above average interest rate on deposits whilst maintaining a relatively low credit risk at 31/03/2013.

Time weighted Average Credit Risk (County Councils)



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The above graph shows that Oxfordshire County Council achieved a similar interest rate to the other County Councils in the sample, whilst it maintained a significantly lower time weighted credit risk as at 31/03/2013.

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CABINET – 16 JULY 2013

2013/14 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 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of May 2013. Capital Programme monitoring and update is included at Part 3. Changes to Fees and Charges are included in Part 4.

Summary Position

2. The forecast directorate variation is an overspend of +£4.219m or +1.0% against a net budget of £411.946m as shown in the table below.

Original Budget 2013/14 £m		Latest Budget 2013/14 £m	Forecast Outturn 2013/14 £m	Variance Forecast May 2013 £m	Variance Forecast May 2013 %
105.201	Children, Education & Families (CE&F)	105.178	106.496	+1.318	+1.3%
206.916	Social & Community Services (S&CS)	206.919	206.719	-0.200	-0.1%
79.267	Environment & Economy	79.303	79.303	0.000	0.0%
20.562	Chief Executive's Office	20.546	20.548	+0.002	0.0%
0.000 ¹	Public Health	0.000	0.000	0.000	-
411.946	Directorate total	411.946	413.066	+1.120	+0.3%
	Add: Overspend on Council Elements of Pooled Budgets ²			+3.099	
	Total Variation including Council Elements of Pooled Budgets			+4.219	+1.0%

3. The 2013/14 revenue budget was approved by Council on 19 February 2013. The Latest Budget for 2013/14 includes virements approved by Cabinet on 16 April.
4. Requests for one – off carry forwards of under and overspends from 2012/13 to 2013/14 were included in the Provisional Outturn Report to Cabinet on 18 June 2013. Carry forward requests for Environment & Economy and the Chief Executive's Office are now subject to approval by Council on 9 July 2013. If approved these will be reflected in the Financial Monitoring Report to the end of June 2013 that will be considered by Cabinet on 17 September 2013.

¹ Public Health is funded by a ring-fenced grant of £25.264m which is received from Department of Health.

² Paragraphs 17 – 22 set out the position on the Pooled Budgets

5. The following annexes are attached:

Annex 1	Original and Latest Estimates for 2013/14
Annex 2	Virements & Supplementary Estimates
Annex 3	Forecast Earmarked Reserves
Annex 4	Forecast General Balances
Annex 5	Ring-fenced Government Grants 2013/14
Annex 6	Older People & Physical Disabilities and Learning Disabilities Pooled Budgets
Annex 7	Treasury Management Lending List
Annex 8	Capital Programme Monitoring
Annex 9	Updated Capital Programme
Annex 10	Trading Standards Fees & Charges

6. 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' Lounge.

Part 1 - Revenue Budget

Children, Education & Families (CE&F)

7. The directorate is forecasting a variation of +£1.318m. There is also a +£0.210m forecast overspend on services funded by the Dedicated Schools Grant (DSG).

CE&F1 Education & Early Intervention

8. Services within the Education & Early Intervention service area are forecasting a variation of -£0.184m.
9. As set out in the Provisional Outturn Report to Cabinet on 18 June 2013, Home to School transport overspent by +£0.342m in 2012/13, mainly due to less income being generated than anticipated and alternative providers having to be found when contractors went out of business. For 2013/14 the service has a savings target of -£0.200m, meaning expenditure effectively needs to reduce by £0.5m compared to 2012/13 to achieve a breakeven position. The service are currently forecasting an overspend of +£0.500m. However, this is subject to change during the year as routes for the new school year are still being finalised or subject to change. Concessionary fare income may also be higher than currently forecast.
10. This overspend is offset by underspends elsewhere across the service. These include amounts still to be committed in Early Intervention Hubs (-£0.132m), School Intervention Projects (-£0.325m) and the Play Budget in Children's Centres & Childcare (-£0.080m). It is expected that these will reduce as the year progresses as expenditure is committed.

CE&F2 Children's Social Care

11. Children's Social Care is forecasting a variation of +£1.437m. A forecast overspend of £1.987m compared to the budget of £6.456m for external placement costs reflects an increase from 36,781 support days provided in 2012/13 to 39,921 forecast in 2013/14 along with an increase in the

number of support days in higher cost placements. The current forecast includes a £0.868m allowance for new placements coming into the service during the year. The overspend on external placements is offset by an underspend of -£0.435m on accommodation costs and support days for clients funded under Southwark Judgement responsibilities. There are also underspends in Corporate Parenting (-£0.160m) and on staffing.

Social & Community Services (S&CS)

12. The directorate is forecasting a variation of -£0.200m. In addition, there is a forecast overspend of +£3.099m on the Council elements of the Older People, Physical Disabilities and Equipment Pooled Budget. The Learning Disabilities Pooled Budget is forecast to breakeven.
13. By the date of this Cabinet meeting, Council will have considered recommendations to change the budget arrangements for the Older People's Pool including the transfer of further expenditure and income budgets by both the Council and Oxfordshire Clinical Commissioning Group into the Pool. This financial monitoring report is based on the original budget structure, and does not reflect the proposed changes to budget arrangements pending approval by Council. Following Council approval the necessary virements will be processed and reflected in the next Financial Monitoring Report to Cabinet on 17 September.

S&CS1 Adult Social Care

14. Within a net underspend of -£0.120m for the service area, client income is forecast to be -£0.500m higher than budgeted as a result of an increase in the number of care packages for residential care. There is an overspend of +£0.380m on locality and hospital teams. Additional resources have been put into these teams to manage Delayed Transfers of Care, case reviews and other operational pressures. These budgets will transfer to the Older People's Pool, subject to approval of the Older People's Pooled Budget Arrangements (Section 75 Agreement) report to Council.

S&CS3 Joint Commissioning

15. A forecast underspend of -£0.200m relates to savings of -£0.500m which are forecast to be partly delivered a year in advance.

S&CS4 Fire & Rescue and Emergency Planning

16. The Fire & Rescue service is forecasting an over spend of +£0.120m on fire-fighter ill health retirements. As this is a budget that the service cannot control, any variance will be met from Council balances at year-end.

Pooled Budgets

Older People, Physical Disabilities and Equipment Pooled Budget

17. As shown in Annex 6 the Older People, Physical Disabilities and Equipment Pooled Budget is forecast to overspend by +£3.682m. +£3.099m relates to the Council's element and +£0.584m to the Oxfordshire Clinical Commissioning Group (OCCG).

Older People

18. The Council element of the Older People Pooled budget is forecast to overspend by +£2.874m. Pressures of £5.2m were identified as part of the Service and Resource Planning Process and the pool is required to find on-going efficiency savings (such as reducing demand and alternative ways of meeting care needs) to meet these. Working groups are exploring ways of delivering these savings from 2014/15, but for 2013/14 it is anticipated that further additional resources set aside at the end of 2012/13 will be required. Consideration will be given to this during the year and as part of the Service & Resource Planning process.
19. In addition to managing the pressures identified previously, demand is currently exceeding allocated resource and this is anticipated to continue. Every effort will be made to manage pressures using existing resources, including budgets transferring into the Pool, but if the high demand continues it may be necessary to consider further additional funding in 2013/14.

Physical Disabilities

20. The council element of the Physical Disabilities Pool is forecast to underspend by -£0.079m. This includes the cost of funding clients on the waiting list at the end of May and an additional weekly allocation of resources to meet pressures on demand. The full year effect of funding the current demand is likely to cause pressure in future years.

Equipment

21. The Council's element of the Equipment Pooled Budget is forecast to overspend by +£0.304m and assumes that the additional funding of £0.750m received from the Department of Health will be apportioned between the partners on the basis of their contributions to the Equipment Pool. The overspend is mainly due to the pressure of meeting needs to keep people safely at home, reduce delayed transfers of care and avoid hospital admissions.

Learning Disabilities Pooled Budget

22. As set out in Annex 6 the Learning Disabilities Pool is forecasting a breakeven position at the end of May although there are pressures which may mean the Pool overspends by year end. Work is continuing to assess the impact of demographic projections and to ensure the achievement of savings.

Environment & Economy (E&E)

23. The directorate is forecasting a breakeven position as at the end of May although risks are flagged in the following areas of Commercial Services.

EE2 Commercial Services

24. The number of highway defects experienced in 2013/14 is greater than for the same period in 2012/13. Management action will be required to ensure that the pressure is managed within the budget available.
25. Within Waste Management the total tonnage disposed of to date is greater than that for the same period last year. It is planned to offset the additional cost against the residual budget for the Landfill Allowance Trading Scheme (LATS) which ceased at the end of 2012/13.
26. Current charges for Park & Ride and on - street car parking are budgeted to generate an additional £0.900m income in 2013/14. This includes additional income relating to the additional spaces at the Thornhill Park & Ride car park and the impact of long stay charges introduced at Thornhill and Water Eaton car parks in December 2012. Options for funding any pressure arising if the income is not fully realised will be considered in future reports and through the Service & Resource Planning process.

Public Health

27. The Public Health function transferred from the National Health Service to local authorities on 1 April. It is fully funded by a ring-fenced grant of £25.264m from the Department of Health for the period 2013/14 and 2014/15. The Directorate is forecasting a revenue under spend of - £0.114m against this grant due to staff vacancies. Under the grant guidelines any underspend will be placed in reserves at the end of the financial year to be used to meet Public Health expenditure in future years. Recruitment to essential posts is in progress.

Virements and Supplementary Estimates

28. Virements larger than £0.250m requiring Cabinet approval under the Virement Rules agreed by Council on 19 February 2013 are set out in Annex 2a. These include a request to move £0.934m relating to the cross regional commissioning budget, which pays for a 6 bed contract with wrap around support, from Children's Social Care into Corporate Parenting within the Children, Education & Families Directorate. This change separates the placements budget in line with operational responsibilities but does not change the service provision.
29. In addition a virement is being requested to move the budget for higher needs in further education colleges into special educational needs (SEN). This change will bring all the SEN budgets together as they are managed by the same service manager. Amendments are also being requested to amend the expenditure and income budget to reflect the latest DSG allocation notified by the Department for Education.
30. Virements requests for CEO and E&E reflect changes to expenditure and income budgets to reflect expected income.
31. New virements this month for Cabinet to note are set out in Annex 2d.

Ringfenced Grants

32. As set out in Annex 5, ring-fenced grants totalling £337.850m are included in Directorate budgets and will be used for the specified

purpose. Changes since the budget was agreed in February include the notification of £0.417m Adoption Improvement Grant, a reduction of -£0.481m in Dedicated Schools Grant, and a -£0.140m reduction in Youth Justice Board grant funding. Additional grant funding of £0.125m for Local Enterprise Partnership Funding has been notified by the Department for Communities and Local Government (DCLG).

33. The Asylum Service have been notified of changes to the amount they are able to claim and the Home Office will only be paying grant equivalent to the actual spend incurred instead of a specific rate per support day. There will continue to be a limit on the amount paid per support day. This change may create pressure on the asylum budget.

Bad Debt Write Offs

34. There were 30 general write offs to the end of May 2013 and these totalled £1,095. In addition Client Finance has written off 27 debts totalling £15,966.

Treasury Management

35. The latest Treasury Management approved lending list (as at 19 June 2013) is included at Annex 7. Two counterparties have been added to the lending list; Close Brothers and Credit Suisse. This will enable further counterparty diversification within the in-house portfolio while continuing to restrict deposits with banks to those with high credit quality. The maturity limits for Royal Bank of Scotland, Nationwide Building Society, Standard Chartered Bank, Svenska Handelsbanken, and JP Morgan Chase have been increased. These limits were increased in line with the new matrices for determining counterparty limits as set out in the treasury management strategy for 2013/14. In addition, the lending limit for Local Authorities has been increased to £30m due to the larger overall size of the portfolio.
36. The average in-house cash balance during May 2013 was £394.3m and the average rate of return for the month was 0.84%. The average cash balance during April 2013 was £354.9m and the average rate of return was 0.89%. The budgeted return for interest receivable on balances is £2.12m for 2013/14 and it is expected that this will be achieved.

Part 2 – Balance Sheet

37. Annex 3 sets out earmarked reserves brought forward from 2012/13 and the forecast position as at 31 March 2014. These reserves are held for specified one – off projects, contractual commitments and to support the Medium Term Financial Plan.
38. As set out in the Provisional Outturn Report to Cabinet on 18 June, revenue reserves were £84.075m at the end of 2012/13. These are forecast to reduce to £61.604m by 31 March 2014.

Grants and Contributions

39. On 26 June 2013 the Schools & High Needs Committee considered the use of the £8.898m underspend on DSG that was held within the grants and contributions reserve at the end of 2012/13 along with the schools contingency (£6.627m) held within school balances. £12.851m will be

used for a range of purposes including £3.0m to increase schools' devolved capital funds for completing capital projects and £1.5m for a new education administration system. Expenditure will take place in the current and following two financial years.

Children, Education & Families

40. An additional £2.264m was placed in reserves during 2012/13 to support key projects and pressures in 2013/14. These include costs associated with the conversion of schools to Academy status, Joint Working with Thames Valley Police, School Intervention, and the Thriving Families Project. It is anticipated that over half of the £6.612m balance at the beginning of 2013/14 will be spent by the end of the financial year.

Social & Community Services

41. The largest reserve at £7.469m is the Older People Pooled Budget Reserve. £5.151m will be used in 2013/14 to support the on-going cost of additional care packages agreed in 2012/13 and previous years.

Corporate Reserves

42. The Efficiency Reserve totalled £3.384m as at 31 March 2013. This will be used for projects that support the Council's Medium Term Financial Plan.

Other Reserves

43. Other Reserves, which include Insurance, Capital and Cash flow reserves, are forecast to total £51.874m at 31 March 2014.
44. Annex 4 sets out that general balances are currently £20.233m. This includes a planned contributions totalling £1.5m as set out in the Medium Term Financial Plan approved by Council in February 2013. There have been no calls on balances to date in 2013/14. Balances will be considered as part of the Service & Resource Planning process for 2014/15.

Part 3 – Capital Programme

45. The capital monitoring position set out in Annex 8a and summarised in the table below, shows forecast expenditure of £73.3m in 2013/14 (excluding schools local capital). This is a decrease of £1.9m compared to the latest approved capital programme which was approved by Council on 19 February 2013.

Directorate	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
Children, Education & Families	34.8	33.4	-1.4
Social & Community Services	12.7	14.1	+1.4
Environment & Economy - Transport	20.7	23.2	+2.5
Environment & Economy – Other	6.4	1.6	-4.8
Chief Executive's Office	0.6	1.0	+0.4
Total Directorate Programmes	75.2	73.3	-1.9
Schools Local Capital	3.9	3.8	-0.1
Earmarked Reserves	1.0	1.0	0.0
Total Capital Programme	80.1	78.1	-2.0

46. The forecast variations take into account the impact of the 2012/13 outturn position and schemes have been re-profiled accordingly. Significant in-year variations for each directorate are listed in Annex 8b. New schemes and total programme/project budget changes requiring Cabinet approval are listed in Annex 8c.
47. In the Children, Education & Families programme there is a forecast increase of £1.3m in the Schools Structural Maintenance programme. This was carried forward from the 2012/13 programme and will finance the planned works that are outstanding from last year's programme that will be delivered in 2013/14. There is also £0.5m of funding being held in earmarked reserves for this programme. £2.8m has been re-profiled to 2014/15 on Phase 1 of the new primary school at the eco development in Bicester. The timescale for delivery of this scheme is dependent on the housing development.
48. In the Social & Community Services programme there is an increase of £1.4m in 2013/14 for the purchase of land in the Extra Care Housing programme. This funding has been brought forward from future years of this programme.
49. In the Transport programme, £3.551m has been added to the structural maintenance programme from the additional allocation announced in the Autumn Statement and agreed by Cabinet in April 2013. A proposed programme of works is included in Appendix D to the Capital Programme (Annex 9). It has not been possible to develop a programme that achieves sufficient value from the investment that can be contained solely within the 2013/14 financial year. It is therefore proposed that £2.3m of works is profiled in 2013/14 and £1.2m in 2014/15.
50. A new £0.320m cycle scheme in Abingdon has been added to the programme. The majority of the scheme is funded from a grant from the Department for Transport. £0.5m has been re-profiled on the Kennington Roundabout scheme to reflect the potential delay in the construction start date due to the requirement to relocate a water main.
51. In the Environment & Economy programme £4.9m has been re-profiled on the Broadband programme to reflect the anticipated delivery timetable.

Actual & Committed Expenditure

52. As at the end of May actual capital expenditure for the year to date (excluding schools local spend) was -£3.2m. This is -4% of the total forecast expenditure of £73.3m. The actual expenditure is negative as accruals raised at the end of 2012/13 are still to be realised in 2013/14. Committed spend is 24% of the forecast.

Five Year Capital Programme Update

53. As shown in the table on the next page, the total forecast 5-year capital programme (2013/14 to 2017/18) is now £360.1m. This has increased by £7.2m compared to the last capital programme approved by Council in

CA8

February 2013. The full updated capital programme is set out in Annex 9. Taking into account the outturn position for 2012/13, the overall size of the capital programme has increased by £3.0m.

Directorate	Last Approved Total Programme (2013/14 to 2017/18) * £m	Latest Updated Total Programme (2013/14 to 2017/18) £m	Variation £m	Variation in the size of the overall programme (including 2012/13) £m
Children, Education & Families	144.1	147.3	+3.2	+0.5
Social & Community Services	30.2	30.9	+0.7	-0.2
Environment & Economy - Transport	69.8	75.4	+5.6	+4.8
Environment & Economy – Other	27.7	28.1	+0.4	0.0
Chief Executive's Office	1.7	2.2	+0.5	+0.3
Total Directorate Programmes	273.5	283.9	+10.4	+5.4
Schools Local Capital	9.0	8.7	-0.3	-0.6
Earmarked Reserves	70.4	67.5	-2.9	-1.8
Total Capital Programme	352.9	360.1	+7.2	+3.0

* Approved by Council 19 February 2013

54. Capital funding allocations to support two-year olds early education entitlement were announced in late 2012. The Council received £0.872m and the Cabinet agreed in April 2013 that this funding would be used to ensure the sufficient supply of places. This has now been added to the Children, Education & Families programme.
55. In addition to increases to the Transport programme set out in paragraphs 49 and 50 above, the budget for the Kennington and Hinksey Roundabout scheme has been increased by £0.581m as agreed by Cabinet in June 2013. Two schemes totalling £0.4m have also been added in Witney, as agreed by Cabinet on 19 March 2013.

Part 4 – Fees & Charges

56. Trading Standards is offering a new service for the secure transportation of pets suspected of being brought into the country illegally and is proposing a charge of £240 for weekdays with higher charges for weekends and bank holidays. These charges cover the cost of administering the scheme. Approval is also requested for some minor corrections to the charges for testing and measurement fees. The overall increase compared to last year remains at 2%. The rate for the Buy with Confidence Trader Approval scheme has also been amended to exclude VAT. The rates to be amended are listed in Annex 10.
57. Cabinet are asked to note that the commercial customer charges for the use of Hill End Outdoor Education Centre were increased by 5% from 1

April 2013. This was in response to the centre becoming self-financing and bringing their charges in line with other similar external establishments.

RECOMMENDATIONS

58. The Cabinet is **RECOMMENDED** 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 and the proposed programme of works for the additional £3.551m of highways maintenance funding set out in Appendix D of Annex 9;
 - (e) approve the changes to charges for Trading Standards and note the change in charges at Hill End Outdoor Education Centre as set out in Part 4 and Annex 10.

SUE SCANE

Assistant Chief Executive & Chief Finance Officer

Background papers: Directorate Financial Monitoring Reports 31 May 2013

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July 2013

Financial Monitoring and Business Strategy Delivery Report
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Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) May 2013	Actual Expenditure (Net) May 2013	Variation to Budget May 2013 underspend - overspend +	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 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)
CEF	Children, Education & Families											
	Gross Expenditure	466,056	0	472	0	466,528	467,846	1,318	76,640	72,961	-3,679	G
	Gross Income	-360,855	0	-495	0	-361,350	-361,350	0	-57,341	-66,014	-8,673	G
		105,201	0	-23	0	105,178	106,496	1,318	19,299	6,947	-12,352	G
SCS	Social & Community Services											
	Gross Expenditure	248,298	0	-3,495	0	244,803	245,103	300	42,529	37,956	-4,573	G
	Gross Income	-41,382	0	3,498	0	-37,884	-38,384	-500	-8,026	-6,069	1,957	G
		206,916	0	3	0	206,919	206,719	-200	34,503	31,886	-2,616	G
EE	Environment & Economy											
	Gross Expenditure	141,002	0	123	0	141,125	141,125	0	26,222	16,212	-10,009	G
	Gross Income	-61,735	0	-87	0	-61,822	-61,822	0	-12,961	-13,015	-53	G
		79,267	0	36	0	79,303	79,303	0	13,261	3,198	-10,063	G
CEO	Chief Executive's Office											
	Gross Expenditure	30,237	0	-16	0	30,221	30,301	80	5,591	5,970	379	G
	Gross Income	-9,675	0	0	0	-9,675	-9,753	-78	-2,152	-2,506	-354	G
		20,562	0	-16	0	20,546	20,548	2	3,439	3,464	25	G
PH1	Public Health											
	Gross Expenditure	25,264	0	0	0	25,264	25,264	0	4,219	513	-3,706	G
	Gross Income	-25,264	0	0	0	-25,264	-25,264	0	-4,211	-6,316	-2,105	G
		0	0	0	0	0	0	0	8	-5,803	-5,811	
	Less recharges to other directorates	-31,257				-31,257	-31,257	0			0	G
		31,257				31,257	31,257	0			0	G
	Directorate Expenditure Total	879,600	0	-2,916	0	876,684	878,382	1,698	155,201	133,613	-21,589	G
	Directorate Income Total	-467,654	0	2,916	0	-464,738	-465,316	-578	-84,692	-93,920	-9,228	G
	Directorate Total Net	411,946	0	0	0	411,946	413,066	1,120	70,509	39,692	-30,817	G

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		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)						
(1)	(2)						£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
	Contributions to (+)/from (-)reserves	-1,818				-1,818	-2,938	-1,120				
	Contribution to (+)/from(-) balances	3,000				3,000	3,000	0				
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0				
	Contingency	2,308				2,308	2,308	0				
	Capital Financing	35,271				35,271	35,271	0				
	Interest on Balances	-4,444				-4,444	-4,444	0				
	Additional funding to be allocated	0				0	0	0				
	Strategic Measures Budget	35,817	0	0	0	35,817	34,697	-1,120				
	Government Grants	-17,083				-17,083	-17,083	0				
	Council Tax	-4,763				-4,763	-4,763	0				
	Revenue Support Grant	-94,487				-94,487	-94,487	0				
	Business Rates Top-Up	-35,694				-35,694	-35,694	0				
	Business Rates From District Councils	-27,287				-27,287	-27,287	0				
	Council Tax Requirement	268,449	0	0	0	268,449	268,449	0				

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

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Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) May 2013	Actual Expenditure (Net) May 2013	Variation to Budget May 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 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)
CEF1	Education & Early Intervention											
	Gross Expenditure	95,429		124	0	95,553	95,369	-184	14,605	12,573	-2,032	G
	Gross Income	-45,485		-129	0	-45,614	-45,614	0	-6,146	-6,645	-499	G
		49,944	0	-5	0	49,939	49,755	-184	8,459	5,927	-2,531	G
CEF2	Children's Social Care											
	Gross Expenditure	54,256		370	0	54,626	56,063	1,437	8,994	7,546	-1,448	A
	Gross Income	-5,451		-366	0	-5,817	-5,817	0	-813	-174	640	G
		48,805	0	4	0	48,809	50,246	1,437	8,181	7,372	-809	A
CEF3	Children, Education & Families Central Costs											
	Gross Expenditure	6,150		-22	0	6,128	6,193	65	1,021	807	-214	G
	Gross Income	0		0	0	0	0	0	0	0	0	
		6,150	0	-22	0	6,128	6,193	65	1,021	807	-214	G
CEF4	Schools											
	Gross Expenditure	311,874		0	0	311,874	311,874	0	52,020	52,035	15	G
	Gross Income	-311,572		0	0	-311,572	-311,572	0	-50,382	-59,195	-8,813	G
		302	0	0	0	302	302	0	1,638	-7,159	-8,798	G
	Less recharges within directorate	-1,653				-1,653	-1,653	0			0	G
		1,653				1,653	1,653	0			0	G
	Directorate Expenditure Total	466,056	0	472	0	466,528	467,846	1,318	76,640	72,961	-3,679	G
	Directorate Income Total	-360,855	0	-495	0	-361,350	-361,350	0	-57,341	-66,014	-8,673	G
	Directorate Total Net	105,201	0	-23	0	105,178	106,496	1,318	19,299	6,947	-12,352	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

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		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
SCS1	Adult Social Care											
	Gross Expenditure	219,364		-3,607	0	215,757	216,137	380	36,022	31,489	-4,533	G
	Gross Income	-47,438		3,585	0	-43,853	-44,353	-500	-7,309	-5,462	1,847	G
		171,926	0	-22	0	171,904	171,784	-120	28,713	26,027	-2,686	G
SCS2	Community Safety											
	Gross Expenditure	3,837		102	0	3,939	3,939	0	610	598	-12	G
	Gross Income	-1,243		-102	0	-1,345	-1,345	0	-224	-157	67	G
		2,594	0	0	0	2,594	2,594	0	386	441	55	G
SCS3	Joint Commissioning											
	Gross Expenditure	9,772		10	0	9,782	9,582	-200	1,630	1,581	-49	A
	Gross Income	-2,691		15	0	-2,676	-2,676	0	-446	-417	29	G
		7,081	0	25	0	7,106	6,906	-200	1,184	1,164	-20	A
SCS4	Fire & Rescue and Emergency Planning											
	Gross Expenditure	25,600		0	0	25,600	25,720	120	4,267	4,288	22	G
	Gross Income	-285		0	0	-285	-285	0	-47	-34	14	G
		25,315	0	0	0	25,315	25,435	120	4,219	4,255	35	G
	Less recharges within directorate	-10,275				-10,275	-10,275	0			0	G
		10,275				10,275	10,275	0			0	G
	Directorate Expenditure Total	248,298	0	-3,495	0	244,803	245,103	300	42,529	37,956	-4,573	G
	Directorate Income Total	-41,382	0	3,498	0	-37,884	-38,384	-500	-8,026	-6,069	1,957	G
	Directorate Total Net	206,916	0	3	0	206,919	206,719	-200	34,503	31,886	-2,616	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget
	On track to be within +/- 5% of year end budget
	Estimated outturn showing variance in excess of +/- 5% of year end budget

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R

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Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) May 2013	Actual Expenditure (Net) May 2013	Variation to Budget May 2013 underspend - overspend + £000	Projected Year end Variance Traffic Light
		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
EE1	Strategy and Infrastructure											
	Gross Expenditure	10,591		162	0	10,753	10,753	0	8,914	2,808	-6,106	G
	Gross Income	-1,562		-114	0	-1,676	-1,676	0	-2,025	-1,694	331	G
		9,029	0	48	0	9,077	9,077	0	6,889	1,114	-5,775	G
EE2	Commercial Services											
	Gross Expenditure	96,681		-168	0	96,513	96,513	0	8,964	1,910	-7,054	G
	Gross Income	-35,986		106	0	-35,880	-35,880	0	-4,192	-3,753	439	G
		60,695	0	-62	0	60,633	60,633	0	4,773	-1,843	-6,615	G
EE3	Oxfordshire Customer Services											
	Gross Expenditure	49,931		129	0	50,060	50,060	0	8,343	11,494	3,151	G
	Gross Income	-40,388		-79	0	-40,467	-40,467	0	-6,744	-7,568	-823	G
		9,543	0	50	0	9,593	9,593	0	1,599	3,927	2,328	G
	Less recharges within directorate	-16,201				-16,201	-16,201	0			0	G
		16,201				16,201	16,201	0			0	G
	Directorate Expenditure Total	141,002	0	123	0	141,125	141,125	0	26,222	16,212	-10,009	G
	Directorate Income Total	-61,735	0	-87	0	-61,822	-61,822	0	-12,961	-13,015	-53	G
	Directorate Total Net	79,267	0	36	0	79,303	79,303	0	13,261	3,198	-10,063	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

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Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) May 2013	Actual Expenditure (Net) May 2013	Variation to Budget May 2013 underspend - overspend +	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 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)
CEO1	Chief Executive & Business Support											
	Gross Expenditure	1,461		0	0	1,461	1,461	0	235	231	-4	G
	Gross Income	-688		0	0	-688	-688	0	-115	-115	0	G
		773	0	0	0	773	773	0	120	117	-4	G
CEO2	Human Resources											
	Gross Expenditure	1,375		-19	0	1,356	1,356	0	226	276	50	G
	Gross Income	-1,234		0	0	-1,234	-1,234	0	-206	-207	-1	G
		141	0	-19	0	122	122	0	20	69	49	G
CEO3	Corporate Finance & Internal Audit											
	Gross Expenditure	2,534		0	0	2,534	2,503	-31	422	489	67	G
	Gross Income	-2,472		0	0	-2,472	-2,472	0	-412	-436	-24	G
		62	0	0	0	62	31	-31	10	53	43	R
CEO4	Law & Culture											
	Gross Expenditure	21,510		3	0	21,513	21,593	80	3,627	3,914	287	G
	Gross Income	-5,315		0	0	-5,315	-5,393	-78	-904	-1,235	-331	G
		16,195	0	3	0	16,198	16,200	2	2,723	2,679	-43	G
CEO5	Strategy & Communications											
	Gross Expenditure	3,399		0	0	3,399	3,430	31	567	558	-8	G
	Gross Income	-3,094		0	0	-3,094	-3,094	0	-516	-514	2	G
		305	0	0	0	305	336	31	51	44	-6	R
CEO6	Corporate & Democratic Core											
	Gross Expenditure	3,086		0	0	3,086	3,086	0	514	501	-13	G
	Gross Income	0		0	0	0	0	0	0	0	0	G
		3,086	0	0	0	3,086	3,086	0	514	501	-13	G
	Less recharges within directorate	-3,128				-3,128	-3,128	0			0	G
		3,128				3,128	3,128	0			0	G
	Directorate Expenditure Total	30,237	0	-16	0	30,221	30,301	80	5,591	5,970	379	G
	Directorate Income Total	-9,675	0	0	0	-9,675	-9,753	-78	-2,152	-2,506	-354	G
	Directorate Total Net	20,562	0	-16	0	20,546	20,548	2	3,439	3,464	25	G

KEY TO TRAFFIC LIGHTS
Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget
	On track to be within +/- 5% of year end budget
	Estimated outturn showing variance in excess of +/- 5% of year end budget

G
A
R

Financial Monitoring and Business Strategy Delivery Report
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Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) May 2013	Actual Expenditure (Net) May 2013	Variation to Budget May 2013 underspend - overspend + £000	Projected Year end Variance Traffic Light
		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
PH1	Public Health											
	Gross Expenditure	25,264		0	0	25,264	25,264	0	4,219	513	-3,706	G
	Gross Income	-25,264		0	0	-25,264	-25,264	0	-4,211	-6,316	-2,105	G
		0	0	0	0	0	0	0	8	-5,803	-5,811	
	Less recharges within directorate	0				0	0	0			0	
		0				0	0	0			0	
	Directorate Expenditure Total	25,264	0	0	0	25,264	25,264	0	4,219	513	-3,706	G
	Directorate Income Total	-25,264	0	0	0	-25,264	-25,264	0	-4,211	-6,316	-2,105	G
	Directorate Total Net	0	0	0	0	0	0	0	8	-5,803	-5,811	

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

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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	Jul	Adjust income and expenditure budgets in line with latest Dedicated Schools Grant allocation	CEF1-2	Additional & Special Educational Needs	P	714.9	-714.9
			CEF4-1	Delegated Budgets	P	-1,765.6	1,765.6
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	P	0.0	0.0
			CEF4-6	Higher Needs in Further Education Colleges	P	574.4	-574.4
		Separate the Placements budget in line with operational management responsibilities - Cross regional Commissioning budget to Corporate Parenting for 6 bed contract with wrap around support.	CEF2-2	Corporate Parenting	P	934.4	0.0
			CEF2-3	Social Care	P	-934.4	0.0
		Move budget for higher needs in further education colleges to sit with rest of special educational needs (SEN) budgets	CEF1-2	Additional & Special Educational Needs	P	2,169.1	-2,169.1
			CEF4-6	Higher Needs in Further Education Colleges	P	-2,169.1	2,169.1
CEO	Jul	Updating Registration Service budgets 2013/14 to reflect actual expenditure and income	CEO4	Law & Culture	P	329.4	-329.4
		Update budget relating to Research & Major Programmes Unit to reflect new structure	CEO5	Strategy & Communications	P	452.8	-452.8
EE	Jul	Create budget and Income target for CRB costs and recharges to help with monitoring	EE3-6	Human Resources	P	350.0	-350.0
		Realign LEP Budgets following Budget Sign Off	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	P	250.0	-250.0
Grand Total						906.0	-906.0

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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	July	0.5fte Grade 6 SCP19 Admin post for Adoption support	CEF2-1	Management & Central Costs (including admin and support service recharges)	P	11.3	0.0
			CEF2-2	Corporate Parenting	P	-11.3	0.0
		Additional grant for schools	CEF1-4	Education	T	79.2	-79.2
		Additional grant for schools - Moderation and Phonics	CEF1-4	Education	T	40.2	-40.2
		Adjust budgets to reflect a reduction in remand funding	CEF2-6	Youth Offending Service	P	-26.9	26.9
		Adjust income budget to reflect reductions in funding	CEF2-6	Youth Offending Service	P	-74.7	74.7
		Anti-Bullying Coordinator post moved from Behaviour Support Service to Youth Engagement & Opportunities	CEF1-3	Early Intervention	P	38.3	0.0
			CEF1-4	Education	P	-38.3	0.0
		Budget tidy - income and expenditure per activity	CEF2-3	Social Care	P	-10.2	10.2
		Create income and expenditure budget for recharge	CEF2-2	Corporate Parenting	T	10.0	-10.0
			CEF2-4	Safeguarding	T	46.1	-46.1
		Drawdown of L&D reserve and then allocate this to teams that will incur the expenditure in 2013/14	CEF1-2	Additional & Special Educational Needs	T	20.0	0.0
			CEF2-1	Management & Central Costs (including admin and support service recharges)	T	2.2	0.0
			CEF3-1	Management, Admin & Central Support Service Recharges	T	-22.2	0.0
		Early Years SEN Inclusion Teachers Budget Tidy 13/14	CEF1-2	Additional & Special Educational Needs	P	-3.1	3.1
		Funding for 0.5 FTE of an independent reviewing office Grade 14	CEF2-3	Social Care	P	-26.5	0.0
			CEF2-4	Safeguarding	P	26.5	0.0
		Increase income streams from local district councils for 2013/14	CEF2-4	Safeguarding	P	4.5	-4.5
		Move private fostering and criminal records budget to private fostering in line with service activity.	CEF2-2	Corporate Parenting	P	3.5	0.0
			CEF2-3	Social Care	P	-3.5	0.0
		Move related fostering budget to SCP501 to manage fostering related clients who live independently.	CEF2-2	Corporate Parenting	P	56.0	0.0
			CEF2-3	Social Care	P	-56.0	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
CEF	July	Re-align budgets Outdoor Education Centres to new structure	CEF1-4	Education	P	-25.0	25.0
		Reverse temporary virement to fund the continuation of the Children In Need Specialist Family Support Worker pilot £100k.	CEF2-1	Management & Central Costs (including admin and support service recharges)	T	-100.0	0.0
			CEF2-3	Social Care	T	100.0	0.0
		Temporary funding for the Children In Need Pilot to the end of September 2013.	CEF2-1	Management & Central Costs (including admin and support service recharges)	T	124.8	0.0
			CEF2-3	Social Care	T	-124.8	0.0
		Temporary transfer of funds from the Aiming High cost centre	CEF1-5	School Organisation & Planning (Including Home to School Transport)	T	-25.0	0.0
			CEF2-5	Services for Disabled Children	T	25.0	0.0
		Temporary virement to fund the continuation of the Children In Need Specialist Family Support Worker pilot £100k. Also, there is an £8k virement for furniture and equipment as part of the office move in the South.	CEF2-1	Management & Central Costs (including admin and support service recharges)	T	100.0	0.0
			CEF2-3	Social Care	T	-100.0	0.0
		Transfers to SCT141, SCT142 and SCT143 as agreed. Plus transport funding for SCT105 & SCT106	CEF2-2	Corporate Parenting	T	137.8	0.0
			CEF2-5	Services for Disabled Children	T	-137.8	0.0
		Vire budget to private fostering team for staff and transport	CEF2-2	Corporate Parenting	P	25.9	0.0
			CEF2-3	Social Care	P	-25.9	0.0
		Transport Budget Tidy	CEF1-5	School Organisation & Planning (Including Home to School Transport)	P	30.1	-30.1
EE	July	Update to Accreditation & Opportunities budget to account for DofE & AQA charging arrangements	CEF1-3	Early Intervention	P	7.5	-7.5
		Correction to Blocked Cost Centre	EE3-6	Human Resources	P	-0.9	0.9
		Increase income target to reflect actual levels of expected income in 2013/2014.	EE3-4	County Procurement	P	81.6	-81.6
		Realign LEPBIS Grant Base Budget	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	P	125.0	-125.0
		Realign Property Energy Base Budgets 13/14	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	P	0.0	46.4
			EE2-22	Property & Facilities Management	P	0.0	-46.4
		Realign Thames Valley Environmental Records Centre budget	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	P	35.0	-35.0

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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
EE	July	Set Family Information Service budget 2013/14	EE3-5	Customer Service Centre	P	-1.1	1.1
		Realign E&E Car Allowance Budgets	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	P	1.8	0.0
			EE2-1	Commercial Management	P	0.2	0.0
			EE2-22	Property & Facilities Management	P	0.3	0.0
			EE2-24A	Waste Management	P	-1.7	0.0
			EE2-24B	Public Transport	P	1.8	0.0
			EE2-25	Highways & Transport Client Management	P	0.2	0.0
			EE2-31 to EE2-35	Network & Asset Management (Excluding On/Off Street Parking and Park & Rides)	P	-9.8	0.0
			EE2-4	Highways & Transport Operations Delivery	P	7.2	0.0
		Staff Budget Realignment in Oxfordshire Customer Services	EE3-1	Management Team	P	-31.5	0.0
			EE3-7	Business Support	P	31.5	0.0
		Realign Property Contract Base Baudgets to Reflect Expenditure	EE2-22	Property & Facilities Management	P	-154.8	152.3
			EE2-23	Programme Management	P	2.4	0.0
		Transfer from Integrated Transport Unit to Oxfordshire Customer Services to fund Dial a Ride Scheduling Role	EE2-37	Integrated Transport Unit	T	-23.9	0.0
SCS	July		EE3-5	Customer Service Centre	T	23.9	0.0
		Internal day service efficiency savings	SCS1-2ABD	Learning Disabilities Non Pool Services	P	-89.7	89.7
		Set Trading Standards budget	SCS2-3	Trading Standards	P	101.8	-101.8
		Transfer of Aphasia budget from non-pool Stroke Grant to Older People Pool	SCS1-1ABC	Older People Non Pool Services	P	-16.6	0.0
			SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	16.6	0.0
		Move Autism Budget from Learning Disability Pool to Mental Health Pool	SCS1-2C	Pooled Budget Contribution	P	-100.0	0.0
			SCS1-3B	Pooled Budget Contributions	P	100.0	0.0
		Virement to distribute Department of Health funds to Equipment Pool cost centre	SCS1-1ABC	Older People Non Pool Services	T	80.2	0.0
			SCS1-1E	Older People and Equipment Pooled Budget Contributions	T	-80.2	0.0
		Transfer of Supporting People budget to Older People Pool	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	172.9	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	July	Budget to be moved to Transport agreed prior to Outsourcing being postponed.	EE2-37	Integrated Transport Unit	P	10.3	0.0
			SCS1-2ABD	Learning Disabilities Non Pool Services	P	-10.3	10.3
			SCS1-2C	Pooled Budget Contribution	P	-10.3	0.0
		Resourcing Advisor for 4 months to pursue the Talent bank proposal	CEF2-3	Social Care	T	-9.6	0.0
			EE3-6	Human Resources	T	9.6	0.0
		Telephony tidy up	CEO4	Law & Culture	P	2.5	0.0
			EE3-3	ICT	P	-2.5	0.0
		Temporary transfer of funds from the Aiming High cost centre	CEF2-5	Services for Disabled Children	T	-15.0	0.0
			SCS3-1-5	Joint Commissioning	T	0.0	15.0
		Transfer of salary budget M Sturges to reflect change of cost centre	CEO2	Human Resources	P	-18.6	0.0
			EE3-6	Human Resources	P	18.6	0.0
		Volunteer Independent Visiting & Advocacy - Investigation Officer	CEF2-2	Corporate Parenting	T	-10.0	0.0
			SCS3-1-5	Joint Commissioning	T	10.0	0.0
		Agreed Supporting People distribution	CEF2-2	Services For All Client Groups	P	11.8	0.0
			SCS1-3B	Pooled Budget Contributions	P	-106.9	0.0
SCS1-4	Services For All Client Groups		P	-77.8	0.0		
Grand Total						152.0	-152.0

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EARMARKED RESERVES

Earmarked Reserves	Balance at 1 April 2013 £000	2013/14 Movement		Balance at 31 March 2014 £000	Commentary
		Contributions from Reserve £000	Contributions to Reserve £000		
Revenue Reserves					
Schools' Reserves	27,235	0	0	27,235	
Cross Directorate Reserves					
Vehicle and Equipment Reserve	2,780	-241	62	2,601	Includes £1.334m to replace Fire and Rescue Vehicles and Equipment
Grants and Contributions Reserve	11,873	-7,593	114	4,394	Includes Dedicated Schools Grant (£8.898m)
ICT Projects	2,134	-1,205	0	929	To be used to fund ICT projects that span financial years including Framework-i in CE&F and the replacement for OCN
Total Cross Directorate	16,787	-9,039	176	7,924	
Directorate Reserves					
CE&F					
CE&F Commercial Services	1,027	-347	0	680	To be used to support commercial services within CE&F. Includes Oxfordshire Children's Safeguarding Board (£0.330m), Outdoor Education Centres (£0.186m) and Governor Services (£0.167m).
Joint Working with Police	779	-736	0	43	To fund a two year project due to anticipated increase in referrals and work. Planned to be spent by October 2014.
School Intervention Fund	1,418	-1,418	0	0	For school improvement projects in line with Education Strategy. Planned to be spent in 2013/14.
Thriving Families	800	0	243	1,043	Will be used to fund Thriving Families project in 2013/14 and 2014/15 along with government grant.
Children's Social Care	195	-195	0	0	Balance of carry forwards from 2011/12 to be spent in 2013/14. Includes balance of funding for Framework-i developments post, volunteer co-ordinator post, work on adoption process and Corporate Parenting review.
Foster Carer Loans	225	0	17	242	To meet Children's Act loans write off and interest costs in future years.
Academies Conversion Support	600	-315	0	285	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	0	0	140	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	258	-185	0	73	Balance of funding agreed by Council in February 2011 for training and staff development towards new ways of working following restructure within CE&F. Balance of apprentice carry forward funding. To be spent by 2014/15.
CE&F Pay Protection Costs	320	-107	0	213	To meet pay protection costs over next 5 years.
Early Intervention Service Reserve	850	-543	26	333	To fund various projects with the Early Intervention Service and the replacement of equipment
Total CE&F	6,612	-3,846	286	3,052	
S&CS					
Older People Pooled Budget Reserve	7,469	-5,151	0	2,318	To be used as agreed by the Joint Management Group
Physical Disabilities Pooled Budget Reserve	1,311	0	0	1,311	To be used as agreed by the Joint Management Group
Learning Disabilities Pooled Budget Reserve	204	0	0	204	To be used as agreed by the Joint Management Group
Fire Control	803	0	0	803	This reserve holds the funding agreed on the fire control project (Oxfordshire/Berkshire/Buckinghamshire Fire Control Centre) and the Fire Link projects
Fire & Rescue & Emergency Planning Reserve	161	0	0	161	To be used for unbudgeted fire hydrant work and renewal of IT equipment
Community Safety Reserve	89	-74	0	15	This reserve will be used to for works at the Redbridge Gypsy and Travellers site and to support the cost of complex Trading Standards investigations.
Total S&CS	10,037	-5,225	0	4,812	

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EARMARKED RESERVES

Earmarked Reserves	2013/14				Commentary
	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000	
		Contributions from Reserve £000	Contributions to Reserve £000		
E&E					
Highways and Transport Reserve	385	-352	0	33	Will be used to support the budget in 2013/14 as agreed by Council in February 2013
Area Stewardship	862	-862	0	0	Remaining funding available for the Area Stewardship scheme
On Street Car Parking	2,232	-1,700	980	1,512	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.
Countryside Ascott Park - Historical Trail	20	0	1	21	
Carbon Reduction	60	-60	0	0	
SALIX Energy Schemes	20	0	0	20	To be used for energy saving schemes
Dix Pit WRC Development	13	0	0	13	
Oxfordshire Waste Partnership Joint Reserve	133	0	0	133	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 & WRC Development	691	0	0	691	To fund engineering work at Dix Pit waste management site
Waste Management	3,249	-120	0	3,129	To fund financial liabilities due to the cessation of landfill site contracts, contribution to the capital programme with regard to waste recycling strategy and the of EFW architectural enhancements due to revised planning conditions.
Property Disposal Costs	227	0	0	227	To meet disposal costs in excess of the 4% eligible to be charged against capital receipts
Developer Funding (Revenue)	305	0	0	305	To meet the costs of monitoring Section 106 agreements
West End Partnership	86	-36	0	50	This reserve is to ring-fence funding relating to the West End Project
Catering Investment Fund (formerly FWT)	1,231	0	0	1,231	To be used to invest in the business plus a contingency for unforeseen costs
Asset Rationalisation	765	-565	0	200	Investment fund for the implementation of the asset rationalisation strategy
Minerals and Waste Project	191	-191	0	0	To fund the Minerals and Waste project
Joint Use (moved from CE&F)	552	0	0	552	Will be used to support the joint-use agreements with the district councils
LABGI Funding to support Local Enterprise Partnership (Moved from Corporate)	315	-171	0	144	This reserve contains LABGI funding that has been allocated by Cabinet to support the Local Enterprise Partnership that will be spent in 2013/14 and 2014/15. It is proposed to transfer this reserve to Environment & Economy from 2013/14.
OCS Development Reserves	2,228	-1,543	0	685	To be used to develop the Customer Service Centre and the Transforming Oxfordshire Customer Services Project
Money Management Reserve	150	0	0	150	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	241	0	0	241	This reserve is to ring-fence funding for the Oxfordshire & Buckinghamshire Partnership graduate teacher training programme
Total E&E	13,956	-5,600	981	9,337	
Chief Executive's Office					
Big Society Fund	90	-90	0	0	Balance of the 2012/13 Big Society Fund to be used in 2013/14
CIPFA Trainees	58	0	0	58	This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the qualification level that the current trainees have reached
Change Management & New Ways of Working	135	0	0	135	To support the project as it continues
Coroner's Service	133	0	0	133	To support various projects that will be completed by 2014
Council Elections	536	-286	0	250	This is being used to fund the one-off cost of the May 2013 election. The use of reserve will increase as the final costs are notified.
Registration Service	553	0	122	675	To be used for refurbishing the Registration buildings and facilities
Cultural Services Reserve	1,391	-141	191	1,441	Of which £1.002m will be used to update software & hardware to maintain an effective library management system.
Total - CEO	2,896	-517	313	2,692	
Directorate Reserves	33,501	-15,188	1,580	19,893	

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EARMARKED RESERVES

	2013/14				Commentary
Earmarked Reserves	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000	
		Contributions from Reserve £000	Contributions to Reserve £000		
Corporate					The Carry Forward reserve allows budget managers to carry forward under and over spent budgets between financial years in accordance with the County Council's budget management arrangements, subject to Cabinet approval. This reserve is being used to support the implementation of the business strategies and the Medium Term Financial Plan
Carry Forward Reserve	3,168	0	0	3,168	
Efficiency Reserve	3,384	0	0	3,384	
Corporate Total	6,552	0	0	6,552	
Total Revenue Reserves	84,075	-24,227	1,756	61,604	

Other Reserves					
Insurance Reserve	4,736	0	0	4,736	
Capital Reserves					
Capital Reserve	18,419	0	0	18,419	This reserve has been established for the purpose of financing capital expenditure in future years This reserve has been established to facilitate, through forward funding, the timely provision of infrastructure that supports planned growth.
Rolling Fund Reserve	1,559	0	491	2,050	
Prudential Borrowing Reserve	6,326	0	950	7,276	This reserve was created as part of the 2008/09 budget setting process to meet the costs of borrowing for increased funding for the capital programme. Similar contributions are to be made each year with draw downs being required as costs are incurred.
Total Capital Reserves	26,304	0	1,441	27,745	
Cash Flow Reserves					
Budget Reserve - 2009/10 to 2013/14	3,341	-3,341	0	0	The creation of a budget reserve was agreed as part of the 2009/10 budget setting process. This sum will be available to spend on a one-off basis in future years when there are limited resources available to allocate in the Medium Term Financial Plan. This reserve is being used to manage the cash flow implications of the variations to the Medium Term Financial Plan.
Budget Reserve - 2013/14 to 2016/17	17,211	-8,962	11,144	19,393	
Total Cash Flow Reserves	20,552	-12,303	11,144	19,393	
Total Other Reserves	51,592	-12,303	12,585	51,874	
Total Reserves	135,667	-36,530	14,341	113,478	

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Year End Revenue Balances

Date	Forecast 2013/14 £m	£m	Budget 2013/14 £m
Outturn 2012/13	18.733		16.193
County Fund Balance	18.733		16.193
Planned Contribution to Balances	3.000		3.000
Planned Contribution from Balances	-1.500		-1.500
Original forecast outturn position 2012/13	20.233		17.693
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	20.233		15.693
Total Gross Expenditure Budget	972.873		408.616
Balances as a % of Gross Expenditure	2.08%		3.84%
Net Balances	20.233		
Calls on / returns to balances agreed but not actioned			
	0.000		
Calls on / returns to balances requested in this report			
	0.000		
Revised Outturn position	20.233		

Consolidated Revenue Balances

Outturn 2012/13

Less forecast year end balances as at May 2013

Forecast movement on County Fund Balance

18.733
-20.233
-1.500

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CABINET - 16 July 2013**

Ringfenced Government Grant Details - 2013/14

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
Children, Education & Families				
Ringfenced Grants				
Additional Grant for Schools	0.000	0.079		0.079
Adoption Improvement Grant (DfE)	0.000	0.417		0.417
Asylum UASC Fieldwork (reimbursement from Home Office)	0.795			0.795
Children's Centres Payment by Results	0.000			0.000
Dedicated Schools Grant	312.927	-0.481		312.446
Education Funding Agency	7.813			7.813
Intensive Interventions Programme (DfE)	0.200			0.200
Mathematics Specialist Teacher (MaST)	0.000			0.000
Music	0.631			0.631
National Citizen Service	0.309			0.309
Pupil Premium	9.636			9.636
Remand	0.171	-0.027		0.144
Youth Justice Board	0.876	-0.140		0.736
Sub total Ringfenced Grants	333.358	-0.152	0.000	333.206
Unringfenced Grants				
Phonics and Moderation Funding (unringfenced)	0.000	0.04		0.040
Sub total Unringfenced Grants	0.000	0.040	0.000	0.040
Total Children, Education & Families	333.358	-0.112	0.000	333.246
Environment & Economy				
Strategy & Infrastructure				
DCLG (Local Enterprise Partnership Funding)	0.125		0.125	0.250
English Heritage - Historic Landscape Project				0.000
Commercial Services				
Natural England - National Trails	0.230			0.230
Oxfordshire Customer Services				
Skills Funding Agency - Adult Education	3.854			3.854
Education Funding Agency (Formerly the YPLA)	0.270			0.270
Total Environment & Economy	4.479	0.000	0.125	4.604
Total	337.837	-0.112	0.125	337.850

Financial Monitoring and Business Strategy Delivery Report
CABINET - 16 July 2013

Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

Original Budget £m	Latest Budget £m		Forecast Variance May 2013 £m	Forecast Variance April 2013 £m	Change in Variance £m
		Council Elements			
		Older People			
45.014	48.054	Care Homes	-1.429	+0.000	-1.429
22.047	27.974	Community Support Purchasing Budget	-0.290	+0.000	-0.290
15.173	11.467	Prevention & Early Support Services	-0.607	+0.000	-0.607
-5.200	-5.200	Efficiency Savings	+5.200	+0.000	+5.200
77.034	82.295	Total Older People	2.874	0.000	2.874
		Physical Disabilities			
3.19	3.190	Care Homes	-0.056	+0.000	-0.056
8.12	8.120	Community Support Purchasing Budget	-0.023	+0.000	-0.023
11.310	11.310	Total Physical Disabilities	-0.079	+0.000	-0.079
0.832	0.832	Equipment	+0.304	+0.000	+0.304
89.176	94.437	Total Council Elements	+3.099	+0.000	+3.099
		PCT Elements			
24.239	28.775	Older People	+0.000	+0.000	+0.000
6.56	6.802	Physical Disabilities	+0.113	+0.000	+0.113
0.308	0.761	Equipment	+0.470	+0.000	+0.470
31.107	36.338	Total PCT Elements	+0.583	+0.000	+0.583
120.283	130.775	Total Older People, Physical Disabilities and Equipment Pool	+3.682	+0.000	+3.682

Financial Monitoring and Business Strategy Delivery Report
CABINET - 16 July 2013

Pooled Budgets

Learning Disabilities Pool

Original Budget £m	Latest Budget £m		Forecast Variance May 2013 £m	Forecast Variance April 2013 £m	Change in Variance £m
		Council Elements			
66.976	66.886	Total Council Elements	+0.000	+0.000	+0.000
66.976	66.886	Total Council Elements	+0.000	+0.000	+0.000
12.425	12.425	Total Oxfordshire Clinical Commissioning Group Elements	+0.000	+0.000	+0.000
79.401	79.311	Total Learning Disabilities Pool	+0.000	+0.000	+0.000

Financial Monitoring & Business Strategy Delivery Report

CABINET 16 July 2013

Oxfordshire County Council's Treasury Management Lending List

as at 19 June 2013

Counterparty Name	Lending Limits			
	Standard Limit £	Group Limit £	Group	Period Limit
<u>PENSION FUND Call Accounts / Money Market Funds</u>				
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			12 mths
Royal Bank of Scotland Liquidity Select A/c	50% Pension Fund Portfolio			6 mths
Ignis Sterling Liquidity Fund - (Pension Fund)	50% Pension Fund Portfolio			6 mths
<u>Call Accounts / Money Market Funds</u>				
Santander UK plc - Main A/c	5,000,000	5,000,000	a	O/N
Close Brothers Ltd - 95 day notice A/c	10,000,000	10,000,000	d	100 days
Lloyds TSB Bank plc - Callable Deposit A/c	25,000,000	25,000,000	b	12 mths
Royal Bank of Scotland - Call A/c	10,000,000			6 mths
Svenska Handelsbanken - Call A/c	25,000,000	25,000,000	c	12 mths
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
Morgan Stanley Sterling Liquidity Fund	2,000,000			O/N
Legal and General Investment Management	25,000,000			6 mths
<u>Money Market Deposits</u>				
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			6 mths
Canadian Imperial Bank of Commerce	25,000,000			12 mths
Close Brothers Ltd	10,000,000	10,000,000	d	100 days
Commonwealth Bank of Australia	25,000,000			12 mths
Credit Suisse	15,000,000			100 days
DBS Bank (Development Bank of Singapore)	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)	30,000,000			3 years
HSBC Bank plc	25,000,000			12 mths
JP Morgan Chase Bank	15,000,000			9 mths
Lloyds TSB Bank plc	25,000,000	25,000,000	b	12 mths
National Australia Bank	25,000,000			12 mths

Financial Monitoring & Business Strategy Delivery Report

CABINET 16 July 2013

Oxfordshire County Council's Treasury Management Lending List

as at 19 June 2013

Counterparty Name	Lending Limits			
	Standard Limit £	Group Limit £	Group	Period Limit
National Bank of Canada	10,000,000			6 mths
Nationwide Building Society	15,000,000			9 mths
Oversea-Chinese Banking Corp	25,000,000			12 mths
Royal Bank of Canada	25,000,000			6 mths
Royal Bank of Scotland	10,000,000			6 mths
Standard Chartered Bank	25,000,000			12 mths
Svenska Handelsbanken	25,000,000	25,000,000	c	12 mths
Toronto-Dominion Bank	25,000,000			12 mths
United Overseas Bank	25,000,000			12 mths

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Cabinet 16th July 2013

CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17

MONTHLY MONITORING REPORT- SUMMARY PAGE

Directorate	Latest Approved Capital Programme (Council 19 February 2013)				Latest Forecast				Variation				Current Year Expenditure Monitoring			
	2012/13 Outturn	Current Year	Future Years	Total	2012/13 Outturn	Current Year	Future Years	Total	2012/13 Outturn	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%
Children, Education & Families 1 - OCC	21,551	34,821	109,249	165,621	18,864	33,375	113,872	166,111	-2,687	-1,446	4,623	490	-1,469	8,778	-4%	22%
Social & Community Services	3,615	12,730	17,428	33,773	2,608	14,163	16,779	33,550	-1,007	1,433	-649	-223	1,471	46	10%	11%
Environment & Economy 1 - Transport	19,873	20,665	49,126	89,664	19,005	23,194	52,242	94,441	-868	2,529	3,116	4,777	-3,146	11,061	-14%	34%
Environment & Economy 2 - Other Property Development Programmes	1,101	6,378	21,372	28,851	813	1,605	26,464	28,882	-288	-4,773	5,092	31	-79	426	-5%	22%
Chief Executive's Office	1,021	576	1,155	2,752	904	966	1,221	3,091	-117	390	66	339	53	228	5%	29%
Total Directorate Programmes	47,161	75,170	198,330	320,661	42,194	73,303	210,578	326,075	-4,967	-1,867	12,248	5,414	-3,170	20,539	-4%	24%
Schools Local Capital	5,207	3,881	5,085	14,173	4,806	3,846	4,880	13,532	-401	-35	-205	-641	0	0	0%	0%
Earmarked Reserves	0	1,000	69,426	69,426	138	1,000	66,492	67,630	138	0	-2,934	-1,796				
OVERALL TOTAL	52,368	80,051	272,841	404,260	47,138	78,149	281,950	407,237	-5,230	-1,902	9,109	2,977	-3,170	20,539	-4%	22%

Cabinet 16th July 2013

CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17

In-year Expenditure Forecast Variations

Project / Programme Name	Previous 2013/14 Forecast* £'000s	Revised 2013/14 Forecast £'000s	Variation £'000s	Comments
Children, Education & Families Capital Programme				
Oxford Spire Academy (ED805)	5,500	5,800	300	Carry forward from 12/13
Existing Demographic Pupil Provision (Basic Needs Programme)	8,000	6,401	-1,599	Net to zero. Projects being developed. Draw down of budget provision for the projects below.
11/12 & 12/13 Basic Need Programme Completions	147	278	131	
Chosey - Expansion to 1.5FE (ED783)	640	757	117	
Woodstock - (Phase 2) Expansion to 1.5FE (ED809)	0	1,086	1,086	
New Hinksey - Foundation Stage (ED793)	0	265	265	
Bicester, South West - 14 classroom	3,750	3,400	-350	Scheme being developed. Dependent on progress of housing development.
Bicester Exemplar Eco-development - Primary 1 Phase 1 (7 classroom)	3,000	200	-2,800	
School Structural Maintenance (inc Health & Safety)	4,225	5,397	1,172	Carry forward from 12/13
Small variations	3,064	3,296	232	
CE&F TOTAL IN-YEAR VARIATION			-1,446	
Social And Community Services Capital Programme				
ECH - Land Purchase	0	1,400	1,400	New inclusion for Purchase of land in Kidlington.
ECH - Greater Leys (SS105)	210	0	-210	Complete July 2012. Contingency provision returned to
ECH - New Schemes & Adaptations to Existing Properties	593	803	210	ECH programme.
Small variations	50	83	33	
S&CS TOTAL IN-YEAR VARIATION			1,433	
Environment & Economy - Highways & Transport Capital Programme				
Thornhill Park & Ride Extensions	1,250	1,108	-142	Higher spend than forecast in 12/13.
Kennington & Hinksey Roundabouts	1,000	500	-500	Potential further delays in construction start due to requirement for water main works.
Frideswide Square	250	100	-150	Scheme on hold pending decision to possibly delay to co-incide with electrification of Oxford Railway. Reprofiled based on starting in March 14.
Witney, A40 Downs Road junction (project development)	0	100	100	New programme entry agreed by Cabinet in March. To be delivered by developer.
Witney, Ducklington Lane/Station Lane Junction (project development)	0	100	100	New programme entry agreed by Cabinet in March.
Bicester Town Centre Access Imps	660	438	-222	Higher spend than forecast in 12/13.
Abingdon, Wootton Road - Cycle Infrastructure	0	304	304	New Scheme - £0.208m funded by Grant from DfT cycle safety fund and balance from OCC S106 and match funds.
Bridges Programme	1,410	1,642	232	£0.597m carried forward from 12/13 (mainly on Wheatley River Bridge). Also £0.190m cost increase on this scheme due to inclusion of CCTV costs. £0.500m risk adjustment made to reflect the risk of delivering the 13/14 programme when taking into account the 12/13 outturn position.
Rural Roads Dressing & Treatments Programme	500	60	-440	Higher spend than forecast in 12/13. £0.160m programme saving returned.

Cabinet 16th July 2013

CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17

In-year Expenditure Forecast Variations

Project / Programme Name	Previous 2013/14 Forecast* £'000s	Revised 2013/14 Forecast £'000s	Variation £'000s	Comments
Additional Maintenance Works	0	2,312	2,312	£3.5m additional funding allocation agreed by Cabinet in April 2013. £1.2m reprofiled to 14/15 to reflect the delivery timescales.
Murdock Road, Bicester	0	336	336	Carry forward from 12/13
Small variations	5,027	5,626	599	
TRANSPORT TOTAL IN-YEAR VARIATION			2,529	
Environment & Economy Capital Programme (excluding Transport)				
Broadband (OxOnline) Project	5,000	129	-4,871	Spend profile adjusted to reflect the anticipated delivery timetable
Small variations	400	498	98	
E&E TOTAL IN-YEAR VARIATION			-4,773	
Chief Executive's Office Capital Programme				
Introduction of RFID (Radio frequency identification) self service in Libraries- Phase 2 (CS1)	185	328	143	Revised spend profile for planned works at 27 Libraries.
Headington Library	0	200	200	New project
Small variations	141	188	47	
CEO TOTAL IN-YEAR VARIATION			390	
CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION			-1,867	

* As approved by Cabinet

Cabinet 16th July 2013

CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17

New Schemes & Budget Changes

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Children, Education & Families Capital Programme				
Existing Demographic Pupil Provision (Basic Needs Programme)	34,461	32,765	-1,696	Net to £0.015m. Projects being developed. Draw down of budget provision for the projects below.
11/12 & 12/13 Basic Need Programme Completions	6,797	6,881	84	
Woodstock - (Phase 2) Expansion to 1,5FE (ED809)	23	1,344	1,321	
New Hinksey - Foundation Stage (ED793)	1	307	306	
Schools Access Initiative Health & Safety - Schools Schools Energy Reduction Programme	3,061 2,304 3,240	2,938 2,054 3,026	-123 -250 -214	
Early Years Entitlement for Disadvantaged 2 year olds	0	872	872	Budget provision of £0.5m held in earmarked reserve pending the assurance of the 13/14 programme.
Small variations	20,421	20,611	190	New grant funded programme.
CE&F TOTAL PROGRAMME SIZE VARIATION			490	
Social And Community Services Capital Programme				
ECH - New Schemes & Adaptations to Existing Properties	9,215	8,008	-1,207	Greater Ley complete July 2012. Contingency of £0.196m returned to ECH programme. £1.4m Draw down of budget provision for land purchase in Kidlington
ECH - Land Purchase	0	1,400	1,400	
ECH - Greater Leys (SS105)	1,010	814	-196	
ECH - Shotover (SS104)	1,200	1,203	3	
New Adult Services System (SC107)	525	297	-228	
Small variations	1,753	1,758	5	
S&CS TOTAL PROGRAMME SIZE VARIATION			-223	
Environment & Economy - Highways & Transport Capital Programme				
London Road Bus Lane	1,000	840	-160	Stage 1 BC approved. £0.160m cost reduction at this stage. Scope amended. Construction start Jan 14.
Kennington & Hinksey Roundabouts	2,896	3,477	581	Additional funding approved by Cabinet in June 2013.
Witney, A40 Downs Road Junction (project development)	0	200	200	New programme entry agreed by Cabinet in March 2013. To be delivered by developer.
Witney, Ducklington Lane/Station Lane Junction (project development)	0	200	200	New programme entry agreed by Cabinet in March 2013.
Radley, Thrupp Lane Wetland Centre Access (Design)	0	23	23	New Scheme - full cost estimated at £0.173m
Abingdon, Wootton Road - Cycle Infrastructure	0	320	320	New Scheme - £0.208m funded by Grant from DfT cycle safety fund and balance from OCC S106 and match funds.
Integrated Transport Future Programme-LTP3	1,924	1,656	-268	Match funding allocations to schemes
Additional Maintenance Works	0	3,551	3,551	Additional funding allocation

Cabinet 16th July 2013

CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17

New Schemes & Budget Changes

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Thames Towpath Reconstruction	465	595	130	£0.130m grant income from Natural England towards Sonning Eye approved by C&APB to extend programme.
Murdock Road, Bicester	0	336	336	Part locality funded scheme.
Surface Treatments	18,197	17,767	-430	programme underspend returned.
Rural Roads Dressing & Treatments	1,000	840	-160	programme saving returned.
Small variations	40,358	40,812	454	
TRANSPORT TOTAL PROGRAMME SIZE VARIATION			4,777	
Environment & Economy Capital Programme (excluding Transport)				
Small variations	16,286	16,317	31	
E&E TOTAL PROGRAMME SIZE VARIATION			31	
Chief Executive's Office Capital Programme				
Headington Library	0	236	236	New project
Choisey Library - Contribution	0	103	103	Funding agreement with Choisey Parish Council.
CEO TOTAL PROGRAMME SIZE VARIATION			339	
CAPITAL PROGRAMME TOTAL PROGRAMME SIZE VARIATION			5,414	

*As approved by Cabinet

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CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17
CABINET - 16 JULY 2013

Programme	Current Year	Firm Programme	Provisional Programme				CAPITAL INVESTMENT TOTAL £'000s
	2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	2017 / 18 £'000s	2018 / 19 £'000s	
Children, Education & Families 1 - OCC	33,375	34,420	44,922	32,530	2,000	0	147,247
Children, Education & Families 2 - Schools Local Capital	3,846	2,046	1,417	1,417	0	0	8,726
Social & Community Services	14,163	1,856	3,495	11,428	0	0	30,942
Environment & Economy 1 - Transport	23,194	30,213	11,176	10,853	0	0	75,436
Environment & Economy 2 - Other Property Development Programmes	1,605	12,401	12,481	1,582	0	0	28,069
Chief Executive's Office	966	696	525	0	0	0	2,187
TOTAL ESTIMATED CAPITAL PROGRAMME EXPENDITURE	77,149	81,632	74,016	57,810	2,000	0	292,607
Earmarked Reserves	1,000	18,173	14,853	21,466	12,000	0	67,492
TOTAL ESTIMATED CAPITAL PROGRAMME	78,149	99,805	88,869	79,276	14,000	0	360,099
TOTAL ESTIMATED PROGRAMME RESOURCES	82,833	93,632	76,268	74,789	3,745	0	331,267
In-Year Shortfall (-) / Surplus (+)	4,684	-6,173	-12,601	-4,487	-10,255	0	-28,832
Cumulative Shortfall (-) / Surplus (+)	29,035	33,719	27,546	14,945	10,458	203	203

CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17
CABINET - 16 JULY 2013

SOURCES OF FUNDING		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19	CAPITAL RESOURCES TOTAL
		£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SCE(C) Formulaic Capital Allocations - Grant		43,273	55,428	30,761	30,011	0	0	159,473
SCE(C) Supplementary Grant Approval		1,008	837	0	0	0	0	1,845
Devolved Formula Capital- Grant		3,820	2,046	1,417	1,417	0	0	8,700
Prudential Borrowing		12,325	6,940	7,640	16,714	0	0	43,619
Grants		9,942	328	4,010	65	0	0	14,345
Developer Contributions		5,847	19,172	29,700	21,996	3,745	0	80,460
District Council Contributions		370	5	0	0	0	0	375
Other External Funding Contributions		443	353	0	0	0	0	796
Revenue Contributions		1,121	874	703	208	0	0	2,906
Schools Contributions		0	0	0	0	0	0	0
Use of Capital Receipts		0	13,822	11,165	4,378	0	0	29,365
Use of Capital Reserves		0	0	3,473	4,487	10,255	0	18,215
TOTAL ESTIMATED PROGRAMME RESOURCES UTILISED		78,149	99,805	88,869	79,276	14,000	0	360,099
TOTAL ESTIMATED PROGRAMME RESOURCES AVAILABLE		82,833	93,632	76,268	74,789	3,745	0	331,267
Usable Capital Receipts C/Fwd	10,617	15,301	9,128	0	0	0	0	0
Capital Reserve C/Fwd	18,418	18,418	18,418	14,945	10,458	203	203	203

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	2017 / 18 £'000s	2018 / 19 £'000s			
<u>Primary Capital Programme</u>										
Oxford, Wood Farm - replacement of existing buildings (ED749)	9,541	2,750	446	0	0	0	0	12,737	3,196	446
Bayards (New Scheme) - replacement of existing buildings and additional space to meet basic need	318	1,600	3,200	1,000	482	0	0	6,600	6,282	4,682
Eynsham (Development Budget)	37	0	0	0	0	0	0	37	0	0
St Andrew's Chinnor (Development Budget)	46	32	0	0	0	0	0	78	32	0
Primary Capital Programme Total	9,942	4,382	3,646	1,000	482	0	0	19,452	9,510	5,128
<u>Academy Programme</u>										
Oxford Spires Academy (ED805)	1,752	5,800	308	198	0	0	0	8,058	6,306	506
Academy Total	1,752	5,800	308	198	0	0	0	8,058	6,306	506

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost	Capital Investment Total (excluding previous years)	Future Capital Investment Total (excluding previous and current years)
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<u>Provision of School Places (Basic Need)</u>										
Existing Demographic Pupil Provision (Basic Needs Programme)	1,021	6,401	8,852	7,901	6,590	2,000	0	32,765	31,744	25,343
11/12 & 12/13 Basic Need Programme Completions	6,543	278	60	0	0	0	0	6,881	338	60
Cholsey - Expansion to 1.5FE (ED783)	1,022	757	21	0	0	0	0	1,800	778	21
Woodstock - (Phase 2) Expansion to 1.5FE (ED809)	214	1,086	44	0	0	0	0	1,344	1,130	44
New Hinksey - Foundation Stage (ED793)	22	265	20	0	0	0	0	307	285	20
Reducing Out of County Provision for SEN Pupils	216	1,750	1,447	337	0	0	0	3,750	3,534	1,784
Provision of School Places Total	9,038	10,537	10,444	8,238	6,590	2,000	0	46,847	37,809	27,272

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost	Capital Investment Total (excluding previous years)	Future Capital Investment Total (excluding previous and current years)
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
Growth Portfolio - New Schools	Note: This section of the programme shows available funding and not the full scheme cost									
South Oxfordshire										
Didcot, Great Western Park - Primary 1 (14 classroom)	0	200	4,700	2,850	378	0	0	8,128	8,128	7,928
Didcot, Great Western Park - Primary 2 (14 classroom)	0	0	25	200	3,180	0	0	3,405	3,405	3,405
Didcot, Great Western Park - Secondary (Phase 1)	0	250	750	10,000	7,592	0	0	18,592	18,592	18,342
Cherwell										
Bodicote, Bankside - 10 classroom	0	75	325	3,000	1,389	0	0	4,789	4,789	4,714
Bicester, Gavray Drive - 7 classroom	133	50	250	2,750	845	0	0	4,028	3,895	3,845
Bicester - Secondary P1 (incl existing schools)	0	200	800	6,400	5,293	0	0	12,693	12,693	12,493
Bicester, South West - 14 classroom	14	3,400	3,101	400	0	0	0	6,915	6,901	3,501
Upper Heyford - New Primary School	0	0	25	3,000	1,673	0	0	4,698	4,698	4,698
Bicester Exemplar Eco-development - Primary 1 Phase 1 (7 classroom)	0	200	3,550	2,375	400	0	0	6,525	6,525	6,325
Project Development Budget	0	50	100	100	0	0	0	250	250	200
Growth Portfolio Total	147	4,425	13,626	31,075	20,750	0	0	70,023	69,876	65,451

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	2017 / 18 £'000s	2018 / 19 £'000s			
<u>Annual Programmes</u>										
Schools Access Initiative		500	400	400	400	0	0	1,700	1,700	1,200
Health & Safety - Schools		400	400	400	400	0	0	1,600	1,600	1,200
Temporary Classrooms - Replacement & Removal		200	330	330	310	0	0	1,170	1,170	970
Schools Accommodation Intervention & Support Programme		200	150	150	150	0	0	650	650	450
School Structural Maintenance (inc Health & Safety)		5,397	3,250	2,250	2,250	0	0	13,147	13,147	7,750
Schools Energy Reduction Programme		750	750	750	750	0	0	3,000	3,000	2,250
Annual Programme Total		7,447	5,280	4,280	4,260	0	0	21,267	21,267	13,820
<u>Other Schemes & Programmes</u>										
Early Years Entitlement for Disadvantage 2 year olds	0	100	772	0	0	0	0	872	872	772
Aiming High (Short Breaks)	4	108	0	0	0	0	0	112	108	0
Loans to Foster/Adoptive Parents (Prudentially Funded)	247	90	90	90	383	0	0	900	653	563
Small Projects		115	20	0	0	0	0	135	135	20
Other Schemes & Programmes Total	251	413	882	90	383	0	0	2,019	1,768	1,355

CHILDREN, EDUCATION & FAMILIES CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	2017 / 18 £'000s	2018 / 19 £'000s			
<u>Retentions & Oxford City Schools Reorganisation</u>										
Retentions & OSCR		371	234	41	65	0	0	711	711	340
Retentions & OSCR Total		371	234	41	65	0	0	711	711	340
<u>Schools Capital</u>										
Devolved Formula Capital		3,846	2,046	1,417	1,417	0	0	8,726	8,726	4,880
School Local Capital Programme Total		3,846	2,046	1,417	1,417	0	0	8,726	8,726	4,880
CE&F CAPITAL PROGRAMME EXPENDITURE TOTAL	21,130	37,221	36,466	46,339	33,947	2,000	0	177,103	155,973	118,752
CE&F OCC ADJUSTED CAPITAL PROGRAMME EXPENDITURE TOTAL	21,130	33,375	34,420	44,922	32,530	2,000	0	168,377	147,247	113,872

SOCIAL AND COMMUNITY SERVICES CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost	Capital Investment Total (excluding previous years)	Future Capital Investment Total (excluding previous and current years)
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<u>COMMUNITY SAFETY PROGRAMME</u>										
<u>Fire & Rescue Service</u>										
Fire Equipment (SC112)	0	275	225	0	0	0	0	500	500	225
Joint Control room (SC111)	35	800	65	0	0	0	0	900	865	65
Relocation of Rewley Training Facility	0	50	50	500	0	0	0	600	600	550
Fire Review Development Budget	0	50	100	450	0	0	0	600	600	550
COMMUNITY SAFETY PROGRAMME TOTAL	35	1,175	440	950	0	0	0	2,600	2,565	1,390
<u>SOCIAL CARE FOR ADULTS PROGRAMME</u>										
<u>Mental Health</u>										
Mental Health Projects	454	77	0	0	0	0	0	531	77	0
<u>Residential</u>										
HOPs Phase 1- New Builds	0	10,503	0	0	0	0	0	10,503	10,503	0
Oxfordshire Care Partnership	0	0	0	0	7,775	0	0	7,775	7,775	7,775
<u>Specialist Housing Programme (inc ECH - New Schemes & Adaptations to Existing Properties)</u>										
ECH - New Schemes & Adaptations to Existing Properties	417	803	1,100	2,375	3,313	0	0	8,008	7,591	6,788
ECH - Land Purchase	0	1,400	0	0	0	0	0	1,400	1,400	0

SOCIAL AND COMMUNITY SERVICES CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
		£'000s	£'000s	£'000s	£'000s	£'000s	£'000s			
Deferred Interest Loans (CSDP)		160	160	170	340	0	0	830	830	670
SOCIAL CARE FOR ADULTS PROGRAMME TOTAL	871	12,943	1,260	2,545	11,428	0	0	29,047	28,176	15,233
Retentions & Minor Works		45	156	0	0	0	0	201	201	156
S&CS CAPITAL PROGRAMME EXPENDITURE TOTAL	906	14,163	1,856	3,495	11,428	0	0	31,848	30,942	16,779

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost	Capital Investment Total (excluding previous years)	Future Capital Investment Total (excluding previous and current years)
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
NETWORK DEVELOPMENT PROGRAMME										
Thornhill Park & Ride Extensions	2,216	1,108	175	0	0	0	0	3,499	1,283	175
London Road Bus Lane	0	525	100	215	0	0	0	840	840	315
Kennington & Hinksey Roundabouts	459	500	2,343	175	0	0	0	3,477	3,018	2,518
NETWORK DEVELOPMENT PROGRAMME TOTAL	2,675	2,133	2,618	390	0	0	0	7,816	5,141	3,008
OXFORD TRANSPORT STRATEGY PROGRAMME										
Fairfax Rd/Purcell Rd Cycle Link	8	49	128	0	0	0	0	185	177	128
New Headington Transport Improvements	416	25	55	0	0	0	0	496	80	55
Woodstock Rd, ROQ (project development)	22	53	0	0	0	0	0	75	53	0
Frideswide Square	530	100	2,700	370	0	0	0	3,700	3,170	3,070
Divinity & Magdalen Road area CPZs	134	33	123	0	0	0	0	290	156	123
OXFORD TRANSPORT STRATEGY PROGRAMME TOTAL	1,110	260	3,006	370	0	0	0	4,746	3,636	3,376

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost	Capital Investment Total (excluding previous years)	Future Capital Investment Total (excluding previous and current years)
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<u>TOWNS PROGRAMME</u>										
Witney, A40 Downs Road junction (project development)	0	100	100	0	0	0	0	200	200	100
Witney, Ducklington Lane/Station Lane Junction (project development)	0	100	100	0	0	0	0	200	200	100
Banbury: Higham Way Access Road	74	135	0	0	0	0	0	209	135	0
Banbury, Ermont Way Cycling and Public Transport Improvements	2	130	25	0	0	0	0	157	155	25
Bicester Town Centre Access Imps	722	438	150	0	0	0	0	1,310	588	150
Bicester Perimeter Road (Project Development)	0	300	700	0	0	0	0	1,000	1,000	700
SVUK Highway Schemes (project development)	305	0	182	0	0	0	0	487	182	182
A44 Crossing, Yarnton	185	30	0	0	0	0	0	215	30	0
Radley, Thrupp Lane Wetland Centre Access (Design)	0	23	0	0	0	0	0	23	23	0
Abingdon, Wootton Road - Cycle Infrastructure	0	304	16	0	0	0	0	320	320	16
TOWNS PROGRAMME TOTAL	1,288	1,560	1,273	0	0	0	0	4,121	2,833	1,273

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	2017 / 18 £'000s	2018 / 19 £'000s			
<u>PUBLIC TRANSPORT PROGRAMME</u>										
Didcot Station Forecourt	3,558	2,750	382	0	0	0	0	6,690	3,132	382
SVUK Premium Routes (LTP3)	53	41	36	0	0	0	0	130	77	36
PUBLIC TRANSPORT PROGRAMME TOTAL	3,611	2,791	418	0	0	0	0	6,820	3,209	418
Integrated Transport Future Programme- LTP3		0	1,400	256	0	0	0	1,656	1,656	1,656
East-West Rail (contribution)		0	660	660	660	0	0	1,980	1,980	1,980
Small developer funded schemes	311	669	123	0	0	0	0	1,103	792	123
Completed schemes		34	132	0	0	0	0	166	166	132
OTHER INTEGRATED TRANSPORT TOTAL	311	703	2,315	916	660	0	0	4,905	4,594	3,891
INTEGRATED TRANSPORT STRATEGY TOTAL	8,995	7,447	9,630	1,676	660	0	0	28,408	19,413	11,966

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost	Capital Investment Total (excluding previous years)	Future Capital Investment Total (excluding previous and current years)
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
<u>STRUCTURAL MAINTENANCE PROGRAMME</u>										
Carriageway Schemes (non-principal roads)		3,224	3,541	1,959	3,180	0	0	11,904	11,904	8,680
Footway Schemes		1,350	1,350	1,140	1,140	0	0	4,980	4,980	3,630
Surface Treatments		3,723	4,193	2,880	3,365	0	0	14,161	14,161	10,438
Street Lighting Column Replacement		500	500	440	440	0	0	1,880	1,880	1,380
Drainage		1,100	950	845	754	0	0	3,649	3,649	2,549
Bridges		1,642	1,360	780	700	0	0	4,482	4,482	2,840
Public Rights of Way Foot Bridges - Replacement & Repairs Programme		100	100	100	100	0	0	400	400	300
Rural Roads Dressing & Treatments	780	60	0	0	0	0	0	840	60	0
Additional Maintenance Works		2,312	1,239	0	0	0	0	3,551	3,551	1,239
STRUCTURAL MAINTENANCE ANNUAL PROGRAMMES TOTAL	780	14,011	13,233	8,144	9,679	0	0	45,847	45,067	31,056

ENVIRONMENT & ECONOMY - HIGHWAYS & TRANSPORT CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
		£'000s	£'000s	£'000s	£'000s	£'000s	£'000s			
<u>Detrunked, Principal Roads and Other Major Schemes</u>										
Thames Towpath Reconstruction	71	207	317	0	0	0	0	595	524	317
A4130 Bix dual carriageway	344	183	3,973	430	0	0	0	4,930	4,586	4,403
A420 Shrivenham Bypass	85	200	2,773	362	0	0	0	3,420	3,335	3,135
A420/A34 Slip Road	0	0	72	564	514	0	0	1,150	1,150	1,150
A415 Clifton Hampden	0	0	130	0	0	0	0	130	130	130
Kennington, Oxford Road (Bagley Wood) Reconstruction	40	810	85	0	0	0	0	935	895	85
Murdock Road, Bicester	0	336	0	0	0	0	0	336	336	0
STRUCTURAL MAINTENANCE MAJOR SCHEMES TOTAL	540	1,736	7,350	1,356	514	0	0	11,496	10,956	9,220
STRUCTURAL MAINTENANCE PROGRAMME TOTAL	1,320	15,747	20,583	9,500	10,193	0	0	57,343	56,023	40,276
HIGHWAYS & TRANSPORT CAPITAL PROGRAMME EXPENDITURE TOTAL	10,315	23,194	30,213	11,176	10,853	0	0	85,751	75,436	52,242

ENVIRONMENT & ECONOMY CAPITAL PROGRAMME (EXCLUDING TRANSPORT)
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost	Capital Investment Total (excluding previous years)	Future Capital Investment Total (excluding previous and current years)
		2013 / 14	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19			
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
ASSET STRATEGY IMPLEMENTATION PROGRAMMES										
Asset Strategy Implementation Programme	6	250	2,850	1,175	571	0	0	4,852	4,846	4,596
Cricket Road Centre Closure (including Unipart House works)	142	6	0	0	0	0	0	148	6	0
ASSET STRATEGY IMPLEMENTATION PROGRAMME TOTAL	148	256	2,850	1,175	571	0	0	5,000	4,852	4,596
ENERGY EFFICIENCY IMPROVEMENT PROGRAMME										
SALIX Energy Programme	1,192	200	210	251	208	0	0	2,061	869	669
Energy Strategy Implementation (Non-Schools)	0	273	500	600	600	0	0	1,973	1,973	1,700
ENERGY EFFICIENCY IMPROVEMENT PROGRAMME TOTAL	1,192	473	710	851	808	0	0	4,034	2,842	2,369
ANNUAL PROPERTY PROGRAMMES										
Non-Schools Property Structural Maintenance Programme		150	150	150	150	0	0	600	600	450
Minor Works Programme		205	300	200	29	0	0	734	734	529
Health & Safety (Non-Schools)		24	24	24	24	0	0	96	96	72
ANNUAL PROPERTY PROGRAMMES TOTAL	0	379	474	374	203	0	0	1,430	1,430	1,051

ENVIRONMENT & ECONOMY CAPITAL PROGRAMME (EXCLUDING TRANSPORT)
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	2017 / 18 £'000s	2018 / 19 £'000s			
<u>WASTE MANAGEMENT PROGRAMME</u>										
Waste Recycling Centre Infrastructure Development	0	0	0	2,799	0	0	0	2,799	2,799	2,799
Alkerton WRC	0	150	1,425	175	0	0	0	1,750	1,750	1,600
Oxford Waste Partnership PRG Allocation	517	53	0	0	0	0	0	570	53	0
WASTE MANAGEMENT PROGRAMME TOTAL	517	203	1,425	2,974	0	0	0	5,119	4,602	4,399
<u>CORPORATE PROPERTY & PARTNERSHIP PROGRAMMES</u>										
Broadband (OxOnline) Project	0	129	6,624	7,107	0	0	0	13,860	13,860	13,731
Spendlove Centre, Charlbury	0	30	318	0	0	0	0	348	348	318
CORPORATE PROPERTY & PARTNERSHIP PROGRAMMES TOTAL	0	159	6,942	7,107	0	0	0	14,208	14,208	14,049
Retentions (completed schemes)		135	0	0	0	0	0	135	135	0
ENVIRONMENT & ECONOMY (EXCLUDING TRANSPORT) CAPITAL PROGRAMME EXPENDITURE TOTAL	1,857	1,605	12,401	12,481	1,582	0	0	29,926	28,069	26,464

CHIEF EXECUTIVE'S OFFICE CAPITAL PROGRAMME
CABINET - 16 JULY 2013

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Current Year	Firm Programme	Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2013 / 14 £'000s	2014 / 15 £'000s	2015 / 16 £'000s	2016 / 17 £'000s	2017 / 18 £'000s	2018 / 19 £'000s			
<u>COMMUNITY SERVICES PROGRAMME</u>										
<u>Libraries</u>										
Introduction of RFID (Radio frequency identification) self service in Libraries - Phase 1 (CS9)	1,072	188	0	0	0	0	0	1,260	188	0
Introduction of RFID (Radio frequency identification) self service in Libraries- Phase 2 (CS11)	557	328	80	0	0	0	0	965	408	80
Bicester Library	0	100	575	525	0	0	0	1,200	1,200	1,100
Headington Library	4	200	32	0	0	0	0	236	232	32
COMMUNITY SERVICES PROGRAMME TOTAL	1,633	816	687	525	0	0	0	3,661	2,028	1,212
<u>Partnerships</u>										
Super Connected Cities Bid	0	150	0	0	0	0	0	150	150	0
PARTNERSHIPS PROGRAMME TOTAL	0	150	0	0	0	0	0	150	150	0
Completed Projects		0	9	0	0	0	0	9	9	9
CHIEF EXECUTIVE'S OFFICE CAPITAL PROGRAMME EXPENDITURE TOTAL	1,633	966	696	525	0	0	0	3,820	2,187	1,221

Capital Programme 2012/13 to 2016/17**CABINET - 16 JULY 2013****Grant bids and allocations not yet included in the Capital Programme**

Ref.	Scheme/ Programme Area/ Grant Name	Status	Description	Amount £000	Year
(1)	<u>Children, Education & Families</u> Performance Reward Grant	3	Individual Service Target Areas	38	2012/13
(2)	Short Breaks	3	Provide opportunities for disabled children and young people to have enjoyable experiences which help them become more independent and form friendships outside their family. (agreed allocation to SEN residential)	250	
Sub-Total Children, Education & Families				288	
	<u>Social & Community Services</u>				
Sub-Total Social & Community Services				0	
(4)	<u>Environmental & Economy</u> Performance Reward Grant	2	Public Service Board agreed an allocation to the County Council for Broadband.	96	2012/13
(5)	Performance Reward Grant	2	Public Service Board agreed an allocation to the County Council for Adult Skills.	145	2012/13
Sub-Total Environmental & Economy				241	
(6)	<u>Chief Executive's Office</u> New Homes Bonus	2	New unringfenced revenue grant allocation. To be included within the Rolling Fund.	1,559	2011/12 & 2012/13
Subtotal Chief Executive's Office				1,559	
Total				2,088	

Key:

- 1 Grant bids or allocations waiting approval or confirmation from funding authorities
- 2 Secured new resources waiting programme of work approval
- 3 Funding to be allocated against viable projects

Capital Programme 2013/14 to 2016/17
CABINET - 16 JULY 2013
Schemes Remaining On Hold

These schemes have been placed on hold under the Capital Budget Setting Process for 2012/13.
 However, they will be considered for entry into the programme as part of the future Service and Resource Planning

Ref	Directorate	Project/ Programme Name	Total project cost £000	Project Specific Funding Available £000	Flexible Funding Required £000	Priority Category
1	E&E - Transport	Bicester Market square (developer contribution funded scheme)	1,000	1,000	0	5
2	S&CS	Banbury Regeneration Scheme	5,785	110	5,675	5
3	S&CS	Thame Fire Station - relocation to new site	2,300	0	2,300	6
TOTAL			9,085	1,110	7,975	

Priority Categories:

- Priority 1 Statutory Requirements & Infrastructure Deficit
- Priority 2 Revenue Savings & Service Transformation
- Priority 3 Substantially Externally Funded
- Priority 4 Portfolio Rationalisation
- Priority 5 Economic development & housing growth
- Priority 6 Cross-cutting, joint working, income generation

Capital Programme 2013/14 to 2016/17
CABINET - 16 JULY 2013
NEW FUNDING STREAMS

Internal Rolling Fund

The Cabinet agreed to establish a capital rolling fund to facilitate, through forward funding, the timely provision of infrastructure that supports planned growth. The fund is set up as a £6.5m fund initially and its allocation will be determined by the Cabinet based on the recommendations by the Capital Investment Board in April 2012.

Provisional allocations agreed as part of the 2013/14 to 2016/17 budget setting process (not yet reflected in the capital programme):

M40 / Junction 9 - contribution to Highways Agency Scheme	Up to £2m
Bicester Park & Ride - development & design	£0.3m
Witney, Downs Rd	tbc

Growing Places Fund

A proposal by the Oxfordshire Local Economic Partnership for the Growing Places Fund was approved in 2012. The fund is set up as a Rolling Fund and will be used to unlock stalled projects that support economic growth and to act as a catalyst for proposals that enable investment in jobs to be made by the private sector. The LEP determines the allocation of these resources. The County Council is acting as an accountable body for the fund.

Provisional allocations agreed by the OLEP:

	Revenue (£000)	Capital (£000)
Super Connected Cities Bid Preparation	20	
Enterprise Zone Manager	120	
West Oxfordshire villages 21st century broadband	28	
Super Connected Cities		300
Harwell Oxford employment access road		1,500
Milton Park employment access link		1,400
Globally competitive Enterprise Zone broadband		2,100
TOTAL	168	5,300
Available funding	684	8,370
Remaining Balance	516	3,070

Capital Programme 2013/14 to 2016/17**CABINET - 16 JULY 2013****Additional £3.551m Highways Structural Maintenance: Proposed Programme of Works**

Summary	2013/14 £m	2014/15 £m	Total £m
Edge Strengthening programme	0.4	0.44	0.84
Carriageway Resurfacing Schemes	0.81	0.2	1.01
Patching & Surface Dressing programme	0.719	0.436	1.155
Site Investigation & Testing	0.05	0	0.05
Drainage Improvements	0.09	0	0.09
Contingency	0.243	0.163	0.406
Total	2.312	1.239	3.551

Detailed Programme		2013/14 £m	2014/15 £m
Edge Strengthening Programme			
Works - approx 25 sites in total over 2 years. Number of sites treated in each year will be confirmed following more detailed cost appraisal *		0.39	0.440
Design (incl traffic orders)		0.01	
	Total	0.4	0.440
Carriageway Resurfacing Schemes			
A40 Whitehouse Farm	South Leigh	0.116	
A338 Frilford	Frilford	0.103	
Watlington Road, Nettlebed	Nettlebed	0.137	
Ingham Lane, Watlington	Watlington	0.263	
Corn Street/ Welch Way Rdbt, Witney	Witney	0.096	
B471 Peppard Road (Bishopsland Farm Bends)	Eye & Dunsden	0.095	
Warneford Lane	Oxford		0.200
	Total	0.719	0.200

Detailed Programme		2013/14 £m	2014/15 £m
Patching and Surface Dressing Programme			
Surface Dressing pre-patching - sites to be confirmed (incl Traffic Orders, Admin, etc) *		0.355	0.436
Other Patching sites (incl Traffic Orders, Admin, etc)			
Banbury Road, N-bd Bus Lane	Oxford (County)	0.077	
Southam Road Rdbt	Banbury	0.070	
Station Road, Kingham	Kingham	0.050	
High Street, Nettlebed	Nettlebed	0.044	
B4100 Caversfield	Caversfield	0.082	
High Street/ Stirling Road, Kidlington	Kidlington	0.041	
	Total	0.364	
	Total	0.719	0.436
Site Investigation & Testing			
Edge Strengthening Sites (inc TM & reserve sites) *		0.030	
Resurfacing Schemes (all, inc reserve site)		0.010	
Design/Management Fees		0.010	
	Total	0.050	
Drainage Improvements			
Sites to be confirmed *	Total	0.090	
Contingency		0.243	0.163
Total Programme		2.312	1.239

* Approval of detailed programmes of work for edge strengthening and drainage and for the Surface Dressing Programme for 2014/15 are delegated to the Director of Environment & Economy, in liaison with the Cabinet Member for Transport.

Financial Monitoring and Business Strategy Delivery Report
CABINET - 16 July 2013
Fees and Charges

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		Expected Income	VAT Class
					Rate Agreed Date 14 Dec 2012	Proposed Rate	Total £000	
SCS2-3	TRADING STANDARDS	D	So that fee payers contribute towards the costs of the tests.	RATE CORRECTION Testing fees - verifying weights and measures Hourly rate Weighing instruments 15k or less - First item - Reduced fee for second item - Reduced fee for 3 items or more Over 15Kg to 1,000kg - First item - Reduced fee for second item - Reduced fee for 3 items or more Over 1,000kg to 10t - First item - Reduced fee for second item - Reduced fee for 3 items or more - Weights and labour provided Over 10t to 60t - First item - Reduced fee for second item - Reduced fee for 3 items or more Testing outside normal hours Outside 8:30-17:00, Monday to Friday and on Saturday: Trading Standards Officer, per hour Non Trading Standards Officer, per hour On Sundays and Bank Holidays Trading Standards Officer, per hour Non Trading Standards Officer, per hour Weights 500mg- 5Kg - First item - Second and subsequent items Below 500mg and above 5Kg - First item - Second and subsequent items	£72.50	£72.42	60	SR
					£37.00	£37.42		
					£30.50	£30.39		
					£29.00	£28.95		
					£63.00	£63.03		
					£50.00	£50.08		
					£47.50	£47.48		
					£194.00	£194.10		
					£155.50	£155.53		
					£323.00	£322.73		
					£258.50	£258.43		
					£10.75	£10.72		
					£7.65	£7.50		
					£21.50	£21.43		
					£15.30	£15.00		
					£5.60	£5.85		
					£4.60	£4.68		
					£9.20	£9.35		
					£7.15	£7.01		

Financial Monitoring and Business Strategy Delivery Report
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Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		Expected Income	VAT Class
					Rate Agreed Date 14 Dec 2012	Proposed Rate	Total £000	
SCS2-3	TRADING STANDARDS (Cont'd)	D	So that fee payers contribute towards the costs of the tests.	RATE CORRECTION				SR
				Measuring instruments for Liquid fuel and Lubricants				
				Per Nozzle - First item	£107.00	£106.92		
				- Second and subsequent items on same site	£66.50	£66.40		
				Testing peripheral electronic equipment on a separate visit (per site)	£72.50	£72.42		
				Testing of credit card acceptor (per unit, regardless of number of nozzles etc)	£72.50	£72.42		
				Measuring instruments - Intoxicating liquour				
				150ml or less - First item	£15.30	£15.19		
				- Second and subsequent items	£12.25	£12.15		
				Above 150ml - First item	£19.00	£18.71		
				- Second and subsequent items	£14.75	£14.97		
				Length measures				
				3 metres or less - First item	£9.20	£9.35		
				- Second and subsequent items	£7.15	£7.01		
				Capacity measures				
				1 litre or less - First item	£5.60	£5.85		
				- Second and subsequent items	£4.60	£4.68		
				Cubic ballast measures	£159.00	£159.02		
				Average quantity measures	£25.50	£25.72		
				Average quantity templates - First item	£44.50	£44.42		
				- Second and subsequent items	£17.50	£17.53		

Financial Monitoring and Business Strategy Delivery Report
CABINET - 16 July 2013
Fees and Charges

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		Expected Income	VAT Class
					Rate Agreed Date 14 Dec 2012	Proposed Rate	Total £000	
SCS2-3	TRADING STANDARDS (Cont'd)	D	So that fee payers contribute towards the costs of the tests.	RATE CORRECTION Pharmaceutical measures at manufacturers premises 0-50 items - 5 graduations - 6 graduations - 7 to 10 graduations 50-100 items - 5 graduations - 6 graduations - 7 to 10 graduations 100+ items - 5 graduations - 6 graduations - 7 to 10 graduations	£2.55 £2.55 £3.60	£2.54 £2.69 £3.77		SR
		D	To recover costs incurred administering the scheme	PROPOSED RATE EXCLUDES VAT Buy with Confidence Trader Approval scheme 1-5 employees 6-20 employees 21+ employees	£105.50 £158.50 £211.00	£88.11 £132.16 £179.52	8	
		D	To recover costs incurred administering the scheme	PROPOSED RATE FOR A NEW SERVICE Carrying Agent for imported dogs, cats and other mammals: Includes local authorities within Trading Standards South East region (excl Isle of Wight), Warwickshire, Gloucestershire, Northamptonshire and Wiltshire where the pick-up and destination locations are within the areas identified above - Monday to Friday - Saturday and Sunday - Bank Holidays	NEW NEW NEW	£240.00 £360.00 £480.00	2	SR
Sub-Total Trading Standards							70	

Legal Position on charging

SP Statutory Prohibited
 SA Statutory Arrangements
 D Discretionary (LG Act 2003)

VAT Class

SR Standard Rate (20%)
 ZR Zero Rated
 NB Non Business
 EX Exempt

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Division(s): N/A

CABINET – 16 JULY 2013

Impact of the 2015/16 Central Government Spending Round

Report by the Assistant Chief Executive & Chief Finance Officer

Introduction

1. This report outlines the key features and implications of the 2013 Spending Round announced on 26 June 2013, which sets out public spending totals for the financial year 2015/16. Spending totals for the period 2011/12 to 2014/15 were set out in the previous Spending Review in 2010.
2. This Spending Round confirmed that until 2017/18 the total amount of government spending will continue to fall in real terms at the same rate as over the 2010 Spending Review period.
3. A further £11.5bn of public sector savings in 2015/16 are required to achieve the spending plans. Health, schools and overseas aid have been protected, with the burden of the savings falling on other departments. Savings are focussed on day-to-day expenditure, with funding prioritised to capital investment to achieve economic growth.
4. The Chancellor identified the three principles on which this Spending Round has been based as:
 - Reform: an obligation to ensure more is gained from every pound spent of taxpayers' money;
 - Growth: to provide the schools, science, transport links and reliable energy to enable business to grow;
 - Fairness: ensuring all sections of the population play their part and that those with the broadest shoulders bear the greatest burden.

Main announcements

Capital investment

5. The Chancellor announced a range of new capital spending commitments and the intention to provide for £50bn of capital spending in 2015/16. Spending will be prioritised in the areas that yield the highest economic returns: transport, science and innovation, education and skills.
6. The Single Local Growth Fund, established in response to Lord Heseltine's review of economic growth, will be £2bn each year from 2015. This funding will be available for bids from local enterprise partnerships.

7. Other capital investment plans for 2015/16 include £9.5bn for the transport network, £3bn for affordable housing and £1.1bn for science. Details of these, and all of the £100bn infrastructure investment over the next Parliament, was provided in a separate announcement '*Investing in Britain's Future*'. This is covered later in the report.

Local Government

8. The Department for Communities and Local Government (DCLG) resources budget for local government will reduce by 10% in real terms (8.2% in cash terms) between 2014/15 and 2015/16. The government suggests that when council tax, other local income and other central government funding (including the pooled funding for health and social care outlined below) are taken into account local government spending will reduce by only 2.3%.
9. The government will make funding available to freeze council tax in 2014/15 and 2015/16. This is in addition to £833m funding for previous freeze grants for 'those local authorities who have kept council tax down since 2011/12'. It is not clear from this wording whether there are implications for freeze grant received for previous years for local authorities who have not frozen council tax in each of the years 2011/12 – 2013/14. According to the DCLG website 'authorities that freeze or reduce their Band D Council Tax will receive a grant equivalent to a 1% increase on 2013/14 Band D Council Tax levels'. It is not made clear whether this is one-off or on-going funding. In addition, the government plans to set the council tax referendum threshold at 2% for 2014/15 and 2015/16.
10. A key plank of the Chancellor's reform package has been to encourage public services in a local area to work more closely together, building upon the Whole Place Community Budget pilots. The Spending Round announced:
 - A £100m 'transformation fund' to help local authorities to cover the initial costs of working with each other more closely, for instance on new joint IT systems.
 - £30m to enable the opportunities identified in the recent Knight Review for greater collaboration and integration between fire services and other emergency services.
 - A £50m 'innovation fund' for police forces to work jointly with each other and with local authorities on new, more efficient ways to prevent crime and ensure community safety.

Health and Social Care

11. The government will provide £3.8bn pooled funding in 2015/16, for services commissioned jointly and seamlessly by the local National Health Service (NHS) and local authorities. Some of this money is already used to benefit adult social care. It includes the existing £900m already transferred from the NHS to adult social care and the £300m made available for reablement. (In Oxfordshire, reablement resources are already included in the Older People Pooled Budget). It also includes £100m of existing NHS money for carers (in Oxfordshire this is effectively pooled with County Council resources for carers). There is effectively £2.1bn of new NHS investment. However, the government has already made clear that the use of this

money will have to be agreed with health through Health and Wellbeing Boards. In addition, £1bn will be dependent on the delivery of outcomes, such as keeping people out of hospital. The £3.8bn includes £400m of capital resources.

12. In 2014/15 £200m additional funding for local authorities from the NHS will be provided to support this move with investment in new systems and ways of working.
13. In addition, £335m will be made available to local authorities in 2015/16 to enable them to prepare for social care funding reforms, including the introduction of a cap on care costs from April 2016 and a universal offer of deferred payment agreements from April 2015.
14. The government states that local authorities will be fully funded for the costs arising from the transfer of the Independent Living Fund to the local authority social care system in April 2015. Previous statements by the government agency responsible for this change indicate that we will receive 95% of the current level of spending.

Children's Services

15. The Troubled Families programme is being extended with an additional £200m in 2015/16 to expand this work from 120,000 to 400,000 high risk families. This will be the first year of a 5-year programme.
16. The Department for Education (DfE) and DCLG will work with local government to examine the scope to improve outcomes, reduce burdens and drive efficiency in children's services, reporting on progress in the autumn.

Education and skills

17. The Spending Round includes real terms protection for the schools budget and the Pupil Premium. However, the Education Services Grant (for central education support services and statutory duties) will be reduced by £200m in 2015/16 (approximately 20%). DfE will consult in the autumn on the details of the reduction.
18. The government will also consult on the introduction of a national funding formula for schools in 2015/16. This is intended to address the unfair differences in funding between schools in different local authorities. The government will also consult on options for major reform of apprenticeship funding following recommendations from the Richard Review of apprenticeships.
19. The Spending Round supports the continued roll out of academies and funding for up to 180 new Free Schools, 20 new Studio Schools and 20 new University Technical Colleges a year.

Public sector workforce

20. Public sector pay rises will be limited to an average of 1% for a further year (2015/16). Automatic pay progression will be abolished in the Civil Service by 2015/16 and automatic pay rises for time served will be removed in schools, the NHS, prisons and the police.
21. The public sector workforce is expected to fall by a further 144,000 by 2015/16.

Other

22. Government funding for local community arts, sports and museums will reduce by 5%, although the government is looking at piloting new operational freedoms to help them be more financially independent.
23. The Military Covenant will be permanently funded through fines levied against banks.
24. A cap on welfare spending (excluding the state pension) will be introduced from 2015/16 and will be announced as part of the 2014 Budget. Further welfare reforms will be introduced, including upfront worksearch and a seven day wait before becoming eligible for financial support, to deliver annual savings of over £350m. Savings of £30m a year will be achieved by linking the Winter Fuel Payment to a temperature test.

'Investing in Britain's Future'

25. On 27 June 2013 the Chief Secretary to the Treasury announced the details of the government's infrastructure investment plan 'Investing in Britain's Future'. This updated the 'National Infrastructure Plan' which was first published in 2010. The update has four strands:
 - Public investment in infrastructure worth over £100bn to 2020
 - Policy reform to stimulate private investment in energy generation
 - Transforming the financing of major projects by developing the UK guarantees scheme
 - Learning from the successful approaches taken in the Olympics and elsewhere
26. 'Investing in Britain's Future' covers nine major areas: roads; rail; energy; science and innovation; housing; digital communications; other sectors (schools, flood defence etc.); local leadership on economic development (local enterprise partnerships); delivery and finance.
27. Key points from the plan are as follows:
 - **Roads** - Local authority funding for major projects is shown as a constant £819m per year, over the six years from 2015/16 to 2020/21 inclusive (£4.9bn in total). Similarly, local authority funding for maintenance is shown as a constant £976m a year over the six year period (£5.8bn in total). The government claims that the latter would allow local authorities to fill the equivalent of 19 million pot holes a year. There is also £458m a year over the six year period for the integrated

transport block. It is noted in the plan that the funding for major projects and £200m each year of the integrated transport block funding will form part of the Single Local Growth Fund.

- **Housing** - £3.7bn will be invested and £12bn of guarantees will be provided across the UK through Help to Buy. In addition there will be £3.3bn of funding for new affordable housing to deliver 165,000 new affordable homes in England over the next three years and £1bn of loan finance to support new build private rented homes in England.
- **Broadband** - A further £250m will be made available to extend superfast broadband coverage from the current target of 90% of UK premises to 95% by 2017.
- **Schools** - A further £21bn will be invested in schools over the next Parliament. This will provide over 275,000 new primary school places and 245,000 new secondary places to respond to demographic pressures. Also this funding will be used to rebuild 150 schools in very poor condition and address all essential schools maintenance needs, as well as funding the new free schools etc. referred to earlier in the report.
- **Health and Social Care** – the government has allocated £4.7bn for capital investment in the health and social care system in 2015/16. This includes £220m funding for home adaptations through the Disabled Facilities Grant and an additional £115m for supported housing.
- **Flood Defence** - A specific long term funding settlement for flood defence will provide security for home owners and businesses in flood risk areas. Funding will rise to £370m in 2015/16 and then be protected in real terms until 2020/21. This should improve protection for 300,000 homes by the end of the next Parliament.
- **Enterprise Zones** - The Local Infrastructure Fund will be increased by a further £50m in 2014/15 to ensure that Enterprise Zones have the infrastructure they need to attract businesses. This is in addition to the £59m awarded to successful Enterprise Zones in June 2013.
- **Local Enterprise Partnerships and New Homes Bonus** – The Single Local Growth Fund, mentioned previously, will bring together just over £2bn a year of funding from across transport, skills and housing budgets, of which £1.4bn will be capital in 2015/16. Overall, £20bn of funding will be made available to local enterprise partnerships during the period 2012/13 to 2020/21. Local enterprise partnerships will also be given the responsibility to decide how the £5.3bn EU Structural and Investment Funds for 2014/20 will be spent in their area.

£400m of the funding for the Single Local Growth Fund is from the New Homes Bonus. The government says that the New Homes Bonus will continue on a payment-by-results basis in order to incentivise house building. The government will however consult on a mechanism that will require that a proportion of the New Homes Bonus is pooled by local authorities and becomes part of the Single Local Growth Fund. As the New Homes Bonus is predicted to be worth around £1bn in

2015/16, this implies that 40% of it will be top sliced to include in the Single Local Growth Fund. Funding for the majority of the New Homes Bonus is already top-sliced from the localised business rate system. Thus top-sliced funding is to be further top-sliced to put into the Single Local Growth Fund. In shire areas, 80% of the New Homes Bonus is paid to Districts and 20% to the County.

Implications for Oxfordshire

Council Tax

28. The 2013/14 - 2016/17 Medium Term Financial Plan (MTFP) includes Council Tax increases of 2.5% in 2014/15 and 3.75% in 2015/16. To restrict Council Tax increases to the 2% referendum limit announced by the government would require savings of £1.3m in 2014/15, a further £4.9m in 2015/16 and on-going savings of £6.5m in future years.
29. To take up the Council Tax Freeze Grant would require additional savings (over and above those required to reduce the Council Tax increase to 2%) of £2.7m in 2014/15 and a further £2.8m in 2015/16 and on-going savings of £5.8m in future years, assuming the freeze grant funding is on-going. Further on-going savings of £5.8m a year would be required if the grant is one-off.

Grant funding

30. The Council's general funding comprises Revenue Support Grant, Business Rates Top-Up, Business Rates from District Councils (our local share) and Council Tax. The reduction in local government resources set out in the Spending Round is based on the total for the first three of those elements. However, as Business Rates Top-Up and Business Rates from District Councils are assumed to go up within inflation, all of the reduction falls on Revenue Support Grant.
31. The MTFP assumed a combined reduction in Revenue Support Grant (RSG), Business Rates Top-Up and Business Rates from District Councils in 2015/16 of 7.2%, in line with the level of reductions seen in the 2010 Spending Review. Within this, RSG reduced by 15.1% and both elements of Business Rates increased by 2.7%.
32. The Spending Round implies that the reduction in RSG in 2015/16 is increased to 17.5%, with Business Rates Top-Up and Business Rates from District Councils remaining broadly in line with the estimates in the MTFP. On this basis RSG for 2015/16 will be £1.9m less than in the MTFP, a reduction of £14.2m on 2014/15 as set out in the following tables:

Comparison to MTFP	2015/16 MTFP	2015/16 SR2013 Forecast	Difference	
	£m	£m	£m	%
Revenue Support Grant	69.2	67.3	-1.9	-2.8
Business Rates Top-Up	37.8	37.9	0.1	0.4
Business Rates from District Councils	28.9	28.9	0.0	-0.1
Total	135.9	134.1	-1.8	-1.3

Comparison to 2014/15	2014/15 MTFP	2015/16 SR2013 Forecast	Difference	
	£m	£m	£m	%
Revenue Support Grant	81.5	67.3	-14.2	-17.5
Business Rates Top-Up	36.8	37.9	1.1	3.1
Business Rates from District Councils	28.0	28.9	0.9	3.1
Total	146.3	134.1	-12.2	-8.4

33. The Spending Round forecast for RSG assumes that £250m of funding for the New Homes Bonus, promised for the period of the 2010 Spending Review, continues in 2015/16.
34. In addition to the reduction in the local government resources budget, the Spending Round has implications for specific grant funding from all government departments. The 20% reduction Education Services Grant in 2015/16 implies a loss of £1.8m grant funding for the Council. The MTFP includes estimated New Homes Bonus of £2.9m in 2015/16, of which £0.5m is planned to go into the Capital Rolling Fund Reserve. A 40% top-slice of this funding (£1.1m) has implications for the revenue budget and possibly the capital programme. The impact on other specific grants is not yet known, however it is estimated that these could reduce by about £1m in total.
35. Meeting the care and support needs of current Independent Living Fund users costs about £4m per year in Oxfordshire, so confirmation that these costs will be fully funded by government is welcomed.

Public sector integration

36. Oxfordshire is leading the way on the integration of health and social care, with the recently announced expansion to the Older People's Pooled Budget arrangement. The Council would therefore expect to benefit from the additional £2bn NHS investment set out in the Spending Round as well as from the other integration funding announced, including the expansion to the Troubled Families programme.

Public sector workforce

37. The MTFP assumes a 2.5% pay award in 2015/16. Limiting the pay award to 1% would save about £2m.

38. The removal of pay progression in the Civil Service and other parts of the public sector does not automatically apply to the local government workforce, however this is something that may be explored.

Capital investment

39. The infrastructure investment plan 'Investing in Britain's Future' includes two major local projects:
- The East-West rail link from Oxford to Aylesbury, Milton Keynes and Bedford
 - Major upgrades and new facilities at Harwell Science and Innovation Campus

As well as confirming funding for High Speed 2, who's route runs through the north east of the County.

40. There are no road improvement schemes specific to Oxfordshire mentioned in the infrastructure investment plan, however the Council would hope to benefit from the increased investment in major projects (via the Oxfordshire Local Enterprise Partnership) and roads maintenance.
41. The Oxfordshire Local Enterprise Partnership will be able to bid for funds from the Single Local Growth Fund to enable growth in the City Deal priority areas of Bicester, Oxford and Science Vale. This could help to mitigate the impact of top-slicing of New Homes Bonus funding.
42. The implications for the other areas of capital investment, including schools, health and social care and flood defences are not yet known.

Equality and Inclusion Implications

43. There are no equality and inclusion implications arising directly from this report. Any savings required as a result of the Spending Round announcement will be addressed as part of the service and resource planning process. This will include a general assessment of the impact of budget proposals and impact assessments for all significant changes.

Financial and Legal Implications

44. This report is mostly concerned with finance and the implications are set out in the main body of the report.

RECOMMENDATION

45. The Cabinet is RECOMMENDED to note the report.

SUE SCANE

Assistant Chief Executive & Chief Finance Officer

Contact Officers:

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July 2013

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Division(s): All

CABINET– 16 JULY 2013

OXFORDSHIRE CARERS STRATEGY 2013-2016

Report by Director of Social and Community Services

Introduction

1. The purpose of this report is to seek Cabinet approval for the Oxfordshire Carers Strategy 2013-2016, which has been developed jointly by the County Council and the Oxfordshire Clinical Commissioning Group. This strategy replaces the previous Oxfordshire Carers' Strategy 2009-2012.
2. The Council is committed to supporting family carers. Informal carers provide the back bone of social care and we want to work in partnership with carers to support them in their caring role. This Carers Strategy updates our approach to supporting carers. It has been developed with the full involvement of carers in Oxfordshire. The strategy covers all ages and applies equally to older carers, parents of disabled children and young carers.
3. We have significantly increased the numbers of carers identified and extended our range of support by moving away from a small number of building based services to a network of services provided in and by the community. To show our commitment we are maintaining our investment in carers support, together with the Clinical Commissioning Group.

Background

4. Carers are vital to the support of vulnerable children and adults across all of Oxfordshire's population and to the ability of its communities and its services to sustain them. Approximately 61,500 Oxfordshire residents have identified themselves as a carer for a relative, friend or neighbour through the 2011 National Census. It is estimated that 3 out of every 5 people in the UK will take on the role of carer for someone they know at some point in their lifetime.
5. During 2012 carers took part in the Department of Health National Carers Survey. A sample group were surveyed and in Oxfordshire 607 people responded. This group told us that:
 - 62% of carers are aged over 65
 - 11% of these are over 85
 - 44% provide care for more than 100 hours per week
 - 90% provide practical help
 - 80% provide administrative support
 - 69% provide personal care
 - 62% provide physical help

6. It is likely that the number of people who will need to provide care to a relative, neighbour or friend will increase significantly. People who have complex health conditions are now living for longer, and the number of people who have chronic health conditions is known to be increasing. At the same time life expectancy in the general population is increasing, with the number of people over 65 projected to increase from 17% of the total population in 2010 to 23% by 2035. The number of people aged over 85 has doubled in the period 1983-2010 and is expected to form 5% of the total population by 2035.
7. With the projected increase in the numbers of people likely to require care and support, it is important that the contribution of carers is both recognised and reinforced. Carer breakdown will lead to increased demands upon statutory services whilst at the same time diminishing the lives of individuals, families and communities.
8. Support for carers is therefore a vital part of our overall strategy to support vulnerable people in Oxfordshire. Most people would prefer to live in their own home throughout their life, or for as long as is possible. If a move into an institutional care setting is required this should be as a response to the needs of the cared for person, not because of the breakdown of a carer's health or a breakdown of their willingness or ability to continue.
9. The County Council has promoted services to support carers for many years. In 2010 these services were subject to a review and services for carers were further developed to increase the number of carers being supported. The County Council continues to work with carers and partnership agencies to develop support services for carers which are relevant to their needs and fit for purpose.
10. Key achievements over the last year have been:
 - An increase in the number of carers who have been identified. In 2011/12 5,562 carers were assessed in Oxfordshire, this increased to 9,748 in 2011/12 and to 14,804 in 2012/13.
 - An increase in the number of carers who have had a direct payment to meet their needs directly from their GP - 881 in 2012/13 and 408 so far this year.
 - Increased involvement of carers in the development and delivery of strategies and services.
 - Maintaining the high level of investment for carers services.
 - Encouraging Oxfordshire employers to support carers.

Oxfordshire Carers' Strategy 2013-2016

11. The Oxfordshire Carers' Strategy has been developed jointly by the County Council and Clinical Commissioning Group. This included a period of consultation (November 2012 - March 2013), during which carers, service users and partner organisations were invited to contribute to the updating of the Strategy.

12. The renewed Strategy also takes into account organisational changes within the NHS and also new national guidance and initiatives relating to carer support which have been introduced since 2009.
13. 7 strategic priorities for the renewed Strategy were identified by carers, health and social care professionals and other stakeholders, and were supported by the outcomes of the consultation. They therefore form the basis of the Oxfordshire Carers' Strategy 2013-2016 and will inform the planning and commissioning of support for all carers across social and health care services.
14. These priorities are:
 - Improving carers' experiences of health and social care services
 - Giving carers effective support and opportunities for a break
 - Increased carer identification
 - Improving the health and wellbeing of carers
 - Supporting carers to fulfil their education, employment and training potential
 - Supporting carers through periods of change
 - Supporting those carers who have complex situations when they need more support
15. The following outcomes are expected as a result of delivering this Strategy:
 - Partnership working with carers will contribute to the success of good care delivery across the county
 - Carers will be supported to maintain their health and wellbeing alongside that of the person they care for
 - Carers will be able to have time for themselves and breaks from being a carer
 - Carers will be supported to remain in employment or education if this is their choice or need
 - Carers will be supported through change and complex situations
 - Carers will be supported to reduce the likelihood of crisis situations occurring and the consequent need for emergency admissions to health or care services
 - Oxfordshire communities and Oxfordshire services will be able to develop increased resilience in the face of the population changes being faced within the county
16. The Oxfordshire Carers Strategy 2013-2016 will be accompanied by an Implementation Plan which details the actions and performance measures to deliver the strategy. A copy of this implementation plan is available in the Member's Resource Room.
17. As support for carers is a cross-cutting issue, this plan will be monitored through the Joint Management Groups that oversee the pooled budgets for older people, mental health, learning disability and physical disability.

Risks

19. The main risk associated with this strategy is that it does not meet the needs of the growing number of carers in Oxfordshire. This will be mitigated and reviewed by regular progress reports to the Joint Management Groups and the Carers Strategy Steering Group.

Financial and Staff Implications

20. The funding available to support the delivery of the strategy for 2013/14 is shown below.

Service Area	Funding 2013/14
Respite and short breaks services	£6,282,073
Carers Support Information Advice & Guidance	£1,050,130
Support for Young Carers	£ 398,000
Support for Carers for people who have Dementia	£242,734
Emergency Support for Carers	£353,601
Total	£8,326,538

21. The majority of this funding sits within the pooled budgets as agreed jointly by the County Council and the Clinical Commissioning Group each year, and is monitored through the Joint Management Groups.
22. There are no direct staffing implications as a result of this strategy.

Equalities Implications

23. In line with the Council's Equality Policy 2012-2016 and the requirements of The Equality Act 2010, a Service and Community Impact Assessment has been completed to consider the implications of the Carers Strategy.
24. The Strategy is not considered likely to have any significant negative impacts on people who share protected characteristics. Many of the priorities and actions in the strategy are specifically targeted at improving outcomes for more vulnerable people.
25. Similarly, individual impact assessments are and will be completed for all commissioning activity, service changes and contracts awarded linked to the development and delivery of the strategy. Where appropriate, the outcomes of these assessments are and will be reported to Cabinet to inform decision-making on new policies, contracts and service changes.
26. A copy of the Service and Community Impact Assessment is available in the Member's Resource Room.

RECOMMENDATION

27. The Cabinet is RECOMMENDED to Approve the Oxfordshire Carers' Strategy 2013- 2016

JOHN JACKSON
Director for Social & Community Services

Background papers: Nil

Contact Officers: John Pearce, Commissioning Manager, Joint Commissioning
Tel: (01865) 323619

July 2013

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ANNEX

Oxfordshire Carers' Strategy 2013 – 2016

DRAFT

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Foreword

Caring for a relative, friend or partner is a role that many people will take on at some point in their lives. We know that there is a growing population of people who have care and support needs, which is likely to have a significant impact on the numbers of family carers there will be in the future. We therefore need to ensure that we provide and develop good quality tailored support to meet the needs of carers across the county.

Carers already play an essential role in the development of health and social care services in Oxfordshire and we are fortunate to have a well-established network of carer forums, which provide input and feedback on services here. The Oxfordshire Carers Forum, Young Carers groups and Oxfordshire Parent Carer groups meet regularly to consider carer related issues and comment on service developments and design. We are constantly encouraged and inspired by not only their commitment to the people they care for, but also the time and energy carers give to being part of these forums and our service developments.

Since the publication of the last Multi-Agency Carers Strategy, 2009 - 2012, carers and the issues they face have received more prominence nationally. It is widely acknowledged that most carers are selfless and dedicated to their caring role but are often also unrecognised and undervalued. Being a carer can all too often lead to isolation, poverty, ill health and loneliness. It is essential therefore to ensure that organisations in Oxfordshire work together to give carers the information and support for they need.

We need to work together so that there are real and purposeful developments for the benefit of carers in Oxfordshire.

Cllr. Judith Heathcoat
Cabinet Member
Adult Social Care
Oxfordshire County Council

Ian Busby
Chair
Oxfordshire Clinical Commissioning Group

Acknowledgments

Many carers in Oxfordshire were instrumental in the development of this strategy, giving their time and views to ensure the strategy reflects carers' needs and wishes in the county. In addition, a range of organisations have committed to the development of this strategy, supporting carers in Oxfordshire and contributing to delivering the commissioning intentions.

Making it happen for carers

Often, carers see themselves as someone who is just looking after a relative or friend. However if the person you care for couldn't cope without you and you don't get paid, then you are a carer.

Approximately 61,500 people have identified themselves as carers in Oxfordshire in the 2011 Census. You may be one of them. Most people are likely to become a carer at some point in their life.

The Oxfordshire County Council (OCC) and Oxfordshire Clinical Commissioning Group (OCCG) Joint Carers' Strategy, which has been in place since 2009, has been reviewed and updated for the period 2013 – 2016. The Strategy will have detailed multi-agency partnership action plans to support its ambitions.

The strategy will deliver an undertaking to carers, so that:

- 1. You are recognised as a carer**
- 2. You are supported in your caring role**
- 3. Your feel respected in your caring role and your importance is valued**

There are 7 agreed priorities for working with carers -

Priority 1: Improve carers' experiences of health and social care services.

"I expect all services to recognise my needs as a carer."

Priority 2: Give carers effective support and opportunities for a break.

"When I need support or a break I know where to get help."

Priority 3: Increase carer identification.

"I am recognised as a carer."

Priority 4: Improve the health and wellbeing of carers.

"My own health and wellbeing is recognised as essential for the health and wellbeing of the person I care for."

Priority 5: Help carers to fulfil their education, employment and training potential.

"I know as a carer that my needs for education, work and training will be supported."

Priority 6: Support carers through times of change.

"I know I'll be supported when my caring role changes."

Priority 7: Help those carers who have complex situations when they need more support

"I have individual needs as a carer and when I need extra support I feel able to ask for help, know where to get it and receive it."

The Oxfordshire Carers' Strategy

For people living in their own home who need care and support, a family member, friend or neighbour who can provide that support can be the most important resource at that time and is often the most important figure in that person's life. By providing this support, the carer can become the lynchpin for this person, providing care, continuity, a link between them and the world, including the services that they need to access, the existing relationships they need to maintain and the new ones they need to make.

It is vital that carers receive support themselves, as the role of carer can be challenging and demanding as well as rewarding and fulfilling. Negotiating the network of services and information involved as well as the necessities of actually providing the care and support required can add to the stresses the carer may experience. This is especially true if they are new to this role.

The Oxfordshire Carers' Strategy sets out the commitment which Oxfordshire County Council (OCC) and Oxfordshire Clinical Commissioning Group (OCCG) as the major commissioners of health and social care services in the county will make to carers for the period 2013 - 2016. This commitment recognises the crucial role which carers play in the life of the person who they care for and as the central figure in a framework of sometimes complex services and contacts which that person may experience.

The Vision

Carers will be recognised as key partners by health and social care services and will have access to the services that they need to support them in their caring role as well as to have a life of their own.

The seven priorities which the Oxfordshire Carers' Strategy has identified are -

Priority One

Improve carers' experience of health and social care services

The network of services provided by health and social care organisations across the statutory, voluntary and commissioned services sectors are many, varied and often complex, both in what they do and how they fit together. Carers need to know that they will experience respectful, helpful and constructive responses from the people they meet in those organisations and the services that they will deliver.

Information provided about and by services needs to be clear, easily available and consistent in the messages it provides to the carer and to the person they care for. Advice and guidance provided by staff in these services also needs to be clear, accessible and reliable.

Services need to be both purposeful and reliable so that the carer and the person they care for can, together, feel confident about what will be provided. Carers need to be recognised as a key person in terms of direct care and sharing information, if that is the role they now have in someone's life, and services should work closely with them as well as the person they care for, to plan and develop the services which will support that person.

Carers will be offered a Carers Assessment and this should contribute to a Support Plan which acknowledges the needs of the carer as well as the needs of the person they care for. This could be developed as a separate Support Plan or as part of a joint Support Plan for the person they care for, which recognises the relationship between the carer and the person they care for.

"I expect all services to recognise my needs as a carer."

Priority Two

Give carers effective support and opportunities for a break

Support for carers can come from a variety of sources. Some supports will be informal and come from family, friends and the local community. Some supports will need to be more formal and be sourced through health, social care and other statutory services, and voluntary sector agencies.

Support for carers can also come in many forms; as information, advice and guidance; as practical care and attention for the person they care for; as emotional

support; as respite care to give the carer a break from providing care and to allow them some time of their own.

Information, advice and guidance needs to be clear, consistent, age appropriate and readily available to carers. Signposting to other services also needs to be clear and direct. Carers need good information about financial, legal and housing issues, as well as about health and social care services.

Some carers can benefit from training relating to specific conditions and services should be ready to offer this as required. Equally, carers should be involved developing training for paid staff, as they have experience and expertise which should be shared.

Opportunities for short breaks and respite from being a carer should be easily available and should be offered at times and in places to suit both the carer and the person they care for. Services providing short breaks should work in partnership with carers to ensure that the experience works well for both the carer and the person they care for.

There will be situations where care and support is needed in response to a crisis or an emergency. Carers need to know that services will be readily available should a crisis occur and who to contact when they are needed. A Crisis Support Plan should be set out for the person who is being cared for so that the carer knows that the correct safety net is in place should such a crisis occur. The Crisis Support plan should aim to prevent the person being cared being admitted to hospital or to a care home, unless this is where they expressly need to be.

Carers also need support to maintain their own good health and health providers need offer services which recognise carers' needs.

"When I need support or a break I know where to get help."

Priority Three

Increase carer identification

People providing unpaid care for another person do not always identify themselves as a carer. Services should encourage carers to recognise themselves as such and to register as a carer. Anyone who is a carer should then be offered a Carers' Assessment. This can then lead to the clearer recognition of the carers' needs, either as part of the Support Plan for the person they care for, or as a separate Support Plan for the carer, if requested by the carer. Young Carers should be offered a Young Carer Assessment.

As they come into contact with carers, services should recognise them as key players in the decision making and planning processes involved and work with them to develop the best outcomes for the person being cared for,

Increasing awareness of all carers and their needs within our communities helps to inform current and future service needs and the planning processes within the statutory services. It also helps to raise awareness within the wider community so that employers, schools, colleges, shops and businesses can recognise carers and their needs and improve the supports that they can offer.

"I am recognised as a carer."

Priority Four

Improve the health and wellbeing of carers

Being a carer can be demanding and stressful. Carers of all ages need to be supported to maintain good physical and psychological health. Health services should offer health checks, monitoring and advice to promote this. Appointment systems should be able to prioritise carers to acknowledge their time pressures.

Services which provide short breaks, respite care, emergency and crisis response should be available so that carers can feel assured that the person who they care for can be supported safely and well when they, as the key carer, are not able to be there. Carers need to feel that services are safe, reliable and respectful, so that they can take time out when they need to and not have to worry.

In some situations carers will be arranging for paid services to support the person they care for. If taking this role, carers need accurate advice about services and where to find them. Carers need to be recognised as a lead partner in the Support Plan for the person who they are caring for and recognised and respected as such by the professional staff they come into contact with

"My own health and wellbeing is recognised as essential for the health and wellbeing of the person I care for."

Priority Five

Help carers to fulfil their education, employment and training potential

Young carers need to be recognised where they have a role as a carer and to be fully supported to reach their educational potential, through the school, college and training opportunities open to them.

Working carers need to be supported to continue with their working life, if they choose or need to be in work. Statutory services will continue to promote good practice amongst local employers to improve the recognition and support they can give to their staff who are also carers.

"I know as a carer that my needs for education, work and training will be supported."

Priority Six

Support carers through times of change

Carers will experience changes during the time that they spend supporting another person. Some will be changes in their own situation and circumstances, others changes to and for the person who they care for. Services need to recognise the extra support carers may need through a period of transition, wherever they are in life. Some changes may be anticipated and planned for and others not.

"I know I'll be supported when my caring role changes."

Priority Seven

Help those carers who have complex situations when they need more support

Many carers have other responsibilities in their lives. Whether they are a carer for more than one person, have a job or need to attend school, becoming a carer does not absolve them of other commitments they may have in their lives. In addition they may have complex situations or relationships of their own, other demands on their time, or health complications of their own to manage.

Carers may belong to communities which it can be difficult for services to reach, or for them to access services from, for a variety of reasons. Some carers may find seeking support and advice a new experience and may find this difficult to

do. Or they may have felt let down or ignored in the past and be reluctant to engage with services again.

Services need to recognise all of these complexities and will need to achieve specific solutions to provide the support some people need in some parts of Oxfordshire's diverse and dispersed communities.

"I have individual needs as a carer and when I need extra support I feel able to ask for help, know where to get it and receive it".

Summary

The following outcomes are expected as a result of delivering this Strategy:

- Partnership working with carers will contribute to the success of good care delivery across the county
- Carers will be supported to maintain their health and wellbeing alongside that of the person they care for
- Carers will be able to have time for themselves and breaks from being a carer
- Carers will be supported to remain in employment or education if this is their choice or need
- Carers will be supported through change and complex situations
- Carers will be supported to reduce the likelihood of crisis situations occurring and the consequent need for emergency admissions to health or care services
- Oxfordshire communities and Oxfordshire services will be able to develop increased resilience in the face of the population changes being faced within the county

The organisations which work across Oxfordshire to support carers have contributed to **The Carers' Strategy Action Plan**. This plan details the schemes they have committed to and the outcomes for carers that they aim to deliver.

The background to the Strategy

Introduction

In 2012, Children's and Adults' Services from Oxfordshire County Council (OCC), the Oxfordshire Clinical Commissioning Group (OCCG) and their partners began to work together to better understand the local carer population and to review local support for carers, with the aim to review and update the Oxfordshire Carers' Strategy 2009-2012.

Research and data from a variety of local and national sources was collated and analysed, and the views of carers, health and social care professionals, and other interested parties were sought. This evidence base informed the development of seven new priorities for carers' support in Oxfordshire. A consultation process with local carers and professionals confirmed that these were the right areas to focus on. The key findings from this consultation can be seen in Appendix A.

These seven priorities are now the main drivers for the Oxfordshire Joint Carers' Strategy 2013-2016. This strategy will inform the planning and commissioning of support for all groups of carers using social care and health services, including young carers, parent carers and those caring for people with mental health conditions.

The work to develop the strategy has considered and linked in with other key policies and strategies including

- Oxfordshire County Council Corporate Plan 2012/13-2016/17
- Oxfordshire 2030
- Oxfordshire's Joint Health & Wellbeing Strategy 2012-16
- Oxfordshire Older Peoples' Joint Commissioning Strategy 2013-16
- Social & Community Services Adult Social Care Business Strategy 2013–15
- Children, Education & Families Directorate Business Strategy 2013-15
- Oxfordshire County Council Equality Policy 2012-17
- Better Mental Health for Oxfordshire

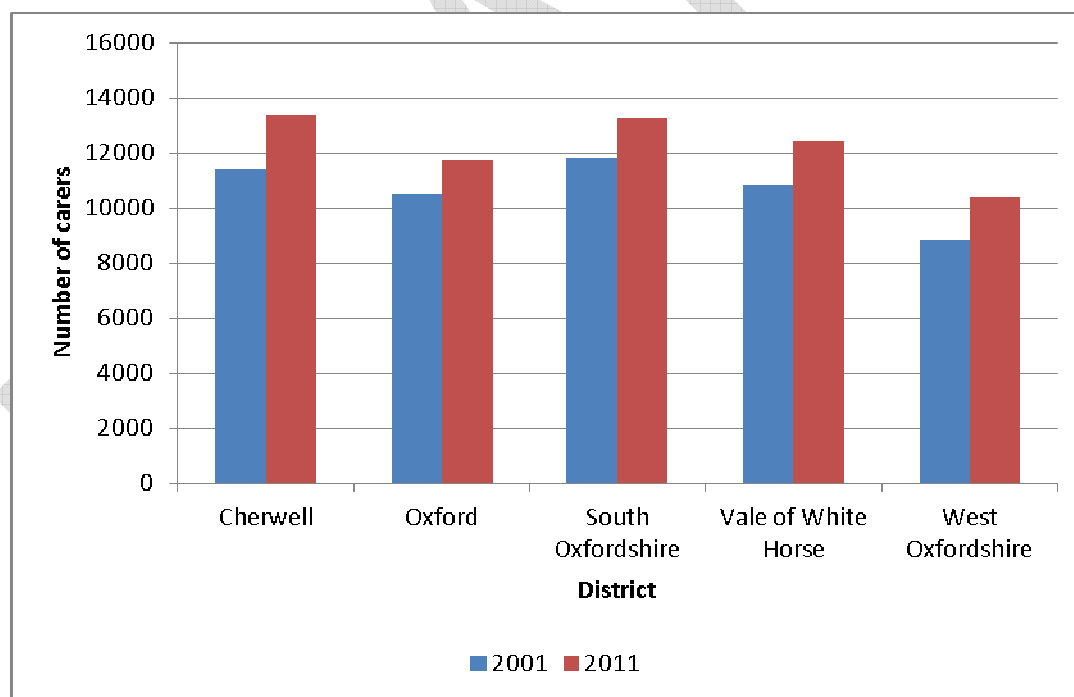
Who are carers?

Carers are people who care, without being paid, for friends or family members who are ill, frail or disabled. Carers will use health services and are very likely to use social care services and support during the time they spend being a carer.

The help carers provide can range from picking up shopping once a week to round-the-clock care. They may live with their loved one or they may live some distance away. They may look after more than one person, or be one of the many 'sandwich carers' who look after young children and an older or disabled loved one.¹

Carers come from all backgrounds and can be any age. They may be in full or part-time education or employment. Many need care themselves – not least because the detrimental effects of caring have taken a toll on their health and wellbeing.² Carers often face financial, social and health disadvantages because of their caring role.

Locally and nationally, carer numbers are rising. The 2011 Census showed that there were 600,000 more carers in England and Wales than in 2001 and over 7,500 of these are in Oxfordshire. The figure below shows how these figures have changed for each of the district council areas in Oxfordshire.



Number of carers in Oxfordshire's district council areas; Source: Census

For more information on who the carers are in Oxfordshire and their experience as a result of caring, see the *Carers and caring in Oxfordshire* evidence report.

¹ Sandwich Caring, Carers UK (2012)

² In Sickness and in Health, Carers Week (2012)

A national vision for carers

The National Carers' Strategy *Carers at the heart of 21st-century families and communities* ¹ sets out a plan for improving support for carers over the ten years from 2008 to 2018. Its vision is that carers will be universally recognised and valued as being fundamental to strong families and communities and it set five priority outcomes

- Carers will be respected as expert care partners and will have access to the integrated and personalised services they need to support them in their caring role
- Carers will be supported to have a life of their own alongside their caring role
- Carers will be supported so that they are not forced into financial hardship by their caring role
- Carers will be supported to stay mentally and physically well and will be treated with dignity
- Children and young people will be protected from inappropriate caring and have the support they need to learn, develop and thrive, to enjoy positive childhoods

The strategy was updated by the current Government in *Recognised, valued and supported: the next steps for the Carers Strategy* ², published in November 2010. Four new priority areas were identified

- Supporting those with caring responsibilities to identify themselves as carers at an early stage, recognising the value of their contribution and involving them from the outset both in designing local care provision and in planning individual care packages
- Enabling those with caring responsibilities to fulfil their educational and employment potential
- Personalised support both for carers and those they support, enabling them to have a family and community life
- Supporting carers to remain mentally and physically well

¹ *Carers at the heart of 21st-century families and communities*, DoH 2008

² *Recognised, valued and supported: the next steps for the Carers Strategy*, DoH 2010

The "Carers and Caring in Oxfordshire" evidence report

The **Carers and Caring in Oxfordshire** report details the evidence collected while developing this strategy and setting the priorities for supporting carers going forward. This report is a result of research, data analysis and engagement with local carers and professionals to help us to understand who the carers in Oxfordshire are and what they need to continue in their caring role.³

The evidence clearly shows how essential carers and the care they provide are to the future of good social care in Oxfordshire. However, it highlights that there are some groups of carers who are more likely to experience the negative impacts of caring and some groups who face barriers to accessing information, advice and support services to help them care and maintain a life outside of caring.

Some of the key findings of the report are listed below.

Carer identification and support

- There are large numbers of 'hidden carers', particularly young carers, people who are new to or early in their caring role and those who have lower intensity caring roles.
- Patterns in the 'triggers' for carer identification, including high proportions of hidden carers, combined with the way that carers report they use health services, and are treated by health services, shows that there is a greater role for GPs and other health 'gateways' to play in early identification and intervention for carers.
- Carers want a single, high quality and easy to access 'gateway' to advice, information and support.
- There are high levels of awareness and acceptance of Carers Oxfordshire, especially in the context of it as a relatively new service.
- Not all of carers' support needs can be met by carer support services in isolation, because some key needs relate to improving carers' experiences and involvement in wider social care and health provision.

Health and wellbeing of carers

- Caring, particularly unsupported caring, impacts negatively on the health of carers, increasing demand for health services, yet current health services may be treating these health 'symptoms' of caring, without identifying and/or addressing the cause.
- Carers in poor health and/or with sustained or high intensity caring roles are more likely to report negative health and wellbeing impacts of caring.
- Older carers are a growing group who are more likely to be in poor health.

³ Carers and caring in Oxfordshire: Evidence report, Carers UK (2012)

- Carers of those with particular conditions could benefit from training to help them manage, e.g. dementia, mental health, stroke and end of life
- Carers of people with mental health conditions are more likely to report delays in carer identification and negative mental and some physical health impacts of caring. They are also more likely to report difficulties in making choices about their caring, and challenges in accessing appropriate respite support.

Carer experiences of social care and health

- All groups of carers highlight good health and social care support for the person they care for and access to appropriate respite and breaks as key support needs.
- Carers report that they would like to have more support through health 'gateways' including GPs.
- Carer experiences of using health services, particularly in hospital settings, highlights that many do not feel sufficiently involved in key decisions around treatment and discharge and do not always feel prepared to manage health treatments. Evidence shows this can lead to negative outcomes for carers and patients, and increased demand for services, e.g. hospital readmissions and/or increased demand for GP services.
- Reported experiences of carers demonstrates that they would like to access more information, advice and support from hospitals, GPs and other health settings, including information on support for themselves, as well as on how to manage their own health conditions, and the medical needs of the person/s they care for.
- Carer experiences of health and social care pathways highlight that many feel that existing pathways are not sufficiently integrated or are not clear. The impacts of this can be delays, breakdown in communications and the need to repeat information. This makes it challenging for carers to manage the needs of the person they care for, and their own health and care needs, in an effective way.
- Many carers reported that they did not feel involved or treated as partners in assessments and support planning of the person they care for.
- Many carers reported that a key need was improvements in their experiences of wider social care, including timelines and delays around assessments, equipment provision and communication.

Young carers

- Young carers experience a range of significant negative impacts of caring, on health, wellbeing and educational attainment.
- Stakeholders report that due to low young carer awareness among relevant professionals, negative 'symptoms' of caring can be acted on, rather than identifying the relevant young person as a carer.
- Young carers and parent carers highlight ensuring successful transition to adult services as a key need.

Parent carers

- Parent carers are more likely to report delays in carer identification and are more likely to have sustained and high intensity caring roles.

- Three quarters of parent carers who responded to the survey had children who also provided care and were more likely to be caring for more than one person.
- Some groups of parent carers, e.g. those caring for children with mental health conditions, report barriers in accessing appropriate respite services. They also report barriers to accessing appropriate advice and information to support them in their caring role.
- Some parent carers and other stakeholders commented that services could be improved if parent carers were able to access a wider range of support from Carers Oxfordshire.

Working carers

- Working and working age carers report that they need support to help them stay in paid work, including flexible working arrangements.
- Many employees find it challenging to balance paid work and caring responsibilities.
- Employees value flexible working opportunities as a way to help them balance paid work and caring responsibilities

Black, Asian and Minority Ethnicity (BAME) carers

- There may be barriers to some BAME carers identifying as carers and accessing appropriate support. This is due to a range of issues and factors that include cultural differences in expectations and roles within families, which make it less likely that people identify as 'carers' or feel it is appropriate to seek outside support, language, and increased difficulty in finding appropriate support and respite services.

The Joint Carers' Strategy Review and Update Consultation

The findings of the *Carers and caring in Oxfordshire* report informed the development of 7 new priorities for carers' support. Between December 2012 and February 2013, we consulted with carers and professionals in Oxfordshire to refine and improve these proposed priorities.

The priorities

1. Improving carers' experiences of health and social care services
2. Giving carers effective support and opportunities for a break
3. Increased carer identification
4. Improving the health and wellbeing of carers
5. Helping carers to fulfil their education, employment and training potential
6. Supporting carers through transition to adult services
7. Helping those carers who need more support

Summary of consultation findings

The key findings of this consultation demonstrated broad agreement with the 7 priorities, however there was some debate about the definition and scope of some of them.

"My parents are in their 80s living alone. I take them for numerous appointments and often stay overnight. I have suffered quite badly emotionally and am now on antidepressants for the first time in my life."

A female carer aged 55-64

Improving the health and wellbeing of carers was seen by all as one of the most important and it was felt that it closely linked with **Giving carers effective support and opportunities for a break** as regular breaks help to improve the health and wellbeing of carers – especially those who are older or in a more intensive caring role. Carers would also benefit from training in managing particular conditions to help them cope, e.g. dementia.

Carers need emotional support as the effects of caring can be draining and isolation is often a hidden problem. Carers and their families are already facing the effects of changes to the benefits system and people said that income was a major worry for them and that there was a great deal of anxiety around welfare reform. Some felt that financial wellbeing should receive more prominence in the priorities.

"There is a need to ensure services work together to provide a streamlined and easily accessed service. Carers are very busy people and have little time to spend hours trying to coordinate services."

A female cared aged over 65

Improving carers' experiences of health and social care services was seen as important and there were some recurring themes including

- Carers' experiences at hospital – carers need to be involved and respected as equal partners in care from admission through to discharge.
- GPs – many felt that GPs should be more proactive and are in the perfect position to identify and support carers. However, there were some who felt strongly that GPs were not the right people to do this as they are already overstretched.
- Lack of coordination between agencies – with so many differing needs and often being in contact with a number of agencies at once, carers would benefit from integrated services meaning less time wasted repeating themselves and chasing appointments.
- Effective communications – people felt that carers would benefit from clear information about health and social care structures and clear information about support services and what they are entitled to, including benefits advice.
- Different groups have different experiences – carers of adults with mental health conditions and young carers feel they have less positive experiences when accessing health and social care services.

“Identification of carers is extremely important – the starting point – since how else are services to be directed or focussed?”

A female carer aged over 65

Helping those carers who need more support was seen as a top priority and linked with **Increased carer identification**, could help support different groups including

- Carers from BAME groups who may not identify as carers, including non-English speaking carers
- Sandwich carers who juggle caring for older or disabled loved ones while looking after children and working
- Carers of people with mental health conditions
- Carers of people with substance misuse problems
- Young carers and parent carers

“Focus more on young carers and what they do as well as adult carers, because the difference is quite big. Look more at education for young carers and how they feel. Focus on supporting young carers through transitions like the big gap between GCSEs and AS/A-Levels.”

A male carer aged 16-24

There were some issues raised specifically relating to **young carers** including

- Young carers feel they have less positive experiences with health and social care services, such as not being kept informed and being excluded from key decisions
- Young carers need to be identified and supported in school and college – support when they are going through exams was highlighted as a particular need
- Young carers could be identified by other services e.g. drug and alcohol teams
- Some young carers could be identified from birth
- Problems with school attendance could be a trigger that a young carer is unable to cope and needs extra support at home
- Young carers should include very young carers who may not be in school

It was felt that **supporting carers through transition to adult services** was too limited and should be expanded to cover all the transitions that carers go through including

- Unplanned transitions
- Cared for moving into full time care
- Death of cared for
- Adult child of elderly carer moving into a home of their own
- Cared for child leaving school and moving back home full time

Although some participants felt that **helping carers to fulfil their education, employment and training potential** was less important to them, it was still recognised to be essential for young carers and those of working age. The particular difficulties with juggling a caring role and providing for a family were highlighted, as were the costs of specialist childcare for parent carers. Working carers would benefit from support groups and training that they could access outside of working hours.

Some people felt the strategy could have more of a focus on particular groups of carers including

- Carers of people with long term conditions
- Carers of adults with learning disabilities
- BME carers
- Young carers

Participants called for the final Carers' Strategy and any other communications to be simple, clear and jargon free. They feel it is essential that it is clear what will happen next.

Some felt that progress should be measured by the extent that subsequent actions have a positive effect on carers' lives – not just numbers. However, targets and accountability were still seen as important. People felt there was value in regularly gathering feedback and personal experiences from as many carers as possible.

“Caring for carers means less pressure on the authorities in the long term.”

A female carer aged 55-64

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Division(s): N/A

CABINET - 16 JULY 2013

Care Home Fees Consultation

Report by Director for Social & Community Services

Introduction

1. The services that care homes provide within Oxfordshire play an important role in helping to meet the needs of vulnerable adults. The Council is under a duty to ensure that there is sufficient capacity within the social care market to meet its current and future commissioning requirements.
2. The cost of adult social care and how it should be funded has for many years been the subject of discussion and much media attention. These discussions have taken place at both a national and a local level and in many respects have focused on the cost of care home services
3. Over the last twelve months or so Social and Community Services had conducted a review of Care Home Fees for Older People in Oxfordshire.
4. On 19 January 2013 Cabinet considered a paper from the Director for Social & Community Services that proposed new arrangements for Care Home Fees in Oxfordshire. (Please see Appendix 1)
5. In coming to the proposals the Director had balanced the intention to maintain a significant level of investment in care homes with the vision of the council to support people in the community for longer where appropriate. The recommendations were also informed by an extensive consultation that took place over several months during 2012. This took the form of an online questionnaire, a request that care home providers share their operating costs with the council and the offer of face to face meetings with some care providers to facilitate discussion on the same.
6. A 3% uplift agreed as an interim payment during the consultation period in 2012 was also made for all existing placements and all new placements in care homes effective from April 2012.
7. Cabinet considered the Director's report and subsequently confirmed that for care home placements in Oxfordshire the 3% uplift given as an interim payment for 2012/13 should be agreed.
8. Cabinet also received a recommendation that for Care Home Fees for 2013/14 the Council should
 - Change and rationalise the structure of the Council's Target Banding Rates used for 2013/13 and

- Increase payment rates to those care home placements that were currently receiving an historical lower level placement fee in comparison to the recommended single residential care home target banding rate and lower rate nursing care target banding rate proposed for 2012/13.
9. Cabinet agreed the report and recommended that the Director for Social & Community Services should consult care home providers again on the proposals for 2013/14.
 10. This report now provides feedback on the consultation on Care Home Fees that ended on 18 June 2013.

Proposals Consulted On

11. The key proposal consulted on was that for 2013/14 the Council should revise its Target Banding Rates from April 2013 as follows. We should
 - (i). Delete the Residential-Substantial Target Banding Rate
 - (ii). Increase the Target Banding rate for the Residential-Extensive Specialist Category from £415 per week to £452 per week for new placements.
 - (iii). Increase all existing weekly Residential payment rates that are currently paid below £452 per week to £452 per week
 - (iv). Delete the Nursing - Substantial Target Banding Rate
 - (v). Increase the Nursing-Extensive Target Banding Rate from £542 per week to £560 per week
 - (vi). Increase all existing weekly Nursing Extensive and Substantial rates that are currently below £560 per week to £560 per week.
 - (vii). Retain the Nursing-Specialist Target Banding Rate at £630 per week
 - (viii). Continue to use these rates as a guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible.
 - (ix). The above to apply from April 2013 and for care home placements in Oxfordshire.
12. On 19 January 2013 Cabinet agreed to consult the care home providers in Oxfordshire on the above points (b) (i)-(ix).
13. The Cabinet also asked the Director for Social & Community Services to review the Equality Impact Assessment once the outcome of the consultation is known. Fee setting is a function to which section 149 of the Equality Act 2010 applies, and the Equality Impact Assessment is the method by which the Council will have due regard to the needs set out in section 149.
14. The proposal is for any changes to be effective from April 2013. Any decision made by Cabinet will be backdated and become effective from that date.

How We Consulted

15. The consultation ran between March and June 2013. It was a public consultation aimed at care home providers, current and future care home residents, voluntary organisations and the general public.
16. The consultation took the form of
 - **Public Consultation** - Information was placed on the County Council's Consultation web-page. This included a number of set questions for respondents to answer plus publication of a series of supporting documents to assist any participant to understand the issues. These included
 - Care Home Fees consultation - a brief summary of the background and key points to the consultation
 - A Summary Report - An easy read version of the summary report
 - A link to the Care Home Fees report submitted to Cabinet on 19 January 2013
 - A Service and Community Impact Assessment - this considered the impact of changing the level of fees paid to care homes delivering services to older persons following the council's annual review of its Target Banding Rates for 2012/13 and 2013/14
 - A copy of the Powerpoint presentation made to care home providers on 15 March 2013
 - Information given in respect of the Association of Directors of Adult Social Services costs of accommodation and care costing model
 - Notes explaining the rationale behind the Association of Directors of Adult Social Services costing model
 - A report summarising how the Association of Directors of Adult Social Services costing model has been adjusted for the Oxfordshire care homes market with applied local factors as appropriate
 - Association of Directors of Adult Social Services model costs adjusted for Oxfordshire - A spreadsheet that indicated the breakdown of costs included in the 'Oxfordshire' Association of Directors of Adult Social Services model

There has also been follow up reminders to providers of care homes for older people in Oxfordshire inviting them to contribute including one on 31 May 2013 reminding them that the closing date was 18 June 2013.

- **Meetings with providers and stakeholder groups**

The Council considered it was important to meet or offer to meet with those stakeholders that had an interest in care home fees. In particular we arranged a meeting with care home providers on 15 March 2013. This was a precursor to the formal open web-based consultation that commenced in March 2013.

We also offered to meet stakeholders from the voluntary sector and in particular those with a clientele that might perhaps need care home services in the future or had family or friends living in a care home now. The organisations that took up our offer of a meeting included

- Carers Voice Panel (9 May 2013)
 - Age UK Health and Social Care Panel (29 May 2013)
 - Greenwood Learning Disability Resource Centre (7 June 2013)
 - Oxford Chinese Community and Advice Centre (11 June 2013)
- **Email to stakeholder groups** - a wide range of groups representing the interests of older people, Black and Minority Ethnic Groups, Physical Disability and Learning Disability service users, and Carers. This was followed up by reminder email and phone calls.
 - **Postal questionnaire** to stakeholder group - We have worked with Unlimited, a voluntary sector organisation made up of people with physical and sensory disabilities. They sent out information by e-mail to 200 of their members and 100 postal questionnaires.

The Response from the Consultation

17. Responses to our Questionnaire (Web-based and hard copy)

We received a total of 43 responses to our questions. Responses to the individual questions asked are given below.

18. Participants were also given the opportunity to provide free text commentary against each of the questions. I have summarised the main themes from the comments in an Appendix to this report and a full copy has been placed in the Members' Resource Centre.

Q1. Are you?	
Owner of a care home	2
Manager of a care home	4
Staff member at a care home	1
Board member or Trustee of a care home	1
Relative of someone in a care home	2
Resident in a care home (funded by the council)	0
Resident in a care home (funded by the council)	0
Member of the public	33
Other	6

(Please note: Participants could tick more than one box)

	What we asked	Yes	No
Q2.	Whether you agree with the proposal to revise the Target Banding Rates from April 2013?	84% (36)	16% (7)

Q3.	Whether you agree with the proposal to delete the Residential-Substantial Target banding Rate for 2013/14?	88% (38)	12% (5)
Q4.	Whether you agree with the proposal to increase the Target banding rate for the Residential-Extensive category to £452 per week for new placements	80% (33)	20% (8)
Q5.	Whether you agree with the proposal to increase all existing weekly Residential payment rates that are currently paid below £452 per week to £452 per week for 2013/14	83% (35)	17% (7)
Q6.	Whether you agree with the proposal to delete the Nursing-Substantial Target banding Rate for 2013/14?	88% (36)	12% (5)
Q7.	Whether you agree with the proposal to increase the Target banding rate for the Nursing-Extensive category to £560 per week for new placements	81% (35)	19% (8)
Q8.	Whether you agree with the proposal to increase the retain Target Banding Rate for the Nursing-Specialist category at £630 per week for 2013/14	76% (32)	24% (10)
Q9.	Whether you agree with the proposal to increase all existing weekly Nursing-Extensive and Nursing-Substantial payment rates that are currently paid below £560 per week to £560 per week for 2013/14	80% (33)	20% (8)
Q10.	Whether you agree with the proposal to continue to use these rates as a guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible for 2013/14	80% (32)	20% (8)

Conclusions – Outcomes of the Consultation

19. Despite our efforts to promote the consultation we have again received a low response (only 43 respondents). Of the 43 respondents there were 8 responses from either an owner, a manager, a staff member or a Board Member/Trustee of a care home. Putting this into context Cabinet may wish to note that there are currently over 100 care homes for older people in Oxfordshire.
20. Responses from care homes are therefore in the minority; this is despite the Oxfordshire Carehomes Association reminding its members of the consultation earlier this year and encouraging them to take part, and the council's efforts to promote the same.

21. The main conclusions to be drawn from the limited responses are that in all areas there is majority support for the proposals put forward by the council.
22. There have also been comments about the council's use of the Association of Directors of Adult Social Services costing model and how the council has not considered local factors or actual costs. It has been stated that the local care association has not endorsed the use of the Association of Directors of Adult Social Services cost model.
23. On these points members are referred to the work we did during 2012 when we consulted with care homes, offered confidential one-to-one meetings with providers and sought cost information from them for Oxfordshire using the Laing & Buisson costing model. Whilst this only generated 5 sets of operating costs we used the information available to help us develop our own local cost base and included a commentary on the same in my report to Cabinet earlier this year.
24. We have also published documentation to explain our cost calculations as part of our latest consultation. This was so care home providers and others could see the methodology and the figures we included to help inform our recommendations and could comment accordingly. We did this in an attempt to generate a good discussion about the care home fees issue. The documentation published included
 - Notes explaining the rationale behind the Association of Directors of Adult Social Services costing model
 - A reports summarising how the Association of Directors of Adult Social Services costing model has been adjusted for the Oxfordshire care homes market with applied local factors as appropriate
 - Association of Directors of Adult Social Services model costs adjusted for Oxfordshire: a spreadsheet that indicated the breakdown of costs included in the 'Oxfordshire' ADASS model
25. Furthermore our position on the use of cost model is that whatever model is used it can only be an aid to help inform discussion about fee rates.
26. A comment in the feedback asked about the council's support to people with dementia. In terms of helping to equip providers to support people with Dementia we are investing over £150,000 in workforce development and we have made a strong bid to the Department of Health for new capital funding. This is to improve the physical environment in care homes that have recently partnered with us under this scheme. Our bid is currently being assessed by government and we await the outcome.
27. We are also proposing to continue to use our rates as a guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible. This is an important point as when an individual's assessed needs are such that they require additional funding to meet them then we will consider this as part of our placement discussions.

28. This Council has taken a reasonable approach to the calculation of costs using the best available information presented to us at the time and we have considered how costs are influenced by local factors. The calculation we have used does take into account the cost of capital.
29. It has been stated on a number of occasions that care homes play an important role in the social care market in Oxfordshire. This is demonstrated in various ways
- by the investment we have made in the sector (£46m per year)
 - our interest and responsibility to assuring the quality of services delivered under contract and
 - how we assure that the interests and health and safety of our supported residents and others are safeguarded at all times.
30. We recognise that this is a difficult time for all services with much attention nationally on the quality of service delivered. We will continue to work with and support the work of providers to assure the quality of services delivered. We will also maintain close links with the Oxfordshire Clinical Commissioning Group and the Care Quality Commission where we have concerns or where we receive complaints to ensure that the necessary support is available.
31. What is reassuring is that nearly all of the comments that came from the stakeholder meetings were identified in the original Social & Community Impact Assessment. This also included an Action Plan in response to the identified impacts. We will continue to review this as a 'live' document to ensure we have the necessary processes and places in place to respond to any quality or market challenges that present themselves and provide the necessary support when needed.
32. In conclusion, we have thoroughly examined care home costs in Oxfordshire over the last 18 months. During this time we have:
- met with representatives from Oxfordshire Carehomes Association
 - held individual meetings with a care home providers from Oxfordshire
 - sought cost information from care homes in Oxfordshire
 - assessed the local market and service factors in Oxfordshire
 - held two consultation exercises, the first concentrated on the care home market (during 2012) while the second (held this year) had a broader scope involving other stakeholder groups to hear their views.
 - considered representations from service providers
 - assessed the impact of our recommendations to Cabinet (this was published as part of the consultation documentation on the Council's website).
33. In doing so this council has complied with government's expectations of local authorities when setting fee levels and conducting annual price reviews
- to assess the actual cost of care in our area
 - to consult with providers to hear their views

- to consider local factors
- to carry out an impact assessment as part of the decision making process

Financial and Staff Implications

34. In January it was reported to Cabinet that if the Council were to accept the recommendations the total cost was estimated to be £405,000 per annum. Cabinet were also advised that our stated strategy was to wherever possible support people in their own homes and to reduce our spending on care home placements. In order to achieve this we are working to deliver an expansion of alternative services such as extra-care housing and home care services alongside an increase in the use of assistive technologies.
35. However we have reaffirmed
 - our intention to maintain a significant level of investment in care homes aiming to make 400 new placements in 2013/14.
 - our view that care homes in Oxfordshire have an important role to meet the needs of vulnerable adults.
36. We also recognise that the Council has an important role to ensure that there is sufficient capacity within the social care market to meet its future commissioning requirements.
37. In light of the consultation and the above comments, I believe that the Cabinet should confirm the proposals agreed for consultation in January 2013. Paying more for care would mean that there are fewer resources for other services. For every £10 that rates increase, it will cost the older people pooled budget £834,000.

Summary of the Proposals

38. Cabinet is asked to agree the proposals that were the subject for consultation namely that the Council should:
 - Delete the Residential-Substantial Target Banding Rate
 - Delete the Nursing - Substantial Target Banding Rate
 - Increase the Target Banding rate for the Residential-Extensive Specialist Category to from £415 per week to £452 per week for new placements.
 - Increase all existing weekly Residential payment rates that are currently paid below £452 per week to £452 per week
 - Increase the Nursing-Extensive Target Banding Rate from £542 per week to £560 per week
 - Increase all existing weekly Nursing Extensive and Substantial rates that are currently below £560 per week to £560 per week.
 - Retain the Nursing-Specialist Target Banding Rate at £630 per week
 - Continue to use these rates as a guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible.
 - The above to apply from April 2013 and for care home placements in Oxfordshire.

RECOMMENDATION

39. The Cabinet is RECOMMENDED to approve the proposals set out above.

JOHN JACKSON

Director for Social & Community Services

Background papers: Consultation Responses

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June 2013

Care Home Fees Report - Cabinet Report 19 January 2013

CABINET - 19 JANUARY 2013

CARE HOME FEES

Report by Director for Social & Community Services

Introduction

1. The services that care homes provide within Oxfordshire play an important role in helping to meet the needs of vulnerable adults. The Council has to ensure that there is sufficient capacity within the social care market to meet its current and future commissioning requirements.
2. The cost of adult social care and how it should be funded has for many years been the subject of discussion and much media attention. These discussions have taken place at both a national and a local level and in many respects have focused on the cost of care home services.
3. At a local level the council has stated that we are keen to ensure the sustainability of care home services in Oxfordshire to meet the assessed needs of vulnerable adults. We have also said that we are committed to work alongside providers to ensure that the same is of the highest quality. The council is also working to support more people to live at home in the community so that they do not need to go into a residential care home. Working with the District/City Councils and Housing Associations, we have embarked on a major expansion of Extra Care Housing. We are also discussing other housing options which help support people to live in their own homes.
4. In relation to care homes services for older people it has largely been providers who have expressed concern that prices paid by local authorities do not reflect the true cost of care. They have also argued that there is a "cross-subsidy" from care funded privately by individuals and families. Disagreements over fee rates are not new however, over the last two years there have been a number of legal challenges made by care home providers against the way that some local authorities have undertaken their annual reviews of the rates they pay for the services delivered.
5. This report is now brought to Cabinet to
 - (a) describe the process the Council has undertaken to review the amount it pays for care homes this year and
 - (b) agree the Target Banding Rates to be applied for 2012-13 and 2013-14.

The Council's Obligations

6. Under Section 21 of the National Assistance Act 1948 the Council has an obligation to make arrangements for providing "residential accommodation for persons aged 18

or over who by reason of age, illness, disability or any other circumstances are in need of care and attention which is not otherwise available to them;....”

7. Local authorities are required, in the exercise of their social services functions, to “act under the general guidance of the Secretary of State” (section 7 of the Local Authority Social Services Act 1970). In this respect the relevant Local Authority Circular LAC (2004) 20 provides guidance and sets out what individuals should be able to expect from a council that is responsible for funding their care, subject to the individual's means, when arranging a care home place for them.
8. The Guidance intends to ensure that when councils with social services responsibilities make placements in care homes or care homes providing nursing care, that, within reason, individuals are able to exercise genuine choice over where they live. Individuals have the right to move in to more expensive accommodation than they would otherwise have been offered in certain circumstances (if they chose to pay a ‘top-up’).
9. The general rule is that if, following an assessment, it is agreed that an individual needs care in a care home, the individual concerned can express a preference for particular accommodation (“preferred accommodation”) within England and Wales and the council must arrange for care in that accommodation, provided:
 - (a) The accommodation is suitable for the individual’s assessed needs
 - (b) To do so would not cost the council more than what it would usually expect to pay for accommodation for someone with the individual’s assessed needs. This is often referred to as the ‘usual cost’.
 - (c) The accommodation is available.
 - (d) The provider of the accommodation is willing to provide accommodation subject to the council’s usual terms and conditions for such accommodation
10. If an individual requests it, the council must also arrange for care in accommodation more expensive than it would usually fund provided a third party or, in certain circumstances, the resident, is willing and able to pay the difference between the cost the council would usually expect to pay and the actual cost of the accommodation (to ‘top up’). These are the only circumstances where either a third party or the resident may be asked to top up.
11. As stated above one of the conditions associated with the provision of preferred accommodation is that such accommodation should not require the council to pay more than they would **usually expect to pay**, having regard to assessed needs (the ‘usual cost’).
12. With regard to the usual cost the Guidance states that this cost should be set by councils at the start of a financial or other planning period, or in response to significant changes in the cost of providing care, to be sufficient to meet the assessed care needs of supported residents in residential accommodation. Furthermore in setting and reviewing their usual costs, councils should have due regard to the actual costs of providing care and other local factors.

13. In general the law requires authorities to follow the path charted by the Secretary of State's guidance, but with liberty to deviate from it where the local authority judges that there is good reason to do so. A local authority must consider any such guidance with great care, and only depart from it if it has cogent reasons for doing so, which it is able to articulate convincingly.
14. There is also non-statutory guidance in this field (Building Capacity and Partnerships in Care). This guidance is a relevant consideration for the Council in this exercise. The approach set out in this non-statutory guidance is, in relevant respects, similar to that set out in the statutory guidance, and it does not add to factors mentioned above.
15. In summary we have to provide residential or nursing care to those that need it. We have to meet individual preferences. People can chose to top up, or pay and additional amount, for a more expensive care home of their choice. Local Authorities have to set a rate for care annually. What we pay must be sufficient to meet assessed needs, and we must have due regard to the actual costs of providing care and other local factors.

Purchasing Care Home Services for Older People in Oxfordshire

16. At the end of October 2012 Oxfordshire County Council funded 1,713 older people in care home placements. 499 of these were in placements covered by a block contract with Order of St John and 1,214 were in spot placements.
17. 1,006 of the spot placements were permanent placements with 701 being in the nursing and 305 in the residential homes (a 70:30 split). The remaining spot placements were of a temporary or short-term nature.
18. There are 105 care homes in the county offering a total of c.4,500 placements. This means that 60% of places are occupied by private payers.
19. This council has traditionally set Target Banding Rates on an annual basis in order to spot purchase care home placements for older people. The Target Banding Rates indicate the target funding level that the council will seek to pay for an individual person following an assessment of their needs. There is therefore a relationship between the rate paid (target banding rate) and the level of need.
20. Officers from the council then use this guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible. Within the process there is flexibility to fund above the target Banding Rate should a person's assessed needs require additional funding to meet the same. We also pay above the target Banding Rate where there is no alternative and we urgently need to find suitable accommodation that will meet someone's care needs.
21. The rates in place at 1st April 2012 covered 5 care categories.

Residential Care Home (Care without nursing)

Social Care - Substantial	£350 per week
Social Care - Extensive/Specialist	£403 per week

Nursing Care Home (Care with nursing) *

Social Care - Substantial	£473 per week
Social Care - Extensive	£527 per week
Social Care - Specialist	£612 per week

*The figures quoted for care with nursing include the single-rate Funded Nursing Care and Incontinence Payments

22. Each year these banding rates are reviewed and decisions made about any change that should be made from one year to the next.
23. In practice the lowest banding rate is not currently used by council staff making new placements. However we have historical placements made at the Social Care – Substantial Rate.
24. Our assessment is that we have council funded placements in nearly all 105 care homes in Oxfordshire. However we estimate that only 25 care homes will accept people placed under spot arrangements and paid for at the level of our target banding rates.
25. In summary the council purchases approximately 40% of the available care home places in Oxfordshire. We set a range of (target) rates to reflect different levels of need. In practice the actual amount paid can vary from these rates.

Recent Legal Challenges

26. In other parts of the country there have been a number of legal challenges made by care home providers against the way that their local authorities have conducted their annual price reviews.
27. In December 2010 there was the Pembrokeshire Judicial Review. In the latter part of 2011 there were two cases of note that have been specifically about the process of setting of fee levels by local authorities; namely the Sefton Council case and a case involving Leicestershire County Council.
28. The Sefton case highlighted the importance of ensuring compliance with Government guidance, thorough consultation and proper equality impact assessment when setting care home fees. The Leicestershire case restated the Sefton decision. More recently a decision involving Port Talbot Council confirmed that the level of resources available to the council could be taken into account by a council when deciding on the level of uplift to offer on payment rates.
29. These cases have specifically reminded councils of the government's expectations on local authorities when setting their fee levels and conducting annual price reviews. The courts have not stipulated what the rate of pay for care should be.
30. Some of the key themes that have arisen from these cases include
 - (a) A need for councils to assess the actual cost of care in their local area.
 - (b) A need to consult with providers to hear their views on the same
 - (c) A need to consider local market factors
 - (d) A need to carry out an Impact Assessment as part of the decision making process.

31. In summary there have been a number of successful legal challenges made by care providers against Local Authorities. These challenges focus on the process by which the council sets its rate including whether they have consulted appropriately with care homes. A range of factors have to be considered in setting the rate including the cost of providing care and the resources available to the council.

Consulting with the Care Home Sector

32. Oxfordshire County Council has carried out its own consultation with care home providers. In December 2011 the Director wrote to all contracted care homes to advise them of the approach that would be taken to the annual review of the Target Banding Rates. This communication explained that he would be
- (a) Writing to providers to seek information about their operating costs.
 - (b) Offering to discuss operating costs with a number of providers on an individual basis.
33. At the same time and alongside this work to help identify provider operating costs he would consider a number of the usual associated market factors, including:
- (a) Market Share
 - (b) New developments within the care home sector in Oxfordshire
 - (c) The Financial Health of the Care Homes Sector
 - (d) The quality of care available
 - (e) Average Length of Stay
 - (f) The numbers of new placements that need support each year
 - (g) User Experiences
34. On 21 February 2012 officers from the council met with the Chair of the Oxfordshire Care Home Association and other representatives to hear their views on how best to conduct the consultation about operating costs and to hear about the cost pressures they were facing. .
35. The Association highlighted to officers their view that there was a 20% gap that had developed between the cost of providing care and the Council's Target Banding Rates in the last 5 years. This was as a result of cost pressures that had arisen over the same period.
36. In view of these discussions in March 2012 the Director again wrote to all care home providers and made several key proposals to the sector.
- (a) From 1st April 2012 we offered to uplift our payment rates for existing placements in care homes by 3%.
 - (b) We also offered to uplift our target banding levels for new spot placements in care homes by 3% from the same date.
 - (c) We proposed to continue to discuss and agree the cost of individual placements on a case-by-case basis with providers where appropriate in order to meet the costs of services for those most vulnerable.
 - (d) During the 2012/13 financial year we proposed to undertake a review of the cost of purchasing care home services to inform the Council's decisions on the target banding levels to be used from April 2013

37. We advised providers that the council's proposal to uplift its current rates and target banding levels by 3% was an **interim proposal** pending a more thorough review and consultation as to the costs of care.
38. We believed this proposal to increase payment levels by 3% to be both reasonable and affordable in the current financial climate; payment levels have subsequently been raised to reflect this commitment.
39. To help us understand the cost of care and to set this at a rate that reflects local circumstances we had to consider the options available for care home fee modelling. The choice was between using the Laing & Buisson model (nationally recognised healthcare Consultants) or developing a model of our own that reflected the actual cost of care. We also had available to us the model currently being developed by the Association of Directors of Social Services (ADASS).
40. We included the Laing & Buisson model in the consultation process as a readily available toolkit that care homes could complete to help inform our decisions. At one of the Care Home Association meetings we encouraged providers to come forward with their costs so that these local costs could be used to inform the Laing & Buisson model. We also highlighted a Council concern around the Return on Capital used in the model.
41. In addition, during the period of consultation, the Association of Directors of Adult Services had convened workshops of interested parties to develop a new costing model.
42. The outcome of the consultation is covered below together with a commentary on the cost models available.
43. To ensure that there were a number of opportunities to obtain feedback we
 - (a) Met face to face with representatives from Oxfordshire Care Homes Association on three occasions (21st February, 19th March and 23rd April 2012).
 - (b) Embarked on an open consultation process that asked all care home providers to comment on our proposals and take part in a review of the cost of providing care home services in Oxfordshire. This formal consultation exercise was organised through the Council's website and ran from March 2012 to the middle of May 2012.
 - (c) Asked care home providers to upload (onto the website) their cost structures to support responses contained in the questionnaire; the format to be used being the industry recognised costing tool that has been used by Laing & Buisson (Healthcare consultants) for a number of years.
 - (d) Reminded providers of the consultation and the opportunity to take part.
 - (e) Offered to meet individual providers on a confidential basis to discuss operating costs and set up meetings at 4 venues (Witney, Oxford, Banbury and Abingdon) on 4 separate dates between 20th April and 18th May 2012 in order to do the same.
 - (f) Reviewed the local market factors associated with care home provision in Oxfordshire.

Feedback from the Consultation Process

44. There has been a disappointing response to the consultation exercise.
45. There are 105 care homes that provide services for older people in Oxfordshire. 19 of these homes are operated by The Orders of St.John Care Trust and contracted to the council through a long-term development arrangement that runs through to 2026. They, therefore, fall outside of this price review arrangement as provisions for price increases are contained within the contract in place.) There are therefore 86 homes potentially affected by the council banding rates.
46. Only 14 out of 86 providers responded to the web based consultation. 10 of these responses came from providers operating within Oxfordshire with 4 responses coming from care home providers located outside Oxfordshire.
47. In addition a further 11 care home providers from Oxfordshire attended confidential individual meetings to discuss operating costs. Less than half of the 11 providers were willing to share their costs. The council has consequently received a total of 5 sets of operating costs.
48. Where providers shared their costing information this was compared to both the Laing & Buisson model and the Association of Directors of Adult Services model. Direct comparison of cost headings was not always possible and a judgement was made by County Council officers as to which cost heading, expenditure should fall. A summary of the costings for Nursing homes are shown in the table below.

	Cost Model		Provider Costs				
	L&B	ADASS*	Home A	Home B	Home C	Home D	Home E
Beds	50	48	49	60	50	30	30
Costs per week							
Staff Costs	384	370	434	474	324	462	601
Repairs & maintenance	37	15	21	15	58	15	19
Non-staff costs	88	65	105	156	83	344	86
Capital Costs	213	118	229	77	297	131	32
Total	£721	£568	£789	£721	£762	£952	£738

(NB: * Association of Directors of Adult Services cost model still being developed)

49. From the information received we can conclude that:
 - (a) There were limited responses to the consultation overall
 - (b) Few Care Homes were prepared to provide full or detailed costs
 - (c) Of those provided the average nursing cost was £781 with a range of £721 to £952
 - (d) There was only 1 residential rate at £800 with no detailed costings
 - (e) In terms of payroll costs - Hourly rates for care staff were comparable across all providers, averaging at £6.70 with a range of £6.40 to £7.12. The blended rate in the updated Laing & Buisson model is £6.44 to £7.33, hence a comparable rate. The Association of Directors of Adult Services model suggests a care staff hourly rate of £6.90.

- (f) Hourly rates for Nursing staff were also comparable averaging at £12.21 with a range of £11.22 to £13.72. This is comparable to the blended rate in the Laing & Buisson model.
 - (g) The expenditure on management, administration and reception staff in Oxfordshire is higher than the Laing & Buisson model.
 - (h) Expenditure on Repairs & Maintenance, non staff expenses and cost of capital is difficult to align
 - (i) In all cases, the cost is higher than the Laing & Buisson model updated by County Council officers.
 - (j) In all cases, the cost is considerably higher than the Association of Directors of Adult Services model.
50. The information received gave a consistent message on staffing costs which ties into the updated L&B model. However the usefulness of the remaining information is limited by the number of responses and lack of responses from residential care homes.
51. Overall the general view from those providers that took part either through the consultation process or through individual meetings is that:
- (a) The County Council's approach to consultation and the open dialogue is helpful.
 - (b) The council should increase its Target Banding Rates. This is because providers feel there are cost pressures in all areas of their business and past fee decisions have not kept up with operating pressures.
 - (c) Whilst the cost structures we received did suggest cost of provision above that which the council currently pays, providers appeared to acknowledge the financial position that the council is in. There also appears to be a general acceptance of a two tier approach to fee levels (private fee levels and local authority fee levels) although some providers consider this is morally wrong while others are happy to accept the council's residents.
 - (d) Our decisions have a much greater impact on those homes that are prepared to accept council rates and those that have a high proportion of council funded residents in situ.
 - (e) Providers are looking for ways to diversify their services. Several were discussing options for providing day services or building/designating wings for specialist service and are looking for guidance from the council on what our future commissioning needs are.
 - (f) Concerns that there had been little or no increase in our banding rates in the past.
 - (g) Perceived unfairness that council get the benefit of the increased client contributions (through increased pensions) but did not pass this on as part of the Target Banding Rate.
52. Despite the Care Homes Association suggesting that a 20% increase is needed to it did not provide any evidence of substance that can stand up to interrogation to support this claim.

53. In summary there was an extensive consultation running over several months. The consultation was inclusive of all care home providers and was conducted by letter, web based consultation and face to face meetings. A 3% increase in the fee level was made for 2012/13 as an interim measure while the consultation took place. In all, 16% of care home providers participated in the consultation and only 6% of care home providers were willing to share their costs with us. Costs at those 6% of homes appeared to be higher than either the banding rates of the County Council or the actual fees agreed by the council.
54. We do not know why the majority of providers did not come forward with their costs, despite ample opportunity to do so in confidence.

The Oxfordshire Care Home Market

55. As stated above, recent legal challenges have also emphasised the need to take into account local market factors when considering price changes.
56. We already monitor closely developments within the Oxfordshire care homes market through regular reviews, performance information and on-going day-to-day contact with individual homes and organisations as part of our quality monitoring work. The following is a summary of our views:
- (a) Firstly we expect to continue to purchase nursing care home services in the future. Alongside this we anticipate purchasing fewer residential care home services and instead we will look to alternatives such as extra-care housing and care at home. This is something that we have shared with the care homes sector on a number of occasions and has been set out in our Business Strategy for some time.
 - (b) In terms of **market share** we estimate that we purchases about one-third of all care home places in Oxfordshire. We estimate a further 9% of places are purchased by Oxfordshire Primary Care Trust or by other local authorities meaning that just under 60% of all places are purchased privately. Whilst this means that we are in volume a minority purchaser of places it also suggests that the council is the largest single purchaser.
 - (c) **Changes within the care homes market** - Over the last few years there has been good interest in developing new care home services and extra-care housing in Oxfordshire. In respect of the latter the council already has 406 extra care housing flats available, a further 55 units opening in early 2013 and a strategy agreed with District/City Councils to develop a total of 1,000 units by 2015/16
57. During 2011 we estimated that a number of providers added c.200 beds through the development of new homes or through extensions to existing homes. We are aware of further developments that are planned in the future.
58. The danger here is that if supply outstrips demand then vacancies may increase creating an imbalance between expenditure and income for some care homes.

59. A further concern is that if new developments concentrate on the private market then the proportion of the market that the council can access to support its vulnerable adults may reduce.
60. How we are purchasing - The following table shows the placements made from 1st April 2012 to 20th November 2012 and the average price paid. The table shows that we are paying above the target rate for all levels of need. It also shows that we are not using the lowest rate – Residential – Substantial.

Category	Target Band Price (inc +3%) per week	Placements	Average Purchase Price per week
Res - Substantial	£360	1	£680
Res - Extensive/Specialist	£415	93	£555
Nursing - Substantial	£487	4	£696
Nursing - Extensive	£542	101	£600
Nursing - Specialist	£630	69	£701

61. The **financial health of the sector** is regularly checked by the Council as part of our response to managing risk and business continuity in the current financial climate. In terms of sustainability our assessments suggest that the current financial health of the sector is similar to that of 12 months ago. More recently the council has changed its system for monitoring the financial viability of providers. Recent analysis is showing that of those providers checked nearly all are rated secure, stable or normal.
- (a) Secure - Companies in this sector tend to be large and successful public companies. Failure is very unusual and normally occurs only as a result of exceptional changes
 - (b) Stable - company failure is a rare occurrence and will only come about if there are major company or marketplace changes.
 - (c) Normal - This sector contains many companies that do not fail, but some that do.
62. Despite the situation in Oxfordshire there are of course concerns nationally about the financial health of some providers particularly following the demise of Southern Cross in 2011. We are therefore maintaining a review of care home services in the county to monitor their financial viability and sustainability.
63. Our general view is that **the quality of care** in Oxfordshire is good and that there is a good foundation of quality care home providers in the county. We have reviewed the Care Quality Commissions latest checks on the Essential Standards of Care that are published on its website. These cover the areas of
- (a) Treating people with respect and involving them in their care.
 - (b) Providing care, treatment and support which meets people's needs
 - (c) Caring for people safely and protecting them from harm
 - (d) Standards of staffing
 - (e) Standards of management.
64. In nearly all homes in Oxfordshire, the Care Quality Commission is reporting that when last checked all standards were being met. In December 2010, a local benchmarking study on length of stays in care homes with 6 other authorities suggested that people live in care homes in Oxfordshire for longer than in other parts

of the country. Furthermore people in Oxfordshire had the longest length of stay in care homes. On average this is 5 months longer than the average authority in the study (an extra 20%).

65. The council is concerned that **some people may be entering a care home setting too early in their life**. In 2011, the Council funded about 492 new permanent placements. , 109 (over 20%) of these were people who had originally funded their own care but who now required support from the council. Further analysis suggests that a number of these people may not have needed care home services when they first went into a care home as determined by our eligibility criteria for social care. With this in mind we are actively looking to encourage people who fund their own care to look at alternatives to care home placements at the time of potential admission.
66. For council funded residents the length of stay in a care home is approximately 2.92 years.
67. We are committed to help people stay in their own home. We anticipate the number of our permanent care home admissions to reduce and have reported to Oxfordshire's Health and Wellbeing Board that we expect to make no more than 400 permanent care home admissions during the next 12 months. Of these we expect 100 to be into block beds, with no more than 300 placements being purchased through spot arrangements.
68. Peoples' **experience in a care home** generally appears to be positive. Across Oxfordshire, people are generally happy with services they receive. Of a survey of 546 social care clients in February 2012 the questionnaires returned in respect of care home services indicated that overall 91% were satisfied with services (71% of them being extremely or very satisfied), and only 2% were dissatisfied.
69. This has been further emphasised by a recent report from Oxfordshire's Local Involvement Network that found that residents were well looked after, safe and secure with input from external agencies such as GPs and other professionals.
70. In summary there is a thriving care home market in Oxfordshire with new entrants coming in all the time. The council places approximately 500 people in to care homes every year, although its strategy is to support more people at home or, for those that require it, nursing care. Currently supply and demand are reasonably well balanced. The quality of care is good and people are satisfied with the care that they receive.

Considerations

71. We find it disappointing that our consultation process has generated such a limited response. Indeed whilst there has been a near unanimous view from a few respondents that the council should increase its banding rates the low number submitting cost structure returns would in the council's view not provide a robust argument for substantially increasing funding to the sector above that already given.
72. Furthermore although the cost structures we did receive indicated cost of provision above that which the council currently pays, providers appeared to acknowledge the financial position that the council is in.

73. The County Council's service and resource planning process has identified that there are significant pressures on the older people's budget. As a result we need to focus resources for the benefit of an increasing number of vulnerable people. Increasing our spending on care home services goes against our stated business strategy for the future.
74. Of interest is that a legal case this year suggested that local councils could take into account the availability of resources when determining the outcome of a price review. Given the financial pressures that we face now and will face in the future we believe that increasing spending in this service area for 2012/13 beyond the increased expenditure this year is unsustainable.
75. However these are clearly challenging times for both providers and purchasers and it is important to the council to make sure that there is a sufficient provision to meet existing and increased future service demands. Sustainability appears to be the key but the care homes market is itself responding to demographic changes with new services being planned and developed.
76. One area of vulnerability may be some of our smaller homes as Laing & Buisson identify the operation of an efficient home starting at 48-50 beds capacity. But smaller more homely establishments clearly have a place in our commissioning strategy and they may be more viable if they have lower overheads and less debt due to how long they have operated.
77. What this suggests is that we need to recognise that whatever cost model is used the resulting figure generated is only an aid to discussion about what is an appropriate banding level or price to pay. In any model there are local variations that will inevitably be challenged by both sides as each drives to obtain the best outcome. In this respect the existence and use of a costing model does not in itself generate a solution to the question about what is the true cost of care.
78. We propose that we should simplify the banding rates to delete the currently unused rate of Residential-Substantial. The care received by people living in care homes or needing future care will not be affected.
79. The Laing & Buisson model is based on broad assumptions. The Council has tested the model through the consultation process. It has attempted to test the assumptions by gathering local information that may inform the model. It is argued by the Council that as payroll costs are broadly similar, there is no need to change the model for these. As stated above, the remaining cost information received via consultation is difficult to interpret in order to apply relevant local cost elements to the model. Furthermore the Council would question whether the rate of return on capital within the L&B model is appropriate for circumstances in Oxfordshire. Given that the Council does not seek to encourage new build, the costs that need to be covered are the repayment of existing build costs and an element of profit.
80. The ADASS model is only for Residential Care. It makes the assumption that the allowance of £108 for Full nursing care can cover the additional costs of a Nursing establishment. The update Laing & Buisson model suggests that the cost of nursing care is staffing & medical supplies which amounts to £117 and that is broadly

comparable. Although consistent on staffing costs with the Laing & Buisson model and the provider returns, the Association of Directors of Adult Social Services model assumes lower running costs particularly on utilities.

81. The Association of Directors of Adult Social Services model addresses the rate of return issue by allowing an element of profit 6% and recognising a funding cost. The funding cost takes a new build cost of £60,000 per bed and applies a 6% interest rate and 2% depreciation to this. This build cost is similar to Laing & Buisson but Laing & Buisson includes a start-up loss element and applies a rate of return of 12% on build cost. As new build is not being considered, the start-up loss element is not required so the Association of Directors of Adult Services approach seems reasonable. In addition the Association of Directors of Adult Social Services model allows a profit assumption of 6% on total cost. The Association of Directors of Adult Social Services model is cumulatively allowing a 12% rate of return but the basis for the calculation is different.
82. On balance the ADASS model is preferable as it offers a cost of capital that reflects the council's market view of no growth. The council has used the ADASS model with a £6.70 hourly rate to arrive at a weekly residential cost of £452. The Funded Nursing Care element is then applied to arrive at a Nursing Rate of £560.
83. However whatever model is used providers are looking at reasonable cost while councils have to consider finite resources, affordability and achieving best value for money. Inevitably there will be a difference between these goals at the time of making a placement.
84. Local market conditions in terms of supply and demand will have a legitimate impact on price. Local factors may also generate a situation that genuinely allows the local authority to purchase service at a lower than cost price. If expansion outstrips placements then there may be an increase in the number of vacant beds available (unless these are taken up through demand resulting from demographic changes). Inevitably this will add to operating pressures for some providers as they experience vacancies and changing income levels.
85. The result may be that in the future the council may be able to more easily access beds at a lower than cost price as providers seek to generate income. The counter argument is that some homes will go out of business and the market may end up being dominated by providers aiming only at the private market.
86. The Service & Community Impact Assessment indicates that should a significant increase in the care homes budget be made then there will be less money available to spend within Adult Social Care. The impact on vulnerable people of having less money to spend on other types of support (including support to support people in their own homes) will have a greater negative impact on vulnerable and disabled people than a care home fee level increase.

Financial and Staff Implications

87. If the Council sets the residential banding rate at £452, then the cost to increase all Care Home placements below that rate to the new level is £3,169 per week or £164,800 per annum.

88. If the Council sets the lowest nursing banding rate at £560, then the cost of increasing all current placements below £560 to that level is £4,620 per week or £240,300 per annum.
89. If the Council were to accept the above recommendations the total cost therefore is £405,000 per annum.
90. Across the Council, inflation is given to all budgets including Adult Social Care budgets and income budgets. A balanced Council budget is then achieved by seeking savings from Directorates. So, although Adult Social Care received an inflation allowance on expenditure and demography for additional clients, at the same time to balance the Council's budget Adult Social Care was given a savings target of delivering spending reductions of £35m a year by 2014/15. So effectively all the funding given to Adult Social Care is offset by required efficiency savings.
91. This leaves Adult Social Care with a dilemma. That is, whether an increase for inflation, and higher banding rates, should be given to Care Home providers, or whether the funding should instead be spent on supplying a Social care service to a wider client base.
92. Despite the above
- (a) We have reaffirmed our intention to maintain a significant level of investment in care homes in our draft Older Persons Commissioning intentions. We aim to make 400 placements a year.
 - (b) We are working on making available financial advice to self-funders so that their personal funds can be invested in such a way that it will sustain them for the rest of their time in care. This is good for them, good for us and good for care homes.
 - (c) Where a care home is experiencing particular hardship or financial problems we will review their financial standing as part of our Safeguarding and Business Continuity strategies to determine appropriate action.
93. We have been mindful of the above points when coming to a conclusion about Banding Rates for 2012/13 and 2013/14
94. We reaffirm our view that care homes in Oxfordshire have an important role to meet the needs of vulnerable adults. We also recognise that the Council has an important role to ensure that there is sufficient capacity within the social care market to meet its future commissioning requirements.

RECOMMENDATION

95. The Cabinet is **RECOMMENDED** that in view of the above:
- (a) for 2012/13 and for Care Home Placements in Oxfordshire to:
 - (1) Confirm the 3% uplift agreed as an interim payment for all existing placements in care homes from April 2012.

(2) Confirm the 3% uplift agreed as an interim payment for all new placements in care homes from April 2012.

(b) for 2013/14 to:

- **Revise our Target banding Rates from April 2013 and**
 - (i). Delete the Residential-Substantial Target Banding Rate**
 - (ii). Increase the Target Banding rate for the Residential-Extensive Specialist Category to £452 per week for new placements.**
 - (iii). Increase all existing weekly Residential payment rates that are currently paid below £452 per week to £452 per week**
 - (iv). Delete the Nursing - Substantial Target Banding Rate**
 - (v). Increase the Nursing-Extensive Target Banding Rate to £560 per week**
 - (vi). Increase all existing weekly Nursing Extensive and Substantial rates that are currently below £560 per week to £560 per week.**
 - (vii). Retain the Nursing-Specialist Target Banding Rate at £630 per week**
 - (viii). Continue to use these rates as a guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible.**
 - (ix). The above to apply from April 2013 and for care home placements in Oxfordshire.**

(c) To consult the care home providers in Oxfordshire on the above points (b) (i)-(ix); and

(d) To review the Equality Impact Assessment once the outcome of the consultation is known. Fee setting is a function to which section 149 of the Equality Act 2010 applies, and the Equality Impact Assessment is the method by which the Council will have due regard to the needs set out in section 149.

JOHN JACKSON
Director for Social & Community Services

Background papers: None

Contact Officer: Sara Livadeas, Deputy Director – Joint Commissioning
Tel: (01865) 323968

January 2013

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Annex 2

Care Home Fees Report - 16 July 2013

Summary of Feedback from Consultation - March to June 2013

Q1. Are you?	
Owner of a care home	2
Manager of a care home	4
Staff member at a care home	1
Board member or Trustee of a care home	1
Relative of someone in a care home	2
Resident in a care home (funded by the council)	0
Resident in a care home (funded by the council)	0
Member of the public	33
Other	6

(Please note: Participants could tick more than one box)

	What we asked	Yes	No
Q2.	Whether you agree with the proposal to revise the Target Banding Rates from April 2013?	84% (36)	16% (7)
	<ul style="list-style-type: none"> • A small increase in rates is an improvement • Not taken account of the current cost of care in Oxfordshire • Not taken account of representations from Oxfordshire Carehomes Association • Ignoring cost of care representations from providers is unlawful • Previous funding decisions require a 10% increase to get back to where you were • Homes cannot afford to give Care Quality Commission standard care on Oxfordshire rates 		
Q3.	Whether you agree with the proposal to delete the Residential-Substantial Target banding Rate for 2013/14?	88% (38)	12% (5)
	<ul style="list-style-type: none"> • The Cabinet Paper is inadequate and no-one can draw reasonable conclusions from it • If the Residential-Substantial Target Banding Rate is not being used then you should delete it • This target banding rate is redundant 		
Q4.	Whether you agree with the proposal to increase the Target banding rate for the Residential-Extensive category to £452 per week for new placements	80% (33)	20% (8)

	<ul style="list-style-type: none"> • The increase of 3% in 2012/13 does not even mark time with inflation • The ADASS costing model you are using is not using local costs and the model is seriously flawed • The model has not been endorsed by any of the local care associations. You have not asked us what we think of this model • Actual costs are much higher than the costs you are using (!). Average fees are much higher than your spot payment levels. • Reluctantly accept the proposal but will seek higher fees if the cost of care exceeds the banding level • Recognise the council has restricted funding but fee levels received from the council continue to not reflect the true cost of delivering care. Current fee levels are not sustainable - operations only remain viable as operating costs are offset by privately funded residents. • The fee level is inadequate
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Q5.	Whether you agree with the proposal to increase all existing weekly Residential payment rates that are currently paid below £452 per week to £452 per week for 2013/14	83% (35)	17% (7)
	<ul style="list-style-type: none"> • An increase is beneficial but how does it compare with self-funders? • The minimum fee should be reflected to reflect actual costs and give an adequate return for providers • Reluctantly accept the proposal but will seek higher fees if the cost of care exceeds the banding level • Recognise the council has restricted funding but fee levels received from the council continue to not reflect the true cost of delivering care. Current fee levels are not sustainable - operations only remain viable as operating costs are offset by privately funded residents. • The minimum fee should be raised to reflect our actual costs. We have said this time and time again. By not paying costs it makes us look to the private sector to make ends meet. 		

Q6.	Whether you agree with the proposal to delete the Nursing-Substantial Target banding Rate for 2013/14?	88% (36)	12% (5)
	<ul style="list-style-type: none"> • The banding is redundant 		

Q7.	Whether you agree with the proposal to increase the Target banding rate for the Nursing-Extensive category to £560 per week for new placements	81% (35)	19% (8)
	<ul style="list-style-type: none"> • The ADASS costing model you are using is not using local costs and the model is seriously flawed. The model has not been endorsed by any of the local care associations. Oxfordshire Carehomes Association does not accept the ADASS costing model 		

	<ul style="list-style-type: none"> • Actual costs in Oxfordshire are much higher • There has been a reduction in fee levels over the last six years generating a shortfall which is unlawful • Reluctantly accept the proposal but will seek higher fees if the cost of care exceeds the banding level • Appears you are massaging figures to meet the figure you have in mind • This model is based on a Residential Care setting and poorly adapted for Nursing Care • The model is inferior to the widely accepted Laing & Buisson model • All rates are too low. The model does not accurately reflect the costs in Oxfordshire. There are many reliable sources that show costs are significantly higher. • The use of this model shows that the council is not interested in the facts....hence the low response to the consultation • Budget restrictions rule the day
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Q8.	Whether you agree with the proposal to increase the retain Target Banding Rate for the Nursing-Specialist category at £630 per week for 2013/14	76% (32)	24% (10)
	<ul style="list-style-type: none"> • It is not realistic to suggest that costs in this banding have not risen at least as much as in lower threshold nursing care. • This proposal goes against many local and national initiatives including The Prime Minister's Dementia Challenge and the Oxfordshire Joint Commissioning Strategy to "ensure that all health and social services understand the needs of people with a dementia and provide a quality service to them" • Reluctantly accept the proposal but will seek higher fees if the cost of care exceeds the banding level • Recognise the council has restricted funding but fee levels received from the council continue to not reflect the true cost of delivering care. Current fee levels are not sustainable - operations only remain viable as operating costs are offset by privately funded residents. • An invitation to any member of Oxfordshire County Council (?) to visit a home and come up with cost savings not already thought of. 		

Q9.	Whether you agree with the proposal to increase all existing weekly Nursing-Extensive and Nursing-Substantial payment rates that are currently paid below £560 per week to £560 per week for 2013/14	80% (33)	20% (8)
	<ul style="list-style-type: none"> • Funding has become too complex and the public want a transparent level playing field for funding • The minimum fee should be raised to the level of actual costs 		

	<ul style="list-style-type: none"> • Reluctantly accept the proposal but will seek higher fees if the cost of care exceeds the banding level • Recognise the council has restricted funding but fee levels received from the council continue to not reflect the true cost of delivering care. Current fee levels are not sustainable - operations only remain viable as operating costs are offset by privately funded residents. • This is not our actual costs. Please pay us our actual costs. • Increase it more
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Q10.	Whether you agree with the proposal to continue to use these rates as a guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible for 2013/14	80% (32)	20% (8)
	<ul style="list-style-type: none"> • If people are having to pay top-ups the system is flawed • Different rates leads to arbitrariness in decisions about funding for vulnerable adults. • There is an unfairness in the system and a perceived cross subsidy between self-funders and others. • The target rates are useful and save endless discussion about admissions. There should be a workable description for each and consideration should be given to either adopting the Laing & Buisson model or the Care Funding Calculator. • Reluctantly accept the proposal but will seek higher fees if the cost of care exceeds the banding level • Recognise the council has restricted funding but fee levels received from the council continue to not reflect the true cost of delivering care. Current fee levels are not sustainable - operations only remain viable as operating costs are offset by privately funded residents. • No, the rates are inadequate • I don't really understand these bands and I don't think residents will either • A comment about how an informal carers are supporting a family member at home for significantly less than the care home banding rate 		

The Chinese community responses were overwhelmingly in favour of the proposals with nearly 100% answering in favour of the proposals on every question.

Comments from stakeholder meetings and questionnaires

Care Home Providers

15 representatives from care homes (including the Chairman of Oxfordshire Care Homes Association) attended the meeting on 15th March 2013.

The following points were raised on the returned questionnaires, logged at meeting on 15 March and notes of Oxfordshire Carehomes Association meeting 19 April:

- Council levels are too low.
- Dependency levels of council funded residents continues to rise - "some homes are wondering whether they are turning into hospices".
- There are problems for care homes resulting from increasing choice for self-funders. Older homes find it difficult to compete for self-funders unless they have specialist services.
- Care cost inflation over the past few years make the council levels too low.
- There is a belief that the Association of Directors of Adult Social Services model that the council's model is based on is flawed because it is not using data inputs based upon local costings and the model was based on residential costs and been "poorly adapted to nursing costs". The model is not endorsed by any of the local care organisations.
- The model does not take account of local Oxfordshire costs.
- Fee levels go against the "Prime Minister's Dementia Challenge" and the Joint Commissioning Strategy aim of meeting the needs of people with dementia.
- Quality of care will be affected by council's proposed fee levels because it will not be possible to pay staff with more qualifications.
- Concern that local fees will not allow person-centred, "home from home" homes provide a range of diverse activities.

- **Other Stakeholder groups:**

- Will there be sufficient provision of care available locally so relatives can visit?
- Concern that quality of care will suffer due to low council fees.
- Concern that council fees will not provide for more specialist and high cost clients e.g. those with dementia.
- Concern that care homes are not sharing costs and concern that care homes are making an unjustified level of profit.
- Concern that the council is placing people in low quality care homes.
- Concern that self-funders are being charged higher fees to compensate for the lower council fees.
- Concern that information and advice available from the council on care homes is not up to date, accessible or comprehensive enough.
- Need for high quality hard copy information about care homes.

Specific Comments from the questionnaires filled out by Chinese community included:

- A need for bilingual information about nursing home facilities
- Information in Chinese about care homes
- Access to interpreters in care homes, GP surgeries and hospitals
- Staff ratios in care homes are very important
- Activities in care homes need to be culturally appropriate.

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CABINET - 16 JULY 2013

PLACEMENT STRATEGY FOR CHILDREN IN

AND ON THE EDGE OF CARE 2013-16

Report by Director for Children's Services

Introduction

1. The purpose of this report is to seek Cabinet approval for the Placement Strategy for children in and on the edge of care 2013-2016.
2. The Placement Strategy sets out how Oxfordshire will strengthen edge of care interventions to keep children with their families wherever possible, support friends and family care arrangements, increase in-house fostering for harder to place children and build on the work that has been so successful in achieving permanency for many of our looked after children. It also sets out how we will fulfill our corporate parenting responsibilities to care leavers to ensure they are given the best possible start to their adult lives.
3. There are recommendations within the strategy to increase residential provision in-county which will require capital investment. Cabinet are being asked to endorse the initial approach of a detailed survey of potential sites followed by a more detailed costings returning to Cabinet for consideration.

Placement Strategy for children in and on the edge of care 2013-16

4. This document amends the 2011 Placement Strategy in order to respond to priorities and pressures emanating from the Corporate Parenting Review. This review has focused on the need to develop in county capacity in terms of short and long term foster care, potential adopters and residential provision so that we are better able to keep our "riskiest and most vulnerable closest". Some children will require very specialist placements out of county but for the large majority we need to be able to place, educate, and provide therapeutic support within Oxfordshire creating flagships of excellence that deliver good outcomes for our own children and young people. Whilst outcomes are our primary concern an important driver is also recognizing that high quality saves and poor quality costs in terms of expenditure on our looked after children (LAC).
5. Children need to be placed in a variety of settings when they can no longer remain in their family home: with friends or family carers, with foster carers or in residential provision. When this move needs to become permanent the main options are residence orders, special guardianship orders and adoption. Oxfordshire already delivers "good" or "outstanding" provision in all the above areas and has excellent

"edge of care" support services keeping children with their families wherever possible. However, we urgently need to increase our capacity to look after our most challenging and hard to place children and young people within county.

6. The All Party Parliamentary Group on Children Missing from Care published in June 2012 recommended urgent action on "out of area placements" to reduce the number of children living outside their own local authority citing this as a major factor in causing them to run away and putting them at additional risk. The report highlighted it was difficult to ensure that children placed out of county receive the additional specialist support which they may need; that availability and quality of therapeutic and educational provision was highly variable and the placing authority often had very little control.
7. The *G v Southwark* judgement in the House of Lords in 2009 has also contributed to additional pressures on Children's services to accommodate 16 and 17 year olds either as children in need under section 17 or as looked after children under section 20 of the 1989 Children Act. Our existing Supported Housing provision has been stretched to capacity by this particular group leading to a small group of young people being temporarily placed in bed and breakfast accommodation. We also have a pressure finding suitable accommodation for care leavers aged over 18 years as 16 and 17 year olds have priority in the supported housing pathway.
8. Older children are staying longer in foster care now and this is only likely to increase with the raising of the participation age in terms of schooling to end of year 12 in 2013-14 and end of year 13 in 2014-15. This will further reduce current foster carer availability. While Oxfordshire has done well in recruiting new foster carers, there are still not many who are willing or able to take older children with highly complex needs.
9. An important emerging issue both nationally and locally is Child Sexual Exploitation (CSE). There is increasing pressure locally due to Operation Bullfinch, which is a joint police and Council investigation into CSE in Oxfordshire. The Kingfisher Team has been set up to support children and young people who are at risk or subject to sexual exploitation. The Kingfisher team is now identifying the need for foster care or residential placements for children at risk of sexual exploitation. As professional awareness of the incidence and impact of CSE grows it is likely that an increase in demands on specialist placement provision will continue.
10. We are also seeing an escalation in young men presenting with risky behaviour where we need to assess the risks and protect the public but often are having to place out of county at considerable expense as there is no local provision. Under the 2012 Legal Aid Sentencing and Punishment of Offenders (LASPO) Act Local Authorities are now responsible for the costs of young people remanded by the courts and they receive looked after or leaving care status. The Local Authority needs to develop the resources in both foster care and residential provision to provide emergency placements at bail,

placements at the point of sentence and resettle offenders post sentence. It is estimated that as a result of these changes 18 more young people will become looked after each year.

11. The above pressures all sharpen the focus on the need to increase in-county capacity. Rising demands on the placement budget also intensify the need for effectively targeted interventions for children and young people on the edge of care, to divert them from becoming looked after.

Placement Costs

12. Oxfordshire County council's costs for placing children rose in the year 2012-13. This was due to the increased use of both Independent Fostering Associations (IFA's) and external residential provision.
13. In house foster care costs on average £520 per week (including the more expensive Foster Plus and Multidimensional Treatment Foster Care (MTFC) placements) whereas IFA provision costs on average £915 per week. Disabled children's IFA placements can cost £1300 per week. Placements days for IFAs have increased from 19,513 in 2010-11, to 20,540 in 2011-12, and 23,269 in 2012-13.
14. Annex 1 sets out the difference between Oxfordshire County Council's in-house residential provision, costing £2,800 per child per week and externally managed provision costing £3,465 per week. At the heart of this placement strategy is therefore increasing in-county capacity in terms of both foster carers and residential provision to drive down the spend on IFA placements and external residential provision.

Consultation

15. Oxfordshire is committed to consulting looked after children and their parents and carers, concerning the design and monitoring of services we provide for them. A Children in Care Council was established in November 2007 and has worked extensively with members, officers, carers and other agencies locally and nationally to ensure that appropriate services and support are provided to looked after children.
16. This placement strategy has directly developed from the findings of a Children in Care Council workshop held on 4 April 2013. All the young people present felt that being placed out of county would make them feel more "unsafe", could lead to them mixing with the wrong crowd, and would make them much more likely to run away. Many of them spoke from personal experience about their lives already being chaotic, the trauma of coming into care, and the need for some sort of consistency in terms of schooling or friendship groups when they came into care. All felt that Oxfordshire was a big enough county to allow them to be placed a suitable distance from unsafe situations if that was required.

Interventions for children on the edge of care

Challenges

17. Oxfordshire County Council has a smaller proportion of children in care than other local authorities but our looked after children have more complex needs and are therefore harder to place. The strategy remains to keep children at home wherever possible and to exhaust all other family and friends options before considering bringing a child into care. There needs to be early identification of those whose outcomes are not improving at home leading to appropriate intervention. There is also a critical time factor for returning a child home. The successful rehabilitation benchmark for all looked after children is within 6 weeks and residential benchmark when young people come into care in an unplanned way is 10 days.

Response

18. Oxfordshire County Council will evaluate placements made since April 2013 to establish whether there has been either any drift in decision making or evidence of "placing in haste" where the young person was not previously known. The authority will tighten expectations around the use of Family Group Conferences and involvement of the Family and Placement Support Team before bringing a child into care is considered.
19. All edge of care teams will have a "rapid response" capacity and greater flexibility to deal with spikes in demand including weekend, evening and holiday working. All edge of care interventions will have clear and measurable outcomes for the child and family and the "Family Star" will be used to measure the impact.

Foster Care

In-house foster care: challenges

20. Oxfordshire like all local authorities faces a number of critical challenges in meeting the demand for in-house foster care provision. Although Oxfordshire has good numbers of foster carers, the profile of these carers does not match the needs of all children requiring placements in Oxfordshire. There is a shortage of foster carers for disabled children, children over 10 years old, children requiring long term placements and children remanded to local authority care.
21. Young people are being encouraged to remain in care beyond 18 in line with government legislation. Oxfordshire County Council has adopted a "Staying Put" policy which gives young people who are in education and vulnerable young adults who do not meet adult services' thresholds the right to continue in care. This demand is likely to increase with the raising of the participation age.

In-house foster care: response

22. The strategy is to both increase and "professionalise" our in-house fostering provision and recruit the next generation of Oxfordshire foster carers whose profile better matches the needs. Each area Foster Team now has a specialist recruitment worker. Approvals have increased by over 20% over the last three years and a target has been set to recruit 135 new unrelated carers over the next 3 years. Targeted campaigns will be launched to find carers for disabled children, children over 10 years old, children requiring long term placements and children remanded to local authority care.
23. The authority is improving tracking of foster carers through the assessment process. A career development pathway is being developed that supports in house carers taking on progressively more challenging placements as their confidence grows. The Multi-Dimensional Treatment Foster Care programme is targeting those children who would otherwise need expensive out of county residential placements, bringing back those whose outcomes have not improved, and fostering young people being remanded into local authority care.

Independent Provision - Fostering Agencies (IFAs) challenge and response

24. The number of young people placed with IFA's has increased slightly this year especially for placements for children who are aged 13 years and over. The council's strategy is to work with other authorities to establish frameworks, develop a local market of outstanding and good providers with a track record in providing good outcomes, and drive down the costs. The Joint Commissioning Programme, a collaborative project with eleven other local authorities to set up a framework with IFA's went live in April 2012 and this has already achieved cost savings and allowed monitoring responsibilities to be shared.
25. If the rise in accommodating teenagers continues without increasing in-county fostering capacity our unit costs will rise due to the higher age related fees. Placements made for young people with fostering agency carers on a short term basis often become long term and we are then committed to these higher fees over a longer period when we do not wish to disrupt the placement.

Residential care: In-house provision: challenge and response

26. Oxfordshire has two children's homes, one offering 6 beds for girls and the other 6 to boys. Maltfield has an OFSTED rating of outstanding and the Moors is rated as good with outstanding features. At the heart of this placement strategy is the proposal to build on the success of Maltfield and the Moors and increase OCC's residential

capacity to 32 beds with the construction of four new homes, 2 assessment units each with 6 units and 2 move on homes each with 4 units. Expert guidance has stressed the importance of having sufficient residential provision to create a care pathway from assessment through to mainstream provision and then post 16 provision which is a bridge between residential and supported housing.

27. It is proposed that surveys will be conducted on already identified sites within the County's existing property estate. Estimates suggest that this initial survey work will cost £150,000. The estimated overall spend to build the 4 homes is £7 million but this will be exactly quantified post survey results. Appendix A sets out how the annual savings on placement costs would allow the capital investment to be paid off within a ten year period.
28. Two assessment homes would increase capacity to provide a multi-agency rapid response when children come into care so that those that can be returned home within a short period are prevented from drifting into long term care arrangements. This frequently happens when young people are placed out of county. The assessment homes would also offer outreach services to those on the edge of care and sharpen practice around assessing risk and vulnerability. The Youth Offending Service will co-work where adolescents are presenting with risky behavior that needs a robust management plan. Health partners are currently working with us to develop appropriate therapeutic models and agree how they will support this new initiative. We are also engaging schools in developing in-county models where risky and disruptive behavior is never dealt with by any form of exclusion but is managed internally so that the young person has to learn to self-regulate their behavior. Oxfordshire County Council will also need to work closely with Thames Valley Police to jointly assess and manage risk.
29. Within or alongside this pathway Oxfordshire County Council and partners will need to develop CSE (child sexual exploitation) specific provision. A scoping exercise involving the Kingfisher team is currently underway to establish the levels and types of provision required although initial indications are that separate residential provision for 11-16 and 16-18 year old girls will be required.
30. An options appraisal on whether to have in-house service delivery or commission this out to an external provider has been completed. The appraisal demonstrated that in terms of quality, outcomes, availability, added value and costing there is currently a very strong case for managing this provision internally. This would not rule out commissioning an external provider at a later stage.

Externally provided Residential Provision: challenges and response

31. The strategy is to have a mixed market in terms of residential provision, to encourage external providers to invest locally, but to avoid becoming wholly dependent. The number of young people placed in residential provision managed by an external provider increased in 2012-13. On 31 March 2013 there were 11 children placed in the two local authority homes, 13 children in agency homes within Oxfordshire and 23 children in agency homes outside of Oxfordshire. There is a shortage of foster placements to care for the 13 years + age group and this trend is common to other local authorities and there is competing demand for placements. There are a number of young people with high emotional needs and challenging behaviour where it has been difficult to identify local placements, education and therapeutic provision. This has been more challenging by the additional responsibilities for LA's under the LASPO Act 2012 and the identification of young people who have been sexually exploited coming into care.
32. The Cross Regional Project with five other local authorities and the Keys group has been operational for two years and provides residential care and education for young people with complex emotional and behavioural needs. Oxfordshire can use up to 6 of the 20 bed spaces but this commissioned out model has not provided the quality of therapeutic provision the council were hoping for despite intensive engagement by the commissioners.
33. The quality of care from external providers can be variable and the further Oxfordshire County Council places out of county the more difficult it is to monitor these standards. The Corporate Parenting Review is strengthening the monitoring, review and quality assurance for all independent provision. This includes working alongside the Joint Commissioning Team to strengthen contracts and skill up those conducting monitoring visits to better quality assure all placements. Independent Reviewing Officers are now conducting mini inspections of the overall placement when they undertake looked after reviews for Oxfordshire young people placed in independent provision. There is also closer work with Health and Education partners in reviewing providers pre-placement and joint monitoring.

Permanency recruitment and assessment: challenges

34. The number of care proceedings being issued over the past 12 months has remained high and led to a sustained demand for permanent placements. There are new requirements for Care Proceedings to be completed in 26 weeks following the recent Family Justice Review. Adoption scorecards will be introduced to measure the timeliness of placements with penalties for poorly performing authorities.

35. The timescales for approving adopters have been reduced from 8 to 6 months. From 2012/13 approved adopters will be able to go on to the Adoption register within three months of approval which will increase the likelihood of them being matched with children from other local authorities. There are significant challenges in identifying permanent placements for older children, sibling groups, children with complex needs and disabled children.

Permanency recruitment and assessment: response

36. Oxfordshire County Council is committed to providing children with permanency and the percentage of looked after children with special guardianship orders or adopted rose from 14.8% in 2011-12 to 20.9% in 2012/13 (63 out of 302 children) which will rate Oxfordshire as one of the highest performers nationally. This strategy recognises that the type of permanency arrangement e.g. adoption, special guardianship, residence order, long-term fostering or residential provision should be determined by the child's individual circumstances and engaging and assessing family and friends remains critical.
37. The adoption system has to be redesigned to meet the new changes in regulations and the authority have introduced Permanency Planning meetings in each area every month to track permanency plans for children and assist with family finding for hard to place children. The service is using foster carers who have significant experience of disabled children to give potential new long-term foster carers insight into how rewarding the experience can be.
38. Oxfordshire County Council are exploring "Fostering to adopt" and concurrent placement schemes to minimize delay in placing children for adoption. The adoption reform grant is helping the service to implement these changes and respond to the increase in workload by recruiting additional staff for one year and then developing a financial model to provide sustainability.

Permanency support: challenges

39. Adoption placements offer the best chance of stability for children but without appropriate support, their breakdown often leads rapidly to the most drastic and expensive consequences. The increase in numbers of children achieving permanency is positive but is likely to lead to an increase in demand and take up of post adoption support services. Adopters will have more say in the services they require through the introduction of adoption passports and personalized budgets.
40. There has been a significant growth of Special Guardianship Orders (SGOs) from 14 in 2008-9, 52 in 9/10 64 in 10/11, to 101 in 2012/2013. SGOs are a growing

area of financial responsibility because of a court ruling linking rates of remuneration to foster allowances with all special guardians qualifying for some allowance if they are taking responsibility for a child who has been in care.

Permanency support: response

41. The strategy is to commission a range of specialist services to permanent carers and their children to give the best support possible to adopters and children by using the Adoption Reform Grant. The authority are appointing a specialist social worker to work with families taking out Special Guardianship Orders to track and monitor that sufficient support is going in and to respond rapidly if there are concerns regarding breakdown.

Care Leavers: challenges

42. Oxfordshire County Council is committed to ensuring care leavers are supported to have the best possible start to their adults lives and that they receive all the entitlements laid out in the Care Leavers Charter. This involves clear pathway planning, on-going support in terms of education, training and employment, suitable accommodation and developing independent living skills.
43. In September 2012, Oxfordshire was responsible for 414 young people Looked After and Leaving Care aged over 16 years of which just less than three quarters were indigenous young people and just over one quarter were unaccompanied asylum seeking children (UASCs). Recent amendments to Children's legislation and DfE monitoring requirements have further increased local authority responsibilities for young people aged over 16: the raising of the Participation Age, a move towards personal budget/self-directed support for young people, the right to a Personal Advisor to 25 if the young person is re-engaging in education or training, and expanding those 'qualifying' for advice and assistance under section 24 of the 1989 Children Act. Those who are remanded into local authority care now having "looked after" status increasing the local authority's tracking and reporting requirements to include all young people eligible for leaving care services at age 19, 20 and 21 years.

Care Leavers: response

44. Oxfordshire County Council is re-commissioning the young people's housing pathway. A review of the pathway will begin in September 2013 with the pathway being re-commissioned by April 2015. This re-commissioning will aim to prevent even very limited use of B&B for 16 and 17 year presenting as homeless by increasing emergency/short-notice beds in supported units. It will address the changing nature of the cohort living in supported housing projects following the Southwark ruling and address the increased pressure on projects and District Councils for accommodation for young people aged 18 plus. It will ensure positive, planned progression through the

pathway for each individual resulting in a move to stable, independent, unsupported accommodation as a final outcome.

45. The authority is also developing a Homelessness prevention strategy. Data analysis identifying the triggers leading to youth homelessness is taking place. This will allow for more effective targeting and earlier interventions to reduce 16 and 17 year old homeless presentations.
46. The authority is developing a 0-25 years education, employment and training strategy. Research demonstrates that engagement in Employment Education and Training (EET) and securing and retaining stable accommodation are mutually protective factors. A key area for focus and development within the placement strategy is therefore continuing to improve EET outcomes for young people. From September 2013 the Virtual School and Raise services are planned to integrate to create a single 0-25 years service focusing on attendance, attainment and employability to maximize both levels of qualification and levels of work readiness.

Conclusion

47. This placement strategy builds on the wider themes contained within the Health and Wellbeing Strategy, Children and Young People Plan and Joint Commissioning Strategy for Children and Young People. Increasing in-county capacity will both "narrow the gap for our most disadvantaged and vulnerable groups" (Priority 2) and "keep children and young people safer" (Priority 3). In terms of delivery models it favours building on in-house experience where the council already have good/outstanding practice and this represents better value for money. There will be areas where Oxfordshire County Council does not have the required expertise or is performing less well which will benefit from developing the market and commissioning out. These will be reported to Cabinet as part of the overall Corporate Parenting Review in October 2013. It is critical that key partners in health, schools and the police are fully engaged and commit their own resources to keeping more of Oxfordshire's most risky and vulnerable children in county and work alongside the local authority to build flagships of excellent multi-agency practice.

RECOMMENDATIONS

48. The Cabinet is **RECOMMENDED** to:

- (a) Approve the placement strategy; and
- (b) Endorse the initial approach to increase in-county residential capacity and give approval for a detailed survey of potential sites to be undertaken followed by more detailed costings and return to cabinet for consideration.

JIM LEIVERS

Director For Children, Education & Families

Background papers: none

Contact officer: Matthew Edwards, Corporate Parenting Manager, 01865 323097

July 2013

Annex 1

Comparison of costs for internally managed and externally managed residential care provision for children

		Externally managed Children's Homes - average costs both in and out of county	OCC children's homes	Potential savings if the new provision (20 beds) is provided by OCC
A.	Current unit cost per week	£3,465 *	£2,800 **	£665 per week
B.	Annual cost per placement (A x 52 weeks)	£180,180	£145,600	£34,580 per year
C.	Staff time and travel when going to visit LAC out of county	£25,000	Not applicable	£25,000 per year
D.	Placement cost for 20 children for one year	£3,603,600	£2,912,000	£691,600
E.	Total potential savings (C + D)			£716, 600
F.	Duration required to achieve savings in years based on £7m capital spend for four new homes			9.77 years

*This figure is reported in the CLA summary spread sheet, which collects information about the number of days that OCC purchases and the cost. It is a financial management tool used by Placement Duty and by Finance and includes overheads

**This figure includes an element of overheads. The figure without overheads is £2,413.

Division(s): **Banbury Ruscote**
Also affecting: **All Banbury divisions**

CABINET – 16 JULY 2013

PROPOSAL TO EXPAND QUEENSWAY PRIMARY SCHOOL, BANBURY

Report by Director for Children's Services

Introduction

1. Queensway Primary School is located in Banbury, in the Easington ward. Its published Admission Number until recently was 30. In 2012, the school agreed with the county council's request to admit 60 pupils, to help meet sharp growth in demand for pupil places across Banbury and 60 pupils will also be admitted in September 2013.

Need for pupil places in Banbury

2. The Education Act 1996 (Section 14) places a statutory duty on local authorities to secure sufficient school places in their area. To allow for fluctuation in demand, in-year movement and effective operation of parental preference, it is judged that 8% spare places are required across an urban area.
3. To assess the need for future school places, forecasts of pupil numbers are revised each year, based on ward-level population forecasts, which are calculated from census population data, fertility/mortality data, Census migration data and housing net completions data.
4. There is already a deficiency of Reception places, and given the current capacity of primary schools in Banbury of 4227 places, forecasted demand for school places shows an overall deficiency of places by 2015 unless additional primary school places are provided.. In addition to Queensway, the county council is carrying out feasibility studies at two other primary schools to provide additional space partly to meet demand from the existing population and partly to respond to housing growth.
5. The latest forecast for pupil numbers in Banbury at primary age is as follows:

Banbury	Yr R	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Total
2013-14	712	645	604	570	534	491	544	4100
2014-15	691	691	641	594	546	530	488	4181
2015-16	694	673	690	633	571	541	527	4328
2016-17	696	679	675	685	612	567	538	4453

The proposal

6. The proposal is to expand Queensway Primary School to become a 2 form entry school with an Admission Number of 60 on a permanent basis from 2014. This would bring the number of children on roll at the school up to a maximum of 420 children in the school (Reception to Year 6) by Sept 2018.
7. The class size will remain unchanged, as classes will be limited to 30 children, as now, in Reception and Key Stage 1.
8. To accommodate this growth in pupil numbers, there would need to be adaptation and possible extension of the school's buildings, and a feasibility study will investigate the options for how to achieve this. All options involving the construction of new buildings would be subject to Planning regulations and approval, including those in consideration of traffic and Highways.

Representations

9. During the consultation phase (15 April 2013 – 27 May 2013) an informal drop-in session was held at the school on 17 April to give parents of children at the school the opportunity to raise queries about the proposal with a county council officer. Only one family group attended the session and the discussion around expansion was mainly confined to the potential increase in traffic and parking issues on the site.
10. A consultation leaflet (Annex 1) was sent to parents of children at Queensway Primary School, as well as to local councillors, partnership schools and early years providers including childminders in the area, libraries, local Early Intervention Hub, community groups and other stakeholders. It was also available on the OCC public website, together with full details of the various ways of responding. Additionally, the school highlighted the consultation in its newsletters to parents.
11. Five responses to the consultation were received:
 - Three respondents supported the proposal in principle,
 - Two respondents were opposed to the proposal in principle.
12. The reasons given for supporting the proposal were:
 - Clear need for additional pupil places in the area.
 - It is a good and popular school, and that therefore more children should have the opportunity to attend it, if parents prefer it.
13. The concerns raised in opposition were focused on the increase in traffic resulting from parents who choose to drive their children to school, instead of walking or cycling. Walking routes to the school were assessed in November 2012 by OCC Highways & Transport and found to be safe. Any capital

expansion of the buildings will be subject to the Planning process in the usual way, which includes scrutiny of traffic / highways impact.

14. As objections in relation to the proposal have been raised, the decision on whether to proceed to publish a formal statutory proposal is referred to OCC Cabinet, rather than the Cabinet Member for Education.

Making a Decision

15. 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.

16. 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")'.
17. 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 15 April 2013 – 27 May 2013, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
18. A decision is now required as to whether to publish formal proposals for this proposed 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 Education, and a report will be put to Cabinet if objections in principle are received, for a final decision in due course.

Equality and Inclusion Implications

19. Equality Impact Assessment of Oxfordshire's Pupil Place Plan (February 2013) 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

20. The direct financial implication of this report is the cost of undertaking the statutory process recommended, which is planned for and met within the normal Children Education & Families 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.
21. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. 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.
22. There will also be on-costs to the school for additional staff and for increased maintenance requirements. The day to day revenue costs for repair and maintenance and staffing costs must be met through the school's delegated budget as part of the Council's Fair Funding arrangements.
23. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire. Additional pupils will be reflected in an adjustment in the school's funding formula which applies numbers of pupils on roll and their characteristics.

RECOMMENDATION

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Queensway Primary School, Banbury.

JIM LEIVERS
Director for Children's Services

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

June 2013

Annex 1	Consultation leaflet
Annex 2	List of interested parties consulted

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Consultation on the proposal to expand Queensway Primary School

15 April 2013 – 27 May 2013

**Produced by Oxfordshire County Council in partnership with
the Governing Body of Queensway Primary School**



**Parents' informal drop-in session at Queensway Primary School, on
Wednesday 17 April at 2pm to 4pm**

**Your opportunity to discuss the proposed expansion with school and
Oxfordshire County Council representatives**

Introduction

Queensway Primary School is a community school in Banbury, north Oxfordshire. The school has an admission number of 30 and operates as a 1 form entry primary school, but admitted a “bulge” class in September 2012 due to exceptional demand for pupil places. The expectation is that a second bulge class will be admitted in September 2013 and this is being planned in full co-operation with the governing body.

The total number of children on roll at the October 2012 pupil census was 219 as shown below:

Year Group	Reception (F1)*	1	2	3	4	5	6
Pupil Number	56	30	28	21	25	29	30

*Bulge class admitted September 2012

Queensway Primary School was inspected by Ofsted on 13 November 2012 and the school was graded Good (Grade 2).

Why are we consulting?

Primary school applications in Banbury rose steeply in 2012 and all Reception places available were filled. Additional places were required to meet the need and the Governing Body at Queensway Primary School agreed to admit an extra class of Reception (F1) pupils.

In addition to the rising population, which is forecast to be sustained, new proposed housing developments will require expansion of primary school capacity in the town. The current forecast for primary age pupils in Banbury is as follows:

Banbury	R	1	2	3	4	5	6	Total
2013-14	712	645	604	570	534	491	544	4100
2014-15	691	691	641	594	546	530	488	4181
2015-16	694	673	690	633	571	541	527	4328
2016-17	696	679	675	685	612	567	538	4453

(These forecasts are for January of each year: more Reception children would be expected to arrive at primary school by the end of each school year.)

For Banbury Easington ward, which is where Queensway Primary School is located, Cherwell District Council has published a projection of 319 new homes to be built by 2019 in their draft Local Plan. Some of this housing has already been built.

What we want to do

Oxfordshire County Council, supported by the Headteacher and Governing Body of the school, wishes to increase Queensway Primary's admission number from 30 to 60 from September 2014. If, following the statutory consultation process, it is decided to permanently change the admission number to 60 there will be a need for extra classroom spaces at the school to ensure sufficient accommodation for the extra pupils is available. The county council will undertake a feasibility study in partnership with the Headteacher and governors,

to look carefully at the school site and buildings to see how additional classrooms and other accommodation might be provided.

OCC Highways & Transport carried out traffic surveys at locations on walking routes to Queensway Primary School in November 2012 and found no issues of concern, and noted that there have been no reported pedestrian accidents in the vicinity for the last twelve years. Highways officers would be consulted by the feasibility study team at a very early stage of the process.

We think that this is a popular school at the heart of its community, which should expand to meet demand for places from a growing population. We want to know your views about whether you are happy to see Queensway Primary School grow to admit 60 pupils each year into Reception and operate as a 2 form entry school.

Your views

Please take the time to tell us what you think. This consultation is about the principle of increasing the number of children at the school on a permanent basis.

Stage One:

Public consultation is taking place until 27 May 2013. You have until midnight on that date to respond. This consultation is to help inform the decision on this proposal. The decision to proceed to the next stage rests with the County Council's Cabinet or Member for Education. If, following this consultation, a decision is made to proceed, 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 2013. The county council Cabinet (if there have been objections) or the Cabinet Member for Education (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 2013.

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>
There are several ways to respond:

- complete the response form at the back of this document, or write your own response, and send it to the address shown on the form
- respond online at <http://myconsultations.oxfordshire.gov.uk>
- email your response to: queensway2013-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 **27 May 2013** at the latest.

CA13 Annex 1
**Consultation on the proposal for the expansion of
Queensway Primary School, Banbury**

I/we wish to make the following comments:

.....
.....
.....
.....
.....
.....
.....
.....

Signature

Name

Address (optional)

- ☐ Parent of a child at Queensway Primary School
☐ Parent of a child at another school (please specify).....
☐ Parent of a child not yet at school
☐ Governor/staff at Queensway Primary School
☐ Local resident
☐ Other (specify)

Tick all that apply

Please return by 27 May 2013 to:

Diane Cameron

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

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 (15 April 2013 – 27 May 2013).
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) (15 April 2013 – 27 May 2013), and invitation to meeting for parents of children at the school (17 April 2013).
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 (15 April 2013 – 27 May 2013) and alerted via email / Schools News. Early years providers were alerted by individual email.
Families of any pupils at any other school that may be affected.	Consulted through online consultation and via email to other schools' Headteachers (15 April 2013 – 27 May 2013).
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 and via email directly (15 April 2013 – 27 May 2013).
(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 alerted via email (15 April 2013 – 27 May 2013).
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.

The local district or parish council where the school that is the subject of the proposals is situated.	Local parish, town district and county councillors consulted through distribution of consultation leaflets and online consultation.
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.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.

Division(s): **Headington & Marston**
 Also affecting: **All Oxford city Divisions** including
Barton & Sandhills, Wheatley

CABINET – 16 July 2013

FINAL REPORT ON THE PROPOSAL TO EXPAND ST JOSEPH'S CATHOLIC (VA) PRIMARY SCHOOL, OXFORD

Report by Director for Children's Services

Introduction

1. St. Joseph's Catholic Primary School is a Voluntary Aided (VA) school in the Archdiocese of Birmingham. It is situated in Headley Way, Headington, Oxford in the parish of St. Anthony of Padua but it also serves the parishes of Corpus Christi and SS. Edmund and Frideswide (Greyfriars). The children attending the school come from most areas of Oxford and several of the outlying villages. The school is graded Good (Grade 2) by Ofsted.

2. The school's published admission number is 45. The school is oversubscribed, and for the September 2012 intake, places were allocated as shown below:
 - 67 first preference applications received
 - 45 places allocated (all allocated to baptised Catholic children)
 - 34 applicants refused, of which 10 were baptised Catholic

The last successful applicant offered a place lived within 1.4 miles of the school

3. St Joseph's is a popular school with local families. As a VA school, its designated area (catchment area) is wide, to cover several parishes, and includes Wheatley, Waterperry, Elsfield and Holton to the east of Oxford. It is therefore often the case that Catholic families applying for a place at St Joseph's, and living within the designated area, are unable to be allocated a place as St Joseph's as all of the available places are offered to applicants living closer to it.

4. Oxford City Council's Core Strategy for Growth to 2026 was approved by the Secretary of State in autumn 2010, and sets out the intention to provide at least 8,000 additional dwellings in Oxford city between 2006 and 2026.

5. The current forecast for primary age pupils in Oxford is as follows:

Year	R	1	2	3	4	5	6	Total
2012-13	1424	1286	1329	1273	1224	1207	1038	8782
2013-14	1459	1412	1269	1324	1271	1273	1204	9213
2014-15	1522	1453	1402	1271	1329	1331	1281	9588
2015-16	1560	1512	1438	1397	1269	1382	1331	9889
2016-17	1581	1548	1495	1433	1394	1324	1380	10154

6. Within the overall need for additional primary school places, there is a specific need for places at Catholic schools. Oxford's Catholic primary schools, together currently offer 150 reception places each year. In each of the last three years, total first preference applications for Catholic primary schools in the city have exceeded 200. Applicants to Catholic primary schools in the city are currently less likely to secure their first preference school than applicants to non-Catholic schools.
7. For September 2013 there were so far 71 first preferences for St Joseph's and so the school has decided to admit 60 pupils instead of 45 as a one-off increase ahead of a decision on a permanent expansion, thus increasing the percentage of parents getting their first preference school.
8. At the meeting on 16 April 2013 the Cabinet agreed to support the governors of the school in their wish to proceed to publish a statutory notice to expand the school to 2FE. The report outlining the basis for this decision is available to view on Oxfordshire County Council's public website under the Cabinet meeting papers.
9. The statutory notice (attached at Annex 1) was published by the Governing Body supported by the Authority in the Oxford Mail on 30 April 2013 and expired following 4 weeks of formal consultation on 28 May 2013. In accordance with legislation the notice was also posted at the school gate and sent to the local library. A copy of the full proposal (attached at Annex 2) and the notice were sent to the governing body and the Secretary of State, the Archdiocese and made available on the Oxfordshire County Council website.
10. The decision-making power in terms of determining the notice lies with the Cabinet or can be delegated to the Cabinet Member for Schools Improvement (if there have been no objections). In meeting as 'decision-maker' the Cabinet or Cabinet Member must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
11. As an objection in relation to the proposal has been received the decision is referred to the Cabinet. The proposed implementation date for expansion of the school is 1 September 2014.

The Proposal

12. The proposal is to increase the formal published admission number from 45 to 60 children, on a permanent basis from September 2014 (an admission number of 45 has already been published for 2013 although additional pupils may be admitted by agreement between the Local Authority and the governing body). This will eventually increase the school's total capacity from its current 315 places in Years F1- Y6 to a maximum of 420.

Representations

13. The formal representation (Statutory Notice) phase was from 30 April 2013 to 28 May 2013 and a Statutory Notice (Annex 1) was publicly displayed at St Joseph's Catholic (VA) Primary School, was also available on the OCC website and was published in The Oxford Mail newspaper on 30 April 2013.
14. 3 representations were received of which 2 were in favour of the proposal in principle and one was in opposition.
15. The representation in opposition to expansion was made jointly by a group of over 15 local residents. While the respondents understand the wish to increase the number of pupil places at the school they have expressed some serious concerns over the impact of expansion in terms of traffic and parental car-parking in front of the school and their homes. The residents group's response is attached at Annex 3 and includes photographs relating to their concerns.

Officers comment

The proposed expansion of St Joseph's Catholic Primary School is being managed by the Birmingham Catholic Archdiocese, which has been made aware of the concerns raised and is in close contact with the school. In addition, OCC Travel Planning colleagues have visited the school and have worked with the school to develop new measures to address the existing parking and travel issues. These colleagues have also been in touch with the local residents. The final building scheme proposed will be subject to the usual Planning application procedures, through which any person may view and comment on the proposed plans for the school. Planning applications are also subject to scrutiny by Highways & Transport.

16. As an objection has been made to the proposal, the decision on whether to implement the proposal is referred to the Cabinet.

Legal background

17. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). 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" ("the Guidance"). When reaching a decision, Cabinet must have regard to The Guidance. Cabinet is referred in particular to pages 19 to 40 of The Guidance.
18. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered

to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Decision Maker must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.

19. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
20. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
21. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.
22. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

Financial and Staff Implications

23. The financial implications of the current report are linked to the capital works that will be carried out should the proposals be approved. As the enlargement of the school will provide additional basic need pupil places the capital cost would be met jointly by Oxfordshire County Council and the Archdiocese of Birmingham There will also be revenue on-costs for the school for additional staff and increased maintenance requirements.

Equality and Inclusion Implications

24. There is a current shortage of places at Catholic schools which disadvantages parents seeking a Catholic education for their children. In 2012, 37% of parents choosing a Catholic school as their first preference did not secure a place at their first preference school, and 33% did not secure a place at any Catholic school. This is a significantly lower success rate than for applications to non-Catholic schools across the city, where 21% did not secure a first preference school. Children who were unsuccessful in securing a place at a Catholic school were disproportionately from non-white ethnic backgrounds. This expansion would therefore be expected to provide greater equality of access for parents seeking a place at a Catholic Primary School.

Decision

- 25.. In considering the proposals for a school expansion, the Decision Maker can decide to:
- Reject the proposals;
 - Approve the proposals;
 - Approve the proposals with a modification (e.g. the implementation date); or
 - Approve the proposals subject to them meeting a specific condition (see the Guidance).

25. RECOMMENDATION

The Cabinet is RECOMMENDED to approve the permanent expansion of St Joseph's Catholic (VA) Primary School, Oxford with effect from 1 September 2014.

JIM LEIVERS
Director for Children's Services

Annexes: Annex 1: Statutory Notice
 Annex 2: Full proposal document
 Annex 3: Local residents group's response

Contact Officer: Diane Cameron – School Organisation Officer, School
 Organisation & Planning, CEF. Tel: 01865 816445

June 2013

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**OXFORDSHIRE
COUNTY COUNCIL**

PUBLIC NOTICE

Proposal to expand St Joseph's Catholic (VA) Primary School, Oxford

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that the Governing Body of St Joseph's Catholic (VA) Primary School intends to make a prescribed alteration to St Joseph's Catholic (VA) Primary School (Voluntary Aided), Headley Way, Oxford OX3 7SX from 01 September 2014.

The Governing Body's proposal is to increase the school admission number (at F1 entry) from 45 to 60, to grow the school to 2 forms of entry. This is to help meet demand for pupil places. To accommodate this growth in pupil numbers, there will need to be some extension of the school's buildings.

The current capacity of the school is 315 and the proposed capacity will be 420. The current number of pupils registered at the school is 314. The current admission number for the school is 45 and the proposed admission number will be 60.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: Diane Cameron, School Organisation & Planning, Oxfordshire County Council, County Hall FREEPOST or by going to <http://myconsultations.oxfordshire.gov.uk>, or by emailing:

StJoStat2013-manager@myconsultations.oxfordshire.gov.uk

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, County Hall FREEPOST, or by using the online questionnaire at <http://myconsultations.oxfordshire.gov.uk> or by email to: **StJoStat2013-manager@myconsultations.oxfordshire.gov.uk**

Signed: Jim Leivers, Director for Children's Services

Publication Date: 30 April 2013

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PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

St Joseph's Catholic (VA) Primary School, Headley Way, Oxford, OX3 7SX
(Voluntary Aided)

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

n/a

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

September 2014

Objections and comments

3. A statement explaining the procedure for making representations, including —

- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations

2007 (as amended), by which objections or comments should be sent to the local education authority; and

- (b) the address of the authority to which objections or comments should be sent.

- a) Objections and comments should be received by the LA by 28 May 2013
- b) Objections and comments should be sent to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, County Hall, FREEPOST or emailed to StJoStat2013-manager@myconsultations.oxfordshire.gov.uk or sent using the online questionnaire at <http://myconsultations.oxfordshire.gov.uk>

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to expand St Joseph's Catholic (VA) Primary School from 1.5 form entry to 2 form entry.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

Current capacity of the school is 315 and the proposed capacity of the school is 420 (Years F1 – 6)

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

45 pupils are currently admitted to Reception (F1). In September 2014 60 pupils will be admitted as this is the first year the proposals will be implemented on a permanent basis.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

n/a

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

n/a

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

There are currently 314 pupils on roll (Years F1 – 6)

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

n/a

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

n/a

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

n/a

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

n/a

- (b) the arrangements for safeguarding the welfare of children at the school;

n/a

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

n/a

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

n/a

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

n/a

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

n/a

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

n/a

- (b) the distance between the proposed and current site;

n/a

(c) the reason for the choice of proposed site;

n/a

(d) the accessibility of the proposed site or sites;

n/a

(e) the proposed arrangements for transport of pupils to the school on its new site; and

n/a

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

n/a

Objectives

10. The objectives of the proposals.

The governing body's proposal is to increase the school admission number (at F1 entry) from 45 to 60. Because the published admission number for 2013 has already been published, the school's admission number can only now formally change from September 2014. However, the school has agreed to accept over its official admission number in 2013.

To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway to investigate how this can best be provided, managed by the Catholic Archdiocese.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

a) Public consultation was held between 16 January 2013 and 6 March 2013. A consultation leaflet was produced, which was circulated to all parents of pupils at the school, staff and Local Authority, Heads at Partnership primary schools, parish councils within the school's catchment area, local Councillors, MP, libraries, relevant county council teams and was also available publicly on the OCC website. It was also posted through the doors of neighbouring properties on Headley Way.

b) A public / parents' meeting was held at the school. Any interested parties were invited to attend to ask questions of OCC officers and the Headteacher and representative of the Catholic Archdiocese. No concerns other than those stated below were raised.

c) 13 responses were received during the public consultation period. 6 of these were in favour of the proposal in principle. Reasons given for supporting the proposal include:

- Need for additional Catholic pupil places for the pupils in the school's catchment area.
- Improved resourcing for the school as a result of the expansion.
- Perceived benefit to the school of simpler class organisation in a move from 1.5fe to 2fe.

6 responses objected to the proposal in principle. Reasons given for objecting include:

- Concern about traffic and parking, particularly a concern for local residents.
- Concern about insufficient facilities being provided.
- Concern about the impact on the ethos of the school.
- Concern about disruption to pupils from building works.

- Concern about additional noise for neighbours.

LA Officers responded to these concerns as follows:

The school's Travel Plan will be updated and OCC Highways & Transport are being consulted as part of the Planning process. As usual, the expansion of the school, including traffic issues, will be subject to Planning scrutiny during the Planning application process.

There will inevitably be some disruption during building works but the works will all be carried out in one phase and will be planned as far as possible so that the most disruptive elements of work can be carried out during school holidays. Around this, the safety of pupils and others on the school site will be paramount and management of circulation round the school will form part of the feasibility study planning. In many schools, building works are used as topics of work with the children as they progress.

Two form entry schools are very common, and there is no evidence to suggest that this size of school suffers in terms of ethos or community.

- d) All applicable statutory requirements in relation to the proposals to consult were complied with.

A copy of the consultation leaflet is available to view online on the OCC website at <http://myconsultations.oxfordshire.gov.uk> and was also available during the consultation from the school and from OCC.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The estimated capital cost of delivering the necessary accommodation improvements to provide sufficient space for the school to be able to operate as a 2FE Primary School are estimated by the Catholic Archdiocese to be in the region of £1m (excluding VAT).

The cost of the required works will be shared by Oxfordshire County Council and the Catholic Archdiocese.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

The need to provide additional pupil places at St Joseph's (VA) Catholic Primary School was an identified 'Basic Need' priority considered as part of the Council's Service & Resource Planning Process in October 2012. Additional resources of £13m were approved by Council in February 2013 as part of the 2013/14 to 2016/17 requirement to meet additional pupil provision countywide.

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

n/a

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

n/a

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

n/a

- (c) evidence of parental demand for additional provision of early years provision;

n/a

--

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

n/a

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

n/a

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

n/a

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

n/a

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

n/a

(d) The proposed number of sixth form places to be provided.

n/a

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

n/a

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

n/a

- (b) any additional specialist features will be provided;

n/a

- (c) the proposed numbers of pupils for which the provision is to be made;

n/a

(d) details of how the provision will be funded;

n/a

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

n/a

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

n/a

(g) the location of the provision if it is not to be established on the existing site of the school;

n/a

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

n/a

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

n/a

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

n/a

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

n/a

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

n/a

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

n/a

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;

- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

n/a

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

n/a

- (b) evidence of local demand for single-sex education; and

n/a

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

n/a

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

n/a

(b) evidence of local demand for single-sex education.

n/a

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

n/a

Need or demand for additional places

24. If the proposals involve adding places—

(a) a statement and supporting evidence of the need or demand for the particular places in the area;

St Joseph's Catholic (VA) Primary School's published admission number is 45. However, the school is very popular and has been regularly oversubscribed.

Demand for pupil places across Oxfordshire generally has risen and in recent years Oxford city has experienced a significant and sustained rise in primary pupil numbers. To meet this demand additional places have been created in other Oxford primary schools each year since 2008. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across Oxford.

Within the overall need for additional primary school places, there is a specific need for places at Catholic schools. Oxford's Catholic primary schools, together currently offer 150 places. In each of the last three years, total first preference applications for Catholic primary schools in the city has exceeded 200. Applicants to Catholic primary schools in the city are less likely to secure their first preference school than applicants to non-Catholic schools.

For September 2012, 67 families had chosen St Joseph's as their first preference, and 45 places were allocated (all to baptised Catholic children). 34 applicants were refused, of which 10 were baptised Catholic.

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- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

The school is Catholic and Voluntary Aided. Evidence of demand is demonstrated above.

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

n/a

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

n/a

- (b) a statement on the local capacity to accommodate displaced pupils.

n/a

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

- (a) (for proposals published by the governing body) paragraph 1 of Part 1

to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

The school is graded Good (Grade 2) by Ofsted and is operating at capacity and regularly over-subscribed. The Governing Body considers that the presumption for the expansion of successful and popular schools should apply.

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Headley Way Residents

122 – 138 Headley Way

OXFORDSHIRE COUNTY COUNCIL
CHILDREN, EDUCATION & FAMILIES

26 MAY 2013

To Ms Diane Cameron

Re Proposed Expansion to St Joseph's Catholic School Headley Way.

We the undersigned residents directly affected by the proposed expansion to St Joseph's School have the following concerns.

1/ Traffic problems occur on a daily basis with the very high volumes of traffic using Headley Way, backing up to the JR hospital roundabout this has got significantly worse in recent years as the hospital has expanded. The traffic levels are likely to get worse in the future.

2/ Increase to school capacity is approximately 25%. Most of the new intake will be coming from the surrounding villages (re school consultation meeting) How many children come to the school by car at present? And what is the estimated number of parents coming by car if the expansion goes ahead? Can the School/Council guarantee children's safety if the expansion goes ahead?

3/ Lack of parking for vehicles already using the school.

4/ Cars park on double yellow lines and Zig Zag lines outside the school and continually block our drives

5/ Ambulances on emergency calls, speed being the main concern.

6/ Young children running out between parked cars.

7/ Car drivers and Luxicars bus doing U turns in Headley Way. Parents do not seem to be concerned by their actions.

8/ Bus stop regularly blocked by cars. (Passenger's boarding the bus in the road and traffic then trying to get pass the bus. (Photo's attached illustrating the current parking problems).

Suggestions to help decrease the danger to children and stop illegal and nuisance parking.

1/ The school to provide a proper drop off and collection point in front of the school. Staff could take children directly off parents to improve the time taken and increase the safety of the children.

2/ Parking in the side roads around the school are mainly resident only parking. Suggest the school issue permits which allow parents to park for 10 minutes approximately at 9am and 3pm in the 'Residents Only' areas. This would make it much safer than unloading several small children on a very busy Road.

3/ Look at the current parking restrictions currently 2 hours outside our houses and Eden Drive. These spaces are mainly used by people going to the Hospital and often staying over the 2 hour time limit. We the residents have been monitoring this for a while.

4/ Provide a traffic warden on a daily basis between 8.45 and 9.15 and 14.50 and 15.20 to clamp down on dangerous and illegal parking.

5/ The school provide a reasonable size car park in the extension or have two gates one for entry and one for exit so that parents can drive through drop their children off/pick up and drive out. This will help reduce the number of cars parked in the street.

6/ A school bus to be provided for older children, with a commitment from the school that this would not be withdrawn in tough financial times.

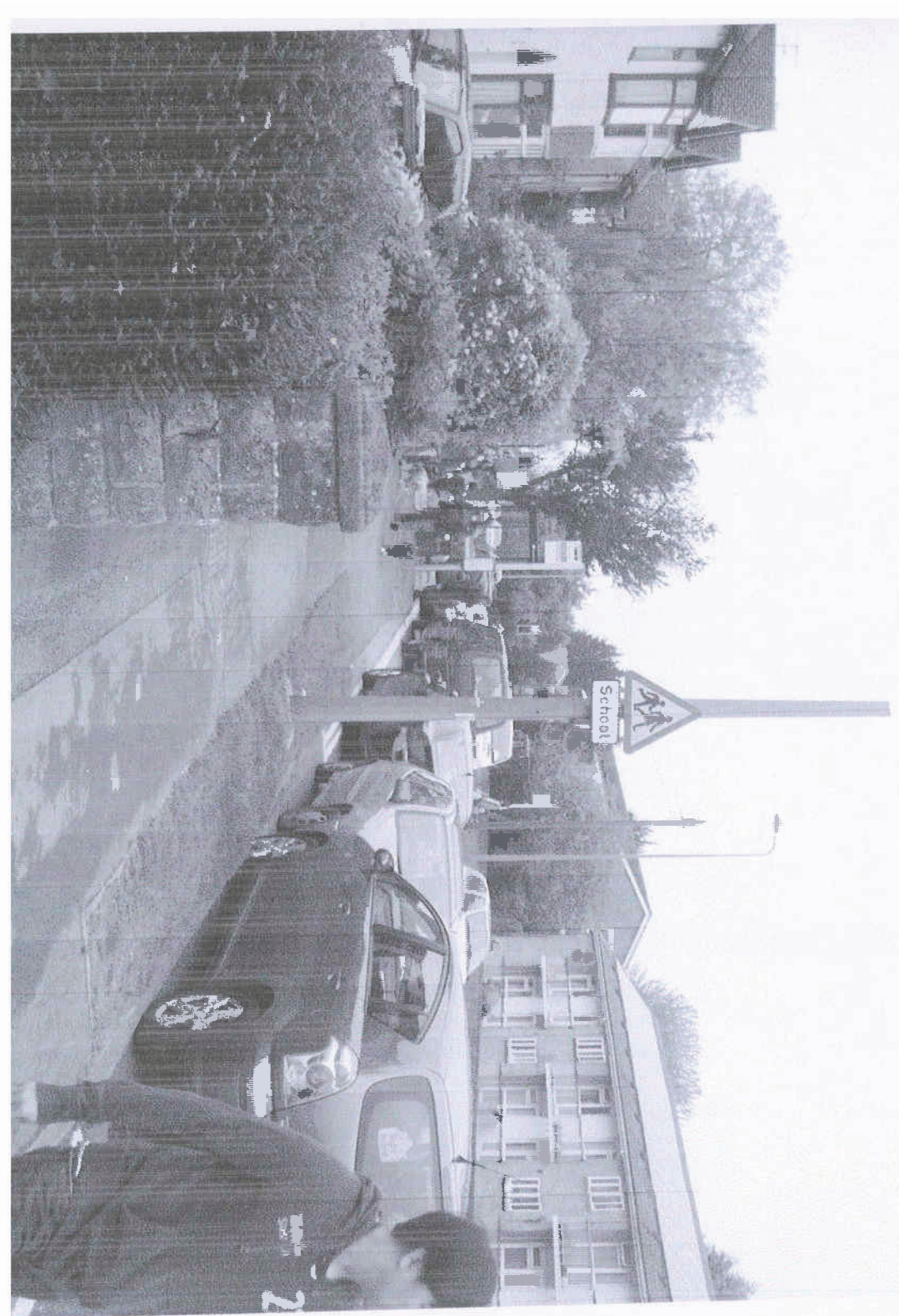
For those who are not familiar with Headley Way and the current traffic problems it already has. The road is now one of the busiest in Oxford with high levels of traffic using the John Radcliffe Hospital.

St Joseph's School is approximately one hundred metres from the JR roundabout and situated at a point of a significant narrowing in the road including bus stops on both sides of the road. Headley Way has a very high number of ambulances going to and from the JR on emergency calls.

In conclusion we the residents do understand the need for the expansion of the school however we feel the safety of the children is paramount and if the expansion does go ahead we strongly urge the school and council to make proper provision for traffic management and parking. Residents have witnessed children running into the road and vehicles having to do emergency stops. We believe one day there will be an accident involving a child and we hope that the school and planners will take our safety concerns seriously.

Yours sincerely,

R. Massey L. Massey G. Allister T. Ane J. Star
C. Massey
A. Star
Teen Hudd
Headley Way residents.
J. Star
V. Star
R. Star
D. Star
K. Star
S. Star
P. Star
M. Star
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Z. Star



1 of 6



2 of 6



3 of 6



4 of 6



5 of 6



6 of 6

Division(s): **Shrivenham**
Also affecting: **Faringdon**

CABINET – 16 JULY 2013

PROPOSAL TO EXPAND WATCHFIELD PRIMARY SCHOOL

Report by Director for Children's Services

Introduction

1. Watchfield Primary School is located in the Vale of the White Horse, in the Faringdon partnership of schools. Its published Admission Number is 45. The school is characterised as serving a high proportion of forces families, who typically live in Watchfield for only a year or two while attending the National Defence Academy located in the village and adjacent to the school. There is therefore a high turnover of pupils at Watchfield Primary School year on year, with numbers fluctuating especially in the older year groups.

Need for pupil places

2. The Education Act 1996 (Section 14) places a statutory duty on local authorities to secure sufficient school places in their area. To allow for fluctuation in demand, in-year movement and effective operation of parental preference, it is judged that 12% spare places are required across a rural area.
3. To assess the need for future school places, forecasts of pupil numbers are revised each year, based on ward-level population forecasts, which are calculated from census population data, fertility/mortality data, Census migration data and housing net completions data.
4. There is new housing planned in Watchfield, so numbers of pupils will rise from within the local population.
5. The latest forecast for pupil numbers across the Faringdon partnership at primary age is shown below:

Faringdon	YrR	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Total
2013-14	260	261	234	225	213	233	188	1614
2014-15	240	264	262	231	231	221	236	1686
2015-16	250	244	264	257	237	240	224	1717
2016-17	250	254	244	261	263	245	243	1760

The proposal

6. The proposal is to expand Watchfield Primary School to become a 2 form entry school with an Admission Number of 60 on a permanent basis from 2014. This would gradually bring the number of children on roll at the school up to a maximum of 420 children in Reception to Year 6 by September 2020. Class sizes in Reception and Key Stage 1 (Yrs 1 and 2) will be limited to 30 children as now.
7. To accommodate this growth in pupil numbers, there would need to be adaptation and extension of the school's buildings, and a feasibility study will investigate the options for how to achieve this. All options would be subject to Planning regulations and approval, including those in consideration of traffic and Highways. OCC Development Control and Transport have been involved at an early stage.

Representations

8. During the consultation phase (1 May 2013 – 12 June 2013) an informal drop-in session was held at the school on 16 May to give parents of children at the school the opportunity to raise queries about the proposed enlargement of the school with a county council officer. However, no parents attended the session, but some staff from the school attended and the issues raised were mainly confined to the potential increase in traffic and parking issues on the site.
9. A consultation leaflet (Annex 1) was sent to parents of children at Watchfield Primary School, as well as to local councillors, partnership schools and early years providers including childminders in the area, libraries and other stakeholders. It was also available on the OCC public website, together with full details of the various ways of responding. Additionally, the school highlighted the consultation in its newsletter to parents.
10. 18 responses to the consultation were received:
 - 9 respondents supported the proposal in principle,
 - 9 respondents were opposed to the proposal.
11. The reasons given for supporting the proposal were:
 - Clear need for additional pupil places in the area.
 - It is a good and popular school, and that therefore more children should have the opportunity to attend it, if parents prefer it.
12. The reasons given for opposing the proposal were:
 - Traffic and parking concerns
 - Concern over impact on outdoor play areas
 - No plans of proposed new buildings available

13. Concerns raised in opposition were significantly focused on the increase in traffic resulting from parents who choose to drive their children to school, instead of walking or cycling. OCC Highways & Transport staff have been in contact with the school leadership team to discuss ways of dealing with and improving the situation. The vast majority of pupils attending Watchfield Primary live well within reasonable walking distance. In addition, there are drop-off lay-bys near the school and potential to liaise with the MoD in arranging parents' use of local car parks at the beginning and end of the school day. The focus of the county council in any discussions relating to travel to school is always to promote walking, cycling/scooting wherever possible and to support schools in implementing initiatives to increase green methods of transport. Any capital expansion of the buildings will be subject to the Planning process in the usual way, which includes scrutiny of traffic / highways impact.

As part of the option appraisal work to establish the accommodation needs, should the school expand, the county council will work with the school in reviewing the sufficiency and suitability of both the internal and external spaces, taking into account the increased number of children on the site. The existing provision will be considered against guidelines for the provision of external spaces and where necessary the opportunity to address shortfalls in provision will be explored.

As the option appraisal work is not completed, and the proposed expansion is still open to consultation, no final agreed building scheme has yet been agreed so the stage has not yet been reached where plans of new buildings can be made available to parents to view. Options are being explored. This consultation fulfils part of the county council's statutory obligations in proposing an expansion and is asking for views on the principle of increasing the numbers of pupils that could attend Watchfield Primary School. If the proposal is approved, the option appraisal work will in time arrive at a recommended building scheme and any new construction work would be subject to the usual Planning regulations. During the Planning permission process anyone may view the proposed scheme and comment in the normal way.

14. As objections in relation to the proposal have been raised, the decision on whether to proceed to publish a formal statutory proposal is referred to OCC Cabinet, rather than the Cabinet Member for Education.

Making a Decision

15. 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.

16. 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")'.
17. 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 1 May 2013 – 12 June 2013, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
18. A decision is now required as to whether to publish formal proposals for this proposed 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 Education, and a report will be put to Cabinet if objections in principle are received, for a final decision in due course.

Equality and Inclusion Implications

19. Equality Impact Assessment of Oxfordshire's Pupil Place Plan (February 2013) 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

20. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal Children Education & Families 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.

21. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. 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.
22. There will also be on-costs to the school for additional staff and for increased maintenance requirements. The day to day revenue costs for repair and maintenance and staffing costs must be met through the school's delegated budget as part of the Council's Fair Funding arrangements.
23. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire. Additional pupils will be reflected in an adjustment in the school's funding formula which applies numbers of pupils on roll and their characteristics.

RECOMMENDATION

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Watchfield Primary School.

JIM LEIVERS
Director for Children's Services

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

June 2013

Annex 1 Consultation leaflet
Annex 2 List of interested parties consulted

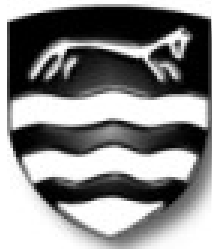
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Consultation on the proposal to expand Watchfield Primary School

Annex 1

1 May 2013 – 12 June 2013

**Produced by Oxfordshire County Council
in partnership with the Governing Body of Watchfield Primary School**



**An informal drop-in session for parents will be held at
Watchfield Primary School
from 3pm to 4pm on Thursday 16 May 2013**

**This is an opportunity to discuss the proposal with school
and Oxfordshire County Council representatives**

Introduction

Watchfield Primary School is a community school in the Faringdon Partnership of Schools in the Vale of the White Horse, Oxfordshire. The school is preparing to convert to an academy towards the end of 2013, to join the existing Faringdon Multi-Academy Trust.

Watchfield has an admission number of 45, operates as a 1.5 form entry primary school and experiences fluctuating pupil numbers due to movement of families in and out of the area relating to the nearby Defence Academy. It is important that the school has enough capacity to be able to respond flexibly to the unpredictable number of pupils arriving each year.

The total number of children on roll in Reception – Year 6 at the January 2013 pupil census point was 288 as shown below:

Year Group	Reception (F1)	1	2	3	4	5	6
Pupil Number	49	42	45	48	40	32	32

Watchfield Primary School was last inspected by Ofsted on 3 November 2010 and was graded Good (Grade 2).

Why are we consulting?

Watchfield Primary School has seen demand for pupil places rise, in part due to housing development in the area, but also due to RAF personnel relocated from RAF Lyneham being housed in Watchfield. Primary schools in this partnership overall are operating at below the county council's target level of spare places for rural areas. In addition, a new housing development of 120 dwellings has been approved to be built in the area, and an outline application for 100 dwellings is currently going through the Planning process at the district council.

For the September 2012 intake, there were 45 available places in the Reception class.

- 51 on-time applications were received, of which 31 were first preferences
- 27 late applications were received
- During 2012, the F1 year group grew to 49 children.

The latest pupil forecast figures for the Faringdon Partnership of Schools is as follows:

Faringdon	R	1	2	3	4	5	6	Total
2013-14	260	261	234	225	213	233	188	1614
2014-15	240	264	262	231	231	221	236	1686
2015-16	250	244	264	257	237	240	224	1717
2016-17	250	254	244	261	263	245	243	1760

What we want to do

The county council, in partnership with the Headteacher and Governing Body of the school, wishes to increase Watchfield Primary School's admission number from 45 to 60 from September 2014. If, following the statutory consultation process, it is decided to permanently

change the admission number to 60, there will be a need for more classrooms to be built. A feasibility study has begun, in partnership with the Headteacher and governors, which is looking carefully at the school site and buildings to see how additional classrooms and other accommodation might be provided.

We think that this is a popular school at the heart of its community, which should expand to meet demand for places from a growing population. We want to know your views about whether you are happy to see Watchfield Primary School grow to admit 60 pupils each year into Reception and operate as a 2 form entry school.

Your views

Please take the time to tell us what you think. This consultation is about the principle of increasing the number of children at the school. The changes to the buildings will require Planning Permission, offering a separate opportunity to comment on the proposed building layout and design as part of the planning process.

Stage One:

Public consultation is taking place until 12 June 2013. You have until that date to respond. This consultation is to help inform the decision on this proposal. The decision to proceed to the next stage rests with the county council's Cabinet or Member for Education. If, following this consultation, a decision is made to proceed, 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 2013. The county council Cabinet (if there have been objections) or the Cabinet Member for Education (if there are no objections) will then make the final decision on this permanent change, and this is currently planned to be in November 2013.

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>
There are several ways to respond:

- complete the response form at the back of this document, or write your own response, and send it to the address shown on the form
- respond online at <http://myconsultations.oxfordshire.gov.uk>
- email your response to: **Watchfield2013-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 **12 June 2013** at the latest.

**Consultation on the proposal for the expansion of
Watchfield Primary School**

I/we wish to make the following comments:

.....
.....
.....
.....
.....
.....
.....
.....

Signature

Name

Address (optional)

- ☐ Parent of a child at Watchfield Primary School
☐ Parent of a child at another school (please specify).....
☐ Parent of a child not yet at school
☐ Governor/staff at Watchfield Primary School
☐ Local resident
☐ Other (specify)

Tick all that apply

Please return by 12 June 2013 to:

Diane Cameron

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

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 (15 April 2013 – 27 May 2013).
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) (15 April 2013 – 27 May 2013), and invitation to meeting for parents of children at the school (17 April 2013).
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 (15 April 2013 – 27 May 2013) and alerted via email / Schools News. Early years providers were alerted by individual email.
Families of any pupils at any other school that may be affected.	Consulted through online consultation and via email to other schools' Headteachers (15 April 2013 – 27 May 2013).
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 and via email directly (15 April 2013 – 27 May 2013).
(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 alerted via email (15 April 2013 – 27 May 2013).
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.

The local district or parish council where the school that is the subject of the proposals is situated.	Local parish, town district and county councillors consulted through distribution of consultation leaflets and online consultation.
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.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.

Division(s): Summertown & Wolvercote Also affecting: Headington & Marston
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CABINET – 16 July 2013

FINAL REPORT ON RESPONSE TO STATUTORY NOTICE TO EXPAND WOLVERCOTE PRIMARY SCHOOL, OXFORD

Report by Director for Children's Services

Introduction

1. At the meeting on 16 April 2013 the Cabinet agreed to the publication of formal proposals to expand Wolvercote Primary School from 1 form entry to 1.5 form entry. The report outlining the basis for this decision is available to view on Oxfordshire County Council's website under the Cabinet papers.
2. The statutory notice (attached at Annex 1) was published by the Authority in the Oxford Mail on 30 April 2013 and expired following 4 weeks of formal consultation on 28 May 2013. In accordance with legislation the notice was also posted at the school gate and sent to the local library. A copy of the full proposal (attached at Annex 2) and the notices were sent to the governing body and the Secretary of State and additionally made available on the Oxfordshire County Council website.
3. The decision-making power in terms of determining the notice lies with the Cabinet or can be delegated to the Cabinet Member for Schools Improvement (if there have been no objections). In meeting as 'decision-maker' the Cabinet or Cabinet Member must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
4. As an objection in relation to the proposal has been received the decision is referred to the Cabinet. The proposed implementation date for the expansion is 1 September 2014.

The Proposal

5. The proposal is to increase the formal published admission number from 30 to 45 children, on a permanent basis from September 2014. This will eventually increase the school's total capacity from its current 180 places in Years F1- Y6 to a maximum of 315.

6. Additional classroom and supporting spaces will need to be created at the school to accommodate the increase in pupil numbers and a feasibility study is already underway to investigate how these can best be provided.

Representations

7. The formal representation (Statutory Notice) phase was from 30 April 2013 – 28 May 2013 and a Statutory Notice (Annex 1) was publicly displayed at Wolvercote Primary School, was also available on the OCC website and was published in The Oxford Mail newspaper on 30 April 2013.
8. 6 representations were received in favour of the proposal. 1 was received in opposition, from a respondent who believed the school should be expanded to 2FE or a new school built in lower Wolvercote. The county council's response to this is as follows:

The level of over-subscription at Wolvercote Primary School is partly because we need more school places in the immediate area and partly because of the school's popularity across a wider area. This expansion is intended to keep the school in line with the need for more school places – both immediately and to accommodate future population change in the area. The level of population growth expected in the area based on current plans would mean that a 1.5fe school would be sufficient. Expanding it by more than the need for more school places would lead to children attending the school from further away, outside its catchment area, resulting in higher levels of car traffic around the school, which was a concern raised in the initial consultation, and could make it difficult to secure planning permission for the expansion. It would also be detrimental to other schools as the population would not be rising as quickly as school places, and some schools would be left with an unmanageable number of surplus places, and face financial difficulties as a result

9. As an objection in principle to the proposal has been raised, the decision on whether to implement the proposal is referred to the Cabinet.

Legal background

10. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). 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', ("the Guidance"). When reaching a decision, Cabinet Member must have regard to The Guidance. Cabinet Member is referred in particular to pages 19 to 40 of The Guidance.
11. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered

to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Member for Education, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.

12. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
13. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
14. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. (At its last inspection in December 2012, Ofsted graded Wolvercote Primary School as Good. The school received 52 first preference applications for a Reception (F1) year place for September 2012 with a published Admission Number of 30. It is therefore considered that Wolvercote Primary School should be categorised as a successful and popular school.) If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.
15. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

Financial and Staff Implications

16. The financial implications of this report are linked to the cost of the capital works that will be carried out should the proposal be approved. The scheme is not individually identified but budget provision has been earmarked in the current Capital Programme (Existing Demographic Pupil – Basic Need Allocation). Approved by the County Council in February 2013.
17. In accordance with OCC Capital Governance requirements this will be the subject to a separate Stage 2 – Full Business Case/ Project Approval in due course
18. Where possible, funding will also be sought retrospectively from S106 developer contributions from planned housing development in the area.
19. There will also be on-costs to the school for additional staff and for increased maintenance requirements. These will need to be funded from the school's delegated School Budget Share, which will increase in proportion to increases in pupil numbers. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire.

Equality and Inclusion Implications

20. The Equality Impact Assessment of Oxfordshire's Pupil Place Plan (December 2012) 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.

Decision

21. In considering the proposals for a school expansion, the Decision Maker can decide to:
 - Reject the proposals;
 - Approve the proposals;
 - Approve the proposals with a modification (e.g. the implementation date); or
 - Approve the proposals subject to them meeting a specific condition (see the Guidance).

21. RECOMMENDATION

The Cabinet is RECOMMENDED to approve the permanent expansion of Wolvercote Primary School with effect from 1 September 2014.

JIM LEIVERS
Director for Children's Services

Annexes: Annex 1: Statutory notice
 Annex 2: Statutory proposal

Contact Officer: Diane Cameron, School Organisation Officer, School
 Organisation & Planning, 01865 816445

June 2013

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STATUTORY NOTICE

Proposal to expand Wolvercote Primary School, Oxford

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Oxfordshire County Council intends to make a prescribed alteration to Wolvercote Primary School (Community), First Turn, Wolvercote, Oxford OX2 8AQ from 01 September 2014.

This is a proposal to expand Wolvercote Primary School to become 1.5 form entry with an admission number of 45.

The current capacity of the school is 210 and the proposed capacity will be 315. The current number of pupils registered at the school is 226. The current admission number for the school is 30 and the proposed admission number will be 45.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: Diane Cameron, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL, or by emailing: **WolvercoteStat2013-manager@myconsultations.oxfordshire.gov.uk**

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to Diane Cameron, School Organisation & Planning, FREEPOST OXFORDSHIRE COUNTY COUNCIL or by using the online response questionnaire at **<http://myconsultations.oxfordshire.gov.uk>** or by email to **WolvercoteStat2013-manager@myconsultations.oxfordshire.gov.uk**

Signed: Jim Leivers, Director for Children's Services

Publication Date: 30 April 2013

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PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

n/a

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

Wolvercote Primary School, First Turn, Wolvercote, Oxford OX3 8AQ
(Community School)

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

1 September 2014

Objections and comments

3. A statement explaining the procedure for making representations, including

- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations

2007 (as amended), by which objections or comments should be sent to the local education authority; and

- (b) the address of the authority to which objections or comments should be sent.

Any person may respond by 28 May 2013, sending their comments or registering an objection or support in writing to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST. Responses may also be emailed to WolvercoteStat2013-manager@myconsultations.oxfordshire.gov.uk or submitted online via a questionnaire at <http://myconsultations.oxfordshire.gov.uk>

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to expand Wolvercote Primary School to 1.5 form entry with an Admission Number of 45. These changes would have effect from September 2014.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

Current capacity is 210 and the proposed capacity is 315

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Up to 30 pupils are currently admitted into Reception (F1) year group each year

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

n/a

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

n/a

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

Number on roll at January 2013 pupil census point: 226

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

n/a

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

n/a

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

n/a

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

n/a

- (b) the arrangements for safeguarding the welfare of children at the school;

n/a

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

n/a

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

n/a

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

n/a

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

n/a

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

n/a

- (b) the distance between the proposed and current site;

n/a

(c) the reason for the choice of proposed site;

n/a

(d) the accessibility of the proposed site or sites;

n/a

(e) the proposed arrangements for transport of pupils to the school on its new site; and

n/a

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

n/a

Objectives

10. The objectives of the proposals.

To provide sufficient pupil places to enable the county council to meet its statutory duty to commission sufficient pupil places for all children of statutory school age, and specifically to meet the basic need demand for places in the local community of Wolvercote.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;

- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

- Persons consulted: the governing body and staff of Wolvercote Primary School, all Partnership primary schools, parents / guardians of Wolvercote Primary School pupils, the local MP, relevant District and County Councillors, trade union representatives, Church of England and Catholic Dioceses, members of the School Organisation Stakeholder Group and all local registered childcare providers plus the wider community via libraries and Early Intervention Hub.
- A parents' meeting was held at the school to answer questions from parents with a member of county council staff present with the Headteacher. The following points were discussed and responded to:
 - Query as to the location and design of the new accommodation, should the proposal be approved.
 - Discussion of how the expansion would be managed.
 - Query about whether additional parental car parking facilities would be provided.
- 27 responses to the consultation were received. 19 respondents supported the proposal in principle. 4 respondents opposed the proposal in principle, while 4 were neutral or undecided. The reasons given for supporting the proposal were:
 - Need for additional pupil places in the Wolvercote area, to prevent local children having to travel elsewhere.
 - This is a good school, and more children should have the opportunity to be taught there.
 - Benefit in resourcing for the school if it were to expand.

The concerns raised by respondents were:

- Traffic and parking concerns.
- Concern over sufficiency of playing field space.
- Concern that 1.5fe would not be large enough, and that the school should be expanded to 2fe
- Concern that the leadership team of the school may find managing a larger school challenging
- Opinion that a new school should be built in Lower Wolvercote instead of expanding the existing school. This related to a concern that children who are not "local" would be allocated places at the school.
- One respondent expressed concern over noise and pollution

from the nearby railway line.

- All applicable statutory requirements in relation to the proposals to consult were complied with.
- All consultation documents were made available through the OCC website and are still available to view at <http://myconsultations.oxfordshire.gov.uk> under the original public consultation section for Wolvercote Primary School which ran from 16 January to 16 March 2013. The original consultation leaflet was delivered to the school, which circulated it to all parents, staff and governors and local community hubs such as shops and pubs in Wolvercote and the village hall. It was posted at libraries, linked to on the school's website, and sent to all local childcare providers, Early Intervention Hub and given to relevant councillors and the local MP.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The estimated capital cost of delivering the necessary accommodation improvements to provide sufficient space for the school to be able to operate as a 1.5E Primary School are currently being established by the council's consultants

The cost of the required work will initially be funded by Oxfordshire County Council. It is expected that future S106 developer funding contributions would be sought from housing developments planned in the area, and allocated to this proposed project retrospectively.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

The need to provide additional pupil places at Wolvercote Primary School was an identified 'Basic Need' priority considered as part of the council's Service & Resource Planning Process in October 2012. Additional resources of £13m were approved by the council in February 2013 as part of the 2013/14 to 2016/17 requirement to meet additional pupil provision

countywide.

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

n/a

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

n/a

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

n/a

- (c) evidence of parental demand for additional provision of early years provision;

n/a

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

n/a

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- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

n/a

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

n/a

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

n/a

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

n/a

(d) The proposed number of sixth form places to be provided.

n/a

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

n/a

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

n/a

- (b) any additional specialist features will be provided;

n/a

- (c) the proposed numbers of pupils for which the provision is to be made;

n/a

- (d) details of how the provision will be funded;

n/a

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

n/a

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

n/a

- (g) the location of the provision if it is not to be established on the existing site of the school;

n/a

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

n/a

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

n/a

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

n/a

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- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

n/a

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

n/a

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

n/a

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

n/a

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

n/a

- (b) evidence of local demand for single-sex education; and

n/a

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

n/a

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

n/a

- (b) evidence of local demand for single-sex education.

n/a

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

n/a

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

The school's published admission number is 30. However the school has admitted one "bulge" year of 60 (September 2010) in agreement with the Local Authority, to meet exceptional growth in demand for pupil places from within Wolvercote. The school continues to be oversubscribed consistently year-on-year.

Oxford City Council has identified over 400 new dwellings to be built in the Wolvercote area in its Core Strategy for Growth.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

n/a

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

n/a

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

n/a

(b) a statement on the local capacity to accommodate displaced pupils.

n/a

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

<p>At its last inspection in December 2012, Ofsted graded Wolvercote Primary School as Good. The school received 52 first preference applications for a Reception (F1) year place for September 2012 with a published Admission Number of 30. The county council therefore considers that the presumption for the expansion of successful and popular schools should apply.</p>

Division(s): Environment and Economy

CABINET – 16 JULY 2013

Oxfordshire Customer Services – School Support and Back Office Services

Director for Environment and Economy

1. Introduction

- 1.1. Since October 2012, work has been underway to develop a strategic direction for the future of school related support and back office services generally, including those in CEF which have been prepared to an internally commissioned specification model for delivery of service functions 2013/14. In summary:
 - Scope for consideration is OCS provided schools back office (HR, Finance, ICT) schools support and school improvement where CEF has responsibility
 - One driver is that back-office services and some school support services are not the Council's core business. There are some school support services that provide a statutory function. However, there is a reduced capacity within schools improvement services to meet the needs of schools in a timely way or to manage supply and demand
 - Need to improve and secure educational outcomes for all young people
 - Reduced grants from the DfE requiring increased trading
 - Changes to the schools funding formula with effect from April 2013
 - The default position is that services should no longer be provided directly by the County Council unless there is clear strategic value to retain
 - We need to ensure that schools and academies continue to have access to the services they need and where possible, these services should be based locally.
- 1.2. In June 2013, these proposals have taken on added significance because the Comprehensive Spending Review requires further savings – potentially up to 10% of current spend. This is not achievable within the current CEF budget and delivery model. All services in scope have been subject to internal review. Arrangements undertaken by other Local Authorities have been reviewed. Work has been undertaken to confirm the actual cost of services and the risks and challenges ahead. On the basis that services will be externalised, the review has also given consideration to possible delivery models.
- 1.3. As part of the recent restructure and pre future modelling processes, Schools & Learning / Foundation Years (S&L / FY) have been

reconfigured, providing more clarity about costs and increased value for money. This will also more easily enable an increase or reduction of service on an annual basis as required.

- 1.4. A soft market test is currently being set up. This exercise will provide further information to optimise the approach to the market i.e. single contract with two lots or multiple contracts, and the likely scale of financial return to the Council. It will also address the relative merits of outsourcing and joint venture approaches. Soft market testing will also firm up decisions about some service areas where there are complications around funding such as Foundation years and the relationship with schools' Funding Forum. The results of the soft market testing will not be available until mid-July at the earliest.

2. Staff Engagement

- 2.1. All OCS and corporate staff have been briefed regularly on the progress of this work programme and on the Council's direction of travel as a commissioning organisation. All staff have been encouraged to contribute at team level to service reviews. Unison has also remained fully briefed on the conduct and progress of the work programme.
- 2.2. Within CEF all staff have been involved in identifying the different aspects of their work with regard to their statutory and strategic functions and their current traded income and possible future trading potential.
- 2.3. Briefings and workshops have involved all staff and made them aware of the types of external options that may be available in the future. Unions have not yet been involved in the discussions involving CEF staff but there is a recognition that services will still be available to schools but may be delivered in a different way. Schools and Funding Forum will be involved in future consultation.
- 2.4. Staff are aware of the soft market test underway in July and have been briefed on a report being taken to cabinet in July to decide on the future of services.

3. Schools Support Services to be retained in-house

- 3.1. Several services have been excluded from consideration for one or more of the following reasons:
 - There are reasons of strategy and control for the service to be maintained and delivered by the Council
 - The services provide a statutory function to schools and settings which may be discharged more effectively by the Council
 - The future provision of this service is being determined by reason of other events and developments

3.2. Services proposed to be retained in-house are:

- Early intervention locality support
- SEN services
- Strategic services to support admissions and place planning
- Attendance and engagement service
- Meadowbrook alternative provision
- Hospital schools outreach services
- The Virtual School for looked After Children

3.3. A description of these services and the reason for their exclusion from these proposals is provided in Appendix 2.

4. Schools support and back office services Included for Externalisation

4.1. For OCS, services with annual budget of £3.2 Million and 60.3 FTE establishment are in scope which includes approximately £2.5 Million traded services.

4.2. For CEF, services included have an annual budget which is derived from core budget, DSG and grants. This is in region of £8.6 million and 206 FTE are in scope. Projected traded turnover for these services is £4 million

4.3. **OCS Services include:**

4.4. Education Support Services (HR, Finance and ICT)

4.5. **CEF services include**

4.6. These services are now included in one business unit – Schools & Learning / Foundation Years (S&L / FY) and provide a range of statutory and strategic functions on behalf of the Council. They also trade services directly to schools – a function which supports and complements their statutory and strategic role.

- Foundation Years 0-5
- School improvement & development services 5-19
- Inclusion services and Special Needs Advisory Teachers
- Equality Diversity and Achievement Service (EDAS)
- Governor Services
- Newly Qualified Teachers (NQT)
- Standards Advisory Council for Religious Education (SACRE)
- Leadership and strategic projects
- Oxfordshire International Education

4.7. The package may be more attractive to the market if Outdoor Centres and the Music Service are included, but this will be determined through the Soft Market testing exercise. It may be possible to pursue a joint venture as opposed to a more pure commercial outsourcing arrangement. This would

strengthen the council's control going forward. At this stage, members are recommended to include these services in the soft market testing so that all options can be considered.

- 4.8. A description of these services is provided in Appendix 3.

5. Externalisation and Service Delivery Models

- 5.1. A number of other Councils have already undertaken similar reviews of school and/or back-office services in conjunction with a commissioning direction. Examples of such Councils are Northamptonshire, Devon, Lancashire and Staffordshire. In the course of the review, other Councils were visited and information has been collected. Whilst externalisation is the clear direction, the mode of delivery is not yet clear for services that are school facing and the evidence collected through soft market testing will help to determine the best approach for Oxfordshire.

6. Business Strategy and Medium Term Financial Plan Savings

- 6.1. For school back office services (ESS), the trading account is expected to balance for 2013/14. Beyond April 2014, there is a significant risk that individual services (Finance and ICT in particular) will fail to secure sufficient buy-in to remain viable. The Academies agenda and transfer of resources to schools impacts on the capacity and resourcing of services. The further reductions are also envisaged as part of the latest Spending Review would be on top of savings identified below.

- 6.2. Medium Term Financial Plan Savings – OCS Summary

Summaries

	2013/14	2014/15	2015/16	2016/17	TOTAL
OCS Management	-153	-499	-445	0	-1,097
OCS Finance	-10	-160	0	0	-170
ICT	-527	-738	-1,340	-200	-2,805
Procurement	0	-30	0	0	-30
HR (incl Skills and Learning)	-188	-188	0	0	-376
Education Support Services	-250	-250	0	0	-500
	-1,128	-1,865	-1,785	-200	-4,978

- 6.3. Medium Term Financial Plan Savings – CEF Summary (includes identified areas specified in Section 4 of report)

Summaries

	2013/14	2014/15	2015/16	2016/17	TOTAL
Foundation Years	-230	-230			-460
Schools & Learning	-760	-1,422	0	0	-2,182
	-990	-1,652			-2,642

7. Implications of the June Spending Review

- 7.1. It is now apparent that the Government Spending Review will present all Councils, including Oxfordshire with stark choices. In broad terms, the Council will likely need to reduce spending further by 2017/18.
- 7.2. Given this position, the savings that could result from externalisation of back-office and school-facing services are potentially more important than otherwise would be the case. Savings that can be delivered in this area may mean avoiding reductions in direct frontline services.
- 7.3. At the same time, we will need to consider further the scope of activity tendered following soft market testing with a view to any specification being pared back to essential requirements. The same consideration will need to be applied to services that continue in-house for reason of control and strategic necessity.

8. Timing Considerations

- 8.1. To date, it has been anticipated that following Cabinet decision in July 2013, externalisation would proceed with a view to completion for April 2015.
- 8.2. However, there are now growing concerns that the integrity of services could be at risk if actions are not taken quickly:
- Key post-holders have left in a number of services and are difficult to replace
 - Some traded services to schools are already at risk
 - Financial services to schools and academies require investment and significant change to remain viable
 - Specific skills are increasingly difficult to recruit in some areas
 - Staff are keen to know where they stand; uncertainty is unsettling

- Clarity on office accommodation requirements for staff is increasingly important to the MTFP
 - The trading offer to schools from April 2014, will be difficult to promote and to deliver unless we can demonstrate a more robust strategic direction
- 8.3. For these reasons, it is strongly recommended that decisions are made quickly and a procurement exercise commences in September 2013 with the goal of completing service changes for April 2015 at the latest.
- 8.4. £0.750 Million has already been agreed in 2013/14 and 2014/15 within OCS to support the externalisation programme and procurement, with an accurate forecast to be completed depending on the agreed approach to market.

9. RECOMMENDATION

The Cabinet is RECOMMENDED to agree the following

- 9.1. Subject to any changes following soft market testing, services listed in section 3 should continue to be delivered in-house
- 9.2. Subject to any changes following soft market testing, remaining back office and schools support services listed in section 4 should be prepared for externalisation
- 9.3. All service specifications should be reviewed as to the business case for continuing wholly or in part from April 2014.
- 9.4. Updated service specifications alongside externalisation proposals should be at the heart of service and resource planning from now onwards and as such should be the basis for updating and delivering business strategy.
- 9.5. Subject to soft market testing results, externalisation proposals should be prepared in September 2013 for Cabinet decision on outsourcing and/or joint venture with a view to procuring and implementing the decisions necessary by 31st March 2015.

HUW JONES

Director for Environment and Economy

Contact officers: Graham Shaw, Deputy Director, Oxfordshire Customer Services; Tel: 01865 797228; Frances Craven, Deputy Director - Education and Early Intervention, Tel: 01865 815498

July 2013

Appendix 1

Soft Market Testing

In helping to define the future of a service and in identifying and considering the options available, a soft market test with service providers active in the market place will be completed. This will be conducted over June and July with results expected in mid-July at the earliest. It was not possible to run a soft market test prior to the local elections.

Soft market testing is the process of seeking the input from the market as to what might be the most attractive way of scoping and packaging a service. It provides the opportunity of gaining an understanding as to how service providers in the market might approach the delivery of a service, and how they might address particular local circumstances or key issues that are likely to impact on the delivery of the service in future. Importantly, it helps give an early insight into the likely level of interest there is from the market in delivering a service.

The information sought will include: delivery mechanisms for the scope of services, level of interest, costs / savings potential, risk sharing and mitigation, potential contractual arrangements and best approach to market, and issues relating to timing of the exercise.

Soft market testing will firm up decisions about some service areas where there complications around funding such as Foundation Years and the relationship with schools Funding Forum.

A soft market testing pack will provide information for providers about the Council, the services under consideration, the basic proposals and the scope and timing of the exercise. The pack outlines what it is that is being sought from the market and how the market should respond. It should also be noted that a soft market test does not include or preclude any organisation from participating in any subsequent procurement that may follow. It is permissible to simply approach named suppliers which in this instance is the approach being taken in order to gain market feedback in the shortest possible timeframe.

Consultation with national and local suppliers will be undertaken on a one-to-one basis, with care being taken to ensure that the process is fair and auditable.

As part of this exercise, existing Joint Venture opportunities established by other Councils for school support services will also be explored.

The soft market testing pack will outline the key risks that OCC believes currently exist and could be mitigated by working with a partner:

- Service levels decline and this impacts negatively on front line service provision through insufficient resources to deliver a quality service;
- Service improvements or future modernisation could not be achieved sufficiently to keep pace with the changing needs of our customer base due to lack of investment funding;

And, the opportunities that OCC believes could be realised by working with a partner:

- Exposure to expertise, skills and innovation beyond OCC in terms of future business planning, problem solving and implementing changes
- A reduction in on-going operational costs for the provision of support services with possible investment in some areas
- Further elimination of waste (e.g. failure demand) and process efficiencies
- Maintaining and improving on current service levels and performance
- A reduction in the exposure to risks inherent in running an operational business
- Scalable service solution creating flexibility in its ability to deliver services

Appendix 2

School Support Services to Remain In-House at This Time

Early intervention locality support

A single integrated early intervention service delivered through 7 Hubs and 44 Children's Centres.

The Early Intervention Service offers high quality early intervention and specialist services to children, young people and families with additional and complex needs, both through our staff and across partner agencies. All community partner agencies are actively involved in service delivery to ensure integrated, inclusive solutions to best improve outcomes for children and young people from birth to 19.

SEN services

Special Educational Needs (SEN) services deliver statutory responsibilities in relation to the identification and assessment of, and provision for, children with special educational needs. They have responsibility for strategy and policy in relation to special educational needs. The teams includes: Early Years SEN, Educational Psychology Service, SEN Casework Team, SEN Support Services (SENS) and Parent Partnership. This service area is going through a major change programme and decisions about future delivery at this stage would be premature.

School Organisation & Planning (SOaP)

SOaP discharges the Council's statutory responsibility to ensure that there is a sufficiency of high quality school places to meet the needs of all Oxfordshire families that request these. Increasingly, this is achieved through the commissioning of new school places from a range of providers, both existing schools as well as the promoters of Free Schools and 'novel' academies e.g. University Technical Colleges and studio schools. SOaP performs the same function in respect of ensuring sufficient childcare, early years and Children's Centre places. It is also responsible for the funding of early years settings in the private, voluntary & independent sectors.

These strategic functions are discharged through accurate pupil forecasting, coordinating and administering school admissions, and targeting the CEF capital programme to meet emerging needs for additional places. SOaP undertakes any associated statutory consultations, including those required for the creation of brand new academies, and determines entitlements to free home to school transport.

SOaP is responsible for managing the conversion of maintained schools to academy status, including through the sponsorship route, and for the promotion of and support for the creation of formal collaborative arrangements between groups of schools.

Attendance and Engagement Service

Support school staff to improve pupil attendance and prosecutions for non-attendance. The Attendance and Engagement Team consists of five full-time officers. The team has two main roles:

- supporting school staff to implement intervention strategies to improve pupil attendance
- carry out statutory interventions

The work of this service in the future will be more aligned with the Hubs.

Meadowbrook alternative provision

Meadowbrook College is Oxfordshire's Pupil Referral Unit and Integration Service. Working from bases in Oxford, Banbury and Abingdon the college provides education and support to about one hundred secondary age students from across Oxfordshire.

Meadowbrook offers all its students 'a second chance for learning' when they have been excluded from mainstream education or are at risk of exclusion. Focused, personalised support ensures that young people achieve successful outcomes despite the difficulties and setbacks they have experienced during their time at mainstream school.

Hospital schools outreach services

The Children's Hospital Teaching Sector (CHTS) of Oxfordshire Hospital School is situated across 3 sites where there are in-patients receiving treatment for medical needs: Oxford Children's Hospital; The Horton Hospital Banbury and Helen and Douglas House Hospice. Six teachers and two teaching assistants work across these locations and provide appropriate educational support and opportunities to pupils.

The Outreach Teaching Sector (OTS) has 6 fte teachers (led by an Assistant Headteacher), 3 HLTAs, 1 learning/transition mentor supported by a senior administrator. The work of the service is expanding into four of the Local Authority Early Intervention Hubs (Abingdon, Witney, Banbury, Bicester) – each of which is at a different stage of development. Abingdon was the original pilot Hub and leads this initiative. OTS also has a bank of approximately 25 Associate Teachers who teach young people in their local community.

The Virtual School for looked After Children

The Virtual School for Looked After Children is a partner to all schools in being the most ambitious and aspirational corporate parents possible. The headteacher and her team ensure that schools, social workers, carers and other professionals understand statutory responsibilities and are aware of the best practice. Communication about Looked After our children is regular and constructive and close working with other agencies ensures that everyone works together successfully to help them thrive. The Virtual School works to overcome barriers to success by ensuring:

- Students are in the right educational provision
- Challenges resulting from changes of care placement or school are reduced
- Barriers to engagement and good attendance are removed
- Planning for success now and in the future is effective, based on a secure understanding of students' needs
- Students have one-to-one support for their learning where this will help
- There is access to an inspiring range of extended learning opportunities
- The pupil premium and other resources are used effectively

The Virtual School is, with Meadowbrook College and The Oxfordshire Hospital School, a member of the Vulnerable Intervention Partnership (VIP). There are national proposals that such services become a statutory function.

Appendix 3 - Services Included for Externalisation

OCS Services:

Education Support Services (all school facing services)

The Services within Education Support Services are:

- Pay and Employee Information Schools
- Schools Finance
- Schools Health and Safety
- Schools HR
- Schools ICT Support and
- Education Support Service - Business Unit

CEF Services:

Foundation Years including standards, progress, quality and intervention

The Service is undertaking a phased restructure programme.

This services aims to champion the best possible educational outcomes for all children in the Foundation Years, in particular ensure that the needs of vulnerable pupils are met in order to reduce inequality of outcomes. A Tier 3 post leads the service and ensures that early intervention strategies are in place for Early Years settings that begin to cause concern and enable them to make rapid improvement. The head will also secure that settings contribute towards the development of a self-improving system, focussing on the capacity of schools and settings to improve children's life chances through narrowing the attainment gap at the end of Foundation Stage.

The service delivers statutory and non-statutory strategic functions of the LA with regard to Foundation Years (excluding sufficiency), as outlined in current Oxfordshire Specifications, keeping within budget. Working closely with other managers and external agencies, the service contributes to the business generation aims of Foundation Years, through the expansion of services to non-priority schools and settings on a traded basis, ensuring that these do not detract from the core purpose of the service.

Schools improvement and development 5-19

There is one Tier 3 post that will lead the strategic direction of Schools & Learning, ensure the Local Authority meets its statutory duties in regard to School Improvement and provide challenge and support where there may be concerns about the quality of provision or progress. The four Tier 4 post holder within Schools and learning work closely with the Schools & Learning Manager to create a strategic plan for the service and ensure a coherent approach to achieving service delivery to meet identified priorities and client requirements.

Whilst the Tier 4 posts focus on the provision of specialist services, all strategic leads and their teams will have a responsibility to contribute to the priorities in current Oxfordshire specifications (e.g. the Service Delivery Agreement). All posts at this level have line management responsibilities.

Inclusion

This service provides holistic support to schools to secure improved outcomes for vulnerable learners. The team consists of:

- 3 inclusion consultants who focus on improving the teaching and learning of pupils with SEN by working with senior leaders and in particular the schools SENCO
- 5 inclusion consultants for equality and diversity for pupils from Black minority ethnic and Traveller backgrounds and those with English as an additional language.

Governor services

The service works with School Governors, School Intervention Leaders and other Children's Services professionals to provide strategic leadership for governance, including financial accountability. The service:

- Develops the capacity of governing bodies to contribute to the improvement of educational provision and outcomes, particularly in schools causing concern.
- Ensures access for all governing bodies to high quality support, training and development through service level agreements.
- Strengthens governing bodies' ability to operate effectively in a changing national context, through the provision of impartial advice on new legislation and initiatives.
- Provides advice to governing bodies to ensure they are informed about their statutory duties and statutory requirements on schools.

Newly Qualified Teachers

Newly qualified teachers across Oxfordshire schools are supported during their induction period to ensure that they develop the skills and confidence in their first year to establish firm foundations for becoming outstanding teachers of the future. Teachers are supported by mentors who can provide advice and guidance during the first year of teaching. The Council has a statutory duty to make provision of this service.

SACRE

The Council has statutory duties to set and agree a local syllabus in conjunction with SACRE council, membership of which represents different faith groups, includes teacher representation and wider stakeholders. Oxfordshire's SACRE is required by law to have representative groups.

Music

The Oxfordshire County Music Service (OCMS) works directly with around 11,000 children and young people in Oxfordshire each week with another c.2000 directly involved as performers in special concerts and events each year. It's 'reach' in terms of children performing in concerts, events etc. in and out of school and as audience / workshop participants, attendance at special concerts, assemblies, supporting children in schools and school events etc. is estimated at around 27,000 to 30,000 p.a.

OCMS is the Lead Partner in Oxfordshire Music Education Partnership (OMEP), the Music Education Hub for Oxfordshire and manages the contract with the Arts Council to deliver the government's National Plan for Music Education (NPME), particularly:

Outdoor Learning – Out-of County Residential Centres and Hill End Centre

The Council owns three out-of-county outdoor centres and leases Hill End site through Oxford University. Provision of outdoor learning is not a statutory duty. However, the Authority's statutory duty to monitor and authorise educational visits is commissioned via this service. The Out of County and In- County provision are managed on revenue based income models.

The Service delivers outdoor education and learning programmes and activities for a variety of groups and ages. The 3 out-of-county Centres, Kilvrough, Woodlands and Yenworthy have a total residential capacity of 144 and provide residential programmes which include educational and adventurous outdoor activities, and specialist field study work for exam courses. Over 170 Oxfordshire schools (including academies) are core customers. There is also growth in the number of Not for Profit organisations and groups using the Centres. The 3 out-of-county Centres are part of the National Citizens project for summer 2012.

The three out-of county centres are completing an organisational restructure with a supporting business model and strategies to increase the viability with view to the Service breaking even by end of 2014/15. Significant savings are currently written into the plan.

Oxford International Education

With a principal objective of 'injecting an international dimension into the lives of our schools', the OIEB provides a fully traded service to Oxfordshire schools and partnerships. With this support over two thirds of Oxfordshire schools have taken part in funded international education programmes. Over the last five years more than one hundred and fifty schools have participated in European Comenius School Linking Programme, generating over £3m income for Oxfordshire schools.

Division: NA

CABINET – 16 JULY 2013

Oxfordshire Customer Services – Externalisation of Back-Office and Support Functions

Director of Environment and Economy

1. Introduction

- 1.1. This paper is concerned primarily with proposals for the externalisation of back-office support services currently delivered from Oxfordshire Customer Services (OCS).
- 1.2. Since October 2012, work has been underway to develop a strategic direction for the future of back-office services and school related services generally. In summary:
 - Scope for consideration is the whole of OCS
 - The primary driver is that back-office services and school support services are not the Council's core business
 - The default position is that services should no longer be provided directly by the County Council unless there is strategic value to retain
 - We need to ensure that schools and academies continue to have access to the services they need and where possible, these services should be based locally.
 - Customer Service Centre (CSC) needs to remain in-house because of the need to retain strategic control and oversight.
- 1.3. In June 2013, these proposals have taken on added significance because:
 - The current business strategy anticipates savings for OCS that from 2015/16 onwards are now considered to be undeliverable
 - The Comprehensive Spending Review requires further savings – potentially up to 10% of current spend – which is not achievable with the current OCS delivery model.
- 1.4. All services in scope have been subject to internal review. Arrangements undertaken by other Local Authorities have been reviewed. Work has been undertaken to confirm the actual cost of services and the risks and challenges ahead.

- 1.5. Similarly, work is proceeding to identify the basis for services continuing as now or not. Where services are non-statutory, consideration will now be given to which whole or part services could cease.
- 1.6. On the basis that services will be externalised, the review has also given consideration to possible delivery models.
- 1.7. A soft market test is currently running to test the options for externalisation including whether a Joint Venture for school services is appropriate and viable. The soft market test will include national and local i.e. Oxfordshire based providers. This exercise will provide further information to optimise the approach to the market i.e. single contract with two lots or multiple contracts, and the likely scale of financial return to the Council. The results of the soft market testing will not be available until late-July at the earliest.

2. Staff Engagement

- 2.1. All OCS staff have been briefed regularly on the progress of this work programme and on the Council's direction of travel as a commissioning organisation. All staff have been encouraged to contribute at team level to service reviews. Unison has also remained fully briefed on the conduct and progress of the work programme.
- 2.2. Staff are aware of the soft market test underway in July and are being briefed on this Cabinet report and its recommendations.

3. Services to be retained in-house & transferred back to Corporate Finance and Corporate HR

- 3.1. Several services have been excluded from consideration for one or more of the following reasons:
 - There are reasons of strategy and control for the service to be maintained and delivered by the Council
 - The future provision of this service is being determined by reason of other events and developments
- 3.2. Services to be retained in-house are:
 - HR Management & Advice
 - Health & Safety
 - Workforce Data Management
 - ICT (Various)
 - Financial Assurance & Reporting
 - Banking (Part)
 - Insurance (Part)
- 3.3. These services are in scope but further re-shaping is required prior to any recommendations— see Appendix 2

- Financial Assessments
- Money Management
- Learning and Skills

4. Back Office Support Services included for Externalisation

- 4.1. For OCS, services with annual budget of £17.3 Million and 325 FTE Establishment are in scope.

OCS Services include:

- Education Support Services (HR, Finance & ICT)
- Staff Care
- Pay, Employment Information
- HR Resourcing
- HR Vetting & DBS
- Workforce Initiatives
- Insurance (Part)
- Pensions Investment & Pensions Administration (See Annex 1)
- Banking (Part)
- Payments Team & NEF
- Occupational Health
- Accounts Payable
- Control and Enquiries
- Income
- Payroll Control
- Central Buying Team
- ICT Project Management
- ICT Desktop build and provision
- Network & Server build and provision

5. Business Strategy & Medium Term Financial Plan (MTFP)

- 5.1. The current MTFP profile for OCS (excluding CSC) is set out below. There is a high degree of confidence in achieving the savings set out for 2013/14 and 2014/15. From 2015/16 onwards there is significant risk. For HR and Finance related services at that point a further £0.445 Million savings from staff reductions are anticipated. These savings are not credible or sustainable without wholesale reorganisation of the functions and significant process streamlining.
- 5.2. Self-service changes that are implementing in 2013/14 will not provide sufficient dividends beyond 2014/15. Neither do we have the scale of operation alone going forward to justify the level of investment required to secure the necessary innovation and skill retention in-house. For school facing services (ESS), the trading account is expected to balance for 2013/14. Beyond April 2014, there is a significant risk that individual

services (Finance and ICT in particular) will fail to secure sufficient buy-in to remain viable.

5.3. Medium Term Financial Plan Savings – OCS Summary

Summaries

	2013/14	2014/15	2015/16	2016/17	TOTAL
OCS Management	-153	-499	-445	0	-1,097
OCS Finance	-10	-160	0	0	-170
ICT	-527	-738	-1,340	-200	-2,805
Procurement	0	-30	0	0	-30
HR (incl Skills & Learning)	-188	-188	0	0	-376
Education Support Services	-250	-250	0	0	-500
	-1,128	-1,865	-1,785	-200	-4,978

Information collected to date suggests that externalisation on the scale anticipated for OCS alone, will likely lead to savings of approx. £2 Million per annum from FY 2015/16. However, until soft market testing is completed it is not possible to provide a clear view on potential savings for OCS.

6. Implications of the June Spending Review Announcement

- 6.1. It is now apparent that the Government Spending Review will present all Councils, including Oxfordshire with stark choices. In broad terms, the Council will need to reduce spending further by 2017/18.
- 6.2. Given this position, the savings that could result from externalisation of back-office and school-facing services are potentially more important than otherwise would be the case. Savings that can be delivered in this area may mean avoiding reductions in direct frontline services.
- 6.3. At the same time, we will need to further reconsider the scope of activity tendered following soft market testing with a view to any specification being pared back to the bare minimum as opposed to “nice to haves”. The same consideration will need to be applied to services that continue in-house for reason of control and strategic necessity.

7. Timing Considerations

- 7.1. To date, it has been anticipated that following Cabinet decision in July 2013, externalisation would proceed with a view to completion for September 2015.
- 7.2. However, there are now growing concerns that the integrity of services could be at risk if actions are not taken quickly:
 - Key post-holders have left in a number of services and are difficult to replace

- Some traded services to schools are already at risk
 - Financial services to schools and academies require investment and significant change to remain viable
 - Specific skills are increasingly difficult to recruit in some areas
 - Staff are keen to know where they stand; uncertainty is unsettling
 - Clarity on office accommodation requirements for staff is increasingly important to the MTFP
 - The trading offer to schools from April 2014, will be difficult to promote and to deliver unless we can demonstrate a more robust strategic direction
- 7.3. For these reasons, it is strongly recommended that decisions are made quickly and a procurement exercise commences in September 2013 with the goal of completing service changes for April 2015 at the latest.
- 7.4. Consultation with stakeholders and staff should take place at the appropriate times.
- 7.5. For Occupational Health, where it is recommended that we outsource the activity, it is proposed to commence a procurement exercise immediately after the decision by Cabinet. This is because a proportion of the service is already contracted out until August 2013 (exemption being sought to extend until 31.12.13 to ensure continuity of service to the Council) we would wish to have a new contract in place for the whole of the service from the 1st January 2013.
- 7.6. £0.750 Million has already been agreed in 2013/14 and 2014/15 within OCS to support the externalisation programme and procurement, with an accurate forecast to be completed depending on the agreed approach to market.

8. RECOMMENDATIONS

The Cabinet is RECOMMENDED to agree the following

- 8.1. Updated service specifications alongside externalisation proposals and actions should form the basis for updating and delivering the Business Strategy as regards OCS and should therefore be at the heart of service and resource planning from now onwards.
- 8.2. All service specifications should be reviewed as to the business case for continuing wholly or in part from April 2014.
- 8.3. Subject to any amendments following soft market testing results, services listed in section 3 should continue to be delivered in-house
- 8.4. Subject to any amendments following the soft market testing results, HR, Financial and ICT back-office services listed in section 4 should be in scope for externalisation.

- 8.5. Subject to soft market testing results, externalisation proposals should be prepared in September 2013 for Cabinet decision on outsourcing and/or joint venture with a view to procuring and implementing the solutions necessary by 31st March 2015
- 8.6. As recommended in Annex 1, to agree to the further exploratory work needed to develop a full business case for the future merger of the Buckinghamshire, Oxfordshire and Berkshire LGPS Funds, including detailed discussions with the Department of Communities and Local Government

HUW JONES
Director for Environment and Economy

Contact Officer:

Graham Shaw, Deputy Director, Oxfordshire Customer Services; Tel: 01865 797228;

July 2013

Annex 1**Future Arrangements for Management of Pension Services**

1. The Independent Public Services Pension Commission chaired by Lord Hutton looked at a number of issues around the long term sustainability of the public sector pension schemes. In its final report published in March 2011 it encouraged further work to look at improving the efficiency and cost effectiveness of the current arrangements through greater sharing and collaboration. In light of this, the Chief Financial Officers, with the agreement of key political leaders asked the head of pensions at Buckinghamshire, Oxfordshire and Berkshire to undertake a review of the future management arrangements for the LGPS in the Thames Valley.
2. The report from the three Head of Pensions was presented to the Informal meeting of the Pension Fund Committee on 14 June 2013. This annex highlights the key elements of that report, and the comments from the Pension Fund Committee. The report is also due to be discussed by the Pension Fund Committee and Cabinet at Buckinghamshire and Windsor & Maidenhead (who administer the Berkshire Pension Fund).
3. The report looked at a number of options for further sharing and collaboration. These ranged from extending joint working and the sharing of limited resources, to a full shared services model administering three separate funds, to the merger of the three funds into a new single Pension Fund for the Thames Valley. It is the view of the Officers that to deliver savings of the level necessary to justify initial investment costs, the most efficient and effective option to pursue further is the option for the merger to form a single new Fund. Such an option could see financial benefits in the region of £2.5m a year across the 3 funds through reduced costs and improved investment performance.
4. Such an option would entail significant further work and would require statutory change to establish the new Authority. However it is clear from recent statements from Government that this is also an option they wish to consider further. Indeed since this report was initially considered at the Pension Committee, the Government have issued a call for evidence aimed at reducing the costs of the LGPS by increasing fund co-operation (including mergers), transparency and accountability to taxpayers. Getting in at this early stage would have the benefit of helping to shape future policy (rather than having to react to any policy potentially imposed at a future date), as well raising the potential of Government funding for some of the next stage costs.

5. If the proposal is supported by the Cabinet, and the Cabinets at Buckinghamshire (15 July 2013) and Windsor and Maidenhead (25 July 2013), then next steps would be to make formal contact with the Department for Communities and Local Government and set out the necessary steps to deliver on such a proposal. At this stage it should be noted that the recommendation is to further explore the option of a full merger. Any decision to proceed with a merger would need to be based on a fully detailed business case. At this stage it is expected that such a business case would not be available until Spring 2014 when a further report would be brought to the respective Pension Fund Committees and Cabinets.
 6. The Pension Fund Committee were broadly in favour of further exploring the Merger option, subject to the costs of the next steps. They would wish for Government funding for the project to be further explored, as much of the work required in terms of developing the Statutory Instrument required to support a Merger would then act as a template for further mergers across the country.
 7. The Pension Fund Committee are keen to ensure any business case shows clearly how the proposals will be to the benefit of the scheme members (in line with their key statutory duty) as well as saving costs to the Councils and other employers within the Scheme. (On this point it should be noted that under the cost management arrangements currently being discussed for the new scheme from April 2014, improving cost effectiveness may directly relate to the benefit package available to ensure costs do not rise above the cap set by Government.
 8. The Pension Fund Committee were also keen to explore how the governance arrangements would work under a merger proposal to ensure appropriate representation of the key employers.
 9. Finally the Committee were keen to understand whether the option to retain three separate funds but operate a series of procurement frameworks for Fund Management would deliver a similar level of savings. Officers had initially come to the view that given the flexibility for each fund to make its own decisions on asset allocation and timing of appointments, such a model would not deliver the full economies of scale expected from Merger.
 10. The Pension Fund Committee therefore asked to be fully involved in the process going forward, subject to the decision of the three Cabinets to support the further exploration of the Merger Option.
- Recommendation**
11. **The Cabinet are RECOMMENDED to agree to the further exploratory work needed to develop a full business case for the future merger of the Buckinghamshire, Oxfordshire and Berkshire LGPS Funds, including**

detailed discussions with the Department of Communities and Local Government.

Appendix 1

Soft Market Testing

In helping to define the future of a service and in identifying and considering the options available, a soft market testing with service providers active in the market place will be completed. This will take place in July with results expected late July at the earliest. It was not possible to conduct a soft market test prior to the local elections.

This will be a joint exercise engaging senior staff from OCS and CEF.

Soft market testing is the process of seeking the input from the market as to what might be the most attractive way of scoping and packaging a service. It provides the opportunity of gaining an understanding as to how service providers in the market might approach the delivery of a service, and how they might address particular local circumstances of key issues that are likely to impact on the delivery of the service in future. Importantly, it helps give an early insight into the likely level of interest there is from the market in delivering a service.

The information sought will include: scope of services, level of interest, costs / savings potential, payment mechanisms, risk sharing and mitigation, potential contractual arrangements and issues relating to timing of the exercise.

A soft market testing pack will provide information about the market for the Council, the services under consideration, the basic proposals and the scope of the exercise. The pack outlines what it is that is being sought from the market and how the market should respond. It should also be noted that a soft market test does not include or preclude any organisation from participating in any subsequent procurement that may follow. It is permissible to simply approach named suppliers which in this instance is the approach being taken in order to gain market feedback in the shortest possible timeframe. Consultation with national and local suppliers will be undertaken with care being taken to ensure that the process is fair and auditable.

As part of this exercise, existing Joint Venture opportunities established by other Councils for school support services will also be explored.

Appendix 2

(a) Services that will externalise separately and on different timelines

Pensions Investment & Pensions Administration (**See Annex 1**)

Occupational Health

Staff Care

Oxfordshire Skills & Learning

(b) OCS Services to Remain In-House until further development work has been completed

Money Management

The team supports vulnerable adults through managing their financial affairs through either an Appointeeship or Deputyship. They safeguard the finances of these vulnerable people and protect them from financial abuse. The team ensure the security of the client's capital & income whilst providing them with the access to resources that maintain their living standards, and if possible enhance the quality of life of the client.

This service is currently the subject to review and considerable reshaping is anticipated with some delivery being externalised. A residual service will transfer to S&CS in April 2014..

Financial Assessments

The purpose of this team is to financially assess a client's ability to pay towards the cost of their social care, in-line with legislation. The team provides Residential and Fairer Charging Assessments in support of SCS. The team also makes payments on behalf of the NHS Oxfordshire & Oxford Health NHS Foundation Trust for clients receiving nursing care in registered care homes.

As with Money Management this service is currently under review and therefore the future delivery model is currently uncertain. Considerable reshaping for this area is underway alongside changes in SCS and elsewhere. Consequently, line management for a reduced and reshaped team is expected to transfer to S&CS from 1st April 2014.

(c) OCS Services to Remain In-House at This Time

HR Management & Advice

HR MAT supports the council is achieving its objectives through providing professional advice and support to its managers on a wide range of HR situations and uses relating to the management of the Council's workforce. The team works

with managers to ensure that relevant policies are applied in the correct way and that the council meets its legal and statutory duties. The team also work closely with partnering organisations to ensure they carry out the council's statutory obligations in relation to HR legislation.

This team is essential in ensuring that council HR policies and procedures are carried out appropriately across the organisation, retaining this function in-house increases the control that the council has in ensuring that its legal and statutory obligations are carried out appropriately.

Health & Safety

The primary function of the Health and Safety Service is to provide the Council with competent advice and guidance in meeting its management duties and responsibilities in accordance with Health & Safety legislation. The team also lead on serious or complex accident/incident investigations.

The Health and Safety Service is strategic and spends all of its time in assisting the Council to meet its statutory and regulatory duties and responsibilities under health and safety legislation.

Workforce Data Management

The Workforce Data Management Team control and maintain the organisation management information in the council's HR & Payroll system SAP. This data is the background information which helps drive the payroll system, Self Service tools and other widely used systems. The team reports on this data regularly and work closely with managers across the council to ensure data held is up-to-date.

The use of organisation management information is crucial to the efficient running of a number of high profile systems across the council, and it is anticipated that this data will be used in an increasing number of way to drive systems in the future. Therefore it is imperative that the integrity of this data is of the highest order, which will be best achieved by keeping this work close to the corporate centre.

ICT (Various)

There are certain characteristics shared by areas that should be retained in house. These relate primarily to flexibility, control and cost. They include areas that:

- Are key in shaping business and / or technology strategy
- Require management control and the flexibility to adapt to changing business needs quickly and economically

- Enable more rapid implementation of business change based on local business and technical knowledge.

It is therefore proposed that the following aspects are retained in-house:

- Strategic and management control
- ICT Service Desk
- Local Business Knowledge and support of Business Applications

Financial Assurance & Reporting

This service acts as guardian of the County Council's financial information, providing quality assurance for forecasts, budgets & financial information. It ensures that the Council meets its Section 151 responsibilities regarding the management of financial information, and provide reassurance that this is the case to the Council's Chief Finance Officer. The service also provides activity, unit cost & forecasting information where there are large volumes of transactions each month, or where the information is held on a system other than SAP.

The work of this service is integral to the efficient and accurate forecasting and budgeting processes and should continue to be delivered by the Council.

Banking (Part)

The Banking Team carry out & support all aspects of the Banking service in the control, reconciliation and updating of items on the Council's Corporate Bank Accounts to the Financial Ledger, and to contribute to the financial control of Oxfordshire County Council.

The on-going close relationship between the council and its banking provider is seen as an important aspect of the council's Finance function and therefore this part of the service should be retained in-house.

Insurance (Part)

The Insurance Team is responsible for ensuring that Oxfordshire County Council's assets & liability risks are sufficiently protected by insurance or appropriate alternative methods.

While there are elements of the work which could be successfully carried out as part of a commissioning exercise, the role of the Insurance Manager is a strategic position and should be retained in-house. This positions covers work such as advising the council on its insurance requirements, reviewing insurance policy requirements to

determine if increased coverage is required in any areas, or if there are any new areas that require insurance cover, reporting on trend identification and analysis.

Appendix 3 - Services included for Externalisation

Education Support Services (back office HR, Finance & ICT services for schools)

The Services within ESS are:

- Pay and employee Information
- Schools Finance
- Schools Health& Safety
- Schools HR
- Schools ICT Support and
- Education Support Service (Business Unit)

These services provide support services to Schools and Academies across Oxfordshire, these are traded services.

Staff Care

The aim of the service is to keep staff at work, help staff to deal with personal and work issues and reduce sickness levels. This is achieved by helping managers deal with difficult or complex staff situations providing advice, guidance and support, to enable the manager to support the staff member and keep them at work. The team also provide a reference point for staff who may want to “blow the whistle”, and through the Service’s link with the Tier 3 Service Managers enables issues of organisational concern to be escalated to the highest levels within the County Council avoiding reputational damage.

Pay, Employment Information (PEI)

The PEI Directorate Team pays OCC employees correctly and on time, ensuring the appropriate deductions have been made. The team carries out the administration of the employee life cycle transactions through the SAP system and other related systems and maintains all payroll and employment records for Oxfordshire County Council.

The PEI Control Team ensures that Oxfordshire County Council meets its statutory obligations in respect of statutory payments and deductions, builds posts and maintains structures on SAP for Schools and Academies. The team also works to minimise the risk of fraud by ensuring that there are clear controls and separation of duties in place as defined in the Local Government Fraud Strategy.

HR Resourcing

The Resourcing Team manages and administers the recruitment process for all vacancies in Oxfordshire County Council (excluding Tier 3 and above), including the Fire & Rescue Service, Schools and Academies.

HR Vetting & DBS

The purpose of this team is to carry out and manage Disclosure and Barring Service Bureau checks on applicants and staff for Oxfordshire County Council and external organisations in order to comply with OCC's safer recruitment practices. It advises on disclosure and barring legislation, application processes and procedures, and the roles that are eligible for employee vetting and level of check required.

Workforce Initiatives

This team works to support and co-ordinate the HR workforce initiatives projects which support the County Council's strategic future workforce needs, particularly where the council's role as an employer can support these objectives through working in partnership with the County Council Directorates.

Insurance (Part)

The Insurance Team is responsible for ensuring that Oxfordshire County Council's assets & liability risks are sufficiently protected by insurance or appropriate alternative methods. The transactional elements of Insurance such as investigating and processing of claims, query resolution and support for managers and witnesses are suitable for commissioning.

Investment & Pensions Administration

The Pensions Administration Team acts as the Administering Authority of the Local Government Pension Scheme on behalf of Oxfordshire County Council. It also administers the Fire Service Pension Scheme and makes discretionary payments to Teachers and Crombie pensioners.

Banking: Procurement cards

The Banking Team contains an element of administration for the setting up and monitoring of Procurement Cards.

Payments Team & NEF

The Payments Team provides a specialised payment function to both service providers & individual clients, where existing payment methods, such as, e-procurement, are not currently suitable.

Occupational Health

The team undertakes health surveillance and manages all health issues regarding managers and staff of Oxfordshire County Council, enabling the Council to meet in part its statutory responsibilities under the Health & Safety At Work Act 1974; Management of Health & Safety At Work Regulations 1999; Control Of Substances Hazardous To Health Regulations 2002; and Workplace Health and Welfare Regulations 1992. Focus is on the prevention of ill health and on undertaking health promotion, medical assessments, risk assessments, and giving advice concerning wellbeing and lifestyle. This service is already partly commissioned and existing contracts are subject to renewal therefore it is proposed to outsource this service completely and discreetly for January 2014.

Accounts Payable

The Accounts Payable team aim is to process invoices accurately and on time, and be the first line contact for internal & external customers with regard to accounts payable. The team ensures the Council meets its statutory duty to pay suppliers of goods & services.

Processing & Control

The purpose of the team is to process transactions & input data on the SAP system, and act as the guardian of the SAP system. To act as first line support to Cost Centre Managers regarding finance related queries.

Income

The Income Teams purpose is to protect Oxfordshire County Council's funds, by ensuring that as much of the income owed to the Council is collected and as quickly as possible. The team provides expertise & support to directorates and other key customers on income collection and debt recovery.

Payroll Control

The Payroll Control team ensures & provides reassurance that there is effective financial administration of Oxfordshire County Council's payroll, as required under Section 151.

The team ensures that the Payroll System is legally compliant. and runs the payroll on SAP so that employees are paid and deductions are made on time.

Central Buying Team

This purpose of the team is to provide a procurement service which is legally compliant and extracts best value and to deliver added value to the “Procure to Pay” process.

ICT Project Management

The Project Management element of ICT supports changes within the Council through the delivery of ICT projects for the Business Owner across six programmes, so that the projects deliver the agreed objectives & outcomes that enable those changes. It is proposed that there is an increased focus on using external resource to manage projects where ICT leadership is a clear requirement..

ICT Desktop build and provision

This is work relating to the provision of Hardware, there are already elements of this work contracted out. The standardisation of the desktop and laptop and minimal break-fix now evident means that there is no real value in retaining this in-house.

Network & Server build and provision

This area is closely linked to the Council's data centre which will be relocated in the course of 2013/14. Infrastructure provision and management in this area is increasingly considered a commodity resource and there is little continuing value to retaining this in-house. Outsourcing should provide more flexibility and lower cost.

Division(s): N/A

CABINET - 16 JULY 2013

CORPORATE PLAN PERFORMANCE MANAGEMENT REPORT FOR THE FOURTH QUARTER 2012/13

Report by the County Council Management Team


Introduction



1. This report headlines the progress the Council has made toward the Corporate Plan priorities for the period between January to March 2013.
2. The progress, together with progress toward achieving our Business Strategy priorities (reported separately through the monthly financial and business strategy monitoring report) has been considered by the County Council Management Team. Assurance has been given that, particularly through agreed corrective actions, good progress has been made in the fourth quarter.
3. As in the third quarter 2012/13 report, this report provides an update against all Corporate Plan priorities.
4. This report was discussed by the Performance Scrutiny Committee on 27th June 2013.





Key Issues




5. This report employs RAG ratings to provide a high level summary of quarterly performance/progress for each of our priorities for action. Using these ratings as a foundation, the following picture emerges:
 - Overall performance is good against our priorities for action, with 70% rated green
 - The significant majority of key corporate projects are progressing well and are on course to deliver on time
 - The remaining 30% of priorities are all rated amber, and are being managed effectively with corrective actions in place
 - None of our priorities for action are rated red.




1. Performance against our Corporate Plan Targets



Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
World Class Economy <div>Page 316</div>	Local Enterprise Partnership 	The skills needs assessment is aligned to meet LEP and business sector needs	<p>The Skills Board has produced its skills analysis highlighting the strategic skill priorities:</p> <ol style="list-style-type: none"> 1. Improving linkages between education and business 2. Developing traineeship and apprenticeship hubs 3. Employer input educational curriculum 4. Sector support for the hardest to reach, including appropriate training
		Increased number of investment enquires turning into investment opportunities	We have increased the number of inward investment enquiries throughout the year. There are currently 45 inward investment projects, with the potential to create 2500 new jobs, these projects originated through a combination of direct enquiries through Invest in Oxfordshire & referrals through UKTI. Recent investments are set to add a further 195 new jobs in the first two quarters of next year.
		The infrastructure plan reflects the LEP and business sector needs	The Enterprise Partnership submitted its business plan for growth thus securing its core funding for 2013/14 and has played a pivotal part in ensuring that the City Deal negotiations reflect business needs.
		Year-end assessment Progress on how our contribution has enabled the partnership to	OCC continues to provide significant strategic and technical support to the Enterprise Partnership enabling progress to be made. This has included improve access to finance, business support, management of inward investment service, promotion of infrastructure requirements, investment in skills provision and creating conditions for growth within the Enterprise Zone.



Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 317		provide visible leadership and act as a catalyst for growth	
	Infrastructure 	Deliver infrastructure framework - Districts charging schedules reflect OCC priorities and needs	The Spatial Planning & Infrastructure Partnership has agreed to publish the Local Investment Plan. Revenue resources are being sought to enable the agreed investment priorities to be developed into funding bids. Funding opportunities via the Local Pinch Point Fund or Local Infrastructure Fund submitted in order to support delivery of the Enterprise Zone.
		Capital programme priorities reflect the infrastructure framework priorities for growth	Where County Council resources are required the Capital Investment Programme reflects the Local Investment Plan priorities.
		Year-end assessment The OCC 2012/13 infrastructure priorities are reflected through the district charging schedules	The County Council has responded to the draft charging schedule for Oxford City Council: it will make representations at the independent examination (scheduled for May 13) The County Council continues to work closely with all district councils to ensure that their Local Plans and CIL charging schedules reflect the Council's infrastructure and service requirements
	Tackling transport priorities	Deliver priority transport schemes <ul style="list-style-type: none"> ○ Witney Transport solution ○ Thornhill Park & Ride extension (and new 	Work is on target at Thornhill Park & Ride to increase the capacity by 500 new parking spaces to 1380 space. This extension work is expected to be completed by June 2013. The project is part funded by the Government's Local Sustainable Transport Fund.  The improvement work at Hinksey Hill and Kennington is now expected to start in early 2014, with completion in Autumn 2014. This is because of the need to complete a diversion of a




Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
		hospital bus services) ○ Hinksey Hill ○ Frideswide Square	<p>water main in this area. The County Council is working with Thames Water to progress this important scheme.</p> <p></p> <p>Package of transport measures required to support delivery of planned growth for Witney agreed by County Council: delivery of Phase 1 being taken forward for delivery in 2014</p> <p></p> <p>Redevelopment of Oxford Station is currently being planned by Network Rail. The County Council is working with other partners to ensure that this work is re-profiled to compliment the investment that the Council has planned for Frideswide Square.</p> <p></p>
		Number of schemes delivered and percentage of funding spent through the Area Stewardship Fund 	<p>The Area Stewardship Fund has successfully delivered local improvements across the county with 95% of the fund allocated.</p> <p>Over 700 schemes have been delivered, including footway improvements, traffic management measures, minor maintenance work and preparations for winter conditions.</p> <p>New arrangements for the fund will rolled out for 2013/14</p>
		Delivery of the highway maintenance programme as detailed in the Transport Asset Management Plan	<p>The Transport Asset Management Plan has delivered over 200 schemes to maintain the carriageways, footways, bridges, street lighting, and drainage in Oxfordshire. The County Council has revised the drainage programme to deliver over 35 emergency schemes in response to the severe weather this winter.</p>


Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
			
		Year-end assessments Improvement in traffic flow around major pinch points 	Throughout the year, the County Council has worked with companies carrying out road work to avoid disruption of the traffic flow improvements. Early indications are that the improvements made on the Botley Road last year have reduced the average evening journey time and increased the number of vehicles that can travel through this important route.
		Year-end assessments Secure funding and investment for East-West rail 	The County Council has contributed £500k towards development costs for East-West rail. This has been agreed by the local authority consortium on the East-West Rail Joint Delivery Board.
	Broadband	Establish the digital strategy for Oxfordshire	The digital strategy is now a local broadband plan that has been approved by the Government. This plan has helped secure an additional £200K of funding from Broadband Delivery UK. The County Council will receive £4.06M from the Government during the early stages of deployment.

Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 320		Identify and contract with a Strategic Provider to improve broadband connectivity to priority areas	The County Council is currently working with a single supplier to achieve the best solution for Oxfordshire. OCC expects to award preferred supplier status in June 2013, and sign the contract shortly after that.
		Year-end assessments Plan in place for OCC £14M investment	The OCC project team continues to work closely with Broadband Delivery UK, the supplier and other bodies, to seek the best possible solution for the OCC investment
		Year-end assessments Private sector matched funding secured	The County Council believes that the current combined funding will be sufficient to ensure the success of the Better Broadband programme.
	Skills Levels	Improve percentage participation of young people aged 16-19 in education or training 	For those in year 12-14 (aged 16-19), The proportion %) where their participation in education, employment in training or training is “not known” has improved significantly but is still considered too high at 34%. Measures are in place to address this.
		Reduce the percentage of Young People Not in education Employment or Training 	Oxfordshire has bucked the national trend for the number of 16-18 year olds entering apprenticeships; Oxfordshire shows an increase of 5.6% this year which is higher than national figures. Apprenticeships across all age groups have increased by 24%, which is 10% higher than both national and south east regional figures.




Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
		Increase the number of all age Apprenticeship starts in the county 	The overall number of apprenticeship starts has increased by 26.7% for 2011/2012 with 4,370 starts.
	Educational Attainment 	Improved educational attainment at, <ul style="list-style-type: none"> ○ Key Stage 1) ○ Key Stage 2) ○ Key Stage 4) 	<p>No new educational statistics were available during Quarter 4.</p> <p>As previously reported there is improvement in performance across key stage 1 and 2. Key stage 4 performance in Oxfordshire remained steady with Oxfordshire remaining below national averages.</p> <ul style="list-style-type: none"> • Performance at Key stage 1 improved across all measures. Performance is now in line or above national levels, but below statistical neighbours. • Performance at KS2 was strong in 2012 both in terms of achievement and % making expected progress. All targets met or exceeded. Oxfordshire now above national average and in line with statistical neighbours. Performance in Oxford City which was historically poor has improved • Key Stage 4 performance remained steady in the year, following the national trend. The % achieving 5+ GCSEs including English and maths remains below national average and did not meet target. The proportion of children making expected progress in English is below the national figure and remains a concern. The proportion of children making expected progress in maths is above the national figure.
		Improved number of schools classified as good or better by 10%	<p>During quarter 4 the proportion of Oxfordshire schools judged to be at least good continued to rise with 73% of all schools now in this category. Approximately one third of all primary schools inspected and published during quarter 4 increased their judgement to good, including 2 schools that were previously inadequate. 2 schools (one nursery and one primary) increased their judgement to outstanding.</p> <p>At the end of March 2013 67.6% of primary school pupils were attending schools judged to be</p>






Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
			good or outstanding. This is up from 59% of pupils published in Ofsted's Annual Report in December 2012. 78.8% of secondary pupils are attending good or outstanding schools, up from 74% in the Annual Report.
		Year-end assessment Progress in implementation of the Education Strategy	Progress in implementing the Education Strategy remains on track.
Healthy and Thriving Communities	Implications of changes to the health service 	Year-end assessments Public Health move into OCC	The move of the Public Health Directorate into the County Council was completed successfully. Employment contracts were transferred through TUPE arrangements, financial systems were established, governance arrangements are being established, IT transfer went very smoothly, staff moved into County Hall and OCC hot desks were set up in Jubilee House.
		Year-end assessments Progress of new Health and Wellbeing board and new commissioning arrangements	The review of current arrangements was concluded and terms of reference for the statutory board were approved by Full Council. Performance reports showed progress in nearly all areas of activity. Preparations for revising the Joint Health and Wellbeing Strategy and setting outcomes for 2013-14 are underway.
	Improve health outcomes 	Year-end assessment Measures as defined in the director of public health annual report	All recommendations set out in the Director of Public Health Annual Report have been reviewed. The new annual report has been completed and will be presented to Council in Q1 2013-14
	Demographic change	Year-end assessment Changes to how day services are provided	Proposed changes to day services remains on track.



Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 323		Provision of extra care housing	Additional extra care housing units delivered as per plan.
	Breaking the cycle of deprivation 	Year-end assessment Progress as reported in the director of public health annual report	<ul style="list-style-type: none"> An annual report for Brighter Futures in Banbury is being drafted and shows good progress against all plans Consultation on improving public involvement in the City programme was carried out in Q4 and this will inform planning for 2013-14 The basket of indicators was reviewed and shows some improvement in outcomes, though the target wards are still worse than county averages for all indicators.
	Protection and safeguarding 	Adult Safeguarding Increased proportion of people who use services who report they feel safe each year	<p>Each February the council takes part in a national survey which includes asking users of social care how safe they feel. In February 2012 68% of social care service users said that they 'felt as safe as I want' which put Oxfordshire in the top quartile of all authorities nationally. In February 2013 when the survey was repeated 68% of users again said they 'felt as safe as I want'</p> <p>The council has also, as part of a national survey, asked informal carers (family and friends who provide unpaid care to users and carers) how safe they feel. Over 90% reported no worries about their personal safety.</p>
		Improved performance against the basket of priority safeguarding indicators	The number of people waiting for an assessment continues to drop and we are on target for no one waiting longer than 28 days for their assessment to be completed.




Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
		Children's Safeguarding – improved performance against the basket of priority safeguarding indicators (these include Child protection processes, Improved outcomes for looked after children, Number of children in need)	Performance remains above benchmark levels, but further improvements are held back by pressures due to the increased number of children on child protection plans. To address this, a step up/step down policy is being introduced across Early Intervention and Children's Social Care. Work continues within the directorate to ensure the timeliness of reviews and visits.
		Attendances at emergencies* by a fire engine sent from the nearest fire station to be made within target response times (*not all incidents we attend are considered as emergencies)	Under normal circumstances, when an emergency occurs a fire engine will be sent from the nearest fire station. We aim for 80% of these attendances to be made within 11 minutes and 95% to be made within 14 minutes. These standards are currently achieved at 78% and 93% respectively. This is within the allowable 5% tolerance and is therefore considered to be on target performance.
	Prevention 	365 more people alive because of a reduction in deaths caused by accidental dwelling fires and road traffic collisions	Performance on 365 Alive remains ahead of target, demonstrating protection for the wider public. 56 more people were alive in quarter four, 20 better than target.



Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 325		Adults Delay and reduce the need for care and support through a basket of priority indicators	Delays rose in the final quarter of the year but are marginally better than the 2011/12 figures. However this needs to be seen in the context of an increasing pressure on hospital admissions - with a 10% rise in emergency admissions in 2012/13 compared to 2011/12. The pathway through hospitals is currently been revised to ensure people are seen in the most appropriate place and are given a greater chance of returning home.
		Reduce the number of permanent admissions to residential and nursing care homes, per 1,000 population	Most people that are permanently admitted to care homes are admitted from hospital. The discharge to assess is also expected to reduce the number of admissions, and the council has set a target of fewer than 400 permanent admissions from October 2012.
		Children (Early Intervention Service) Improve outcomes for vulnerable children and young people and families with additional and complex needs (reported through the basket of priority indicators)	In 2011/12 Oxfordshire's persistent absence rates were in line with the national average for children at primary school, but slightly above the national average for children at secondary school. In the first two terms of the 2012/13 academic year the persistent absence rate for primary schools for terms 1 to 2 rose marginally (0.4%) compared to the same terms in the last academic year. The persistent absence rate for secondary schools has been 8.3% for terms 1-2 for both 2012/13 and 2011/12 academic years. However rates are always higher at the start of the year as they monitor only absence levels to that point in the year. The number of first-time entrants remained the same as the previous quarter giving a total for the year of 198 (a reduction of 27% on 11/12 and 84% on 2005). This indicator is calculated by the Youth Justice Board as a rate per 10,000 of the 10-17 population. A provisional calculation for this year gives a rate of 320 (462 in 2011/12, 710 nationally). Additionally, significantly reduced numbers of Youth Restorative Disposals show a genuine reduction in offending by children and young people.




Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 326	Personalisation 	Increase the proportion of people of who use services who have control over their daily life	The council takes part in a national survey to ask users how much control they have over their life. In the past 2 years 79% of people said they had control over their daily lives. This fell to 75% this year.
		Improve overall satisfaction of people who use services with their care and support	Overall satisfaction for services remains high. The number of service users who are very or extremely satisfied rose from 62% to 64%, and those who were satisfied rose from 89% to 92%.
		Improve performance on the basket of indicators to measure the personalisation of care	<p>The number of people on a personal budget has increased to 71% against a national target of 70%. This is an improvement on last year, where the council was already in the top quartile for people on personal budgets.</p> <p>The proportion of people on direct payments was the second highest in the country last year and has risen again this year.</p>
	Road Safety 	Reduce the number of people killed or seriously injured on the roads	The number of those sustaining fatal or serious injuries has fallen from last year. 306 people sustained fatal or serious injuries from April 2012 to March 2013, in comparison with 351 people suffering such injuries in April 2011 to March 2012.
	Localism Act 	Year-end assessment Our response to implications of the Localism Act	As noted in previous reports, details of how communities in Oxfordshire can make use of the Community Right to Challenge are available on the Council's website. There is also a short advice note on the Community Right to Bid, with links to District Councils as this right is overseen by Districts. Monitoring thus far suggests limited engagement with the community rights by neighbourhood and community groups in Oxfordshire, and engagement with comparable authorities confirms that this appears to be the position nationally

Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
	Big Society 	Number of Community projects supported by the Big Society Fund	Since the launch in quarter 2, take up by councillors of their £10,000 community budget has been positive. 413 local projects have been supported. The average grant size was £1,522.91
Environment Page 327	Waste management	Decrease the amount of waste sent to landfill 	The amount of waste sent to landfill has increased slightly during the year in line with national trends. Waste per head of population was 429Kg in 2012/13, a slight increase from 427Kg last year. However, the county remains one of the best performing in the country, with a recycling rate over 60 per cent.
		Increase the amount of waste recycled and composting 	Oxfordshire was the best performing county council in 2011/12 with a recycling rate of over 60% and performance this year remains at that level. Increasing recycling further has been a challenge this year because a national legislative change has restricted what waste can be treated as recycling.
		Year-end assessment Progress on waste incinerator and household waste centres programme	Good progress continues to be made on the construction of the Ardley Energy from Waste facility which is on target to open in Autumn 2014.  Re-use trials have started at our waste recycling centres at Stanford and Alkerton. This allows unwanted goods to be diverted from landfill. The household waste recycling centres implementation plan is currently under review. 

Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 328	Increase energy efficiency and reduce emissions 	Reduce corporate energy consumption level	With this year being considerably colder than the previous one, the County Council has seen an increase in energy consumption. The level of increase is in line with what would be expected given the weather conditions.
		Secure increased quantity of renewable energy supply	The County Council is looking to secure sources of renewable energy when replacing old school boilers with biomass installations.
		Year-end assessment Progress update on reduction in the council's carbon footprint	The increased energy consumption because of the cold weather has meant that the County Council has not been able to make the desired reduction in its carbon footprint this year
	Protecting the environment and Effective management of natural resources	Minerals & waste strategy development reflects the needs of the county (progress against basket of process indicators) 	By agreement with the Inspector, the Examination process has now been suspended until 31 May 2013. This will enable the County Council to complete the additional work which the Inspector has asked for.

Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 329		Increase the number of volunteer days to support the rights of way network 	Work continues with partner organisations, volunteers, community groups and local communities to maintain the rights of way network as an important part of the rural economy. Throughout 2012/13, 2340 volunteer days were given to support the rights of way network, exceeding the target of 2200 days for this year.
		Year-end assessment Outcome of the inspectors report to agree adoption and implementation of the M&W strategy (April 13) 	The Inspector will confirm the revised arrangements for the consideration of the Core Strategy in the light of the County Council's decision in May 2013 (refer above). When the authority is advised of those arrangements it will be better able to assess when the Inspector's report might be received and when it might be in a position to adopt the plan.
Efficient Public Services	Delivering our savings target 	Achievement of budget savings agreed by Council Feb 2012	The majority of the £37.1m savings planned for 2012/13 have been achieved. Where they have not been achieved alternatives have been found and the on-going effect considered as part of the 2013/14 S&RP process. The underspend of -£3.2m at year end is after the achievement of these savings.
	Improve our use of technology	100% of office based staff will be able to work more flexibly through the use of more efficient communication tools	To support a more flexible approach to working, the County Council has rolled out the Windows 7/Office software. 96% of the necessary upgrades have been completed and this is delivering improvements across the Council.

Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
			
	Moving more functions into Oxfordshire Customer Services 	Percentage of main contact channels managed by the customer service centre	<p>The Customer Service Centre (CSC) handled over 100,000 contacts and customer transactions in Q4, an increase of 25% from the previous quarter.</p> <p>During 2012-13 eight additional services moved across to the CSC: Q1 (Concessionary Fares, Dial a Ride, Tell Us Once, Blue Badges, OxTAIL), Q2 (Carers Grant Administration) and Q3 (School Admissions, Subject Access Requests).</p>
		Customers are satisfied or very satisfied with overall service for the customer services centre	<p>In Q4, 94% of customers asked were satisfied with the service they received from the Customer Service Centre. 84% of callers received resolution on their first contact with the centre.</p> <p>Following customer feedback, the County Council is continuing to seek improvements in key services such as Highways fault reporting, concessionary fares, and Blue Badge schemes to improve the customer experience.</p> <p>Service improvements implemented during this year include an increase online presence for the County Council and improvements in how face to face contacts are handled.</p>
	Rationalise our property and encourage the co-location of public sector services	Reduce the cost of the property portfolio by 25% whilst using our property to deliver the Council's broader objectives and support service delivery	<p>The Asset Rationalisation Programme fell slightly short of its Medium Term Financial Plan targets for 2012/13. The target applies to the non-schools estate rather than all property assets. The outturn for the current year is predicted to be slightly under (target £832k compared to £782k) however the programme is expected to deliver all planned savings, including these shortfalls by 2015/16.</p> <p>Opportunities to further reduce the cost of the portfolio are actively being pursued in conjunction with the Council's property partnership.</p>

Priority outcome	Priorities for action	Our measures of success are	Q4 Progress / Performance
Page 331			
	Collaborative working 	Year-end assessment Progress in working with others to deliver services more effectively	<p>In Q4 the council continued to work in partnership with Oxfordshire Voluntary and Community Action (OCVA) who provide infrastructure for the voluntary and community sector within Oxfordshire. The contract commenced on October 1st 2012 and is now six months into the three year duration. The Council and OCVA continue to work together to provide leadership and support to facilitate a voluntary sector capable of sustaining long term service delivery and support to communities.</p> <p>The council also continued to provide a valuable role in the Oxfordshire Stronger Communities Alliance Partnership.</p>
	Equalities 	Year-end assessment Meet the requirements of the Equality Act 2010	On track. Working with directorates to produce new actions for 2013/14 to help achieve the objectives set out in the Equality Policy

Risk Management

6. Risk Registers have been compiled for 2012/13 Quarter 4 and officers continue to manage high priority risks, in close consultation with the Audit Working Group.

Business Management and Monitoring Framework 2013/14

7. The Performance Scrutiny Committee met on 27th June and considered new performance indicators to track our quarterly progress in achieving the strategic objectives of the Council as outlined in the Corporate Plan and Directorate Business Strategies. Final amendments are now being made to the indicators as a result of the discussions at the meeting and will be reported in quarter 1.
8. The proposed indicators represent priority areas, or those areas where a less than satisfactory performance would create a significant risk or issue for the Council. There is flexibility to amend these indicators throughout the year, if it became necessary in order to respond effectively to identified risks or emerging performance concerns. The proposed Key Performance Indicator Dashboards can be found in Appendix 1. These indicators will be reported against information that will include national benchmarks, where they are available; Red, Amber, Green (RAG) ratings and direction of travel indicators
9. Alongside these indicators directorates will be asked to identify their current key risks and issues, which do not neatly sit as performance indicators e.g. delays in delivery of a strategically important project. Escalating these will allow for an analysis of the relationship between risk and performance. In addition, the Performance Scrutiny Committee may also decide to identify specific issues to monitor in more detail.
10. This refreshed approach to performance reporting allows for a greater emphasis on trend data, quality and on what is being done to resolve issues and mitigate risk. The key advantages of this approach are:
 - Focused discussion on risks and issues
 - Reporting of both qualitative and quantitative information
 - Mature approach to managing performance
 - Focuses on positives of performance but still allows room for constructive challenge
 - Allows services more direct involvement in setting appropriate indicators
 - Adaptive to changing needs and demands

RECOMMENDATION

11. The Cabinet is **RECOMMENDED** to:
 - (a) note this report; and
 - (b) approve the performance indicators for 2013/14

Contact Officer: Alexandra Bailey Research and Major Programmes Manager

July 2013

APPENDIX 1: PROPOSED KEY PERFORMANCE INDICATOR DASHBOARDS

CHILDREN EDUCATION AND FAMILIES

		Target	Lead Officer
Keeping Children Safe			
1	Number of referrals to adult social care (broken down by referring agency)	Not targeted	John Dixon
2	% of referrals to adult social care that result in no further social care action (broken down by referring agency)	Not targeted	John Dixon
3	% of Child Protection reviews completed on time	98%	John Dixon
4	% of visits to children on child protection plans completed in line with the plan and within the Council's 28 day standard	90%	John Dixon
5	% of children starting a plan who have previously been on a plan	<15%	John Dixon
6	% of Looked after reviews completed on time	90%	John Dixon
7	% of visits to looked after children completed in line with the plan and within the Council's 90 day standard	90%	John Dixon
8	% of cases without an allocated social worker (CP Plans)	0	John Dixon
9	% of cases without an allocated social worker (Looked after)	0	John Dixon
10	Short term looked after placement stability (less than 3 moves in a year)	<8%	John Dixon
11	Long term looked after placement stability (same for 2.5 years)	73%	John Dixon
12	Per cent of looked after children who have had a change in social worker	Tbc	John Dixon
13	Number of children adopted as a per cent of all children who ceased to be looked after	14%	John Dixon
14	The number of children who go missing from home	Tbc HWBB	Jim Leivers
15	The number of children placed out of county and not in neighbouring authorities	50	John Dixon
Raising Attainment			
16	% children attending primary schools judged good or outstanding by Ofsted	65%	Frances Craven
17	% children attending secondary schools judged good or outstanding by Ofsted	75%	Frances Craven
18	Number of schools judged inadequate by Ofsted	8	Frances Craven
Narrowing the Gap			
19	Primary school persistent absence rate (12/13 ac yr)	2.57%	Frances Craven
20	Secondary school persistent absence rate (12/13 ac yr)	7.2%	Frances Craven
21	Overall Permanent exclusions (12/13 ac yr)	39	Frances Craven
22	Overall Fixed Term exclusions (12/13 ac yr)	<3200	Frances Craven
23	Proportion of young people Not in Education, Employment or Training (NEET)	5.0%	Frances Craven
24	Proportion of young people whose NEET status is 'not known'	5.0%	Frances Craven
25	Reducing rate of first time entrants to criminal justice per 100,000 10-17 year olds	260 fte	Frances Craven
26	Free school meal pupils overall absence rate (primary)	6.1%	Frances Craven
27	Free school meal pupils overall absence rate (secondary)	9.1%	Frances Craven
28	School Action Plus pupils overall absence rate (primary)	9.9%	Frances Craven
29	Looked after children overall absence rate (12/13 ac yr)	3.0%	Frances Craven
30	Looked after children persistent absence rate (12/13 ac yr)	3.3%	Frances Craven
31	Looked after children permanent exclusions (12/13 ac yr)	0	Frances Craven
Contract Monitoring			
32	All contracts monitored at least once a year	100%	Sara Livadeas/Jim Leivers
Financial Performance			
33	Forecast/actual expenditure for Education & Early Intervention is in line with the latest agreed budget	<2.0% of net budget	Frances Craven
34	Forecast/actual expenditure for Children's Social Care is in line with the latest agreed budget	<2.0% of net budget	John Dixon
35	Forecast/actual expenditure Children, Education & Families Central costs is in line with the latest agreed budget	<2.0% of net budget	Sara Livadeas/Jim Leivers
36	Directorate reserves – Exact indicator to be agreed	n/a	Jim Leivers
37	Number of 2013/14 budget virements requested requiring Council approval as they are a change in policy	0	Jim Leivers
38	Planned savings assumed in the MTFP are expected to be achieved	100%	Jim Leivers

CHILDREN EDUCATION AND FAMILIES

PROPOSED ANNUAL INFORMATION

Annual Updates to be provided giving trend data and comparative performance with statistical neighbours and nationally

		Target	Lead Officer
Raising Attainment			
1	Early Years Foundation Stage - % reaching a good level of development (indicator redefined from 2013)	New measure – no benchmark data available	Frances Craven
2	KS1 - % level 2b+ reading	80%	Frances Craven
3	KS1 - % level 2+ reading	90%	Frances Craven
4	KS1 – % level 2+ writing	81%	Frances Craven
5	KS1 - % level 2+ maths	91%	Frances Craven
6	KS2 - % level 4+ reading, writing & maths (indicator redefined from 2013)	80%	Frances Craven
7	Oxfordshire's rank nationally for KS2 Level 4+ reading, writing & maths	Top quartile	Frances Craven
8a	% making expected 2 levels of progression KS1-2 reading	92%	Frances Craven
8b	% making expected 2 levels of progression KS1-2 writing	92%	
8c	% making expected 2 levels of progression KS1-2 maths	88%	
9	Number of primary schools below KS2 Floor Standard	1	Frances Craven
10	KS4 - % 5A*-C including English & maths	61%	Frances Craven
11	Oxfordshire's rank nationally for KS4 – 5A*-C including English and maths	Top quartile by 2014	Frances Craven
12a	% making expected 3 levels of progression KS2-4 – English	70%	Frances Craven
12b	% making expected 3 levels of progression KS2-4 – maths	72%	
13	Number of secondary schools below KS4 Floor Standard	2	Frances Craven
Narrowing the Gap			
14a	FSM pupils - % making expected progress KS1-2 reading	90%	Frances Craven
14b	FSM pupils - % making expected progress KS1-2 writing	91%	
14c	FSM pupils - % making expected progress KS1-2 maths	85%	
15a	FSM pupils - % making expected progress KS2-4 English	54%	Frances Craven
15b	FSM pupils - % making expected progress KS2-4 maths	51%	
16	School Action Plus pupils - % 5A*-C GCSEs including English & maths	15%	Frances Craven
17a	School Action Plus pupils - % making expected progress KS1-2 reading	77%	Frances Craven
17b	School Action Plus pupils - % making expected progress KS1-2 writing	87%	
17c	School Action Plus pupils - % making expected progress KS1-2 maths	70%	
18a	School Action Plus pupils - % making expected progress KS2-4 English	35%	Frances Craven
18b	School Action Plus pupils - % making expected progress KS2-4 maths	30%	
19	Looked After Children - % 5A*-C GCSEs including English & maths	14%	Frances Craven
20a	Looked After Children - % making expected progress KS2-4 English	tbc	Frances Craven
20b	Looked After Children - % making expected progress KS2-4 maths		

SOCIAL AND COMMUNITY SERVICES

N.B. Targets marked with HWB are subject to confirmation by the Health & Wellbeing Board

		Target	Lead Officer
Reablement Service			
1	Ensure all people wait no more than 5 days for their reablement service to start	0%	Sara Livadeas
2	The number of people accessing reablement target to be set	tbc	Sara Livadeas
3	Increase the proportion of people completing the reablement service will have been sufficiently supported so they need no on-going care	55% (HWB)	Sara Livadeas
Waiting lists			
4	Reduce the number of people not receiving a service who are waiting for more than 28 days for an assessment from 390 in March to zero from the end of June	0	Lucy Butler
5	Ensure the number of people waiting more than 28 days from assessment to receipt of services does not increase in the year (baseline 35)	35	Lucy Butler
5a	Older People waiting for a care home waiting more than 28 days	31	Lucy Butler
5b	Older People waiting for a care package waiting more than 28 days	3	Lucy Butler
5c	Adults aged 18-64 with a physical disability waiting more than 28 days	1	Lucy Butler
6	Reduce the average time for an agency to start care from referral to start for packages in the community	TBC	Sarah Livadeas
Personalisation			
7	Ensure that at least 75% of eligible people remain on Self-Directed Support by April 2013	75%	Lucy Butler
8	Increase the proportion of people using social care who receive self-directed support, and those receiving direct payments	1350 people on a dP	Lucy Butler
9	% of service users who have had a review in the last 12 months	75%	Lucy Butler
Delayed transfers of Care			
10	Reduce delayed transfers of care by the end of March 2014.	To be outside the bottom quartile (HWB)	John Jackson
10a	Reduce delayed transfers that are the responsibility of social care to 23 by the end of March 2014.	-	John Jackson
10b	Reduce delayed transfers that are the responsibility of both social care and both to zero by the end of March 2014.	-	John Jackson
Care Home Placements			
11	Place no more than 400 people in a care home in the year commencing October 2012	400 (HWB)	John Jackson
12	Increase the number of older people supported in the community with a personal budget for long term care	TBC	TBC
Carers Services			
13	Increase the number of carers known and supported	HWB consultation	Sara Livadeas
14	Increase the number of carers accessing emergency support	2800	Sara Livadeas
15	Increase the number of carer's breaks jointly funded and accessed via GPs	800	Sara Livadeas
16	Increase the number of carers offered a Direct Payment	1900	Sara Livadeas
Contract Monitoring			
17	All contracts monitored at least once a year	100%	Sara Livadeas
Financial Performance			
18	Forecast/actual expenditure for Older People & Physical Disability & Equipment Pooled Budget is in line with the latest agreed budget	< 2.0% of net budget	Lucy Butler/ Sara Livadeas
19	Forecast/actual expenditure for Learning Disabilities Pooled Budget is in line with latest agreed budget	<2.0% of net budget	Lucy Butler/ Sara Livadeas
20	Forecast/actual expenditure for non – pool budgets (including Fire and Rescue and Community Safety) is in line with the latest agreed budget	<2.0% of net budget	John Jackson
21	Directorate reserves – Exact indicator to be agreed	tbc	John Jackson
22	Number of 2013/14 budget virements requested requiring Council approval as they are a change in policy	0	John Jackson
23	Planned savings assumed in the MTFP are expected to be achieved	100% achieved	John Jackson

ECONOMY AND ENVIRONMENT

		Target	Lead Officer
Maintaining and improving our roads			
1a	Percentage of Category 1A defects made safe within two hours.	TBC	Mark Kemp
1b	Percentage of Category 1B defects repaired within 24 hours.	TBC	Mark Kemp
1c	Percentage of Category 2 defects repaired within 28 calendar days.	TBC	Mark Kemp
2	Number of highway defects (in comparison to same quarter in previous years)	Maintain	Mark Kemp
3	Public satisfaction with the highways service	85%	Mark Kemp
4a	Percentage of principle (A roads) network in need of structural (requiring capital spend) maintenance	5%	Mark Kemp
4b	Percentage of non-principle (B + C roads) network in need of structural maintenance	10%	Mark Kemp
4c	Percentage of unclassified roads in need of structural maintenance	15%	Mark Kemp
5	Percentage of highways maintenance schemes delivered against programme	80%	Mark Kemp
6	Improve the traffic flow into Oxford (reducing congestion)	Average Weighted Journey Time: (339 seconds per mile)	Mark Kemp
Protecting and enhancing the environment through strategy and infrastructure planning			
7	Percentage of minerals and waste applications decided within 13 weeks	80%	Martin Tugwell
8	Percentage of Council's own development applications decided within 13 weeks	80%	Martin Tugwell
9	Percentage of major District Council applications responded to within deadline	80%	Martin Tugwell
Reducing the amount of waste going to landfill			
10	Percentage of household waste reused, recycled and composted across the county	61%	Mark Kemp
Providing excellent customer experience through our customer service centre			
11	Customer Service advisors answer calls within 20 seconds	80%	Graham Shaw
12	Percentage of customers that telephone the customer service centre that hang up before the call could be answered	5%	Graham Shaw
13	Customer needs (phone, email, face to face, letters) are dealt with at the first point of call	80%	Graham Shaw
14	Percentage of blue badge applications processed within 20 working days	100%	Graham Shaw
15	Maintain a monthly average of 2500 for booked dial-a-ride journey's	Increasing	Graham Shaw
16	Percentage of Social Care Assessments completed within 5 workings days	90%	Graham Shaw
17	Concessionary fare applications processed within 10 working days	100%	Graham Shaw
Effectively managing our property assets			
18	Property maintenance programme is delivered on time	95%	Mark Kemp
Contract Monitoring			
19	All contracts monitored within the agreed timescales	100%	Mark Kemp
Financial Performance			
20	Forecast/actual expenditure for Commercial is in line with the latest agreed budget	< 2.0% of net budget	Mark Kemp
21	Forecast/actual expenditure for Strategy & Infrastructure Planning is in line with the latest agreed budget	<2.0% of net budget	Martin Tugwell
22	Forecast/actual expenditure for Oxfordshire Customer Services is in line with the latest agreed budget	< 2.0% of net budget	Graham Shaw
23	Directorate reserves – Exact indicator to be agreed	tbk	Huw Jones
24	Number of 2013/14 budget virements requested requiring Council approval as they are a change in policy	0	Huw Jones
25	Forecast/actual expenditure for the capital programme is in line with the original budget (Use of Resources)	<10.0% of programme	Huw Jones
26	Planned savings assumed in the MTFP are expected to be achieved	100% achieved	Huw Jones

PUBLIC HEALTH

		Target	Lead Officer
NHS Healthchecks			
1	Number of people offered a health check	39114	Jonathan McWilliam
2	% uptake of health checks offered	50%	Jonathan McWilliam
National Child Measurement Programme (Height and Weight)			
4	% of all children measured in Reception	90%	Jonathan McWilliam
5	% of all children measured in Year 6	90%	Jonathan McWilliam
Sexual Health			
6	Number of staff trained at level 1,2 & 3 Safeguarding <ul style="list-style-type: none"> Level 1 Level 2 Level 3 	90%	Jonathan McWilliam
7	% of appointments where client is offered an appointment within 48 hours	99%	Jonathan McWilliam
8	% of appointments where client is seen within 48 hours	85%	Jonathan McWilliam
Financial Performance			
In the process of development following comments by Performance Scrutiny Committee			

FIRE SERVICE

		Target	Lead Officer
1	Number of lives saved per year against the OFRS 10 year 365Alive target through our emergency response and preventative activity concerning fires and road traffic collisions.	37	Dave Etheridge
2	Amount of money saved to the economy per year from reductions in fires involving homes, business and road traffic collisions	£10,000,000	Dave Etheridge
3	Number of citizens provided with safety advice / education per year	84,000	Dave Etheridge
4	Amount of time fire stations in Oxfordshire are available for emergency response	90%	Dave Etheridge
5	Percentage of vulnerable clients referred from Adult Social Care offered a Home Fire Risk Check	100%	Dave Etheridge
6	Percentage of Key Stage 4 students offered young driver awareness education programme within academic year	100%	Dave Etheridge

LIBRARY SERVICE

	Target	Lead Officer
Awaiting sign off on the Library Strategy later this month to propose indicators and targets. Indicators will focus on the progress of the implementation of the Library Strategy 2012 - 2015 and the service / action plan for 2013/14.		Peter Clark

CORPORATE FINANCIAL PERFORMANCE:

		Target	Lead Officer
1	Forecast/actual general balances as a proportion of the original gross budget	TBC	Lorna Baxter
2	Forecast/actual revenue reserves as a proportion of the original gross budget	TBC	Lorna Baxter
3	February 2012 capital programme delivered as planned	TBC	Lorna Baxter
4	Capital programme use of resources	TBC	Lorna Baxter
5	Capital programme expenditure realisation rate	TBC	Lorna Baxter

Division(s): N/A

CABINET – 16 JULY 2013

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 17 September 2013	
<ul style="list-style-type: none"> ▪ City Deal Negotiation Document To seek approval for the City Deal Negotiation Documents prior to submission and presentation to Minsters. 	Cabinet, Leader 2013/101
<ul style="list-style-type: none"> ▪ Flood Risk Management Strategy To seek members approval of the draft Flood Risk Management Strategy prior to formal public consultation. 	Cabinet, Deputy Leader 2013/079
<ul style="list-style-type: none"> ▪ East-West Rail Local Contributions To agree the terms of a formal agreement on local contributions for East-West Rail over a 15-year period from 2014, ahead of OCC entering into the agreement with Buckinghamshire County Council and the Department for Transport by October 2013. 	Cabinet, Deputy Leader 2013/100
<ul style="list-style-type: none"> ▪ Staffing Report - Quarter 1 - 2013 Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report. 	Cabinet, Deputy Leader 2013/053
<ul style="list-style-type: none"> ▪ Contributions Policy To seek approval for a revised charging policy for adult social care. 	Cabinet, Adult Social Care 2013/037
<ul style="list-style-type: none"> ▪ Revised Space Standards for Schools To notify current policy documents (The Primary and Secondary School Briefs) to enable reduced space standards for schools to become approved policy. 	Cabinet, Business & Customer Services 2013/102
<ul style="list-style-type: none"> ▪ Edward Feild Nursery School - Proposal to Close and Provide Alternative Early Years Provision If objections received following Statutory Notice, to determine whether to close Edward Field Nursery School. 	Cabinet, Children, Education & Families 2013/091
<ul style="list-style-type: none"> ▪ Financial Contribution towards the University Technical College Project in Didcot To seek Cabinet approval for the funding of a number of facilities to be shared subsequently with the co-located 11-16 school. 	Cabinet, Children, Education & Families 2013/107

- **Service & Resource Planning Report for 2014/15 - 2017/18 - September 2013** Cabinet, Finance 2013/051

To provide background and context to the service and resource planning process for 2014/15 – 2017/18.

- **2013/14 Financial Monitoring & Business Strategy Delivery Report - July 2013** Cabinet, Finance 2013/092

Financial report on revenue and capital spending against budget allocations, including virements between budget heads.

Cabinet Member for Community Services, 16 September 2013

- **Museums Service Collections Development Policy** Cabinet Member

The Museums Service current Acquisition & Disposal Policy for Community does not meet the new Accreditation Standard requirements. Services, This report submits the new Collection Development policy for 2013/103 approval and recommends the transfer of an item from the collection to the National Trust.

Cabinet Member for Children, Education & Families, 9 September 2013

- **Edward Feild Nursery School - Provision to Close and Provide Alternative Early Years Provision** Cabinet Member for Children, Education & Families, 2013/090

If no objections received following Statutory Notice, to determine whether to close Edward Field Nursery School.

Cabinet Member for Environment, 12 September 2013

- **Consideration of Objections to Experimental Traffic Regulation Order - Parking in Shiplake** Cabinet Member for Environment, 2013/068

To seek approval to proceed.

- **Consideration of Objections to Experimental Traffic Regulation Order - Banned Turns on A40 Risinghurst** Cabinet Member for Environment, 2013/069

To seek approval to proceed.

- **London Road, Headington - Proposed Improvements and Bus Lane** Cabinet Member for Environment, 2013/074

To seek approval to proceed.

- **Proposed Parking Restrictions - Various Locations, Kidlington and Gosford**
To seek approval to proceed.

Cabinet Member for Environment, 2013/071
- **Proposed Minor Changes to Divinity Road and Magdalen Road (North) CPZs**
To seek approval to proceed.

Cabinet Member for Environment, 2013/073
- **Proposed Amendments to Residents Parking Scheme - Abingdon**
To seek approval to proceed.

Cabinet Member for Environment, 2013/017

Cabinet Member for Public Health & the Voluntary Sector, 4 September 2013

- **Village Hall and Community Centre Grants 2013/14**
The County Council's grant scheme for the improvement of village halls and other community buildings is administered by the Oxfordshire Rural Community Council (ORCC). This report summarises applications received and recommends allocations from the grant fund for 2013/14.

Cabinet Member for Public Health & the Voluntary Sector, 2013/050

Cabinet Member for Policy Co-ordination, 9 September 2013

- **Oxfordshire Fire & Rescue Service - Community Risk Management Plan - Draft Action Plan 2014-2015**
To seek approval of the draft Community Risk Management Plan – Fire & Rescue.

Cabinet Member for Policy Co-ordination, 2013/108

Cabinet Member for Public Health & the Voluntary Sector, 4 September 2013

- **Chill Out Fund 2013/14 - September 2013**
To consider applications received (if any) from the Chill Out Fund.

Cabinet Member for Public Health & the Voluntary Sector, 2013/056

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