



**To: Members of the Cabinet**

## ***Notice of a Meeting of the Cabinet***

**Tuesday, 18 July 2023 at 2.00 pm**

**Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND**

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

Martin Reeves  
Chief Executive

July 2023

**Committee Officer: Chris Reynolds**

*Tel: 07542 029441; E-Mail: [chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@oxfordshire.gov.uk)*

### **Membership**

#### *Councillors*

Liz Leffman	Leader of the Council
Liz Brighthouse OBE	Deputy Leader of the Council
Tim Bearder	Cabinet Member for Adult Social Care
Duncan Enright	Cabinet Member for Travel & Development Strategy
Andrew Gant	Cabinet Member for Highway Management
Kate Gregory	Cabinet Member for Community Services & Safety
Calum Miller	Cabinet Member for Finance
Michael O'Connor	Cabinet Member for Public Health & Inequalities
Glynis Phillips	Cabinet Member for Corporate Services
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 26 July 2023 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: 19 September 2023*



## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

- guidance note below

### **3. Minutes (Pages 1 - 10)**

To approve the minutes of the meeting held on 20 June 2023 (**CA3**) and to receive information arising from them

### **4. Questions from County Councillors**

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

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

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

### **5. Petitions and Public Address**

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

*To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Wednesday 12 July 2023. Requests to speak should be sent to [chris.reynolds@oxfordshire.gov.uk](mailto:chris.reynolds@oxfordshire.gov.uk)*

*If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that your views are taken into account. A written copy of your statement can be*

*provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.*

## **6. Reports from Scrutiny Committees (Pages 11 - 16)**

Cabinet will receive the following Scrutiny reports:-

- Place Overview and Scrutiny Committee on Vision Zero
- People Overview and Scrutiny Committee on SEND and Staffing Changes in Children's Services **(to follow)**

## **7. Business Management & Monitoring Report - May 2023 (Pages 17 - 102)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2023/031

*Contact:* Louise Tustian, Head of Insight and Corporate Programmes,  
[louise.tustian@oxfordshire.gov.uk](mailto:louise.tustian@oxfordshire.gov.uk) / Kathy Wilcox, Head of Financial Strategy,  
[kathy.wilcox@oxfordshire.gov.uk](mailto:kathy.wilcox@oxfordshire.gov.uk)

Report by Director of Finance **(CA7)**.

### **1. The Cabinet is RECOMMENDED to**

- a) note the report and annexes.
- b) approve the virement requests in Annex B-2a.
- c) approve the use of £2.0m from the Transformation Reserve to fund the council's Delivery Unit and associated costs associated with transformation and driving efficiency.
- d) note the use of £0.1m funding held in the COVID-19 reserve to further extend capacity needed within the Information Management team within Governance to support the council's ability to respond to Subject Access Requests (SARs) and approve the use of £1.5m one – off funding to support pressures in Children's Social Care in 2023/24.
- e) agree the overall allocation of Homes for Ukraine grant funding as set out in Annex B-6 and authorise the Director of Finance to finalise the agreements with the City and District Councils following consultation with the Leader of the Council and the Cabinet Member for Finance.
- f) approve the write-off of four unrecoverable social care debts with a combined total of £0.070m as set out in Annex B paragraph 93.

## **8. Capital Programme Update and Monitoring Report (Pages 103 - 126)**

*Cabinet Member:* Finance

*Forward Plan Ref:* 2023/002

*Contact:* Kathy Wilcox, Head of Financial Strategy, [kathy.wilcox@oxfordshire.gov.uk](mailto:kathy.wilcox@oxfordshire.gov.uk)

Report by Director of Finance **(CA8)**.

**The Cabinet is RECOMMENDED to:**

## **Capital Programme**

1. **Accept the latest capital monitoring position for 2023/24 set out in Annex 1.**
2. **Approve the updated Capital Programme at Annex 2 incorporating the changes set out in this report.**

## **Grant funding**

**Agree the inclusion in the Capital Programme of the following grant funding updates and allocation:**

3. **additional pothole funding of £3.706m to be added to the annual structural maintenance programme (Paragraph 81).**
4. **Sustainable Warmth Fund for Home Upgrade 2 grant of £6.4m to be utilised in 2023/24 and 2024/25 (Paragraph 46).**

## **Capital Approvals**

**Agree:**

5. **An increase of £0.7m in the Bloxham CE Primary School scheme – new hall and kitchen (paragraph 59).**
6. **An increase of £0.3m in the Botley Road Corridor scheme to reflect the final accounts for the scheme (paragraph 63).**
7. **An update to the agreed funding for Tree Planting Programme to split this into capital (£1.8m) and revenue (£0.8m) elements (paragraph 65).**
8. **Inclusion of £18.0m for the Fleet Management Programme (paragraph 69).**
9. **Release of £0.8m Vision Zero pipeline funding towards Active Travel (paragraph 74).**
10. **The short-term funding arrangements on the North Oxford Corridor Scheme until the confirmation of the revised scheme cost and the reallocation of Growth Deal grant towards the scheme from the overall existing Growth Deal programme (paragraph 76).**

## **9. Treasury Management Annual Performance 2022/23 (Pages 127 - 140)**

*Cabinet Member: Finance*

*Forward Plan Ref: 2023/033*

*Contact: Tim Chapple, Treasury Manager, [tim.chapple@oxfordshire.gov.uk](mailto:tim.chapple@oxfordshire.gov.uk)*



Report by Director of Finance (**CA9**).

**Cabinet is RECOMMENDED to note the report, and to RECOMMEND Council to note the council's treasury management activity and outcomes in 2022/23.**

## **10. Delegated Powers - Quarterly Report (Pages 141 - 144)**

*Cabinet Member:* Leader

*Forward Plan Ref:* 2023/032

*Contact:* Colm Ó Caomhánaigh, Committee Officer,  
[colm.ocaomhanaigh@oxfordshire.gov.uk](mailto:colm.ocaomhanaigh@oxfordshire.gov.uk)

Report by Director of Law & Governance (**CA10**).

To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.1 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in.

**Cabinet is RECOMMENDED to note the executive decisions taken under delegated powers, set out in paragraph 4.**

## **11. Updates to Terms of Reference for Future Oxfordshire Partnership (Pages 145 - 168)**

*Cabinet Member:* Leader of the Council

*Forward Plan Ref:* 2023/123

*Contact:* Anita Bradley, Director of Law & Governance, [anita.bradley@oxfordshire.gov.uk](mailto:anita.bradley@oxfordshire.gov.uk)

Report by Director of Law & Governance (**CA11**).

**The Cabinet is RECOMMENDED to approve the Future Oxfordshire Partnership's revised Terms of Reference and Memorandum of Understanding. These will take effect following approval by each of the six Oxfordshire councils.**

## **12. Climate Action Programme Six Month Update (Pages 169 - 228)**

*Cabinet Member:* Climate Change Delivery & Environment

*Forward Plan Ref:* 2023/122

*Contact:* Sarah Gilbert, Head of Climate Action, [sarah.gilbert@oxfordshire.gov.uk](mailto:sarah.gilbert@oxfordshire.gov.uk)

Report by Corporate Director Environment & Place (**CA12**).

**The Cabinet is RECOMMENDED to**

- a. note the biannual update on the delivery of the Climate Action Programme (Annex 1).**
- b. approve adjustments to the programme for 2023/24 (Annex 2).**

- c. approve the Council's Carbon Management Plan through to 2030 (Annex 3).

### **13. HIF2 A40 - Outcomes of Scheme Review (Pages 229 - 236)**

*Cabinet Member:* Travel & Development Strategy

*Forward Plan Ref:* 2023/001

*Contact:* Olu Solola, Programme Lead, [olu.solola@oxfordshire.gov.uk](mailto:olu.solola@oxfordshire.gov.uk)

Report by Corporate Director Environment & Place (CA13).

**The Cabinet is RECOMMENDED to:**

- a) approve the continued development of the initial delivery phase of the HIF2 scheme as set out in this paper
- b) endorse the continued discussion with Homes England and giving of notice under clause 8.4 of the Grant Determination Agreement (GDA) for revisions to funding window, initial scheme delivery, milestones, ensuring that the required due diligence has been completed to manage programme and financial risk. Once this is completed Authorise the Corporate Director of Environment and Place, in consultation with the Director of Law and Governance, Director of Finance, Cabinet Member for Travel and Development Strategy and Cabinet Member for Finance, to enter into an amended GDA
- c) approve the further scheme development, assessment and preparation of materials and Authorise the Corporate Director of Environment and Place to enter into public engagement on the initial delivery phase

### **14. Forward Plan and Future Business (Pages 237 - 244)**

*Cabinet Member:* All

*Contact Officer:* Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096

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 **CA**. 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.***

## **15. For information only: Cabinet response to scrutiny report (Pages 245 - 246)**

For information only: Cabinet response to scrutiny report

- Cost of living

## **Councillors declaring interests**

### **General duty**

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

### **What is a disclosable pecuniary interest?**

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

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

### **Declaring an interest**

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

### **Members' Code of Conduct and public perception**

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

### **Members Code – Other registrable interests**

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

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

Other registrable interests include:

- a) Any unpaid directorships

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

### **Members Code – Non-registrable interests**

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

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

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

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

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

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

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# Agenda Item 3

## CABINET

**MINUTES** of the meeting held on Tuesday, 20 June 2023 commencing at 2.00 pm and finishing at 3.35pm

### Present:

**Voting Members:** Councillor Liz Brighthouse OBE (Deputy Chair) - in the Chair  
Councillor Glynis Phillips  
Councillor Dr Pete Sudbury  
Councillor Tim Bearder  
Councillor Duncan Enright  
Councillor Calum Miller  
Councillor Jenny Hannaby  
Councillor Michael O'Connor  
Councillor Andrew Gant

### Other Members in Attendance:

Councillors David Bartholomew, Donna Ford, John Howson, Ian Middleton and Kieron Mallon

### Officers:

Whole of meeting Stephen Chandler, Executive Director (People, Transformation and Performance, Lorna Baxter (Director of Finance), Anita Bradley (Director of Law & Governance and Monitoring Officer), Ansaf Azhar (Corporate Director Public Health & Community Safety), Bill Cotton (Corporate Director Environment & Place) Anne Coyle (Interim Corporate Director of Children's Services), Karen Fuller (Interim Corporate Director Adult Social Care), Chris Reynolds (Committee Officer).

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

## 72/23 APOLOGIES FOR ABSENCE

(Agenda Item. 1)

Apologies for absence were received from the Chair, Cllr Liz Leffman, and Martin Reeves, Chief Executive.



**73/23 DECLARATIONS OF INTEREST**

(Agenda Item. 2)

Cllr Duncan Enright declared a pecuniary interest in Item 8 - Capital Programme Update, did not participate in the debate and did not vote thereon.

**74/23 MINUTES**

(Agenda Item. 3)

The minutes of the meeting held on 23<sup>rd</sup> May 2023 were approved and signed as a correct record by the Deputy Chair.

**75/23 QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda Item. 4)

See annex.

In relation to the supplementary question from Councillor Middleton to Councillor Miller, Councillor Middleton confirmed to the Monitoring Officer that he had referred to the “transparency” of Oxford United Football Club’s licence status.

**76/23 PETITIONS AND PUBLIC ADDRESS**

(Agenda Item. 5)

10 SEND Sufficiency and Local Government Ombudsman’s Findings Report

A member of the public  
Cllr John Howson

**77/23 BUSINESS MANAGEMENT & MONITORING REPORT - ANNUAL REPORT AND PROVISIONAL REVENUE OUTTURN 2022/23**

(Agenda Item. 6)

Cabinet had before it the Council’s annual performance report and provisional year-end financial position for 2022/23.

Councillor Calum Miller, Cabinet Member for Finance, introduced the report. He referred to the considerable achievements by the Council during the year which had contributed to its strategic objectives.

The report captured the Council’s response to the cost of living crisis and migration support, the impact on services delivered and described how the Council coordinated and supported the delivery of services. It highlighted that 71% of the Council’s performance indicators were above target or very close to it.

The financial position for 2022/23 reflected the impact of increases in the level of demand for children’s social care and a lack of suitable care placements available in the system as well as inflationary pressures across

the council's services. Action had been taking to manage and mitigate this in 2022/23 and the on-going impact in 2023/24 and over the medium term was considered through the Budget & Business Planning Process for 2023/24.

During discussion members referred to the considerable progress in provision of adult social care services, which included investing to save, a decrease in waiting lists, and investment in residential care.

Councillor Miller moved, and Councillor Enright seconded the recommendations and they were approved.

**RESOLVED to:-**

- a) **note the annual Performance Report for 2022/23.**
- b) **note the summary of the provisional year - end financial position for 2022/23 along with the year-end position on general balances and earmarked reserves as explained in Annex B.**
- c) **note the virements set out in Annex B-2.**
- d) **agree that the £1.0m surplus on the On-Street Parking Account at the end of the 2022/23 financial year, that has not yet been applied to fund eligible expenditure in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, can be carried forward to the 2023/24 financial year as set out in Annex B-3c.**
- e) **approve the creation of a new reserve to hold £0.5m income relating to the Zero Emissions Zone in Oxford for future use.**

**78/23 PROVISIONAL CAPITAL OUTTURN 2022/23**

(Agenda Item. 7)

Cabinet received a report on performance relating to the Capital Programme for 2022/23.

Councillor Calum Miller, Cabinet Member for Finance, presented the report.

The ten-year Capital Programme set out the agreed capital investment to deliver the priorities identified in the council's Capital and Investment Strategy. The report set out the performance against the programme shown in the latest monitoring report for 2022/23 and also compared back to the capital programme agreed by Council in February 2022. The figures reflected those to be included in the Council's Statement of Accounts for 2022/23.

The capital programme was updated throughout the year to reflect the latest delivery profiles and cost estimates for each programme. The last update was in January 2023 and this was agreed by Cabinet in March 2023.

Expected spend for the year totalled £184.0m. Actual capital programme expenditure was £172.2m in 2022/23. The variation between the latest programme and the actual expenditure was -£11.8m (-6%). This spend was now expected to take place in 2023/24.

The capital programme expenditure of £172.2m was funded by £99.1m of capital grants and other external contributions, £28.8m of developer contributions and Community Infrastructure Levy, £2.6m of revenue contributions, and £41.7m of prudential borrowing.

The availability of workforce and materials and inflationary increases in contract prices were continuing to increase the risk to the deliverability and cost of capital schemes. The combined impact of these factors has affected delivery in 2022/23 and is expected to continue in 2023/24 and future years.

During discussion, members referred to the Council's priorities for the development of a sustainable transport infrastructure within the Capital programme to benefit those areas of the County which were not well served by transport networks currently.

Councillor Miller moved and Councillor Sudbury seconded the recommendations and they were approved.

**RESOLVED to note the performance against the capital programme for 2022/23 as set out in the report.**

## **79/23 CAPITAL PROGRAMME APPROVALS - JUNE 2023**

(Agenda Item. 8)

Cabinet had before it a report setting out change requests requiring Cabinet approval that would be incorporated into the agreed programme and included in the next update to the Capital Programme in July 2023.

Councillor Calum Miller, Cabinet Member for Finance, introduced the report, and explained the reasons for the additions to the Capital Programme.

Councillor Miller moved and Councillor Phillips seconded the recommendations, and they were approved.

**RESOLVED to:-**

- a) **approve the addition of the expansion of Wood Green School, Witney (£4.3m) to the capital programme.**
- b) **approve the addition of £2.6m to the capital programme to support the council's Tree Policy.**

**80/23 WORKFORCE REPORT AND STAFFING DATA - QUARTER 4 - JANUARY-MARCH 2023**

(Agenda Item. 9)

Cabinet had before it a report on the workforce profile for quarter 4 of 2022/23 (January – March 2023) and an update on the progress of some of the key workforce priorities.

Councillor Glynis Phillips, Cabinet Member for Corporate Services, introduced the report.

The report referred to an increase in the directly employed headcount in the current financial year which would be subject to further scrutiny, a reduction in staff turnover, an increase in the number of apprenticeships and an increase in agency worker costs which was being addressed through organisational reviews and recruitment campaigns.

Councillor Phillips referred in particular to the need for all Directorates to prioritise reducing spend on agency staff and focus on recruitment of permanent staff, the age profile of the workforce and the measures being taken to reduce sickness absence.

Councillor Phillips moved and Councillor Hannaby seconded the recommendations and they were approved.

**RESOLVED to note the report.**

**81/23 SEND SUFFICIENCY AND LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN FINDINGS REPORT**

(Agenda Item. 10)

Cabinet had before it a report detailing proposals for an updated SEN sufficiency strategy and learning from a recent decision by the Local Government and Social Care Ombudsman. The Council's Special Education Needs service, during 2021 and 2022, was delayed in its handling of the production of a child's education, health and care plan. Additionally, during that period the child was not provided with education between April 2022 and December 2022. The service, following the intervention by the Local Government and Social Care Ombudsman, addressed the handling of the request for the child's school place and had identified points of learning and service improvement opportunities which were identified in the report.

A member of the public addressed the Cabinet and expressed concerns about the accuracy of the facts given in the report and the handling of her child's case by the Council. She referred to the periods of time that her child

had received formal education in mainstream schools, the delays in development of the education and care plan and the complaints process. The parent also explained the various medical conditions affecting her child and her educational needs to prepare her for her future life.

The Deputy Leader thanked the member of the public for her address, apologised, on behalf of the Council, for the problems she had encountered concerning her child's case and assured her that the Corporate Director of Children's Services would be contacting her to respond to the concerns expressed in the meeting.

Councillor John Howson then addressed the Cabinet. He referred to the previous history of cases in the County and expressed disappointment that the Council had again been subject to an investigation the Ombudsman. Cllr Howson commented on the difficulties with monitoring and responsibility for educational provision since the introduction of academies and sought assurance that the discrepancy between the figures for the performance indicator on time limits for Education and Health Care Plans shown on paragraph 10 of the report and in the Citizens Portal would be corrected.

The Deputy Leader concurred with Cllr Howson's remarks and reiterated the need for the Council to ensure that children were provided with safety and security within the school environment. She said that the updated SEN sufficiency strategy would help to support children with special educational needs.

The Executive Director (People, Transformation and Performance) introduced the report. He began by reiterating the apologies to the parent expressed by the Deputy Leader. He then explained the measures taken by the Council to respond to the Ombudsman's report. The People Overview and Scrutiny Committee had set up a sub-committee to scrutinise the SEND service and the Council was confident that it would have the expertise to address the challenges for the SEND service going forward.

The Head of Access to Learning presented the report and recommendations on the revised SEND sufficiency strategy.

During discussion members referred to the importance of EHCPs, the need to ensure children were able to thrive within their communities, and to provide support to the schools in providing for the needs of all children.

Cabinet welcomed the measures taken in response to the LGSCO report.

Councillor Brighthouse moved and Councillor Sudbury seconded the recommendations and they were approved.

**RESOLVED to note the contents of the report setting out the updated SEN sufficiency strategy and the learning from the recent Local Government and Social Care Ombudsman decision reference 22 000 090**

## **82/23 POLICY ON SUPPLY CHAIN EMISSIONS**

(Agenda Item. 11)

Cabinet had before it a report recommending adoption of a policy to create a robust and prioritised approach to addressing supply chain emissions.

Supply chain emissions (sometimes described as 'Scope 3' emissions) made up around 90% of Oxfordshire County Council's (OCC) overall emissions. The Council was already working with some of its contractors to reduce carbon emissions, both through the social value policy and direct engagement with some contracts. The reporting of contractor emissions however was currently very limited.

The Director of Finance introduced the report.

Councillor Pete Sudbury, Cabinet Member for Climate Change Delivery Environment, referred to the Council's environmental strategy priorities and said he was pleased that these were being extended to many areas of the Council's services.

Councillor Sudbury moved and Councillor Miller seconded the recommendations and they were approved.

**RESOLVED to approve the proposed policy position for the Council on supply chain (Scope 3) emissions as set out in Annex 1 to the report.**

## **83/23 LANE RENTAL SCHEME FOR OXFORDSHIRE**

(Agenda Item. 12)

Cabinet had before it a report giving proposals for a lane rental scheme in Oxfordshire.

Councillor Andrew Gant, Cabinet Member for Highway Management, introduced the report.

The Council, as the Traffic Authority, had been running a successful Permit Scheme for road and street works since 2020. As a result, a further opportunity was now available to apply to the Department for Transport (DfT) for an Order to allow for the introduction of Lane Rental in Oxfordshire.

The Lane Rental Scheme (LRS) allowed for additional charges to apply to works on our busiest roads at the busiest times. This encouraged those working on the highway to avoid peak times (to avoid the charges) or pay the charges (completing the works in shortest possible timeframe), the maximum for which is £2,500 a day.

Fees arising from Lane Rental must be invested in works operations to reduce impacts, improving the highway network, and compensating society for disruptive works. In accordance with the Department for Transport guidance, it was proposed to set up joint working arrangements between the highway authority and works promoters to manage the allocation of funding arising from Lane Rental.

The introduction of Lane Rental was identified as a key ambition of the Network Management Plan 2023-2028, adopted by Cabinet in February 2023.

During discussion, members welcomed the introduction of the scheme which would help to enforce the timeliness of work by contractors.

Councillor Gant moved and Councillor Bearder seconded the recommendations and they were approved.

**RESOLVED to:-**

- a) **approve the submission of an application to the Department of Transport for Lane Rental in Oxfordshire.**
- b) **delegate decision making on the timing and specific content of the Scheme and application to the Corporate Director of Environment and Place in consultation with the Cabinet Member for Highway Management.**

**84/23 FORWARD PLAN AND FUTURE BUSINESS**

(Agenda Item. 13)

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

**RESOLVED to note the items currently identified for forthcoming meetings.**

.....in the Chair

Date of signing .....





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## **REPORT OF THE PLACE OVERVIEW & SCRUTINY COMMITTEE: VISION ZERO**

Cllr Kieron Mallon  
Chair of the Place Overview & Scrutiny Committee  
July 2023

### **RECOMMENDATION**

1. The Cabinet is **RECOMMENDED** to —
  - a) Agree to respond to the recommendations contained in the body of this report, and
  - b) Agree that relevant officers will continue to update Scrutiny for 12 months on progress made against actions committed to in response to the recommendations, or until they are completed (if earlier).

### **REQUIREMENT TO RESPOND**

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

### **INTRODUCTION AND OVERVIEW**

3. At its meeting on 26 April 2023, the Place Overview and Scrutiny Committee considered a report providing an overview and update of the Council's Vision Zero Programme, work carried out to date, and an overview of the Vision Zero Strategy and Capital Business Case timeline going forward. The Vision Zero Programme aims to: "Eliminate all fatalities and severe injuries on Oxfordshire's roads and streets, to have a safer, healthier, and more equitable mobility for all. Work closely with partners and stakeholders to take a whole system approach, working together on infrastructure, behaviour, technology, and legislation to achieve this change."
4. The Committee received the input of the Cabinet Member for Highway Management, Councillor Gant, the Corporate Director for Environment and Place, Bill Cotton, the Director of Highways and Operations, Paul Fermer, and the Vision Zero Programme Manager, Caroline Coyne. The Committee would like to thank everyone for sharing their time and expertise with the Committee.

## SUMMARY

5. Cllr Andrew Gant, Cabinet Member for Highways, introduced the item. The workstream was less than a year old and set up after fatalities in and around Oxford. It consists of eight areas of work, namely: Policy Development; Speed Management; New Infrastructure and Development; Cycling Safety; Road Safety Education; Improvement Programmes; Communication & Engagement; Stakeholder Engagement.
6. Paul Fermer, Director of Highways and Operations, explained that the report outlines how the Council sought to approach Vision Zero pulling together the variety of activity across the Council into one coherent programme.
7. Different governance structures for the programme are intended to be complementary structures rather than separate ones. Embedding behavioural change and a cultural shift must be done in a coherent, holistic way. The structures are about bringing together disparate activities that are already happening to ensure the monitoring of a coordinated programme.
8. The Council is committed to its approach and agreed that there continued to be some work needed to ensure that it was seen at the operational level. Consultants were used on occasion for transport infrastructure projects and it was incumbent on the Council to ensure that the brief was particularly clear about the standards and specialisms wanted.
9. The Committee requested further information regarding the training provided and the information surrounding road safety (including Vision Zero, Active Travel, and LTCP) provided in contracts and briefs.

## RECOMMENDATIONS

10. As the authority responsible for Highways, significant work has been done over many years on road safety and in recent years capability has been affected by a reduction in professional expertise and the level of funding. The Council's professional capacity is now increasing and Council funding is available for specific road safety initiatives. There is an acknowledgement that the data has shown a negative trend in road safety outcomes and the Council is committed to reversing that situation swiftly. The intention is that this will be facilitated by the Vision Zero approach rather than simply standard road safety initiatives.
11. Vision Zero will help to deliver the Local Transport and Connectivity Plan (LTCP) road safety commitments with the improvement of road safety being a fundamental part of achieving the LTCP. There are high-level commitments in the LTCP and the Committee was told that officers were intending to work on the strategy and action plan and part of that work will be to examine more closely the details behind the geographic differences in the county. Consideration will be given to whether having more ambitious targets in urban areas where it could

be easier and potentially cheaper to make a big difference swiftly is appropriate. The Council was keen to explore, in writing the strategy and action plan, the idea of localised targets so that it could be held to account against them.

12. The Committee supported these strands of work. To ensure that this ambition is translated into on the ground improvements it is recommended that the Council assures itself of the alignment of its strategic ambitions and the tools through which it will realise those ambitions by undertaking an audit of contract delivery and training and the development of appropriate targets.

**Recommendation 1: That the Council provides an audit of what is included in contracts, commissions, and briefings for infrastructure delivery and how far Vision Zero, Active Travel, and the LTCP are emphasised.**

**Recommendation 2: That the Council provides an audit of training undertaken to date of those responsible for implementing infrastructure delivery and how far Vision Zero, Active Travel, and the LTCP are emphasised.**

**Recommendation 3: That the Council should endorse additional targets and geographically focused targets within the Vision Zero workstreams.**

13. The impact on road safety of Heavy Goods Vehicles was explored and the Committee was considered that the Developer Design Guidance had recently been approved by Cabinet and that much work had been done regarding requirements for developers using HGVs.
14. The Committee noted that Oxford City Council had recently adopted the Construction Logistics and Community Safety (CLOCS) Standard and there was discussion around whether the County Council was planning to adopt it.
15. The Committee heard that the application to CLOCS is complex and there are a number of different strands that would be relevant for the Council including the Council's own vehicles and fleet; the contracts let by the Council and the obligations it places on contractors; acting as the planning authority in respect of decisions made around schools and mineral extraction sites; planning issues when the Council is a statutory consultee.
16. The Committee is conscious that adopting the standard could cost the Council significant sums of money and understands that the implications must be fully considered before making a commitment. Nevertheless the Committee considered that this would be beneficial in the delivery on Vision Zero, as well as also supporting the Council's ambitions to reduce emissions and improve air quality, and recommends that the Council takes steps to move towards the CLOCS standard as soon as it is possible taking into consideration the issues raised.

**Recommendation 4: That the Council should move towards the CLOCS Standard as soon as is reasonably practicable.**

17. The Committee considered that the Council, in the absence of a Central Government campaign, should plan to provide training on changes to the Highway Code, particularly focusing on raising the understanding of the responsibilities within the new hierarchy of users and focusing messaging towards children and young people in order to push towards lasting culture change. The Committee heard that the Community Safety team has a number of well-established campaigns but considered that more could be done to refresh and revise training, and while there would be costs involved, the allocation of money towards Vision Zero meant that this could be progressed.
18. The Committee agreed that all users need to act sensibly, from drivers of HGVs to pedestrians, and also discussed how Vision Zero might best be communicated and behavioural change be encouraged. The Committee recommended that corporate communications focus on those road users whose behavioural change would create the greatest positive impact – drivers, particularly of large vehicles, and not vulnerable road users such as pedestrians and cyclists. The Committee commended recent communications from Transport for London for taking that approach.

**Recommendation 5: That the Council prepares a road safety campaign focusing on the need for behavioural change and, in accordance with the Highway Code's hierarchy of users, gives the highest responsibility for change to those with most power whilst recognising the need for all to act responsibly.**

19. The Committee considered whether it was appropriate to give weight to the perception of risk in addition to actual risk. There was recognition that there was data which demonstrated some locations were extremely dangerous and it was agreed that work should focus on improving those. However, the perception of risk also has a big impact on residents' travel choices and the Committee considered how reducing the perception of risk could lead to positive outcomes that would support Vision Zero. Consequently, the Committee recommended that the Council work with key stakeholders and local communities so that progress could be made on reducing the perception of risk. As the work proceeds, it would be expected that safety concerns would lessen. Regular surveys to track public perceptions on road safety locally would be a useful tool to employ.

**Recommendation 6: That the Council prepares metrics, by, for example, commissioning external polling agencies to conduct surveys, regarding perception of risk as part of the Vision Zero workstreams that could be tracked with the intention of reducing them.**

20. The Committee recognised that the success of Vision Zero rested in large part on the ability to effect cultural and behavioural change but considered that this must be complemented by physical improvement projects, including the upgrade of junctions that are deemed dangerous. The Committee heard that in addition to £5m from reserves (which would fall under the umbrella of discretionary funding), there were different funding streams that were allocated

to particular aspects, including the Safer Roads Fund, Active Travel tranches, developer funds, HIF Fund, the HMI fund. However, realising the Council's ambitious vision will require significant investment and the Committee recommends that funding for it is deemed a priority in the upcoming budget cycle.

**Recommendation 7: That the Council recognise the important need for Vision Zero and that funding for it is a priority in the upcoming budget cycle.**

## **NEXT STEPS**

21. The Place Overview & Scrutiny Committee will review the published Cabinet response to this report and its recommendations at the meeting of the Committee after Cabinet's response in accordance with part 6.2, 13(f), of the Constitution of the Council.

22. The Committee may wish to revisit progress on aspects of Vision Zero during this time.

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**18 July 2023 CABINET REPORT****BUSINESS MANAGEMENT AND MONITORING REPORT****May 2023****Report by the Director of Finance****RECOMMENDATION****1. The Cabinet is RECOMMENDED to**

- a) note the report and annexes.
- b) approve the virement requests in Annex B-2a.
- c) approve the use of £2.0m from the Transformation Reserve to fund the council's Delivery Unit and associated costs associated with transformation and driving efficiency.
- d) note the use of £0.1m funding held in the COVID-19 reserve to further extend capacity needed within the Information Management team within Governance to support the council's ability to respond to Subject Access Requests (SARs) and approve the use of £1.5m one – off funding to support pressures in Children's Social Care in 2023/24.
- e) agree the overall allocation of Homes for Ukraine grant funding as set out in Annex B-6 and authorise the Director of Finance to finalise the agreements with the City and District Councils following consultation with the Leader of the Council and the Cabinet Member for Finance.
- f) approve the write-off of four unrecoverable social care debts with a combined total of £0.070m as set out in Annex B paragraph 93.

**Executive Summary**

2. The business management and monitoring reports are part of a suite of performance, risk and budget documents which set out our ambitions, priorities, and financial performance. The [2023 – 2025 Strategic Plan](#) sets out the Council's ambitions for the next three years. It also shows our priority activities for the current financial year.
3. This report presents the May 2023 performance, risk, and finance position for the council.
4. Further information is provided in the following annexes to the report:

Annex A: Performance as at May 2023

Annex B: Finance as at May 2023

Annex C: Voluntary and Community Sector Action Plan 23/24

5. The performance section of this report concentrates on performance exceptions (measures reporting Red (off target), or Amber, (slightly off target, Amber for the last two consecutive months). The full performance report is included at Annex A.

## Performance Overview

6. The Outcomes Framework for 2023/24 reports on the council's nine strategic priorities. A further priority relates to running the business and includes the customer contact centre and measures included in the council's Financial Strategy. The Outcomes Framework which sits underneath the strategic priorities is comprised of monthly, quarterly, termly, six monthly and annual measures which may change as we progress through the year. At the appropriate period, relevant measures will be included in the report.

7. As at the end of May 2023 the indicators were rated as follows:

Reporting Period	Green	Amber	Red	Monitoring only/Data Unavailable	Total
Monthly	27	6	4	7	44

Table 1: Summary of May 2023 performance for all measures. RAG = Green = meets or exceeds target, Amber = misses target by narrow margin and Red = misses target by significant margin.

8. 27 (61%) of the measures were reported as Green (meeting or exceeding target) in May. Six (14%) were rated as Amber (misses target by narrow margin), of which all six were Amber for 2+ months. Four (9%) measures were rated as Red (misses target by significant margin).

9. This bi-monthly Cabinet report is the first of the new reporting year 2023/24. The number of **monthly** measures assessed as Green has increased compared to April 2023 (12). The number of measures assessed as Red has remained static compared to April (4). The table below compares monthly measures for the 2023/24 reporting year.

Monthly Comparison	Green		Amber		Red		Monitoring Only/Data Unavailable		Total
April 2023	12	38%	5	16%	4	12%	11	34%	32*
May 2023	27	61%	6	14%	4	9%	7	16%	44

Table 2: Comparison of monthly reporting measures for Financial Year 2023/24. \*April 2023 does not include measures from priority OCC11 (finance).

10. Table 3 lists the four measures reporting as Red at the end of May 2023. Full details can be found in Annex A.

Performance measures reporting Red for May 2023 (four measures)
OCC01.02: Total No. of streetlights fitted with LED Lanterns
OCC01.07: Total % of household waste which is reused, recycled or composted
OCC11.02: Achievement of planned savings
OCC11.11: Debt requiring impairment - ASC contribution debtors

Table 3: Red RAG Status Measures May 2023 Reporting Period

11. Table 4 indicates the direction of travel of measures compared to April 2023:

Status changes – April 2023 to May 2023	
<b>Red to Green</b>	OCC09.02: Participation in innovation funding bids or new projects in support of Living Oxfordshire
<b>Amber to Green</b>	No change
<b>Red to Amber</b>	No change
<b>Green to Amber</b>	No change
<b>Amber to Red</b>	OCC01.02: Total No. of streetlights fitted with LED Lanterns OCC01.07: Total % of household waste which is reused, recycled or composted
<b>Green to Red</b>	No change

Table 4: Change in Performance across April 2023 to May 2023.

### Performance Exceptions

12. This section of the report details all measures reporting Red or Amber status (*consecutive for two months*) with extracted supporting commentary from the Directorate, the full commentary can be seen at Annex A. For May 2023, there are five Red and six Amber measures classified as exceptions.

### 13. Priority OCC01: Put action to address the climate emergency at the heart of our activities

This priority has three measures reported in May 2023: two Red and one ‘monitoring only’

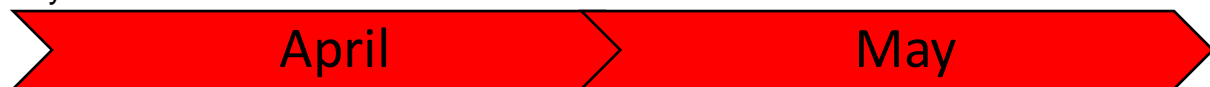


Figure 1: Priority OCC01 Monthly performance for 2023/24 financial year

Measure:	April Status:	May Status:	Director:
OCC01.02: Total No. of streetlights fitted with LED Lanterns	Amber	Red	Bill Cotton
OCC01.07: Total % of household waste which is reused, recycled or composted	Amber	Red	Bill Cotton

Table 5: Priority OCC01 Measure Exceptions - May 2023

**OCC01.02:** The LED replacement project has delivered in excess of 85% of the original works that had already been forecasted to be completed. This project was agreed to cover 22-24 with a total target of 25,150 LED replacements to be undertaken. Splitting this across the two years, In 22/23 the target was 20,950, actual LED replacement units completed were 22,390. In 23/24 the target is 4200, with actual LED replacement units completed as of 31 May 2023 totalling 1,339.

The outstanding works have had to be rescheduled due to the availability of staff resource's, materials/equipment and noticing/booking of road space and the local electricity board for connection/service alterations etc. We have also had to factor in other major works on the public highway to minimize any disruption to residents.

The heritage columns and lanterns are historic style cast iron and copper equipment that were installed originally when gas lamps were first introduced in Oxford and

surrounding areas back in the 1850s. These are usually situated in conservation areas or historic locations across the county. These historic heritage columns and lanterns require either new LED gear or reproduction replacements of the original equipment. Testing of the cast iron columns is also essential to ensure all safety measures are complied with.

**OCC01.07:** Target 61.50% forecast 56.74% as at 31 May 2023. Waste performance is reported a month in arrears and the figure reported is the forecast end of year performance for 2023/24. Defra's recently published (March 23) statistics for Waste Disposal Authorities for 2021/22 confirmed Oxfordshire first for the overall percentage of waste reused, recycled or composted with a recycling rate of 58.2%, compared to Devon in second place at 55.1%, and Surrey 3rd at 54.4%. However, the indicator is below target because recycling rates have plateaued for some time despite continued behavioural change campaigns and encouraging residents to use the existing recycling collections better. In the meantime, campaign work to inform residents and encourage behaviour change is continuing.

#### 14. Priority OCC04: Support carers and the social care system

This priority has eight measures reported in May 2023: three Green, two Amber and three 'monitoring only'



Figure 2: Priority OCC04 Monthly performance for 2023/24 financial year

Measure:	April Status:	May Status:	Director:
OCC04.04: % of residents aged under 65 receiving ASC who manage their care by using a direct payment	Amber	Amber	Karen Fuller
OCC04.05 % of older residents who receive long term care and are supported to live in their own home	Amber	Amber	Karen Fuller

Table 6: Priority OCC04 Measure Exceptions - May 2023

**OCC04.04:** Performance remains in line with the national position. 11 people would need to transfer to direct payments in the year to be on target.

There are 3 key actions to stabilise this measure:

1. Review of individual team performance at the monthly performance board
2. The Adult Social Care forum asks if a Direct Payment has been considered for each new service recipient and we use this data to understand barriers to uptake of direct payments
3. Increased communications to teams to actively promote direct payments

**OCC04.05:** The number of older people supported to live at home continues to increase, as does the number of hours of support provided overall. Performance is marginally below the 60% target, but this is not a significant concern as some fluctuation is expected.

### 15. Priority OCC07: Create opportunities for children and young people to reach their full potential

This priority has seven measures reported in May 2023: three Green, two Amber and two 'monitoring only'



Figure 3: Priority OCC07 Monthly performance for 2023/24 financial year

Measure:	April Status:	May Status:	Director:
OCC07.03: Number of multi-agency strength & needs assessment completed in Oxfordshire	Amber	Amber	Anne Coyle
OCC07.05: The percentage of children in residential care	Amber	Amber	Anne Coyle

Table 7: Priority OCC07 Measure Exceptions - May 2023

**OCC07.03:** A target of 7500 early help assessments has been agreed by the children's trust for the year. Last year 3599 early help assessments were shared with the council. This years 7500 target will need this to double. The figures in the first 2 months of this year are 17% higher than the same two months last year. New Assistant Director post is being recruited to, to lead on this work with partners.

**OCC07.05:** The number of children supported in residential care home placements has dropped in the month, but with the fall in total numbers there has been no change in the percentage figure. Our priorities for the year include:

- Converting OCC building to provide 11 beds of supported accommodation for 16-17 unaccompanied asylum-seeking children (UASC)
- Launching a 16+ supported housing framework in July 2023
- Uplift fostering fees in line with government recommendations of 12%
- To increase number of in-house foster carers through targeted campaigns
- Commissioning the following services for children & young people (CYP) with complex needs
  - 4 solo beds within Oxfordshire or surrounding local authority (LA) areas
  - Setting up two solo / small homes under the DfE programme to be run by OCC
  - Changing an existing children's home with Homes 2 Inspire to a solo / small children's home
- Increasing in-house children's homes placements by 16
- Increasing the cross regional block contract by 3 beds
- Commissioning new solo bed contract in Oxfordshire or surrounding LA areas

### 16. Priority OCC10: Running the business - Customer Contact

This priority has nine measures reported in May 2023: five Green, one Amber and three Red.

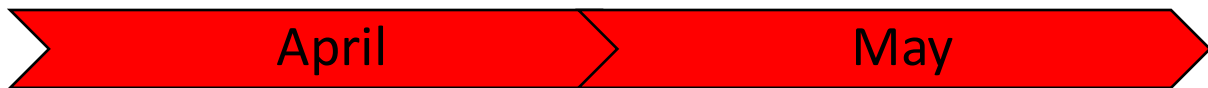


Figure 4: Priority OCC10 Monthly performance for 2023/24 financial year

Measure:	April Status:	May Status:	Director:
OCC10.05: The percentage of customer telephone calls abandoned at the Customer Service Centre	Amber	Amber	Mark Haynes

Table 8: Priority OCC10 Measure Exceptions - May 2023

**OCC10.05:** Calls during May increased by 18% compared to April but were down 9.5% compared to May 2022. The abandonment rate increased by 2% compared to April. We also dealt with 5,645 outbound calls, 180 webchats and 6 social media contacts from the official OCC Twitter & Facebook pages, and 10,716 emails.

#### 17. Priority OCC11: Running the business - Finance

This priority has 15 measures being reported in May 2023: 12 Green, one Amber, two Red.

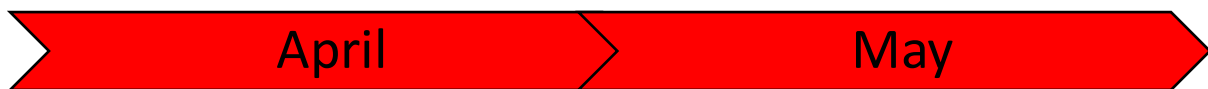


Figure 5: Priority OCC11 Monthly performance for 2023/24 financial year

Measure:	April Status:	May Status:	Director:
OCC11.02: Achievement of planned savings	N/A	Red	Lorna Baxter
OCC11.11: Debt requiring impairment - ASC contribution debtors	Red	Red	Lorna Baxter

Table 9: Priority OCC11 Measure Exceptions - May 2023

Please refer to Annex B for additional information relating to OCC11: Running the business - Finance.

#### Performance Highlights

18. This section of the report concentrates on a number of highlights achieved this period in delivering our strategic priorities.

#### Put action to address the climate emergency at the heart of our work

##### Oxfordshire at top of national recycling table for ninth year

For the ninth year in a row, residents in Oxfordshire have topped the table nationally when it comes to recycling, reusing and composting. Oxfordshire County Council has again been named the best performing county council waste disposal authority in England. In 2021 - 22, residents recycled, reused or composted 58.2 per cent of their household waste, according to the latest government figures. But despite this success,



the council said it is not complacent and will continue to look for ways to improve its figures even further. The total amount of household waste produced in Oxfordshire was 301,902 tonnes for 2021 - 2022. And 150,086 tonnes were reused, recycled and composted, which created a carbon benefit equivalent to 121,308 tonnes of carbon dioxide compared to disposing of it through landfill.

Oxfordshire's five district and city councils, which operate the kerbside collections, also achieved excellent results in their national category. South Oxfordshire and Vale of White Horse came second and fourth respectively with recycling rates of 62.7 per cent and 61.9 per cent, while West Oxfordshire, Cherwell, and Oxford City councils were all in the top performing 22 per cent. Along with the county council, the district and city councils make up the Oxfordshire Resources and Waste Partnership (ORWP) – a collaborative partnership which works together to improve recycling and waste management services for residents.

### **Tackle inequalities in Oxfordshire**

#### **“Without Pete, I wouldn't be here”**

#### **How a council support service changes the lives of people with autism**

For **Aidan Ratnage**, finding a permanent job had been a challenge. After being diagnosed with autism in his early twenties, Aidan had several unsuccessful job interviews and struggled to find employment that really suited him. But with the help of Oxfordshire County Council's specialised autism employment support service, the 27-year-old from Abingdon has been working full time since December 2021. Aidan is one of more than sixty people who have been supported by the autism employment programme since it started in January 2020. It offers employment coaching - including support to develop confidence and clear job aspirations - as well as help to write CVs, fill in forms and practice interview skills. In the last year, the service has helped 17 neurodivergent people find paid employment, with 12 people – like Aidan –staying in the job permanently. Funding has now been confirmed for the programme until March 2025.

### **Prioritise the health and wellbeing of residents**

#### **Renewal of joint funding agreement for health and social care together in Oxfordshire**

Thousands of residents across Oxfordshire will benefit from a £400 million joint funding agreement between the NHS and Oxfordshire County Council. Health and social care leaders in Oxfordshire have confirmed their joint commitment to making best use of a £400m budget to provide safe, effective, and sustainable community-based care for people across the county, funding dozens of programmes for people and communities. Oxfordshire County Council and the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB) have renewed the s75 funding agreement which pools a significant amount of NHS and local authority funds under the Better Care Fund to support people aged 18 – 65 with learning disabilities and autism, mental health and eating disorders, continuing health care among many more. The funds also support older people with dementia, carers, frail people at risk of avoidable hospital admission, other preventative services and care for those being discharged from hospital. These programmes are designed to support people to maintain as much

independence and good health as possible, stay supported in their homes and communities and stay out of hospital. The s75 agreement was first agreed between the council and the original NHS clinical commissioning group (CCG) in 2013. The ICB has replaced CCGs, and this is the first s75 agreement it has signed. BOB ICB is the new NHS organisation responsible for developing plans to meet the health and care needs of local people, managing the NHS finances and arranging for the provision of health services. The agreement underpins the development and implementation of the Integrated Commissioning Team for Health, Education and Social Care [HESC] hosted by the council and funded jointly by the council and the ICB.

### **Support carers and the social care system**

#### **Award winning carers making a difference in Oxfordshire**

The very best carers in Oxfordshire have been celebrated at an awards ceremony on Monday (24 April) bringing together unpaid carers, the community and voluntary sector, and statutory and independent care providers. Organised by Oxfordshire Association of Care Providers (OACP) and hosted in partnership with Action for Carers Oxfordshire and Age UK Oxfordshire, **the Oxfordshire Care Awards** were held on Monday (24 April) at the Voco Oxford Thames Hotel in Sandford-on-Thames under the tagline 'inspiration for all'. Oxfordshire County Council co-sponsored the event.

### **Invest in an inclusive, integrated, and sustainable transport network**

#### **Seven more 20mph applications approved as applications top 200 in first year**

**Abingdon among latest areas to get approval.** Abingdon has become the latest major Oxfordshire town to adopt 20mph speed limits in residential areas to create safer, healthier and quieter streets. It was one of seven communities to have applications for 20mph limits approved by Oxfordshire County Council's Cabinet Member for Highway Management Councillor Andrew Gant and Council Leader Cllr Liz Leffman on 27 April. The 20mph programme also fits in with the council's [Vision Zero](#) policy, which aims to eliminate all deaths and serious injuries from Oxfordshire's roads by 2050.

### **Create opportunities for children and young people to reach their full potential**

**Large majority of Oxfordshire parents and children offered first choice primary for 2023/24.** A total of 93.55 per cent (6,729) of applicants have been awarded their first choice for starting infant or primary school in Oxfordshire. Last year's figure was 91.49 per cent (6,459), which means a higher number of parents across the county have been offered their first choice of primary school for 2023/24. A total of 99.01 per cent (number 7,120) have been offered one of the four choices they listed on their application. The percentage receiving a first choice of primary school in England in 2023 is not yet known. However, Oxfordshire's percentage receiving a first choice is generally better than the national average. This year there are 7,189 Oxfordshire children who need school places for September 2023. This is 129 more than last year when 7,060 Oxfordshire children needed school places.

### **Work with local businesses and partners for environmental, economic, and social benefit**

**Banbury business prosecuted for selling illegal e-cigarette to a child.** The owner of a convenience store in Banbury has been prosecuted for selling a disposable e-cigarette to a child, following an investigation carried out by Oxfordshire County Council's trading standards service. The business sold the disposable e-cigarette, sometimes known as a 'puff bar' or 'vape pen', to a 16-year-old test purchaser in March 2022, despite the legal age limit for the sale of e-cigarettes being 18 and over.

### **Play our part in a vibrant and participatory local democracy**

#### **Plans agreed for further engagement on Oxford United stadium proposal.**

Oxfordshire County Council's cabinet has received updates on proposals for an Oxford United stadium near Kidlington – including a summary of stakeholder engagement held in April and May and plans for public engagement in June and July. Details of what was discussed by cabinet at its May 23 meeting can be found in the [report](#).

### **Strategic Risk Management Overview**

19. A strategic risk is a risk to the council's strategic priorities or long-term outcomes; or a risk with a significance that has an impact at the corporate level.
20. The table below provides an overview of the current strategic risk position. Strategic risks are reviewed on a monthly basis as part of the Business management and monitoring process. Risks can be added and escalated at any time during the year.

Risk Name	Risk Description	Inherent Score	April Residual Risk Score	May Residual Risk Score	May Residual Risk Rating	Direction of Travel
01. Financial Resilience	The council is not financially sustainable in the immediate/medium term.	25	15	15	●	➡
02. Cyber security	A successful and significant Cyber-attack leading to disruption, damage or compromise of any of the council's computer services, information systems, infrastructure or data.	25	15	15	●	➡
03. Capital Projects	Major Infrastructure Portfolio schemes become undeliverable.	16	12	16	▲	✖
04. Demand Management - Adult	The council is unable to provide the appropriate level of support for people to live well and independently in their community, remaining fit, and healthy for as long as possible.	16	9	12	●	✖
05. Demand Management - Children	Level of statutory activity required by the council in relation to meeting children's needs results in significant overspend.	25	16	16	▲	➡
06. Oxford Core Schemes	Failure to deliver Oxford Core Schemes (Traffic Filters, Workplace Parking Levy, Zero Emissions Zone and associated city area schemes such as Low Traffic Neighbourhoods) with public support.	20	16	16	▲	➡
07. Strategic Workforce Planning	A risk that the county council's workforce does not have capacity, capability or resilience to deliver key functions, statutory services or transformational changes required to ensure the councils objectives and long-term priorities are met.	16	12	9	★	⬇️

Table 10: Strategic Risk Overview for May 2023 Update

### **Financial Position**

21. As shown below there is a forecast Directorate overspend of £5.3m (0.9%). The overall forecast variation is breakeven after taking account of additional interest on balances and the use of funding held in contingency and the COVID-19 reserve.

	Latest Budget 2023/24	Forecast Spend 2023/24	Forecast Variance May 2023	Variance May 2023
	£m	£m	£m	%
Adult Services	226.9	226.9	0.0	0.0%
Children's Services	169.3	172.4	3.1	1.8%
Environment & Place	74.5	75.1	0.6	0.8%
Public Health	2.2	2.2	0.0	0.0%
Community Safety	24.8	24.8	0.0	0.0%
Resources	69.7	71.3	1.6	2.3%
<b>Directorate Total</b>	<b>567.4</b>	<b>572.7</b>	<b>5.3</b>	<b>0.9%</b>
<b>Budgets Held Centrally</b>				
Capital Financing	28.4	28.4	0.0	0.0%
Interest on Balances	-16.7	-17.2	-0.5	3.0%
Inflation (pending agreement of 2023/24 pay award)	9.3	9.3	0.0	0.0%
Contingency	12.4	9.1	-3.3	-29.6%
Un-ringfenced Specific Grants	-41.5	-41.5	0.0	0.0%
Insurance	1.4	1.4	0.0	0.0%
Contribution from COVID-19 reserve	-7.4	-8.9	-1.5	20.3%
Contribution from Budget Priority Reserve	-2.3	-2.3	0.0	0.0%
Contributions to reserves	20.1	20.1	0.0	0.0%
Contribution to balances	7.6	7.6	0.0	0.0%
<b>Total Budgets Held Centrally</b>	<b>11.3</b>	<b>6.0</b>	<b>-5.3</b>	<b>-49.6</b>
<b>Net Operating Budget</b>	<b>578.7</b>	<b>578.7</b>	<b>0.0</b>	<b>0.0%</b>
Business Rates & Council Tax funding	-578.7	-578.7	0.0	0.0%
<b>Forecast Year End Position</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>

Table 11: OCC Forecast Financial Position May 2023

22. At this early stage in the financial year there are a range of forecasts due to significant risks and uncertainties that could impact on the final position, particularly for Children's Social Care and the Pooled Budgets within Adult Services. The forecast reflects the more challenging position for 2023/24 than when the budget was set in February 2023, based on estimates in the autumn of 2022 and the continuing impact of the 2022/23 outturn position which was an overspend of £13.4m. The Council's Management Team are working to ensure that collective and sustained action to manage within the agreed budget is identified, agreed and monitored.
23. The Provisional Revenue Outturn 2022/23 report to Cabinet in June 2023 set out that 43% of savings built into 2022/23 budgets were achieved. It is really important that sustained action is taken to ensure that both existing planned savings and new budget reductions are achieved in 2023/24 and a concerted focus is being placed on this.

24. After taking account of the forecast position balances would remain at the £30.2m risk assessed level.
25. The forecast 2023/24 deficit compared to Dedicated Schools Grant (DSG) funding for High Needs is £18.3m and is in line with the budget agreed by Cabinet in May 2023. The CIPFA code of practice requires negative High Needs DSG balances to be held in an unusable reserve. The forecast deficit would increase the negative balance held in this reserve from £41.1m as at 31 March 2023 to £59.4m as at 31 March 2024.
26. Annex B sets out further details and commentary on the Finance position.

### **Voluntary and Community Sector Action Plan 2023/24**

27. The Oxfordshire County Council Voluntary and Community Sector (VCS) Action Plan (Annex C) exists to implement the aims and commitments as set out in the VCS 2022 – 2027 Strategy and was approved by Cabinet in July 2022. The strategy sets out the council's framework to support a sustainable VCS through co-production and partnership working, shaped by five key priority areas:
- Collaboration and Networking
  - Volunteering and Social Action
  - Capacity and Skills
  - Supporting a Sustainable Sector
  - Reducing Inequalities.
28. The VCS Strategy is now integrated with the service planning cycle, and this Action Plan includes actions derived from service delivery plans from across the organisation which have been further developed through conversations with colleagues. The actions support the strategy's aims and deliver meaningful outcomes, enhanced partnership working and alignment with our overarching strategic priorities, such as tackling inequalities and the health and wellbeing of residents. All actions are aligned with one of the strategy's priority areas, though many of the actions span multiple priority areas. All actions aim to deliver benefits for the council, the sector, and residents.
29. This action plan is for 2023/24 year and will be reported on and reviewed at the end of the business cycle in spring 2024. Reporting on progress and outcomes will be managed within the Policy and Strategy Team, reporting both internally and to Oxfordshire Stronger Communities Alliance (OSCA). As this is the first year of a five-year strategy, a review at the end of 2023/24 will enable the action plan to evolve and keep it dynamic, allowing for longer-term actions alongside more granular short-term objectives.

### **Financial Implications**

30. This report includes an update on the forecast financial position and risks for the council along with action being taken to manage the budget within the position agreed by Council in February 2023. Strong and sustained financial management,

collective action and oversight will be required to ensure that services are managed within budgets for 2023/24.

Comments checked by: Lorna Baxter, Director of Finance

### **Legal Implications**

31. The Council's constitution at Part 3.2 (Budget and Policy Framework) and Part 3.3 (Virement Rules) sets out the obligations and responsibilities of both the Cabinet and the Full Council in approving, adopting and implementing the council's budget and policy framework.
32. The Council has a fiduciary duty to council taxpayers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers. The report sets out as at May 2023 performance, risk and finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring.

Comments checked by: Anita Bradley, Director of Law and Governance.

### **Lorna Baxter**

Director of Finance

Contact Officers:





Louise Tustian, Head of Insight and Corporate Programmes

Kathy Wilcox, Head of Financial Strategy

Contents

Priority	Page
Priority 1	2
Priority 2	4
Priority 3	5
Priority 4	6
Priority 5	8
Priority 6	9
Priority 7	10
Priority 8	13
Priority 9	14
Priority 10	15
Priority 11	18

Key

Status Indicator	Status Description
	Misses target by significant margin
	Misses target by narrow margin
	Meets or exceeds target
	Data missing
n/a	Monitoring only

## Put action to address the climate emergency at the heart of our work

We will lead by example, setting ambitious targets to reduce our own carbon emissions and aligning our carbon net zero commitments to the principles of the Climate and Ecology Bill. Our environmental and planning ambitions will prioritise climate action and community resilience.

Status of Indicators	31/05/2023
OCC01 - Put action to address the climate emergency at the heart of our work	▲

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC01.02 Total No. of streetlights fitted with LED Lanterns	<ul style="list-style-type: none"> <li>Bill Cotton</li> <li>Paul Fermer</li> </ul>	Cllr A Gant	35	1,500	▲	<p>The LED replacement project has delivered in excess of 85% of the original works that had already been forecasted to be completed. This project was agreed to cover 22-24 with a total target of 25,150 LED replacements to be undertaken. Splitting this across the two years, in 22/23 the target was 20,950, actual LED replacement units completed were 22,390. In 23/24 the target is 4200, with actual LED replacement units completed as of 31 May 2023 totalling 1,339.</p> <p>The outstanding works has had to be rescheduled due to the availability of staff resource's, materials/equipment and noticing/booking of road space and the local electricity board for connection/service alterations etc. We have also had to factor in other major works on the public highway to minimize any disruption to residents.</p> <p>The heritage columns and lanterns are historic style cast iron and copper equipment that were installed originally when gas lamps were first introduced in Oxford and surrounding areas back in the 1850s. These are usually situated in conservation areas or historic locations across the county. These historic heritage columns and lanterns require either new LED gear or reproduction replacements of the original equipment. Testing of the cast iron columns is also essential to ensure all safety measures are complied with.</p>	<p>The initial LED replacement programme had an approved £40m budget. The 23/24 allocated budget is £12m. The sum of £12m will be spent this year on the delivery of the remaining 1400 heritage LED replacements and the delivery of the replacement street lighting columns. There is a minimal risk of this programme not being delivered to budget as two dedicated officers are working on the two separate tasks to ensure the programme is delivered on target and within the allocated budget.</p>	<p>The remaining 1400 LED heritage (see definition in general comments section) units will be delivered by the end of the 23/24 financial year as per the programme. The risk of non-delivery is 1 out of 5 (with five being the greatest) as a dedicated officer has been assigned to ensure the this task is completed on time and within budget.</p>	1,339	3,000	▲
OCC01.03 Level of engagement with Oxfordshire County Council Climate Action Oxfordshire website	Susannah Wintersgill	Cllr P Sudbury	40.00		n/a	<p>This months statistic is part of the benchmarking exercise which will conclude with June's figure. A target will then be set.</p>			90.00		n/a



Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC01.07 Total % of household waste which is reused, recycled or composted	<ul style="list-style-type: none"> <li>■ Bill Cotton</li> <li>■ Rachel Wileman</li> </ul>	Cllr P Sudbury	56.74%	61.50%	▲	<p>Target 61.50% forecast 56.74% as at 31 May 2023. Waste performance is reported a month in arrears and the figure reported is the forecast end of year performance for 2023/24. Defra's recently published (March 23) statistics for Waste Disposal Authorities for 2021/22 confirmed Oxfordshire first for the overall percentage of waste reused, recycled or composted with a recycling rate of 58.2%, compared to Devon in second place at 55.1%, and Surrey 3rd at 54.4%.</p> <p>However, the indicator is below target because recycling rates have plateaued for some time despite continued behavioural change campaigns and encouraging residents to use the exiting recycling collections better. In the meantime, campaign work to inform residents and encourage behaviour change is continuing.</p>	The financial cost of waste disposal can be reduced by increasing reuse, recycling and composting. The main way of mitigating increased costs is through encouraging behavioural change to make more effective use of kerbside and HWRC recycling facilities until a step change can be achieved through partnership working and national waste policy changes.	Target of recycling and composting at least 65% of household waste by 2025 in the Oxfordshire Joint Municipal Waste Management Strategy may not be achieved.	56.98%	61.50%	●

## Tackle inequalities in Oxfordshire

We will work with our partners and local communities to address health, social and educational inequalities focusing on those in greatest need.

We will seek practical solutions for those most adversely affected by the pandemic.

We will support digital inclusion initiatives that give our residents the skills, connectivity and accessibility to our services and provide alternative options for those who cannot access our services digitally.

Status of Indicators	31/05/2023
OCC02 - Tackle inequalities in Oxfordshire	★

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC02.01 Digital Inclusion through libraries (number of hours of use of library public computers)	Mark Haynes	Cllr J Hannaby	6,898	5,500	★	This figure remains well above target and demonstrates a clear demand for access to free public computers and internet.			6,898	5,500	★
OCC02.03 Number of physical visits to Libraries	Mark Haynes	Cllr J Hannaby	150,159	125,000	★	The number of physical visits to Libraries in May remains well above target, and shows a small increase on April. This continuing success is a result of the high number of activities (including school visits) that library staff have organised, and may also be a reflection of the growing demand on library services as the costs of living crisis deepens and customers seek free reading materials, free computers/internet access, and warm spaces (plus the full range of other library services).	Strong visitor numbers should translate into strong income performance, and the service is looking to diversify its income generation channels, which should help manage budgetary challenges.	Great to see this sustained performance, and with the summer reading challenge coming on stream over the holidays, we are confident of maintaining visitor numbers.	297,989	245,000	★

## Prioritise the health and wellbeing of residents

We will work with the health and wellbeing board and our partners to deliver and support services that make a vital contribution to our residents' physical and mental wellbeing.

We will support the wellbeing of those in our community who have been affected, physically and mentally, by the COVID-19 pandemic and will continue to support our volunteers and the voluntary sector.

Status of Indicators	31/05/2023
OCC03 - Prioritise the health and wellbeing of residents	★

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC03.09 No of people contacted via Making Every Conversation	Mark Haynes	Cllr J Hannaby	662	450	★	This figure remains significantly above target. This highly successful partnership with Public Health has seen training for library staff in order to facilitate informal and accessible discussions with customers about health issues, including recommendations, signposting, and referrals as part of libraries' Health and Wellbeing offer (Books on Prescription, healthy living, Reading Well for mental health etc). Anecdotally, this programme has also had an extremely high impact on a small number of individuals, with one customer reporting that he had sought a GP appointment as a direct result of his conversation with library staff, following which was diagnosed with (and successfully treated for) early stage cancer.			726	450	★

## Support carers and the social care system

We will engage nationally to push for a fair deal for the funding of social care.

Locally, we will support carers, including young carers and help those who want to live independently.







We will work with communities and the voluntary sector to explore new ways to provide services and focus on preventative services, helping people to stay active and supported at all stages of their lives.

We will support intergenerational programmes to build strong and resilient communities.

We will work in collaboration across the health and social care system.


Status of Indicators	31/05/2023
OCC04 - Support carers and the social care system	★



Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC04.01 No of people supported with on-going care	Karen Fuller	Cllr T Bearder	6,461		n/a				6,461		n/a
OCC04.02 % of residents 18-64 with Learning Disability support who live on their own or with family	Karen Fuller	Cllr T Bearder	88.30%	86.00%	★				88.40%	86.00%	★
OCC04.03 % of residents aged 65 plus receiving ASC who manage their care by using a direct payment	Karen Fuller	Cllr T Bearder	18.20%	15.50%	★				18.20%	15.50%	★
OCC04.04 % of residents aged under 65 receiving ASC who manage their care by using a direct payment	Karen Fuller	Cllr T Bearder	37.90%	38.40%	●	<p>Performance remains in line with the national position. 11 people would need to transfer to direct payments in the year to be on target.</p> <p>There are 3 key actions to stabilise this measure</p> <ol style="list-style-type: none"> <li>1. Review of individual team performance at the monthly performance board</li> <li>2. The Adult Social Care forum asks if a Direct Payment has been considered for each new service recipient and we use this data to understand barriers to uptake of direct payments</li> <li>3. Increased communications to teams to actively promote direct payments</li> </ol>	There is no financial risk associated with this measure	Direct payments are seen to offer more choice and control to service users, however in Oxfordshire this has been mitigated by the significant increase in the availability of home care, which in itself provides additional choice	37.85%	38.40%	●

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC04.05 % of older residents who receive long term care and are supported to live in their own home	Karen Fuller	Cllr T Bearder	59.00%	60.00%		The number of older people supported to live at home continues to increase, as does the number of hours of support provided overall. Performance is marginally below the 60% target but this is not a significant concern as some fluctuation is expected.	There is no clear financial impact as this reflects fewer people receiving a service at home, rather than increased demand on services	This measure should help us identify whether people are entering care homes earlier than necessary. Although the number of people supported in care homes is higher than elsewhere, the number of new admissions is lower. The growth in numbers of people supported is lower than population growth. Therefore, we have confidence there is no risk to delivering our overall outcome	59.00%	60.00%	
OCC04.06 No of residents who have received a formal assessment of their role as a Carer	Karen Fuller	Cllr T Bearder	619	197					1,101	394	
OCC04.07 No of Carers who have received a direct payment	Karen Fuller	Cllr T Bearder	234		n/a				310		n/a
OCC04.08 No of visits to Live Well Oxfordshire	Karen Fuller	Cllr T Bearder	11,782	6,000		The number of sessions on Live Well Oxfordshire has increased with a total of 11,782 across May. The number of page views has also increased across May with a total of 26,018.			22,480	12,000	

## Invest in an inclusive, integrated and sustainable transport network

We will create a transport network that makes active travel the first choice for short journeys and invest in public transport to significantly reduce our reliance on car journeys. In areas of planned housing growth, we will prioritise active and public transport over road capacity for cars.

Status of Indicators	31/05/2023
OCC05 - Invest in an inclusive, integrated and sustainable transport network	

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC05.03 91 KM (2%) of the highway to be treated	<ul style="list-style-type: none"> <li>Bill Cotton</li> <li>Paul Fermer</li> </ul>	Cllr A Gant	46.50	48.40			N/A . See risk impact comment	Not applicable as works programmed on May (Surface dressing) will be carried out beginning of June. slight change of programme since targets were provided.	57.03	58.70	

## Preserve and improve access to nature and green spaces

We will work with partners to provide safe and clean green spaces across the county that support the physical and mental wellbeing of our residents.

We will take action to protect and increase biodiversity, supporting nature recovery, in both rural and urban environments.


Status of Indicators	31/05/2023
OCC06 - Preserve and improve access to nature and green spaces	?





Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC06.02 Percentage of newly planted trees still alive on land OCC own & manage	<ul style="list-style-type: none"> <li>Bill Cotton</li> <li>Rachel Wileman</li> </ul>	Cllr P Sudbury	99.10%		n/a	Following planting, four trees have been identified as being vandalised since being planted. The trees have been snapped in half. Engagement with communities has been undertaken to highlight the vandalism and share the impacts in local newsletters asking for information. The trees will be added to a list for replacement planting to commence during planting season 23-24 (Nov23-Mar24).			99.55%		n/a

## Create opportunities for children and young people to reach their full potential

We will support all our children and young people, and their families, to achieve their very best and to prepare them for their future, including safeguarding, and supporting those more vulnerable and with additional needs.





We will continue to work with partners to provide help early so children and families are less likely to be in need.

Status of Indicators	31/05/2023
OCC07 - Create opportunities for children and young people to reach their full potential	

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC07.03 Number of multi-agency strength & needs assessment completed in Oxfordshire	<ul style="list-style-type: none"> <li>Anne Coyle</li> <li>Stephen Chandler</li> </ul>	Cllr L Brighouse	367	438		A target of 7500 has been agreed by the children's trust for the year. Last year 3599 early help assessments were shared with the council. 7500 target will need this to double. The figures in the first 2 months of this year are 17% higher than the same two months last year. New Assistant Director post is being recruited to lead on this work with partners.	There are no direct financial impacts from not hitting this target, but there are indirect costs associated with more children being pulled into statutory services.	The main risk associated with not hitting this target are increased numbers of children being pulled unnecessarily into statutory services.	637	714	
OCC07.01 Total number of children with an Education, Health and Care Plan	<ul style="list-style-type: none"> <li>Anne Coyle</li> <li>Stephen Chandler</li> </ul>	Cllr L Brighouse	5,953		n/a				5,953		n/a
OCC07.02 No of children we care for who are Unaccompanied Asylum Seeking Children	<ul style="list-style-type: none"> <li>Anne Coyle</li> <li>Stephen Chandler</li> </ul>	Cllr L Brighouse	102		n/a				205		n/a
OCC07.04 Increase the % of children in Foster Care	<ul style="list-style-type: none"> <li>Anne Coyle</li> <li>Stephen Chandler</li> </ul>	Cllr L Brighouse	62.00%	62.00%					62.00%	62.00%	



Page 36

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC07.05 The percentage of children in residential care	<ul style="list-style-type: none"> <li>Anne Coyle</li> <li>Stephen Chandler</li> </ul>	Cllr L Brighouse	15%	14%		<p>The number of children supported in residential care home placements has dropped in the month, but with the fall in total numbers there has been no change in the percentage figure. Our priorities for the year include</p> <ul style="list-style-type: none"> <li>Converting OCC building to provide 11 beds of supported accommodation for 16-17 UASC</li> <li>Launching a 16+ supported housing framework in July 2023</li> <li>Uplift fostering fees in line with government recommendations of 12%</li> <li>To increase number of in-house foster carers through targeted campaigns</li> <li>Commissioning the following services for Children &amp; Young People (CYP) with complex needs               <ul style="list-style-type: none"> <li>4 solo beds within Oxfordshire or surrounding LA areas</li> <li>Setting up two solo / small homes under the DfE programme to be run by OCC</li> <li>Changing an existing children's home with Homes 2 Inspire to a solo / small children's home</li> </ul> </li> <li>Increasing in-house children's homes placements by 16</li> <li>Increasing the cross regional block contract by 3 beds</li> <li>Commissioning new solo bed contract in Oxfordshire or surrounding LA areas</li> </ul>	Residential placements cost more than foster placements. Unnecessary use of placements can increase costs. A focus is also needed on ensuring the most efficient and effective use of internal placements.	There is a risk that insufficient foster care provision can mean children and young people are unnecessarily put into residential placements	15%	14%	
OCC07.06 Number of Oxfordshire children we care for	<ul style="list-style-type: none"> <li>Anne Coyle</li> <li>Stephen Chandler</li> </ul>	Cllr L Brighouse	755	770					755	770	

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC07.07 % of Education Health & Care Plans completed within 20 weeks	<ul style="list-style-type: none"> <li>Anne Coyle</li> <li>Stephen Chandler</li> </ul>	Cllr L Brighouse	52.00%	50.70%	★	<ul style="list-style-type: none"> <li>SEN2 Census return was published in June 2023, Oxfordshire was 4% for 2022, as reported in previous Unity reports.</li> <li>This situation arose due to significant rises in demand for EHCNAs in 2021 and 2022. In early 2023 the position has improved significantly and the figures published today are therefore already somewhat out of date. As of May, 52% of assessments were being dealt with on time in month, which exceeds the current national timeliness figure of 50.7%.</li> <li>This position is set to improve further as 2023 moves on. The DFE have said they are happy with progress made by Oxfordshire County Council in recent months.</li> <li>For the 2023/4 budget a total of £500,000 was invested specifically to tackle waiting times for Education, Health and Care needs assessments for pupils with Special Educational Needs and Disabilities (SEND). This is already helping to build on momentum generated during 2023 so far.</li> <li>The situation is monitored rigorously by senior managers on a daily basis. We are working as a team across education, health and social care to address this. Early intervention work is key as we seek to address needs earlier in addition to ensuring that assessments are carried out in a timely manner.</li> </ul>			53.50%	50.70%	★

## Play our part in a vibrant and participatory local democracy

We are committed to taking decisions in an open and inclusive way.

We will engage and listen to Oxfordshire residents.

We will be open to scrutiny and regularly provide progress updates.

We will put the impact on the climate and future generations at the heart of decision making.

We will manage our own resources carefully.

Status of Indicators	31/05/2023
OCC08 - Play our part in a vibrant and participatory local democracy	?!

This report does not contain any data

This priority has no measures to report in this reporting period

## Work with local businesses and partners for environmental, economic and social benefit

We will help Oxfordshire become a recognised centre of innovation in green and sustainable technologies.

We will use our purchasing power for environmental, social and economic benefit and ensure that our pandemic recovery planning supports sustainable job creation.

Status of Indicators	31/05/2023
OCC09 - Work with local businesses and partners for environmental, economic and social benefit	★

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC09.02 Participation in innovation funding bids or new projects in support of Living Oxfordshire	Tim Spiers	Cllr G Phillips	4.00	2.50	★				6.00	5.00	★

## Running the Business - Customer Experience

Status of Indicators	31/05/2023
OCC10 - Customer Service	▲

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC10.03 Overall customer satisfaction rate for the Customer Service Centre – telephony	Mark Haynes	Cllr G Phillips	98%	80%	★	Latest satisfaction survey – May – 8% of calls answered were surveyed. 98% customers surveyed were satisfied or very satisfied, whilst 2% were unsatisfied			99%	80%	★
OCC10.04 First contact resolution for customer enquiries received by the Customer Service Centre	Mark Haynes	Cllr G Phillips	76%	75%	★	8,173 of inbound phone contacts were resolved at first point of contact. With 8% of inbound phone contacts deemed avoidable.			78%	75%	★
OCC10.05 The percentage of customer telephone calls abandoned at the Customer Service Centre	Mark Haynes	Cllr G Phillips	15%	10%	●	<p>Calls during May increased by 18% compared to April but were down 9.5% compared to May 2022.</p> <p>The abandonment rate increased by 2% compared to April.</p> <p>We also dealt with 5,645 outbound calls, 180 webchats and 6 social media contacts from the official OCC Twitter &amp; Facebook pages, and 10,716 emails.</p> <p>We were informed by our provider that Twitter made a change to their Application Programming Interface (API) which is now preventing 8x8 to access its network, therefore we are unable to action any Twitter feed.</p> <p>A total of 26,597 contacts was received during May, which was up/down 11% compared to April (23,960).</p> <p>We are now entering a busy period for Residential Parking Permits between now and September with the introduction of new Controlled Parking Zones and large Controlled Parking Zones renewing. The introduction on the new zones will impact productivity with this manual process. Throughout May, we have already seen an increase of calls by 28%, which has resulted in 20% of calls being abandoned.</p> <p>Blue Badge has seen an increase of 33% in phone demand throughout May, with an abandonment rate of 25%.</p> <p>Adult Social Care has seen an increase by 22% during May, with their abandonment rate slightly reduced compared to April.</p> <p>Contacts to Children Social Care have increased by 41.5% during May. 98% of phone contacts were answered with only 2% being abandoned. Since moving this service to a different area of the Customer Service Centre results have been beneficial</p> <p>We have seen a decrease of 31% in contacts for Street Lighting due to the lighter nights.</p>	Increased abandoned calls leads to increased turnover, increased recruitment costs, training times etc. this puts pressure on budgets.	If a higher number of calls are abandoned whilst waiting to be answered in the CSC, this can lead to reputational damage to the organisation, decreased advisor motivation therefore leading to greater turnover of staff and then increased abandoned calls. Reviews of staffing and call arrival patterns are underway in order to adequately match volumes to staffing.	29%	20%	●

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC10.06 Overall customer satisfaction rates for standard Registration Service	Mark Haynes	Cllr G Phillips	100%	95%	★	<p>Feedback from customers showed overall rates of satisfaction of 100% for the Registration Service. Below are some of the comments we received:</p> <ul style="list-style-type: none"> <li>We cannot believe that our wedding was over 6 weeks ago now!! We wanted to get in touch to say a massive thank you for conducting our wedding ceremony. We both felt unbelievably calm throughout and can't tell you how many people have complimented how unusually personal it was for a registrant lead ceremony. My Mum especially loved her little shout out! You thought of every detail, including the tissues on arrival, so we wanted to make sure we gave you a personal thanks from us too (as well as completing the survey!!).</li> <li>Excellent service prompt replies to queries all staff helpful and supportive</li> <li>We were made to feel at ease and the personal touches by the registrar were just beautiful.</li> <li>Staff are polite and service rendered is paramount, thnx for the good job</li> <li>We registered second baby with same lovely office worker ... Very good service</li> <li>the receptionist was very helpful and the registrar was lovely - thank you</li> <li>The lady who done the registration was kind and helpful. She took photos for us the mark the day to. Definitely made the appointment enjoyable and memorable</li> <li>The registrar was very professional but also very empathic with excellent communication skills that quickly put me at ease with the process. Thank you.</li> <li>Everyone I spoke to over the last few months has been very kind and helpful. The registration had to be delayed due to post mortem but it was all dealt with very efficiently.</li> </ul>			100%	95%	★
OCC10.07 Overall customer satisfaction rate for Coroners Inquest Service	Mark Haynes	Cllr G Phillips	100%	99%	★	<p>We have continued to receive positive feedback following inquest cases with those attending praising the support received by our Assistant Coroner's Officers and court volunteers. We have also received several feedback forms (and separate "Thank You" cards) for Coroner's Officers commenting on their unwavering help, dedication and support throughout the case duration (which was several months in some cases).</p>			100%	99%	★

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC10.08 Number of FOI's responded to within timescales	Mark Haynes	Cllr G Phillips	90%	85%	★	This information is for May A total of 139 FOI/EIRs were received. 83 cases were closed on time, 56 requests are still open and on-time.14 cases are overdue	Delays in responding to FOI's within the statutory time frames can lead to increased pressures on resourcing in both the Customer Feedback team and service areas due to carrying heavier caseloads and dealing with chasing / repeat demand. Delays could also lead to fines being applied by the Information Commissioners Office if a decision notice is imposed.	Not responding to FOI's within the statutory legislation can lead to reputational damage for the organisation from customers, negative press etc. Furthermore it can lead to criticism from the Information Commissioners Office. There is also a risk that not taking the learning from FOI's in a timely manner could lead to issues reoccurring, demand increasing and vulnerable customers becoming impacted.	89%	85%	★

## Running the business - Finance

Status of Indicators	31/05/2023
OCC11 - Finance	

Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC11.01 Overall forecast revenue variance across the Council	Lorna Baxter	Cllr C Miller	0.00%	0.00%	★	After taking account of the use of contingency and funding held in the COVID reserve, as well as additional interest on balances of £0.5m, the overall position for the council is forecast to be breakeven.			0.00%	0.00%	★
OCC11.02 Achievement of planned savings	Lorna Baxter	Cllr C Miller	50.00%	95.00%	▲	At this early stage of the year around 50% of planned savings are currently delivered or forecast to be achieved in 2023/24. Action is being taken to ensure that savings are achieved by the year end.			50.00%	95.00%	▲
OCC11.03 General balances are forecast to remain at or above the risk assessed level	Lorna Baxter	Cllr C Miller	£30,200,000	£30,200,000	★	After taking account of funding held centrally and a £2.0m additional contribution from the COVID-19 reserve the forecast overall position is breakeven so balances would remain at the risk assessed level of £30.2m.			£30,200,000	£30,200,000	★
OCC11.04 Directorates deliver services and achieve planned performance within agreed budget	Lorna Baxter	Cllr C Miller	0.9%	1.0%	★	The directorate forecast is an overspend of £5.3m. This is 0.9% of the directorate budget total.			0.9%	1.0%	★
OCC11.05 Total Outturn variation for DSG funded services (schools/early years)	Lorna Baxter	Cllr C Miller	0.00%	0.00%	★	Schools and Early Years DSG are expected to be spent to budget during 2023/24.			0.00%	0.00%	★
OCC11.06 Total Outturn variation for DSG funded services (high needs)	Lorna Baxter	Cllr C Miller	0.00%	0.00%	★	Total Outturn variation for DSG funded services (High Needs) is an overspend of £18.3m which is in line with the KPI Target			0.00%	0.00%	★
OCC11.07 Use of non-DSG revenue grant funding	Lorna Baxter	Cllr C Miller	95.00%	95.00%	★	All non-DSG grants are expected to be spent during 2023/24.			95.00%	95.00%	★
OCC11.08 % of agreed invoices paid within 30 days	Lorna Baxter	Cllr C Miller	95.41%	95.00%	★				95.20%	95.00%	★
OCC11.09 Invoice collection rate - Corporate Debtors	Lorna Baxter	Cllr C Miller	98.32%	95.00%	★	This measure identifies the percentage of invoices issued that have been paid within 120 days. In this period, we are measuring invoices issued in January 2023. The collection rate was 98.32%, above the target of 95%.			97.40%	95.00%	★



Measure	Director	Portfolio Holder	Period Actual	Period Target	Status	Comment	Finance Impact	Risk Impact	YTD Actual	YTD Target	YTD
OCC11.10 Debt requiring impairment - Corporate Debtors	Lorna Baxter	Cllr C Miller	£439,343	£300,000	★	Debt requiring impairment is the value of invoices with potential to become unrecoverable, the potential loss requires recording in the accounts at year end. If at year end there is an overall increase in the value of invoices at risk, we are required to top up the impairment balance, consequently this figure is tracked through the year. Debt requiring impairment this month is £0.439m. The top case accounts for 36% of the total bad debt and is a debtor with a debt of £0.158m that has gone into liquidation and a claim has been placed with the liquidators.			£439,343	£300,000	★
OCC11.11 Debt requiring impairment - ASC contribution debtors	Lorna Baxter	Cllr C Miller	£4,685,633	£3,500,000	▲	The Adults Social Care operational finance team has developed a revised improvement plan to address delays and blocks in relation to income collection and historic debt case resolution. Part way through an 18 month plan, the debt task group is working to clear historic cases identified in 21-22, with an aim to reduce the adult contributions impairment to £3.5m by year end. This month the indicative bad debt level is £4.7m, £01m above the outturn position.			£4,685,633	£3,500,000	▲
OCC11.12 Average cash balance compared to forecast average cash balance	Lorna Baxter	Cllr C Miller	£441,293,000	£480,000,000	★				£441,293,000	£480,000,000	★
OCC11.13 Average interest rate achieved on in-house investment portfolio	Lorna Baxter	Cllr C Miller	3.00%	3.00%	★				3.00%	3.00%	★
OCC11.14 Average annualised return achieved for externally managed funds	Lorna Baxter	Cllr C Miller	3.75%	3.75%	★				3.75%	3.75%	★
OCC11.15 Invoice Collection Rate - ASC contribution debtors	Lorna Baxter	Cllr C Miller	90.51%	92.00%	★				90.06%	92.00%	★

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## Introduction

1. This annex sets out the second financial monitoring information for the 2023/24 financial year and is based on information to the end of May 2023. Key issues, as well as risks relating to inflation, demand and other factors, plus areas of emerging pressure are explained below.

The following additional information is provided to support the information in this Annex:

Annex B – 1 (a) to (f)	Detailed directorate positions
Annex B – 2a	Virements to approve
Annex B – 2b	Virements to note
Annex B – 3	Earmarked reserves
Annex B – 4	Government grants
Annex B – 5	General Balances
Annex B – 6	Homes for Ukraine Funding

## Overall Financial Position

2. As shown below there is a forecast Directorate overspend of £5.3m. After taking account of additional interest on balances and the use of funding held in contingency and the COVID-19 reserve the overall forecast expenditure is in line with the budget and available funding.

	Latest Budget 2023/24  £m	Forecast Spend 2023/24  £m	Forecast Variance May 2023  £m	Variance May 2023  %
Adult Services	226.9	226.9	0.0	0.0%
Children's Services	169.3	172.4	3.1	1.8%
Environment & Place	74.5	75.1	0.6	0.8%
Public Health	2.2	2.2	0.0	0.0%
Community Safety	24.8	24.8	0.0	0.0%
Resources	69.7	71.3	1.6	2.3%
<b>Directorate Total</b>	<b>567.4</b>	<b>572.7</b>	<b>5.3</b>	<b>0.9%</b>
<b>Budgets Held Centrally</b>				
Capital Financing	28.4	28.4	0.0	0.0%
Interest on Balances	-16.7	-17.2	-0.5	3.0%
Inflation <sup>1</sup>	9.3	9.3	0.0	0.0%
Contingency	12.4	9.1	-3.3	-29.6%
Un-ringfenced Specific Grants	-41.5	-41.5	0.0	0.0%
Insurance	1.4	1.4	0.0	0.0%
Contribution from COVID-19 reserve	-7.4	-8.9	-1.5	20.3%

<sup>1</sup> Funding for pay inflation assumed at 4.5% will be allocated when the pay award for 2023/24 is agreed. Further funding from contingency would be needed if the increase is higher than 4.5%.

Annex B  
Business Management & Monitoring Report May 2023

Contribution from Budget Priority Reserve	-2.3	-2.3	0.0	0.0%
Contributions to reserves	20.1	20.1	0.0	0.0%
Contribution to balances	7.6	7.6	0.0	0.0%
<b>Total Budgets Held Centrally</b>	<b>11.3</b>	<b>6.0</b>	<b>-5.3</b>	<b>-49.6</b>
<b>Net Operating Budget</b>	<b>578.7</b>	<b>578.7</b>	<b>0.0</b>	<b>0.0%</b>
Business Rates & Council Tax funding	-578.7	-578.7	0.0	0.0%
<b>Forecast Year End Position</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>

3. The budget for 2023/24 agreed in February 2023 includes £38m new funding for inflation as well as £19m for demand and other pressures. New budget reductions of £30.0m were also agreed and built into budgets for 2023/24.
4. The Provisional Revenue Outturn 2022/23 report to Cabinet in June 2023 explained that 43% of savings built into 2022/23 budgets had been achieved. Collective action is being taken through the council's management team to ensure that existing planned savings and new budget reductions are achieved in 2023/24 and maintained over the medium term.
5. At this early stage in the financial year there are also significant demand and inflation risks and other uncertainties that could impact on the final position, particularly for Children's Social Care and the Pooled Budgets within Adult Services. The Council's Management Team are working to ensure that collective and sustained action to manage within the agreed budget is identified, agreed and monitored.
6. £8.3m on-going budget was agreed to be held as contingency as part of the 2023/24 budget. As explained in the Financial Monitoring Report to Cabinet in May 2023, £5.0m additional one – off council tax and business rates funding will be received in 2023/24. After taking account of a £0.8m additional contribution required to top – up balances to the 2023/24 risk assessed level, £4.2m was agreed to be added to contingency as part of the Provisional Outturn Report to Cabinet in May 2023.
7. After taking account of the use of contingency and funding from the COVID-19 reserve to support the overall forecast position balances would remain at the £30.2m risk assessed level as at 31 March 2024.
8. The forecast 2023/24 deficit compared to Dedicated Schools Grant (DSG) funding for High Needs is £18.3m and is in line with the budget agreed by Cabinet in May 2023. The CIPFA code of practice requires negative High Needs DSG balances to be held in an unusable reserve. The forecast deficit would increase the negative balance held in this reserve from £41.1m as at 31 March 2023 to £59.4m at 31 March 2024.

## Directorate Forecasts

### Adult Services

9. Adult Services is forecasting breakeven against a budget of £226.9m.

Service Area	2023/24 Latest Budget	Forecast Outturn Variance
	£m	£m
Adult Social Care	23.8	0.0
Health, Education & Social Care Commissioning	5.1	0.0
Housing & Social Care Commissioning	1.4	0.0
Business Support Service	1.0	0.0
Pooled Budgets	195.6	0.0
<b>Total Adult Services</b>	<b>226.9</b>	<b>0.0</b>

### **Pooled Budgets**

#### Age Well Pooled Budget

10. The Age Well pool combines health and social care expenditure on care homes, activity relating to hospital avoidance and prevention and early support activities for older people.
11. Budgets within the pool are managed on an aligned basis with the Integrated Care Board (ICB) for Buckinghamshire, Oxfordshire, and Berkshire West (BOB).
12. The council elements of the Age Well pool are forecast to spend to budget in 2023/24, on the assumption that all savings are delivered.
13. The council's share of the Better Care Fund (BCF) held within the pool is £29.4m in 2023/24, an increase of 5.7% compared to 2022/23.

#### Live Well Pooled Budget

14. The Live Well pool supports a mix of health and social care needs for adults of working age with learning disabilities, acquired brain injury or mental health needs and adults with physical disabilities.
15. Budgets within the pool are managed on an aligned basis with the Integrated Care Board (ICB) for Buckinghamshire, Oxfordshire, and Berkshire West (BOB).
16. The council elements of the Live Well pool as at the end of May are forecast to spend to budget in 2023/24, on the assumption that all savings are delivered.
17. Having overspent in 2022/23 it is anticipated that following changes to the budget and contract for 2023/24 spend on the Mental Health services provided through the Outcome Based Contract with Oxford Health will spend in line with budget this year.

### **Non-Pool Services**

18. A balanced position is forecast across all other services. A one – off saving of

£1.0m is included in the budget for staffing for 2023/24, and at present this is on track to be delivered.

### **Reserves**

19. £0.4m held in the Budget Priorities reserve for Adult Social Care as at 31 March 2023 will be used to support mental health transformation activity and intensive support costs in 2023/34.
20. £2.1m held as a result of additional contributions made by Oxfordshire Clinical Commissioning Group over the last three financial years is also committed to be used in 2023/24.
21. £0.3m was added to the Government Initiative Reserve in 2022/23 related to charging reform, reflecting elements of the Trailblazer programme where costs will continue to be incurred in 2023/24 and 2024/25 ahead of the revised date for charging reform in autumn 2025.

### **Ringfenced Grants**

22. As set out in Annex 4, ring-fenced government grants expected to be received by Adult Services in 2023/24 total £17.6m.
23. The Improved Better Care Fund Grant is £10.7m in 2023/24, with no change since 2022/23. The conditions attached to the grant funding require it to be used for the purposes of meeting adult social care needs, including contributing to the stabilisation of local care markets and supporting the NHS in addressing pressures such as delayed discharges.
24. The Market Sustainability and Improvement Fund is £5.4m and is being used to enhance provider fee uplifts in 2023/24 in line with the terms of the grant. It is also being used to maintain uplifts from 2022/23. These were funded through the Market Sustainability and Fair Cost of Care grant which now forms part of this grant.
25. The Adult Social Care Discharge Fund is £1.5m which is to be used to provide interventions that improve discharge of patients from hospital to the most appropriate location for their ongoing care.

### **Children's Services**

26. Children's Services is forecasting an overspend of £3.1m against a budget of £169.3m.
27. The underlying pressures in Children's Services highlighted in the Outturn overspend in 2022/23 reported to Cabinet in June 2023 remain a significant challenge in 2023/24. They are driven by a combination of staffing (particularly the reliance on agency staff to cover vacancies) and care placements costs.

Service Area	2023/24 Latest Budget	Forecast Outturn Variation
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	£m	£m
Education & Learning	40.8	0.0
Children's Social Care	37.7	1.8
Children's Social Care Countywide	85.8	1.2
Schools <sup>2</sup>	0.2	0.0
Children's Services Central Costs	4.8	0.0
<b>Total Children's Services</b>	<b>169.3</b>	<b>3.1</b>
<b>Overspend on High Needs DSG that will be transferred to unusable reserve</b>	<b>84.4</b>	<b>18.3</b>

### Education & Learning

28. Within Education & Learning, the Home to School Transport and the Special Educational Needs (SEN) service continue to be high risk in terms of budget variance. The service is working on the implications of the new attendance regulations in September 2023; this may require additional resource to meet the new requirements. In addition, the Department for Education (DfE) has announced additional Early Years funding from September 2023. There is limited information at this stage but it is likely that there will be additional costs in implementing and administering this.
29. Within the Special Education Needs service there are considerable ongoing pressures on the SEN casework team and Educational Psychologists due to the continued high number of Education, Health and Care Plan (EHCP) requests. An additional on-going investment of £0.5m was included in the 2023/24 budget to fund additional staff to manage demand for EHCPs.

### Children's Social Care & Children's Social Care Countywide

30. Given the scale of the £19.1m overspend for Children's Social Care in 2022/23, the lead-lag impact of the actions taken to date and the urgent need to address the shortfalls in market capacity the service is undertaking a comprehensive review of its vision and strategy which will be set out in a new Financial Strategy. This will set out a new baseline and financial investment, cost reduction and timeline to bring spend within current budget and recover the overspend.

### Social Care & Countywide Placement Services – Current Position, Drivers and Action Plan

31. The underlying pressures remain despite additional budget added in 2023/24 and actions to prevent and reduce costs. This is due to a combination of:
- (i) The 2022/23 overspend increased in the last quarter of the year so was not

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<sup>2</sup> \*Maintained Schools are funded by Dedicated Schools Grant

fully anticipated in the Budget & Business Planning process for 2023/24.

- (ii) The lead-lag time delay in changing practice, intervening to prevent unnecessary referrals and reducing the number and cost of cases is taking longer than anticipated.
- (iii) The financial volatility in the market for care together with the impact of spiralling inflation and shortages in local capacity are undermining the service Sufficiency Strategy to manage the market. As a consequence, the service continues to experience an accelerating increase in placement fees especially 'Spot' rates

32. The drivers remain the same as in 2022/23 and include:

- (i) Continued workload pressure, increased vacancies and recruitment difficulties within front-line services especially Family Solutions Plus.
- (ii) Though the number of children in care is reducing the rate is slower than anticipated and is being offset by increases in underlying unit cost rates especially the growing number of very complex cases.

33. Actions in train include:

- New executive management team put in place.
- Streamlining of referrals at the 'front door' (MASH) - revising thresholds & practices.
- The Family Solutions Plus (FSP) teams are working to reduce the backlog of assessments and intervention measures.
- Developing a robust recruitment and retention policy.
- Reducing the number of children in care and identifying those due to cease.
- Ongoing reduction in the number of children living in high cost placements.
- Brokerage action plan to ensure timely, suitable, cost-effective placements are sourced.
- A 'LEAN' review of the placement process and identification of efficiencies.
- Move to 148 target number of Unaccompanied Children and Young People.

34. Evidence that the actions are having an impact is reflected in the continued downward trend in the number of Children We Care For (CWCF). The numbers are set out in the table below.

	Q1 2022	Q2 2022	Q3 2022	Jan 2023	Feb 2023	March 2023	April 2023	May 2023
Mainstream	757	778	755	752	735	719	722	704
Disabled Children	61	61	62	57	57	59	57	57
<b>Subtotal</b>	<b>818</b>	<b>839</b>	<b>817</b>	<b>809</b>	<b>792</b>	<b>778</b>	<b>779</b>	<b>761</b>



Unaccompanied	66	69	73	115	105	104	104	102
<b>Total</b>	<b>884</b>	<b>908</b>	<b>890</b>	<b>924</b>	<b>897</b>	<b>882</b>	<b>883</b>	<b>863</b>

35. Following a 14% increase from December 2021 (742) to August 2022 (849) the service, through the actions above, has reversed the previous upward trend and the number has reduced to 761 at the end of May 2023. Though the numbers are still higher than at December 2021 the downward trend is expected to continue through this financial year due to the actions being taken and in particular the new assessment procedures, resulting in a greater number of families and their children being supported in their own homes and fewer children entering into care.

36. Emphasis is also being placed on permanence planning and finding other more suitable (and usually more cost-effective) placements, including re-unification to the family home and adoption.

37. Though the activity is coming under control the underlying costs continue to rise and are offsetting and undermining the improvement in activity.

38. The focus of the Financial Strategy will be to set out how the improvements are continued and grown while also applying the same rigor and focus to managing the market, the escalation in rates, the challenge of greater complexity and pushing the joint partnership work to address Continuing Healthcare (CHC) needs and resource. Any additional capital requirements to support the strategy will need to be considered through the Budget & Business Planning process for 2024/25.

#### **Schools' Costs (other than DSG)**

39. There are no significant variances to report

#### **Children's Services Central Costs**

40. There are no significant variances to report.

#### **Dedicated Schools Grant (DSG)**

41. The current position on DSG is a forecast deficit of £18.3m, consistent with the budget agreed by Cabinet in May 2023.

Summary of DSG funding	2023/24 Budget £m	2023/24 Projected Outturn £m	Variance May 2023 £m
Schools block	131.2	131.2	0.0
Central Services Schools block	5.0	5.0	0.0

High Needs block	84.4	102.7	18.3
Early Years block	44.3	44.3	0.0
<b>Total</b>	<b>264.9</b>	<b>283.2</b>	<b>18.3</b>

42. Key risks to the forecast are the number of additional placements in September (over and above those currently planned), tribunal challenges to placement decisions and the impact of inflation on providers' fees.
43. There is no change forecast on Central and Schools DSG. Early Years DSG will be amended when the DfE release further detail on the changes intended for September 2023.

### **Environment & Place**

44. Environment & Place is forecasting an overspend of £0.6m against a budget of £74.5m.

Service Area	2023/24 Latest Budget	Forecast Outturn Variation
	£m	£m
Transport & Infrastructure	2.4	0.0
Planning, Environment & Climate Change	37.1	0.0
Highways & Operations	34.1	0.6
Directorate Support	0.9	0.0
<b>Total Environment &amp; Place</b>	<b>74.5</b>	<b>0.6</b>

### **Transport & Infrastructure**

45. Transport & Infrastructure comprises Transport Policy, Place Making and Infrastructure Delivery. A breakeven position is currently forecast.

### **Planning, Environment & Climate change**

46. The Planning, Environment & Climate change service area is made up of Strategic Planning, Climate Change and Environment & Circular economy. The service area is forecasting a breakeven position.
47. There is a risk of an overspend in Strategic planning due to staffing pressures and activity related to the delivery of a local plan project. The forecast assumes that the pressure can be managed within the service area.
48. Climate Change may underspend if recruitment is unsuccessful due to a challenging recruitment market.
49. Waste management data is currently available to the end of April 2023. The table below shows the budgeted and forecast tonnages and forecast variation for each waste stream as well as actual tonnages for 2022/23.

Waste Stream	Forecast Variation to Budget £m	Forecast Tonnage 2023/24	Budgeted Tonnage 2023/24	Actual Tonnage 2022/23
Recycling/Compost	0.1	161,106	166,260	159,420
Energy recovery	0.1	104,010	103,050	103,163
Landfill	-0.2	7,286	11,025	8,108
<b>Total</b>	<b>0.0</b>	<b>272,402</b>	<b>280,335</b>	<b>281,024</b>

50. Key risks will be the amount of waste produced as the year progresses and the volume of Persistent Organic Pollutants waste where a change in the law means the council needs to fund the cost of storing, shredding, and burning soft furnishings, as an alternative to landfill. An additional budget allocation of £0.2m to support this was included in the budget for 2023/24 but the cost that the service is anticipating is currently around £0.6m. The current expectation is that this can be managed within the overall budget but there are also risks around inflation and market stability that may impact on expenditure as the year progresses.

### **Highways & Operations**

51. Highways & Operations is forecasting an overspend of £0.6m against a budget of £34.1m.

52. Within the Highway Maintenance service there has been a significant increase in highways defects that needed repair in the first quarter of the financial year. While the number of defects has reduced in June 2023 there were 25% more in the first quarter of 2023/24 than the same period in 2022/23. This is likely to be primarily attributable to the consequence of the bad weather earlier in the year and in 2022 and is similar to higher levels of activity seen across the country.

Month	Defects 2022/23	Defects 2023/24	% Increase/Decrease
April 2023	3,320	4,143	+25%
May 2023	2,927	4,944	+69%
June 2023	2,212	1,474	-33%
<b>Total</b>	<b>8,459</b>	<b>10,561</b>	<b>+25%</b>

53. Depending on the on-going level of activity there is a risk that it may not be possible to manage the spend within the budget but updates will be provided as the year progresses.

54. Network Management has received higher than anticipated income in the first

quarter of the year. This may result in an underspend but it is not yet clear if the trend will continue throughout the year. The Parking Account has also received a slightly higher than anticipated level of income but this is offset by an increase in costs of delivering the service in more areas of the county.

55. Supported transport is currently forecasting a £0.6m overspend. This is due to unachieved savings of £0.350m from 2022/23 plus a further saving of £0.250m in 2023/24 that are not expected to be delivered. Both of these savings relate to the anticipated use of technology and changes to processes to reduce costs and effort required and the implementation of automated processes for home to school contract management.

56. Home to school transport is currently forecasting a breakeven position. However, there are risks around contract inflation & the level of demographic growth compared to the assumptions in the budget that will need to be monitored as the year progresses.

### **Directorate Support**

57. The Directorate Support service area is currently forecasting a breakeven position.

### **Public Health and Community Safety**

58. Public Health and Community Safety are forecasting a breakeven position.

Service Area	2023/24 Latest Budget	Forecast Outturn Variance
	£m	£m
Public Health Functions	35.6	0.0
Public Health Recharges	0.6	0.0
Other Income	-0.7	0.0
Grant Income	-33.6	0.0
Transfer to Public Health Reserve	0.0	0.0
<b>Total Public Health</b>	<b>2.2</b>	<b>0.0</b>
<b>Total Community Safety</b>	<b>24.8</b>	<b>0.0</b>
<b>Total Public Health &amp; Community Safety</b>	<b>27.0</b>	<b>0.0</b>

### **Public Health**

59. A break-even position is forecast for services funded by the Public Health grant.

### **Community Safety**

60. The Fire and Rescue Service are forecasting a break-even position at this stage of the financial year.

### **Ringfenced Government Grants**

61. The ringfenced Public Health grant totals £33.6m in 2023/24 with an indicative 1.4% uplift expected for 2024/25.

### **Use of Un-ringfenced Government Grant Funding**

62. Un-ringfenced grants held centrally and agreed to be used to support expenditure budgets within Public Health include:

- £1.2m Domestic Abuse Duty Grant supporting the provision of accommodation-based support to victims of domestic abuse and their children.
- £0.6m Substance Misuse Treatment & Recovery Housing Grant being used to deliver the Government's aim that by 2024/25 there will be more people recovering from addiction in stable and secure housing.
- £0.6m Supplementary Substance Misuse Treatment and Recovery grant. This is the second year of a three-year scheme where the Office for Health Improvement and Disparities (OHID) is working alongside other government departments to support a process of investment in a whole system approach to tackling illicit drug use, including enforcement, diversion and treatment and recovery interventions.
- £1.1m Rough Sleeping Drug and Alcohol Grant is being used to provide specialist support for rough sleepers and those at risk.

### **Reserves**

63. The Public Health reserve held £5.9m at 1 April 2023. £1.7m is forecast to be spent in 2023/24, £1.1m in 2024/25 and £0.7m in 2025/26, leaving a balance of £2.4m. Options to utilise all the funding by 2026/27 in line with the grant requirements are being considered.

64. £2.7m is held in reserves for the renewal of fire and rescue vehicles and breathing apparatus equipment. A fleet replacement strategy is being agreed which will use all of this funding in the medium term.

65. £0.7m is being held to cover the cost of the replacement of Airwave for Oxfordshire Fire and Rescue Service and the implementation of the new national Emergency Service Mobile Communications Programme.

### **Virements**

66. Cabinet is asked to approve a virement to add £1.8m expenditure budgets to Public Health. This will be funded by the rough sleeping drug and alcohol grant and the supplementary substance misuse housing support grant.

### **Resources**

67. The services within Resources are forecasting a combined overspend of £1.6m against a budget of £69.7m.

Service Area	2023/24 Latest Budget £m	Forecast Outturn Variance £m
Corporate Services	3.0	0.0

Human Resources & Organisational Development	3.0	0.6
Communications, Strategy & Insight	3.1	0.0
IT, Innovation & Digital	10.4	0.3
Culture & Customer Experience	11.9	0.2
Finance & Procurement	8.6	0.1
Property, Investment & Facilities Management	19.1	0.2
Law & Governance	7.7	0.2
Delivery & Partnership	2.9	0.0
<b>Total Resources</b>	<b>69.7</b>	<b>1.6</b>

68. **Human Resources & Organisational Development** is forecast to overspend by £0.6m. This reflects a delay in the anticipated delivery of a £1.5m reduction in agency costs across the council. However, this is partially mitigated by the savings from the associated delay in the implementation of the Resourcing Team.
69. **IT, Innovation & Digital** are forecasting an overspend of £0.3m. Action to achieve £0.9m cross directorate savings agreed as part of the 2023/24 budget is underway. Half of the savings are currently forecast to be delivered but this will be updated as the year progresses.
70. **Culture and Customer Experience** are forecasting an overspend of £0.2m. This is mainly in the Libraries Service where saving targets are particularly challenging and in the Customer Service Centre.
71. **Property Services** are forecasting an overspend of £0.2m. The School Catering service is forecasting to overspend due to inflationary pressure on costs and income streams, but this will be mitigated by savings in other areas. Anticipated savings from vacating one of the council's office buildings will be offset by estimated dilapidation costs in 2023/24.
72. **Law and Governance** are forecasting an overspend of £0.2m. 2023/24 is a transition year for the new structures which, subject to consultation, are planned to be implemented in Governance in the second quarter of 2023/24 and Legal in quarter four of 2023/24. As a result of higher locum costs in Legal Services are still expected to be incurred for most of the year.
73. £0.1m one – off funding held in the COVID-19 reserve will be used to further extend capacity needed within the Information Management team to support the council's ability to respond to Subject Access Requests (SARs).
74. **Delivery & Partnership** includes the delivery of cost of living measures and the council's migration and asylum programmes, including Homes for Ukraine. The budget is mainly funded from earmarked reserves and specific government grants and is forecast to break even.

### **Medium Term Financial Strategy Savings**

75. After taking account of new and previously agreed savings the 2023/24 budget

agreed includes planned directorate savings of £28.2m.

76. As set out in the Provisional Outturn Report 2022/23 £10.2m of savings were not achieved as planned in the last financial year. Any planned savings not delivered in 2022/23, where the on-going impact was not adjusted through the 2023/24 Budget & Business Planning Process, will need to be achieved in 2023/24 as well as new savings agreed in February 2023.
77. £13.8m (50%) of the 2023/24 savings are assessed as delivered or are expected to be delivered. £11.3m are currently assessed as amber and £3.1m are assessed as red. Work is continuing to ensure that these savings are achieved.

	2023/24 Planned Savings	2022/23 Savings that need to be delivered in 2023/24	Total
	£m	£m	£m
Adult Services	-18.1	-4.0	-22.1
Children's Services	-3.4	-1.9	-5.3
Environment & Place	-1.4	-2.3	-3.7
Community Safety	-0.2	0.0	-0.2
Resources & Cross Directorate	-5.1	-2.0	-7.1
<b>TOTAL</b>	<b>-28.2</b>	<b>-10.2</b>	<b>-38.4</b>

#### Adult Services

78. The 2023/24 budget includes planned savings of £18.1m. 35% of these savings have been delivered, 19% are expected to be delivered and 46% are currently unconfirmed and have an element of risk in the delivery.
79. The savings with the greatest risk around delivery are those which are expected to be achieved through care reviews and those which relate to managing demand, particularly in care homes. These account for £8.3m of the savings.
80. Savings of £1.2m relating to the turnover and utilisation of block contracts for residential and nursing care plus £1.1m relating to a programme to invest in supported and dementia care accommodation that it was not possible to achieve in 2022/23 are now built into the directorate's savings delivery programme and expected to be achieved in 2023/24.
81. £0.6m savings for the review of block contract for care home beds, a £1.1m reduction in the cost of out of area placements and placement commissioning savings are also expected to be achieved in 2023/24.

#### Children's Services

82. New savings of £3.4m are built into the 2023/24 budget. 51% of these savings are forecast to be delivered and include £0.7m one – off contributions from

reserves and a reduction of £0.3m relating to the removal of the Health & Social Care Levy. £0.9m (26%) are currently assessed as amber. £0.8m (23%) of the savings are assessed as red.

#### Environment & Place

83. £1.0m (72%) of new 2023/24 savings for Environment & Place are expected to be achieved. £0.4m (28%) are assessed as red and include a saving related to the use of technology and improved processes to reduce costs and effort required, providing greater accuracy of expenditure and implementing automated processes for home to school contract management.

84. Due to service transformation taking shape partway through the financial year it is anticipated that a saving of £0.5m will not be fully realised by the end of 2023/24. However, this will be managed within the overall budget for the directorate.

85. £1.7m of the £2.3m savings not achieved in 2022/23 related to street lighting and is expected delivered in 2023/24. The energy usage for the units that have had LED lanterns installed decreased by 7,367,068 kWh in the last financial year, (21,388,773 kWh in 2021/22 and 14,021,705 kWh in 2022/23). However, due to new electrical assets being installed across the highway network (as part of developments or the council's infrastructure improvement programmes) and inflation on energy costs, the authority did not see a direct reduction in energy consumption costs. The service is currently monitoring energy cost prices and network consumption and updated will be provided in future reports if the levels increase above the budgeted levels.

#### Community Safety

86. A £0.1m saving relating to a review of mid and supervisory leadership levels is currently assessed as amber.

#### Resources

87. £1.2m savings built into Resources budgets are expected to be delivered and £1.9m are amber. Work is underway to achieve the £1.5m reduction related to the use of agency staff across the council and £0.9m savings related to digital transformation that were agreed as part of the 2023/24 budget. The forecast currently assumes that half of these savings will be achieved. Savings currently assessed as red include the other half of these savings along with savings from vacating a council building (see paragraph 71). Updates on progress will be included in future reports as the year progresses

88. The anticipated delivery of both 2023/24 and any outstanding 2022/23 savings is reflected in the directorate positions reported above.

#### Debt Management

##### **Corporate Debtors**

89. The combined collection rate, based on invoice volumes, for April and May was 97%, 2% above the 95% target. In terms of collection based on the value of



invoices the figure for the same period was 99.5%.

90. Debt requiring impairment was £0.44m at the end of May 2023 compared to a target of £0.35m. The top five cases, which account for 50% of all bad debt are being actively progressed.

### **Adult Social Care Debtors**

91. The 120-day invoice collection rate for April was 89% for all invoices, this increases to 90% when excluding deferred payment invoices; the target collection rate for 2023/24 is 92%. The service has developed an improvement plan which is underway to address 'up stream' processing issues impacting invoices being paid on receipt. In addition, changes to automated reminders and initial recovery actions, previously reported, are due to be deployed in quarter 3 of this financial year.
92. The 2022/23 year-end adults care contribution impairment for bad debt was £4.6m. Bad debt at the end of May 2023 is £4.7m. As reported previously the trailing impacts of COVID-19 have had a significant effect on means tested social care contribution bad debt levels. A bad debt task team has been operational since July 2022 with plans to run through to the end of 2023/24 and an objective to resolve historic debt of £3.7m. Resourcing challenges within both the debt task group and business as usual teams impacted performance during 2022/23. The service is reviewing activity and updating their improvement plans.
93. Cabinet is recommended to write off four Adult Social Care contribution debts totaling £0.070m. Three cases are those where arrears were not resolved before the person passed away and the estate was confirmed as insolvent. In the other case the person in receipt of services has mismanaged their finances and are in arrears with a number of creditors. They are only receiving state benefits and have no means to pay their accrued debt.

### **Budgets Held Centrally**

94. After taking account of the use of one – off funding and contingency to support the forecast directorate overspend, there is a combined underspend of £5.3m against budgets held centrally.

#### Capital Financing Costs

95. The borrowing costs and minimum revenue provision for capital projects funded by Prudential Borrowing are either recharged to directorates where savings arising from the scheme are expected to meet them or met corporately from the budget for capital financing costs. It is anticipated that after taking account of recharges to directorates the actual costs of the capital financing will be broadly aligned with the budget in 2023/24.
96. The budget for interest payable assumed no new external borrowing would be taken during 2023/24.

#### Interest on Balances

97. The current forecast outturn position for in house interest receivable is £11.5m, which is £0.5m above budget. The additional interest reflects an increase in the forecast of average base rate for the year of 4.80%, compared to the rate assumed in the budget of 4.31%.
98. Interest payable is currently forecast to be £13.1m, which is in line with the budget.
99. Cash balances for the year are forecast to be £51.9m lower than they would otherwise have been as a result of negative DSG balances. The impact of this is an estimated opportunity cost of £1.5m in unearned interest during 2023/24.
100. The forecast outturn position for external fund returns is £3.8m, in line with the budget.

#### Inflation and Contingency

101. Ongoing funding for pay inflation totals £9.4m and the contingency budget for 2023/24 totals £8.3m. In addition £4.2m one – off council tax and business rates funding was also agreed to be added to contingency as part of the Provisional Outturn Report 2022/23 to Cabinet in June 2023.
102. The agreed budget includes funding for an estimated pay award equivalent to 4.5% in 2023/24. The claim lodged by UNISON, GMB and Unite on 30 January 2023 included a request to increase pay by RPI (10.70%) + 2.0% on all pay points. On 23 February 2023, national employers responded with the following offer:
- With effect from 1 April 2023, an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
  - With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer.
103. After taking account of the number of staff on different pay points the current pay offer is estimated to equate to an overall estimated increase equivalent to 5.5%, 1.0% more than budgeted at a cost of £2.6m per annum. All three unions have rejected this offer and Unison have begun balloting for strike action. If agreed, strike action would take place between 18 July 2023 and 3 January 2024.
104. An increase to the existing offer equivalent to 1% overall would be estimated to cost around £2.6m on-going and would need to be met from contingency.
105. The Gold Book pay award for 2022 and 2023 which affects the Chief Fire Officer, Assistant Chief Fire Office and Deputy Chief Fire Officer was agreed in May 2023. The 2022 award at 4% is payable from January 2022 and the 2023 pay award of 3.5% is payable from January 2023.
106. The forecast assumes that £3.3m of the £4.2m one – off funding agreed to be added to contingency as part of the Provisional Outturn Report to Cabinet in June 2023 is utilised to support the directorate position.

### **Reserves**

107. As set out in Annex B - 3 Earmarked Reserves are forecast to be £176m at 31 March 2024.
108. **COVID-19 Reserve** - The balance held in the reserve as at 1 April 2023 was £15.4m. The use of £13.4m to support planned expenditure from 2023/24 – 2025/26 is built into the Medium Term Financial Strategy. £0.1m of the remaining £2.0m balance that was uncommitted at the end of 2022/23 will be used to further extend capacity needed within the Information Management team within Governance to support the council's ability to respond to Subject Access Requests (SARs). £1.5m of the remaining balance is included in the forecast position and will be used to support pressures in Children's Social Care in 2023/24. £0.4m remains uncommitted.
109. **Transformation Reserve** - As set out in the Earmarked Reserves and General Balances Policy Statement for 2023/24, the £4.3m balance from the Budget Equalisation Reserve has been transferred to the Transformation Reserve to meet costs associated with continuous improvement and transformation programmes. A number of transformation activities, including the introduction of a Delivery Unit for the council, have been identified to improve service delivery and reduce costs over the medium and long term. £2.0m is proposed to be used to enable the delivery of this activity in 2023/24.
110. An unusable reserve was created in 2020/21 to hold **negative High Needs DSG balances** in line with a change to the CIPFA code of practice on DSG High Needs deficits. The net deficit of £18.3m for 2023/24 will increase the total High Needs deficit held in the reserve to £59.4m as at 31 March 2024. The regulations which require the negative balance to be held in an unusable reserve will come to an end on 31 March 2026. The impact of the unusable reserve on the council's ability to set a balanced budget over the medium term will need to be considered through the Budget & Business Planning Process for 2024/25.

### **Grants**

111. As set out in Annex B - 4 government grants totalling £445.4m are expected to be received by the Council during 2023/24. Increases compared to the budget agreed in February 2023 include the Extended Rights to Free travel grant (£0.5m), Domestic Abuse Grant (£1.1m) and Substance Misuse Treatment and Recovery grant (£0.6m) and Substance Misuse Treatment and Recovery Housing Grant (£0.6m).

### Homes for Ukraine

112. At the end of 2022/23 £16.8m unspent grant funding for the Homes for Ukraine scheme and £2.1m unspent funding for education costs relating to the scheme was held in the Grants & Contributions Reserve. Funding received to date, as well as further amounts that will be claimed in 2023/24, will be used to support the on-going cost of the scheme in Oxfordshire. Cabinet is recommended to agree the allocation of Homes for Ukraine funding as set out in Annex B-6 and authorise the Director of Finance to finalise the agreements with the City and District Councils following consultation with the Leader of the Council and the Cabinet Member for Finance.

**General Balances**

113. As set out in the Provisional Outturn Report to Cabinet on 20 June 2023, general Balances were £22.6m as at 31 March 2023.
114. The risk assessed level of balances for 2023/24 is £30.2m. Funding of £6.8m estimated to be required to top balances up to the risk assessed level for 2023/24 was included in the budget for 2023/24. A further £0.8m top- up was agreed to be funded from the £5.0m additional Business Rates and Council Tax funding noted in the Financial Monitoring Report to Cabinet in May 2023.
115. After taking account of the projected breakeven position for the council balances are currently forecast to remain at the risk assessed level at the end of 2023/24.

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Budget Monitoring**

Directorate	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Projected Year End Variance	Variance Last Month	Change in Variance	Projected Year End Traffic Light
	£000	£000	£000	£000	£000	£000	Red > 1.5% Amber >1.1% <1.5% Green on track
Adult Services	226,895	226,895	0	0.00%	0	0	G
Children's Services	169,336	172,430	3,094	1.83%	0	3,094	R
Environment and Place	74,460	75,060	600	0.81%	0	600	G
Public Health	2,223	2,223	0	0.00%	0	0	G
Community Safety	24,822	24,822	0	0.00%	0	0	G
Resources	69,725	71,325	1,600	2.29%	0	1,600	R
<b>Directorate Total Net</b>	<b>567,461</b>	<b>572,755</b>	<b>5,294</b>	<b>0.93%</b>	<b>0</b>	<b>5,294</b>	<b>G</b>

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Budget Monitoring**

Directorate	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Projected Year End Variance	Variance Last Month	Change in Variance	Projected Year End Traffic Light
	£000	£000	£000	£000	£000	£000	Red > 1.5% Amber >1.1% <1.5% Green on track
<b>Budget held Centrally</b>						0	
Capital Financing	28,437	28,437	0			0	
Interest on Balances	-16,663	-17,163	-500			-500	
Inflation	9,212	9,212	0				
Contingency	12,400	9,100	-3,300			-3,300	
Unringfenced Specific Government Grants	-41,517	-41,511	6			6	
Insurance	1,364	1,364	0			0	
Contribution from COVID-19 Reserve	-7,380	-8,880	-1,500			-1,500	
Contribution from Budget Priorities Reserve	-2,370	-2,370	0				
Contributions to (+)/from (-)reserves	20,133	20,133	0			0	
Contribution to (+)/from(-) balances	7,644	7,644	0			0	
<b>Total Budget held Centrally</b>	<b>11,260</b>	<b>5,966</b>	<b>-5,294</b>	<b>-47.02%</b>	<b>0</b>	<b>-5,294</b>	
<b>Net Operating Budget</b>	<b>578,721</b>	<b>578,721</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
						6	
Business Rates & Council Tax Funding	-578,721	-578,721	0			0	
<b>Forecast Year End Position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Business Management and Monitoring Report: Adult Services**  
**Forecast Position as at the end of May 2023**  
**Revenue Budget Monitoring**

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
SCS1	Adult Social Care	23,843	23,843	0	0	0
SCS2	Other Adult Social Care Services	5,101	5,101	0	0	0
SCS3	Housing & Social Care Commissioning	1,369	1,369	0	0	0
SCS4	Business Support Service	1,036	1,036	0	0	0
SCS5	Pooled Budget Contributions	195,546	195,546	0	0	0
<b>Total Adult Services</b>		<b>226,895</b>	<b>226,895</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Business Management & Monitoring Report: Children's Services**  
**Forecast Position as at the end of May 2023**  
**Revenue Budget Monitoring**

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Month	Change in Variance
		£000	£000	underspend-overspend+	£000	£000
<b>CEF1</b>	<b><u>Education &amp; Learning</u></b>					
CEF1-1	Management & Central Costs	1,140	1,147	7	0	7
CEF1-2	SEND	7,311	7,311	0	0	0
CEF1-3	Learning & School Improvement	1,258	1,258	0	0	0
CEF1-4	Access to Learning	30,822	30,822	0	0	0
CEF1-5	Learner Engagement Service	264	264	0	0	0
<b>Total Education &amp; Learning</b>		<b>40,795</b>	<b>40,803</b>	<b>8</b>	<b>0</b>	<b>8</b>
<b>CEF2</b>	<b><u>Children's Social Care</u></b>					
CEF2-1	Management & Central Costs	5,618	5,618	0	0	0
CEF2-2	Social Care	32,122	33,947	1,825	0	1,825
<b>Total Children's Social Care</b>		<b>37,740</b>	<b>39,566</b>	<b>1,826</b>	<b>0</b>	<b>1,826</b>



**Business Management & Monitoring Report: Children's Services**  
**Forecast Position as at the end of May 2023**  
**Revenue Budget Monitoring**

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Month	Change in Variance
		£000	£000	underspend-overspend+	£000	£000
<b>CEF3</b>	<b><u>Children's Social Care Countywide Services</u></b>					
CEF3-1	Corporate Parenting	69,895	71,155	1,260	0	1,260
CEF3-2	Safeguarding	3,537	3,537	0	0	0
CEF3-3	Services for Disabled Children	11,438	11,438	0	0	0
CEF3-4	Youth Offending Service	883	883	0	0	0
<b>Total Children's Social Care Countywide Services</b>		<b>85,753</b>	<b>87,013</b>	<b>1,260</b>	<b>0</b>	<b>1,260</b>
<b>CEF4</b>	<b><u>Schools</u></b>					
CEF4-1	Delegated Budgets	0	0	0	0	0
CEF4-2	Nursery Education Funding (EY)	0	0	0	0	0
CEF4-3	Non-Delegated School Costs	216	216	0	0	0
CEF4-4	School Support Non-Negotiable Recharges	0	0	0	0	0
CEF4-5	Capitalised Repairs & Maintenance	0	0	0	0	0
<b>Total Schools</b>		<b>216</b>	<b>216</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Business Management & Monitoring Report: Children's Services**  
**Forecast Position as at the end of May 2023**  
**Revenue Budget Monitoring**

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Month	Change in Variance
		£000	£000	underspend-overspend+	£000	£000
<b>CEF5</b>	<b><u>Children's Services Central Costs</u></b>					
CEF5-1	Management & Administration	1,021	1,021	0	0	0
CEF5-2	Premature Retirement Compensation	3,211	3,211	0	0	0
CEF5-3	Commissioning Recharge	600	600	0	0	0
<b>Total Children's Services Central Costs</b>		<b>4,832</b>	<b>4,832</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Children's Services</b>		<b>169,336</b>	<b>172,430</b>	<b>3,094</b>	<b>0</b>	<b>3,094</b>
<b>MEMORANDUM: DEDICATED SCHOOLS GRANT - DSG Funded Expenditure (Gross)</b>						
	Schools DSG	131,169	131,169	0	0	0
	High Needs DSG	84,373	102,673	18,300	0	18,300
	Early Years DSG	44,341	44,341	0	0	0
	Central DSG	4,992	4,992	0	0	0
<b>Total DSG Funded Expenditure</b>		<b>264,875</b>	<b>283,175</b>	<b>18,300</b>	<b>0</b>	<b>18,300</b>

**Business Management & Monitoring Report: Environment and Place**  
**Forecast Position as at the end of May 2023**  
**Revenue Budget Monitoring**

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
		£000	£000	£000	£000	£000
EP1	Transport & Infrastructure	2,429	2,429	0	0	0
EP2	Planning, Environment & Climate Change	37,055	37,055	0	0	0
EP3	Highways & Operations	34,050	34,650	600	0	600
EP4	Directorate Support	926	926	0	0	0
<b>TOTAL ENVIRONMENT AND PLACE</b>		<b>74,460</b>	<b>75,060</b>	<b>600</b>	<b>0</b>	<b>600</b>

# Business Management & Monitoring Report : Public Health & Community Safety

Forecast Position as at the end of May 2023

## Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
<b>PH 1 &amp; 2</b>	<b>Public Health Functions</b>					
PH1-1	Sexual Health	6,440	6,440	0	0	0
PH1-2	NHS Health Check Programme	645	645	0	0	0
PH1-3	Health Protection	8	8	0	0	0
PH1-4	National Child Measurement Programme	150	150	0	0	0
PH1-5	Public Health Advice	150	150	0	0	0
PH1-6	0 - 5 year olds	8,848	8,848	0	0	0
PH2-1	Obesity	1,324	1,324	0	0	0
PH2-2	Physical Activity	420	420	0	0	0
PH2-3	Public Health General	2,536	2,536	0	0	0
PH2-4	Smoking and Tobacco Control	615	615	0	0	0
PH2-5	Children's 5-19 Public Health Programmes	2,297	2,297	0	0	0
PH2-6	Other Public Health Services	2,091	2,091	0	0	0
PH2-7	Drugs and Alcohol	8,318	8,318	0	0	0
PH2-8	Domestic Violence	1,437	1,437	0	0	0
	<b>Total Public Health Functions</b>	<b>35,279</b>	<b>35,279</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PH3</b>	<b>Public Health Recharges</b>	<b>576</b>	<b>576</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PH4</b>	<b>Grant Income</b>	<b>-33,632</b>	<b>-33,632</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Transfer to Public Health Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Public Health</b>	<b>2,223</b>	<b>2,223</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Business Management & Monitoring Report : Public Health & Community Safety****Forecast Position as at the end of May 2023****Revenue Budget Monitoring**

		<b>Change in Variance</b>	<b>Variance Last Month</b>	<b>Projected Year End Variance</b>	<b>Projected Full Year Spend</b>	<b>Net Budget (Latest Estimate)</b>
		£000	£000	£000	£000	£000
				underspend- overspend+		
<b>CDA3</b>	<b>Community Safety</b>	0	0	0	24,822	24,822
<b>Total Community Safety</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>24,822</b>	<b>24,822</b>

**Business Management & Monitoring Report: Resources**  
**Forecast Position as at the end of May 2023**  
**Revenue Budget Monitoring**

		<b>Net Budget (Latest Estimate)</b>	<b>Projected Full Year Spend</b>	<b>Projected Year End Variance</b>	<b>Variance Last Month</b>	<b>Change in Variance</b>
		<b>£000</b>	<b>£000</b>	<b>underspend- overspend+</b> <b>£000</b>	<b>£000</b>	<b>£000</b>
COD1	Corporate Services	3,029	3,029	0	0	0
COD2	Human Resources & Organisational Development	2,985	3,585	600	0	600
COD3	Communications, Strategy & Insight	3,072	3,072	0	0	0
COD4	ICT & Digital	10,448	10,748	300	0	300
COD5	Culture & Customer Experience	11,881	12,081	200	0	200

**Business Management & Monitoring Report: Resources**  
**Forecast Position as at the end of May 2023**  
**Revenue Budget Monitoring**

		<b>Net Budget (Latest Estimate)</b>	<b>Projected Full Year Spend</b>	<b>Projected Year End Variance</b>	<b>Variance Last Month</b>	<b>Change in Variance</b>
		<b>£000</b>	<b>£000</b>	<b>underspend-overspend+</b> <b>£000</b>	<b>£000</b>	<b>£000</b>
COD6	Finance	8,616	8,716	100	0	100
COD7	Property, Investment & FM	19,059	19,259	200	0	200
COD8	Law & Governance	7,705	7,905	200	0	200
COD9	Delivery & Partnership	2,930	2,930	0	0	0
<b>Total Resources</b>		<b>69,725</b>	<b>71,325</b>	<b>1,600</b>	<b>0</b>	<b>1,600</b>

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**

**CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:**

Directorate (CD = Cross Directorate)	Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CD	Jul	May	Delivering the Future Together & Transformation	COD3	Communications, Strategy & Insight	T	2,000	0
				VSMMGT	Strategic Measures (Increase funding from reserves: Transformation Reserve as per recommendation in report).	T	-2,000	0
CD	Jul	May	Substance Misuse and Rough Sleeping Grants	PH1 & 2	Public Health Functions	T	1,762	0
				VSMMGT	Strategic Measures	T	0	-1,762
Grand Total							1,762	-1,762



**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**

**NEW VIREMENTS THAT HAVE BEEN ACTIONED FOR CABINET TO NOTE**

Directorate (CD = Cross Directorate)	Month of Cabinet Meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CD	Jul	May	Music Service budget correction	COD5	Culture & Customer Experience	P	100	0
				VSMGMT	Strategic Measures	P	-100	0
CD			Transfer budget between services	COD7	Property, Investment & FM	P	29	0
				EP2-2	Climate Change	P	-29	0
CS	Jul	May	Realign the OCC Contributions to the ATV Pooled Budget 2023/24	CEF3-1	Corporate Parenting	P	19	0
				CEFATV	Adopt Thames Valley	P	0	-19
			Allocation for events funding for young people re NTS cohort	CEF2-2	Social Care	P	10	0
				CEF3-1	Corporate Parenting	P	0	-10
			£500 Contribution of Children We Care For Cost Centre to be moved to Fostering Central Cost Centre	CEF2-2	Social Care	T	-1	0
				CEF3-1	Corporate Parenting	T	1	0
			Supported Internships Grant 2023-24	CEF1-2	SEND Service	T	53	-53
AS	Jul	May	Transfer of Pool Inflation Budget to Pooled Budgets	SCS1-8	Grants & Funding	P	-21,113	0
				SCS5	Pooled Budget Contributions	P	21,113	0
			ASC Inflation Budget Reallocation 23/24	ACSNPOOL	Live Well Pool	P	5,676	-5,676
				BCFPPOOL	Age Well Pool	P	5,546	-5,546
				SCS1-8	Grants & Funding	P	-5,366	5,366
				SCS5	Pooled Budget Contributions	P	5,366	-5,366
			PD U65 Budget move to Age Well +65	ACSNPOOL	Live Well Pool	P	-676	676
				BCFPPOOL	Age Well Pool	P	676	-676
				SCS5	Pooled Budget Contributions	P	0	0
			Increase Income Budgets In HESC	SCS1-1A	Age Well Pool Contribution	P	116	0
				SCS2-1A	HESC Management	P	0	-9
				SCS2-1B	Start Well	P	0	-35
				SCS2-1C	Live Well	P	0	-37
				SCS2-1D	Age Well	P	0	-37
PH&CS	Jul	May	UKRI Grant	PH1 & 2	Public Health Functions	T	8	-8
			PH budget tidy	PH4	Grant Income	T	0	58
				PH1&2	Public Health Functions	T	58	0



**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Earmarked Reserves**

	<b>2023/24</b>		
	Balance at 1 April 2022	Forecast Movement	Forecast Balance at 31 March 2023
	£m	£m	£m
<b>Revenue Grants Unapplied</b>			
Grants and Contributions Reserve	37.3	-12.1	25.2
COVID-19 Reserve	15.4	-9.0	6.4
Government Initiatives Reserve	2.3	0.0	2.3
<b>Subtotal Revenue Grants Unapplied</b>	<b>55.0</b>	<b>-21.1</b>	<b>33.9</b>
<b>Corporate Priorities</b>			
Budget Priorities Reserve	11.2	-8.6	2.6
Transformation Reserve	1.5	2.3	3.8
Zero Emissions Zone	0.5		0.5
Youth Provision Reserve	0.2		0.2
<b>Subtotal Corporate Priorities</b>	<b>13.4</b>	<b>-6.3</b>	<b>7.1</b>

<p>This reserve holds unspent ring-fenced grants and contributions committed to be spent in future years. This includes the Public Health ringfenced grant and funding for the on-going cost of the Homes for Ukraine Scheme.</p> <p>This reserve is set up to meet ongoing and emerging pressures and longer term service demands arising from the COVID-19 Pandemic. The use of £13.4m funding from the reserve is built into the council's Medium Term Financial Plan agreed in February 2023. After taking account of the additional £1.6m use of the reserve in 2023/24 £0.4m remains uncommitted.</p> <p>This reserve is used to hold underspends on budgets funded by unringfenced grants held that relate to specific agreed outcomes or the implementation of Government initiatives.</p>
<p>This reserve is being used to support the implementation of the Council's priorities and the Medium Term Financial Strategy.</p> <p>This reserve is needed to fund the implementation costs of the Council's Transformation programme.</p> <p>This reserve holds surpluses generated by Network Coordination for the development and expansion of the ZEZ in the future years. Funding for locality based youth provision</p>

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Earmarked Reserves**

	2023/24			
	Balance at 1 April 2022	Forecast Movement	Forecast Balance at 31 March 2023	
	£m	£m	£m	
<b>Funding for Risk</b>				
Insurance Reserve	12.9		12.9	This reserve covers the County Council for insurance claims that, based on the previous experience of the County Council, are likely to be received, as well as a number of insurance related issues.
Demographic Risk Reserve	13.0	4.0	17.0	In light of the significant pressures relating to High Needs DSG and other budgets with demographic volatility. This reserve will help to manage demographic risk.
Council Elections	0.3	0.2	0.5	This will be used to fund future elections. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.
Redundancy Reserve	2.4		2.4	This reserve is available to fund redundancy costs arising from Transformational Change.
Trading Accounts	0.1	-0.2	-0.1	This reserve holds funds relating to traded activities to help manage volatility year to year or future investments.
Council Tax Collection Fund Reserve	3.0		3.0	This reserve holds any surplus/ deficit as a result of income from council tax being more or less than originally estimated
Business Rates Reserve	9.5		9.5	This reserve is to smooth the volatility of Business Rates income and to mitigate risk around future changes to Business Rates. The use of the reserve will be considered through the Budget & Business Planning Process for 2024/25.
<b>Subtotal Risk</b>	<b>41.2</b>	<b>4.0</b>	<b>45.2</b>	

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Earmarked Reserves**

	<b>2023/24</b>		
	Balance at 1 April 2022	Forecast Movement	Forecast Balance at 31 March 2023
	£m	£m	£m
<b>Capital &amp; Equipment</b>			
Capital Reserves	67.8	-1.7	66.1
Vehicle and Equipment Reserve	3.5	0.0	3.5
Investment Pump Priming Reserve	2.0	-2.0	0.0
<b>Subtotal Capital &amp; Equipment</b>	<b>73.3</b>	<b>-3.7</b>	<b>69.6</b>
<b>Other Reserves</b>			
Schools' Reserves	13.0	0.0	13.0
Partnership Reserves	1.9	0.0	1.9
On Street Car Parking Reserve	5.0	0.0	5.0
<b>Subtotal Other Reserves</b>	<b>19.9</b>	<b>0.0</b>	<b>19.9</b>
<b>Total Reserves</b>	<b>202.8</b>	<b>-27.1</b>	<b>175.7</b>

<p>This reserve has been established for the purpose of financing capital expenditure in future years. Drawdown will be confirmed later in the year.</p> <p>This reserve is to fund future replacements of vehicles and equipment.</p> <p>Funding held to meet the costs of self-financing schemes which require pump priming until the funds are returned. Agreed to be used to support the following schemes as part of the 2023/24 budget: Low Carbon Business Travel Project (grey fleet) £0.8m, Energy Efficiency Recycling Fund for OCC Maintained Schools £0.8m, Initial funding to develop plans for the workplace charging levy £0.2m.</p>
<p>In accordance with the Education Reform Act 1988, the scheme of Local Management of Schools provides for the carry forward of individual schools surpluses and deficits. These reserves are committed to be spent on schools.</p> <p>Other School Reserves cover a number of miscellaneous education activities, including amounts loaned to individual schools against school reserves, and School Partnership Accounts which are operated in respect of inter-school activities.</p> <p>This relates to funding for the Growth Deal</p> <p>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.</p>

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Government Grants 2023/24**

Ringfenced	Directorate	Issued By	Estimate 2023/24  £000	In year Adjustments / New Allocations previously reported  £000	In year Adjustments/ New Allocations reported this time  £000	Latest Allocation  £000
Page 84	<b>Adult Services</b>					
	R Improved Better Care Fund	DHSC	10,705	0	0	10,705
	R Adult Social Care Market Sustainability and Improvement Fund	DHSC	5,366	0	0	5,366
	R Adult Social Care Discharge Fund	DHSC	1,501	0	0	1,501
	<b>TOTAL ADULT SERVICES</b>		<b>17,572</b>	<b>0</b>	<b>0</b>	<b>17,572</b>
	<b>Children's Services</b>					
	<b>Dedicated School Grants</b>					
	R Dedicated Schools Grant (DSG) - Schools Block	DfE	131,641	0	0	131,641
	R Dedicated Schools Grant (DSG) - Central Block	DfE	4,992	0	0	4,992
	R Dedicated Schools Grant (DSG) - Early Years Block	DfE	44,340	0	0	44,340
	R Dedicated Schools Grant (DSG) - High Needs Block	DfE	85,288	0	0	85,288
	<b>Subtotal DSG Grants</b>		<b>266,261</b>	<b>0</b>	<b>0</b>	<b>266,261</b>
	<b>School Grants</b>					
	R Pupil Premium	DfE	7,663	0	0	7,663
	R Education Funding Agency - Sixth Form Funding and Threshold	DfE	280	0	0	280
	R PE and Sport Grant	DfE	2,266	0	0	2,266
	R Universal Infant Free School Meals	DfE	3,938	0	0	3,938
	R Teacher's Pay Grant	DfE	95	0	0	95
	R Teacher's Pension Grant	DfE	274	0	0	274
	R Supplementary Funding	DfE	0	0	0	0
	<b>Subtotal School Grants</b>		<b>14,516</b>	<b>0</b>	<b>0</b>	<b>14,516</b>

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Government Grants 2023/24**

Ringfenced	Directorate	Issued By	Estimate 2023/24	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
	<b>Other Children's Services Grants</b>					
R	School Improvement Monitoring & Brokering Grant	DfE	0	0	0	0
R	Youth Justice Board	YJB	674	0	0	674
R	Asylum (USAC and Post 18)	HO	3,997	0	0	3,997
R	Afghan Resettlement Education Grant	DfE	0	0	0	0
R	Extension of Virtual School Heads - children with social worker	DfE	0	0	0	0
R	Extension of Virtual School Heads - previously looked after children	DfE	0	0	0	0
R	Pupil Premium Plus Post 16 pilot	DfE	0	0	0	0
R	Extended Personal Adviser Duty Grant	DfE	0	0	0	0
R	Staying Put Implementation Grant	DfE	103	0	0	103
R	Remand Framework	YJB	288	0	0	288
R	Reducing Parental Conflict Workforce Development Grant	DWP	72	0	0	72
R	Holiday Activities and Food Programme	DfE	54	0	0	54
R	Attach ASF	DfE	296	0	0	296
R	Intervention Delivering Better Value in SEND - Grant for Data Analysis	DfE	0	0	0	0
R	Fam Grp Conferences	DfE	0	0	0	0
R	Multiply	DfE	0	0	0	0
R	Home for Ukraine Education	DfE	899	0	0	899
R	Turnaround Programme	YJB	64	0	0	64
	Subtotal Other Children's Services Grants		<b>6,447</b>	<b>0</b>	<b>0</b>	<b>6,447</b>
	<b>TOTAL CHILDREN'S SERVICES</b>		<b>287,224</b>	<b>0</b>	<b>0</b>	<b>287,224</b>

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Government Grants 2023/24**

Ringfenced	Directorate	Issued By	Estimate 2023/24  £000	In year Adjustments / New Allocations previously reported  £000	In year Adjustments/ New Allocations reported this time  £000	Latest Allocation  £000
Page 86	<b>Environment &amp; Place</b>					
	R Bus Service Operators Grant	DfT	559	0	0	559
	R Natural England	DEFRA	227	0	0	227
	R Energy Mapping	DEFRA	0	0	0	0
	R Zero Emission Zone Pilot	DEFRA	0	0	0	0
	<b>TOTAL ENVIRONMENT &amp; PLACE</b>		<b>786</b>	<b>0</b>	<b>0</b>	<b>786</b>
	<b>Public Health</b>					
	R Public Health Grant	DHSC	32,569	0	0	32,569
	<b>TOTAL PUBLIC HEALTH</b>		<b>32,569</b>	<b>0</b>	<b>0</b>	<b>32,569</b>
	<b>Community Safety</b>					
	R Fire Fighter's Pension Fund Grant	DLUHC	1,361	0	0	1,361
	R Fire Protection Uplift Grant	DLUHC	0	0	0	0
	R Fire Fighter's New Dimensions Grant	DLUHC	40	0	0	40
	<b>TOTAL COMMUNITY SAFETY</b>		<b>1,401</b>	<b>0</b>	<b>0</b>	<b>1,401</b>
	<b>Resources</b>					
	R Music Service	AC	1,045	0	0	1,045
	R MaaS:CAV	Innovate UK	313	0	0	313
	R Park & Charge	Innovate UK	206	0	0	206
	R Virgin Park & Charge	Innovate UK	7	0	0	7
	R Data Driven Safety Tool	Innovate UK	91	0	0	91



**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Government Grants 2023/24**

Ringfenced	Directorate	Issued By	Estimate 2023/24  £000	In year Adjustments / New Allocations previously reported  £000	In year Adjustments/ New Allocations reported this time  £000	Latest Allocation  £000
R	Quantum Gravitometer	Innovate UK	69	0	0	69
R	Resilient CAV	Innovate UK	25	0	0	25
R	Heart Park Project	DfT	90	0	0	90
R	GTC DfT Congestion Tool	DfT	59	0	0	59
R	CAVL4R	DfT	11	0	0	11
	<b>TOTAL RESOURCES</b>		<b>1,917</b>	<b>0</b>	<b>0</b>	<b>1,917</b>
	<b>Strategic Measures</b>					
U	Lead Local Flood Authority	DEFRA	45			45
U	Extended Rights to Free Travel	DfE	278	531		809
U	Fire Link	DLUHC	213	-83		130
U	Supporting Families - previously Troubled Families	DLUHC	1,048			1,048
U	New Homes Bonus	DLUHC	1,700			1,700
U	Local Reform & Community Voices Grant	DfE	515			515
U	Social Care Support Grant (including Independent Living Fund)	DLUHC	32,669			32,669
U	Services Grant	DfE	2,800			2,800
U	Domestic Abuse Duty Grant	DLUHC	1,141	26		1,167
U	Supplementary Substance Misuse Treatment & Recovery Grant	OHID	0	635		635
U	Supplementary Substance Misuse Treatment & Recovery Housing Grant	OHID	0		621	621
U	Charging Reform Implementation Grant	OHID	0			0
U	Rough Sleeping Drugs & Alcohol Grant	DLUHC	0		1,140	1,140
U	Trailblazer Funding	DHSC	0			0
	<b>Subtotal Strategic Measures</b>		<b>40,409</b>	<b>1,109</b>	<b>1,761</b>	<b>43,279</b>

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**Government Grants 2023/24**

Page 88

Ringfenced	Directorate	Issued By	Estimate 2023/24  £000	In year Adjustments / New Allocations previously reported  £000	In year Adjustments/ New Allocations reported this time  £000	Latest Allocation  £000
U	<b>Business Rates</b>	DLUHC	14,427	4,671		19,098
U	Section 31 Grant for Business Rate Compensation	DLUHC	42,662	-2,686		39,976
	<b>Subtotal Business Rates</b>		<b>57,089</b>	<b>1,985</b>	<b>0</b>	<b>59,074</b>
	<b>Grants held on behalf of Local Enterprise Partnership</b>					
R	Oxford Innovation Business Support	BEIS	205			205
R	European Regional Development Fund		900			900
R	DCLG (Local Enterprise Partnership Funding)	DLUHC	500			500
	<b>Subtotal Grants held on behalf of Local Enterprise Partnership</b>		<b>1,605</b>	<b>0</b>	<b>0</b>	<b>1,605</b>
	<b>TOTAL STRATEGIC MEASURES</b>		<b>99,103</b>	<b>3,094</b>	<b>1,761</b>	<b>103,958</b>
	<b>Total All Grants</b>		<b>440,572</b>	<b>3,094</b>	<b>1,761</b>	<b>445,427</b>

R Ringfenced grant  
 U Un-ringfenced grant  
Issued by  
 HO Home Office  
 DHSC Department of Health & Social Care  
 DfT Department for Transport  
 DfE Department for Education

DLUHC Department for Levelling Up, Housing and Communities  
 BEIS Department for Business, Energy & Industrial Strategy  
 OHID Office for Health Improvement and Disparities  
 DEFRA Department for Environment, Food and Rural Affairs  
 AC Arts Council  
 YJB Youth Justice Board  
 NDTI National Development team for Inclusion

**Business Management & Monitoring Report**  
**Forecast Position as at the end of May 2023**  
**General Revenue Balances**

	<b>Forecast 2023/24</b>	
	£m	£m
General Balances: Outturn 2022/23	22.556	
County Fund Balance		<b>22.556</b>
Planned Contribution to Balances (February 2023)		6.800
Planned Contribution from Balances (agreed by Cabinet June 2023)		0.844
<b>Original forecast outturn position 2023/24</b>		<b>30.200</b>
<b>Additions</b>		
		0.000
<b>Calls on balances deducted</b>		
		0.000
<b>Automatic calls on/returns to balances</b>		
		0.000
<b>Additional Strategic Measures</b>		
Forecast Strategic Measures Overspend /Underspend		0.000
<b>Net General Balances</b>		<b>30.200</b>
<b>Calls on / returns to balances requested in this report</b>		
		0.000
<b>Forecast Variation at Year End</b>		
Add/deduct forecast variation (as set out in Annex B-1)		0.000
<b>Forecast Outturn position</b>		<b>30.200</b>
<b>Risk Assessed Level of Balances for 2023/24</b>		<b>30.200</b>
<b>Surplus/(deficit) balances compared to risk assessed level</b>		<b>0.000</b>

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## **Annex B - 6**

### **Homes for Ukraine funding**

Following the launch of the Homes for Ukraine scheme by the government in March 2022, upper tier councils have been in receipt of grant funding relating to the number of guests arriving in their area. This funding was initially provided as a one-off payment at the level of £10,500 per guest and then reduced to £5,900 for arrivals from 1 January 2023 onwards. For eligible minors the tariff will continue at £10,500.

This grant funding is to support Ukrainian guests and their hosts. Oxfordshire residents have been exceptionally welcoming, with Oxfordshire's per-resident population hosting levels been amongst the highest in the country.

In two-tier areas it is a condition of the funding that councils must agree a plan locally to:

- make prompt payments to lower-tier councils in relation to all the services which they provide to guests under the scheme, during the full duration of the scheme, including for services such as homelessness assistance for which lower-tier councils are responsible
- make an immediate payment to lower-tier councils in relation to any upfront costs.

This tariff funding is in addition to separate funding received for education and payments to host households. The Local Authority Housing Fund which aims to reduce the risk of homelessness is received directly by the city and district councils.

### **Response in Oxfordshire**

Oxfordshire's councils, supported by statutory services including Thames Valley Police, OxLEP and the NHS, have organised their Homes for Ukraine response through the Oxfordshire Migration Partnership ('Oxfordshire Silver'). The partnership has moved from an initial focus on basic welfare and safeguarding, to managing the transition of guests into sustainable accommodation through support for employment, skills and access to accommodation.

Working through the Migration Partnership, Oxfordshire councils - represented by their chief executives - agreed an outline allocation of tariff funding early in the scheme. The funding was apportioned based on estimated costs incurred by each council and for specific cross-cutting programmes led by either the county council or by one of the city or district councils, on behalf of all partners.

These schemes have been overseen and managed through the decision making, finance and procurement processes of the relevant organisations.

There is now a need to conclude formal grant agreements for the funding allocated to the city and district councils, which was originally apportioned in outline before the number of Ukrainian guests in Oxfordshire was known. The level of the funding, given the numbers of guests in the county, means that the conclusion of the grant agreements is a key decision for the County Council.

## Outline allocations

The allocations in the table below set out how funding has been allocated as at May 2023. Additional funding will be made available from the unallocated budget of £4.1m, according to costs and need, in consultation with district Section 151 officers, and agreed by the County Council's Director of Finance. Expenditure against each element will be reported through the Business Management and Monitoring reports.

Programme element	£ m
Emergency payments	0.4
Wrap around support	0.4
Community Liaison Officers	0.3
Rematching resources (lead authority: Oxford City Council)	0.2
Initial funding allocated to County, City and Districts	5.8
Top-up payments for hosts	1.6
Bus Passes	1.0
Move-On (lead authority: South Oxfordshire and Vale of White Horse District Councils)	6.0
Employment Support (lead authority: Oxfordshire County Council)	1.2
<b>Total allocated funding (May 2023)</b>	<b>16.9</b>
<b>Total tariff funding (May 2023)</b>	<b>21.0</b>
<b>Unallocated funding (May 2023)</b>	<b>4.1</b>

### Emergency payments

**£0.434m**

A £200 payment is made to Ukrainian guests when they arrive at host accommodation in Oxfordshire. This is a one-off 'welcome' payment managed by Oxfordshire County Council.

### Wrap around support for Ukrainian guests

**£0.368m**

Support provided through a contract with a community/voluntary sector provider (currently Asylum Welcome). The wrap around support provides a range of interventions, activities and events to support Ukrainians living in Oxfordshire, as well as helping new arrivals settle in and find their bearings. The support includes: help to access to suitable accommodation, finding employment, supporting volunteering and training opportunities and accessing vital support/health/welfare services.

### Community Liaison Officers

**£0.320m**

These officers are linked to city and district council areas and work closely with the wrap around support provided through the contract above. The officers provide support for Ukrainian hosts and guests in their localities and provide an overview of community services and support.

## **Rematching resources**

### **£0.158m**

Led by a team located in Oxford City Council, this partnership work enables a county-wide approach to prevent Ukrainian guests from becoming homeless by rematching them with hosts, when necessary. This reduces the risk of homelessness and the need for emergency temporary accommodation. By working together across Oxfordshire, this enables strategic policies and processes to be put in place to support consistency across the county.

## **Administration/discretionary funding**

### **£5.757m**

Funding for city, district and county councils to cover the costs of administering the Homes for Ukraine scheme and to provide a fund for discretionary payments. This work delivers the objectives of the Oxfordshire Migration Partnership, which is to ensure a warm welcome for all new arrivals and embrace and support independent living for those staying in the county.

Administration costs include:

- Communications
- Finance/payment provision
- Customer contact centre
- Housing support
- Social care support (adults and children)

An initial payment of £500,000 will be made to each district / city area with additional funding being paid according to costs and need from the unallocated funded.

## **Top up for hosts payments**

### **£1.600m**

Additional funding given to Homes for Ukraine hosts to help with increased winter costs last winter (2022/23), thank hosts for their ongoing participation and incentivise the continuation of hosting arrangements.

On-going additional payment made to hosts as a 'top up' over and above Government-agreed payments – so each sponsor in Oxfordshire received £550 per month. The reason for increasing the payments to all hosts is to encourage on-going hosting arrangements and maintain a consistent payment level through variably national offers.

Government 'standard' payments are £350 a month during the first 12 months of guests stay, increasing to £500 once your guest has been in the UK for 12 months.

## **Bus passes for Ukrainian guests**

### **£1.029m**

A 12-week free bus pass scheme was introduced for Ukrainians guests, to help them travel in Oxfordshire during their first few months in the UK. The initial scheme (introduced in June 2022) was extended by another 12 weeks, so all guests can now apply for free bus passes for a period of up to 24 weeks.

### **Move on £6.002m**

A cross-county team works to ensure the smooth transition of Ukrainian guests from their hosts into independent accommodation.

Led by a team located in South Oxfordshire and Vale of White Horse Councils, this partnership work encompasses a range of activities covering:

- Staffing support
- Moving on private rental support
- Moving on guest support
- Moving on Homes for Multiple Occupancy (HMO) license application support.

### **Employment support £1.212m**

This is a new scheme, being led by Oxfordshire County Council, working closely with partners across the county.

Stable employment is critical for Ukrainian guests to be able to access sustainable accommodation and minimise homelessness. The new support includes:

- Preparing for work in the UK
- Into work (including the securing of jobs, childcare, transport)
- Work experience
- Voluntary work
- Training and conversion courses
- Courses for English Speakers of Other Languages (ESOL) and work based ESOL (WBESOL)
- Self-employment
- Information and signposting.

## **District and city grant agreements**

In order to facilitate the programme elements set out above, this report seeks the approval of Cabinet for initial allocations of funding to the city and district councils via a grant agreement (see recommendation e of the main report) to be concluded by the Director of Finance, in consultation with the Leader and Cabinet Member for Finance.

The initial funding allocation will be as set out in the table below, with further funding as required by each council within the overall Homes for Ukraine envelope, agreed by the Director of Finance on the presentation of a business case, in consultation with city and district council Section 151 Officers.

Initial spending was agreed in outline by the Oxfordshire chief executives in compliance with the funding scheme requirement to passport funding from upper tier to lower tier authorities in two tier areas, as set out above and therefore significant elements of this funding is being provided in retrospect.



Funding element	City	CDC	SODC	VOWH	WODC*
Community Liaison Officers 12 months	50000	50000	50000	50000	0
Community Liaison Officers extention	30000	30000	30000	30000	0
Rematching resources	158000	0	0	0	0
Admin/Discretionary (initially capped at £500k)	500000	500000	500000	500000	500000
Moving on staffing support	0	0	170000	0	0
Moving on Private Rental Support	633000	544000	977000	693000	655000
<b>Total funding</b>	<b>£1,371,000</b>	<b>£1,124,000</b>	<b>£1,727,000</b>	<b>£1,273,000</b>	<b>£1,155,000</b>

\*The Community Liaison Officer for WODC is supplied and funded through the Wrap Around Support contract. In other councils the Community Liaison Officer was recruited directly. Therefore, the resource for WODC shows in the table above as £0 for WODC.

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## Voluntary and Community Sector Action Plan 23/24

VCS Priority	Directorate	Service Area	Action
Collaboration and Networking	People, Transformation and Performance	Children's Services	1.1 We will continue to ensure that our own workforce has the right information available to them for effective signposting and referrals to VCS organisations that can support our residents.
	Communications, Strategy and Insight	Policy and Strategy	1.2 We will pro-actively support the Cabinet Member for Public Health and Inequalities in engaging and building relationships with the local VCS.
	Communications, Strategy and Insight	Policy and Strategy	1.3 We will build on our relationship with the VCS sector, working with OCVA to establish regular OSCA (Oxfordshire Stronger Communities Alliance) partnership meetings.
	Communications, Strategy and Insight	Policy and Strategy	1.4 We will oversee implementation of the VCS Strategy across the council and help ensure service area actions are delivered and reported on internally and to OSCA.
	People, Transformation and Performance	Customers and Cultural Services – Libraries	1.5 We will commit to renewing our existing partnership agreements with volunteers and Friends Groups in acknowledgement of the critical support they provide to local library services. We will explore widening this activity across the whole branch network.
	People, Transformation and Performance	Adult Social Care	1.6 We will continue to develop and build upon existing partnership structures within the Oxfordshire Way, such as Communities of Practice to extend the reach and range of community-led prevention strategies.
	Environment and Place	Environment and Circular Economy	1.7 We will support the Community Action Group Network to deepen links with other relevant OCC teams to enhance and extend the impact of relevant projects, by holding and reporting on a minimum of two cross-departmental meetings per year.
	Public Health and Community Safety	Trading Standards	1.8 We will explore how we can best communicate and cascade consumer issues and advice to local community groups to improve resilience against fraud and consumer

# Voluntary and Community Sector Action Plan 23/24

			issues, identifying those groups or areas of the county who appear to be underrepresented in the available data we have.
<b>Volunteering and Social Action</b>	Communications, Strategy and Insight	Communications and Engagement	2.1 We will develop an external communications plan to promote the importance and benefits of volunteering in 2023/24, including events such as Volunteer Week.
	Communications, Strategy and Insight	Communications and Engagement	2.2 We will develop an internal communications plan, in conjunction with HR, to promote the council's volunteering policy and volunteering opportunities, and celebrate the volunteering achievements of our employees.
	People, Transformation and Performance	Customers and Cultural Services – Libraries	2.3 We will widen participation and strengthen volunteer voices across our Libraries by exploring new development opportunities and celebrating the key role our volunteers play in delivering services for our residents.
	People, Transformation and Performance	Customers and Cultural Services – Museums and Heritage	2.4 We will develop opportunities to broaden volunteer participation across Heritage services and work to better capture the benefits of volunteering in improving wellbeing and combatting loneliness.
	Environment and Place	Environment and Circular Economy	2.5 We will further develop community volunteers through town and parish councils such as volunteer flood wardens, highways maintenance and school crossing patrols.
<b>Capacity and Skills</b>	People, Transformation and Performance	Children's Services - Youth	3.1 3.1 We will offer £50,000 of our surplus apprenticeship levy to enable the development of a skilled youth workforce. 10 Youth Work Level 3 Apprenticeships will be funded through this offer.
	Public Health and Community Safety	Public Health	3.2 We will engage smaller VCS organisations in delivering domestic abuse training contracts for professionals and expanding the champions network for professionals and in local communities.

## Voluntary and Community Sector Action Plan 23/24

	People, Transformation and Performance	Partnerships and Delivery	3.3 We will deliver grant support of £300,000 to strategic VCS advisory services to provide additional capacity
	Environment and Place	Highways	3.4 We will train and develop 100 new FixMyStreet Super Users and network volunteers, over the next three years, across the County with the skills to support their local network and community. We will expand our work with communities in managing biodiversity sites.
	Environment and Place	Environment and Circular Economy	3.5 We will support the Community Action Groups to engage local communities across the county on environmental topics by delivering community activities, training and information sharing through the Community Action Groups network. We will report on the number of activities and events delivered annually across our service areas including waste reduction, climate resilience, public rights of way and tree planting.
Supporting a Sustainable Sector	Communications, Strategy and Insight	Policy and Strategy	4.1 We will refresh the Community Asset Transfer Policy.
	Communications, Strategy and Insight	Policy and Strategy	4.2 We will promote the Councillor Priority Fund to the VCS and implement a more streamlined approach to administering the fund.
	People, Transformation and Performance	Adult Social Care	4.3 We will work with NHS, District and City Council and the voluntary and community sector to develop social prescribing and community capacity and capability. This will include development of grant provision for anchor organisations and community groups to support people in the community and avoid admission to hospital or care placements.

# Voluntary and Community Sector Action Plan 23/24

	Public Health and Community Safety	Public Health	4.4 We will work with VCS partners to co-produce our public health research governance processes and strategy. This will include setting up a Community Research Network and support/training for Community Research Champions.
	People, Transformation and Performance	Partnerships and Delivery	4.5 We will partner with OCF to run a second round of VCS grants, providing a further £240,000 of funding to those groups supporting residents in the cost of living crisis.
	Environment and Place	Highways	4.6 We will explore the possibility of supporting the VCS by providing parking permits for volunteers that deliver core services across the county.
	Public Health and Community Safety	Trading Standards	4.7 We will promote Friends Against Scams as a community-led approach to scam harm reduction. In 2023/24, we aim to train 200 'Friends' across Oxfordshire communities to increase resilience against scams, with a view to prioritising a train-the-trainer approach in future years, recruiting 'Scam Champions' to take such learning into their communities.
Reducing Inequalities	People, Transformation and Performance	Children's Services – Youth	5.1 We will ensure that the DfE grant funding allocated to us each year is used to provide our Holiday Activities and Food programme (HAF), to support children from disadvantaged backgrounds and other vulnerable groups throughout school holidays.
	People, Transformation and Performance	Customers and Cultural Services – Libraries	5.2 We seek to further develop the Home Library Service with external funding and volunteers, to better support independent living, combat loneliness and widen participation for residents, as well as monitor and celebrate volunteer impact and achieve improved sustainability.
	People, Transformation and Performance	Customers and Cultural Services – Museums and Heritage	5.3 We will work with local communities and partners to enhance engagement with heritage collections and increase participation, specifically addressing diversity, inclusion and underrepresented communities.

## Voluntary and Community Sector Action Plan 23/24

	Public Health and Community Safety	Public Health	5.4 We will support signposting to the VCS with the promotion of social prescribing and through the Better Housing Better Health service. The Better Housing Better Health service will provide training to the VCS on fuel poverty and potential solutions to residents.
	Public Health and Community Safety	Public Health	5.5 We will fund two VCS organisations to lead and deliver community insights reports to create the final two community profiles in 23/24, utilising the expertise and insight of our partners to steer this essential strategic work.

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**DRAFT CABINET – 18 JULY 2023**

**CAPITAL PROGRAMME UPDATE AND MONITORING REPORT**

**Report by the Director of Finance**

**Recommendations**

1. The Cabinet is RECOMMENDED to:

**Capital Programme**

1. Accept the latest capital monitoring position for 2023/24 set out in Annex 1.
2. Approve the updated Capital Programme at Annex 2 incorporating the changes set out in this report.

**Grant funding**

Agree the inclusion in the Capital Programme of the following grant funding updates and allocation:

3. additional pothole funding of £3.706m to be added to the annual structural maintenance programme (Paragraph 81).
4. Sustainable Warmth Fund for Home Upgrade 2 grant of £6.4m to be utilised in 2023/24 and 2024/25 (Paragraph 46).

**Capital Approvals**

Agree:

5. An increase of £0.7m in the Bloxham CE Primary School scheme – new hall and kitchen (paragraph 59).
6. An increase of £0.3m in the Botley Road Corridor scheme to reflect the final accounts for the scheme (paragraph 63).
7. An update to the agreed funding for Tree Planting Programme to split this into capital (£1.8m) and revenue (£0.8m) elements (paragraph 65).
8. Inclusion of £18.0m for the Fleet Management Programme (paragraph 69).
9. Release of £0.8m Vision Zero pipeline funding towards Active Travel (paragraph 74).
10. The short-term funding arrangements on the North Oxford Corridor Scheme until the confirmation of the revised scheme

cost and the reallocation of Growth Deal grant towards the scheme from the overall existing Growth Deal programme (paragraph 76).

## **Executive Summary**

2. The Council's Strategic Plan has set out a clear vision for the county, centred around strong local communities, healthy places to live, and a zero-carbon economy that benefits everyone. The strategic plan has nine priorities with a set of objectives for each. The capital and investment strategy agreed in February 2023 articulates how the Council's capital investment will help achieve this vision and the nine priorities.
3. The Capital programme also supports statutory functions such as school placements and urgent health and safety capital maintenance works.
4. The ten-year Capital Programme sets out how the Council will use capital expenditure to deliver these council priorities. The Capital Programme is updated quarterly and fully refreshed annually as part of the Budget and Business Planning Process to ensure that it remains aligned to the latest priorities, reflects the latest cost projections and profile for delivery, and incorporates the current funding position.
5. This is the first quarterly capital programme update and monitoring report for 2023/24 and sets out the monitoring position based on activity to the end of May 2023. The report also provides an update to the Capital Programme approved by Council in February 2023 taking into account additional funding and new schemes. The updated programme incorporates changes agreed through the Capital Programme Approval Reports to Cabinet in [May](#) and [June](#) 2023 as well as new funding.
6. The forecast programme expenditure for 2023/24 is £248.7m (excluding earmarked reserves). This has increased by £1.5m compared to the original capital programme for 2023/24 approved by Council in February 2023. This reflects the spend profile from the latest delivery timeframes and the inclusion of new grants received by the Council.
7. Due to a number of new inclusions and changes, the total ten-year capital programme (2023/24 to 2032/33) is now £1,265.6m. The updated capital programme summary is set out in Annex 2. The main changes since February 2023 are set out in this report.

## **Introduction**

8. Capital expenditure is defined as spending that creates an asset for the council (e.g. buildings, vehicles and equipment) as well as spending which meets the definition in regulations specified under the Local Government Act 2003. This includes spend on non-current assets that are not owned by the council such as academies and the award of capital grants and funding agreements.
9. The capital programme supports the delivery of the council's priorities as set out in the Strategic Plan. The programme is updated quarterly and fully

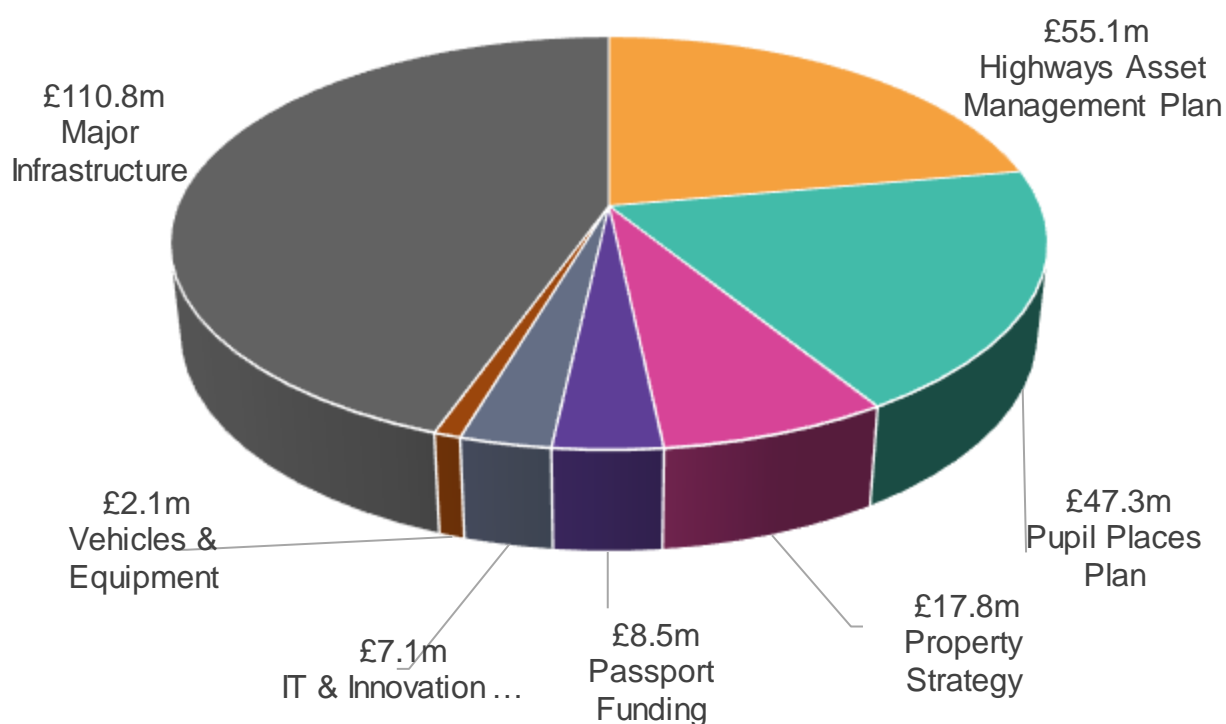
refreshed annually as part of the Budget and Business Planning Process to ensure that it remains aligned to the latest priorities, reflects the latest cost projections and profile for delivery, and incorporates the current funding position.

10. The programme is structured as follows:

- **Pupil Place Plan:** including basic need (new schools and expansion), maintenance, health and safety and improvements
- **Major Infrastructure:** including Growth Deal Infrastructure programme
- **Highways and structural maintenance:** including street lighting, and bridges
- **Property Strategy:** including health & safety, maintenance, improvements and the Investment Strategy
- **IT, Digital & Innovation Strategy:** including broadband and equipment
- **Passported Funds:** including Disabled Facilities Grant and Devolved Schools Capital
- **Vehicles and Equipment:** including fire and rescue vehicles and equipment

11. The detailed investment profile for the 2023/24 Capital Programme is set out below:

### 2023/24 Programme - Latest Spend Forecast



12. This is the first capital programme update and monitoring report for the financial year and focuses on the delivery of the 2023/24 capital

programme based on projections at the end of May 2023 and new inclusions within the overall ten-year capital programme.

13. The following annexes are attached:

- Annex 1 Capital Programme Monitoring 2023/24 (Summary)
- Annex 2 Updated Capital Programme 2023/24 – 2032/33 (Summary)

## 2023/24 Capital Monitoring

14. The capital monitoring position set out in Annex 1, shows forecast expenditure for 2023/24 of £248.7m (excluding earmarked reserves). This has increased by £1.5m compared to the capital programme approved by Council in February 2023. The updated programme reflects the year end position for 2022/23 and the impact of re-profiling expenditure into 2023/24 where relevant.

The table below summarises the changes since February 2023 by strategy area:

Strategy Area	Last Approved Programme 2023/24 * £m	Latest Forecast Expenditure 2023/24 £m	Variation £m
Pupil Places Plan	42.1	47.3	+5.2
Major Infrastructure	114.4	110.8	-3.6
Highways Asset Management Plan	62.0	55.1	-6.9
Property Strategy	13.5	17.8	+4.3
IT, Digital & Innovation Strategy	5.6	7.1	+1.5
Passported Funding	8.4	8.5	+0.1
Vehicles & Equipment	1.2	2.1	+0.9
<b>Total Strategy Programmes</b>	<b>247.2</b>	<b>248.7</b>	<b>+1.5</b>
Earmarked Reserves	1.6	0.5	-1.1
<b>Total Capital Programme</b>	<b>248.8</b>	<b>249.2</b>	<b>0.4</b>

\* Approved by Council 14 February 2023

### Pupil Places Plan

15. Forecast expenditure for the Pupil Places Plan is £47.3m. The increase of £5.2m compared to the original budget for 2023/24 reflects the latest expenditure profiles on the delivery timeframe on the various projects in the programme. The planned schemes spend incorporates the Basic Need and Growth Portfolio Programmes as well as Schools' Structural Maintenance.
16. The Basic Need Programme is forecasting expenditure of £12.2m. This has increased by £1.5m since February 2023 and includes the following six projects that are in the construction phase:
- Radley CE Primary School – expansion to provide an additional 105 primary pupil places.

- Woodstock CE Primary School – expansion to provide an additional 105 primary pupil places.
- Blessed George Napier School, Banbury – expansion to provide an additional 300 secondary pupil places delivered by Pope Francis Catholic Multi Academy via a funding agreement.
- Glory Farm Primary School, Bicester – replacing 4 temporary classrooms delivered by Bernwode Schools Trust via a funding agreement.
- Lord William’s School, Thame – expansion to provide an additional 150 secondary pupil places delivered by Thame Partnership Academy Trust via a funding agreement.
- St Edburg’s CE Primary School, Bicester – expansion to provide an additional 210 primary pupil places delivered by Oxford Diocese Board of Education via a funding agreement.

Where the schemes are being delivered via a funding agreement, they continue to be monitored through the Council's governance procedures.

17. The in-year increase is a combination of additional costs on the Blessed George Napier scheme<sup>1</sup> and the reprofile and additional costs on the relocating of the Oxford School Hospital and improvements to Bloxham Primary School.
18. The Growth Portfolio Programme has a forecast expenditure of £28.4m, an increase of £3.7m and includes the following four projects that are within the construction phase of the programme:
  - Sires Hill Primary Academy, Didcot – a new school to create 420 primary places and 90 nursery places.
  - Shrivenham CE Primary School – a new school to create 315 primary places and 75 nursery places.
  - Graven Hill Primary School, Bicester – a new school to create 420 primary places and 90 nursery places and being delivered by the housing developer.
  - St John’s CE Academy, Grove – a new school to create 420 primary places, 60 nursery places and SEND support spaces and being delivered by the housing developer.

Where the schemes are being delivered by the housing developer, they will still be monitored by the Council’s governance procedures.

19. Total scheme costs have not increased and there is no change to the anticipated delivery timeframes of specific schemes. The additional in-year spend is due to spend on Sires Hill Primary Academy and Shrivenham CE Primary School that is now expected to be incurred in 2023/24.
20. Further projects are in pre-construction for delivery in 2024/25. Depending on the delivery timeframe, some of these will reach the construction phase later this financial year. These are a mixture of expansions to existing schools and includes the relocation of the Oxfordshire Hospital School.

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<sup>1</sup> As agreed through the Capital Update Report published in May 2023.

21. It is expected that the current £6m budget for the School Structural Maintenance Programme will be spent in year on projects including new boilers, roof replacements, improvement to school structure and fire alarm replacement. However, actual activities depend on schools' requirements and availability to carry out work during the school holidays.

### **Major Infrastructure**

22. The latest forecast position for the Major Infrastructure Programme is £110.8m. The programme is divided into sub-programme areas as shown in the table below. Overall there is a reduction of £3.6m compared to the original capital programme budget agreed in February 2023 but this incorporates a mix of increases and decreases to schemes.

<b>Major Infrastructure</b>	<b>Original Budget</b>	<b>Latest Forecast</b>	<b>Variation</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Housing Infrastructure Fund 1 (HIF1)	11,200	19,700	8,500
Housing Infrastructure Fund 2 (HIF2) & A40	38,500	25,592	-12,908
A423 Improvement Programme	3,000	3,000	0
Active Travel Phase 3	4,500	2,400	-2,100
Banbury & Bicester	3,459	4,759	1,300
Oxford	11,450	16,029	4,579
South & Vale	15,591	12,494	-3,097
<b>Major Infrastructure Sub-total</b>	<b>87,700</b>	<b>83,974</b>	<b>-3,726</b>
Other Programmes	26,737	26,784	47
<b>Major Infrastructure – Total</b>	<b>114,437</b>	<b>110,758</b>	<b>-3,679</b>

### **HIF1 Programme**

23. The HIF1 programme's in-year budget of £11.2m was risk assessed and assumed a pessimistic spend profile for the year. The current year end forecast of £19.7m (+£8.5m) now assumes that the projects will progress to the construction stage.

### **HIF2 & A40**

24. The HIF2 & A40 programme in-year forecast of £25.6m is £12.9m less than the original budget. This is mainly due to the HIF2 A40 Smart Corridor programme, where officers are working to value engineer and re-scope a programme that is funded, affordable and delivers the key housing outcomes, and is progressing through the internal and external partner approval processes. The anticipated planned spend of delivering the programme this year, will not be realised.
25. The Eynsham Park & Ride programme is in the construction phase and progressing well.

### **Active Travel Phase 3**

26. This programme is forecasting to spend £2.4m, -£2.1m less than anticipated in February 2023. There are delays in the Middleton Stoney and A44 Bicester schemes, where construction planned for near the end of the financial year, is now being programmed in 2024/25.

### **Growth Deal Programme and Other Funding**

27. This programme is forecasting year end spend of £33.3m, +£2.8m more than the original budget.
28. The A44 Corridor Improvements scheme is forecast to spend £10.7m, +£4.6m more than originally profiled in the budget. The project is progressing through the construction /delivery stage and is now planned to finish by the end of 2023.
29. The Benson Relief Road scheme is forecast to spend £2.2m, -£2.2m less than originally profiled in the budget, due to delays in the construction phase, that will now start in autumn 2023.
30. Key Oxford Core schemes, including the Oxford Traffic Filters and the Workplace Parking Levy are progressing through the Business Case stage prior to consideration by Cabinet about their inclusion in the capital programme.

### **Integrated Transport Programme**

31. This programme is anticipating to breakeven, although there may be some re-profiling into 2024/25 following a review of current annual profiles, which could materially impact on the year-end position. This will be updated in the next report.

### **Highways Asset Management Plan**

32. The total in-year capital forecast for 2023/24 is estimated to be £55.1m, a reduction of £6.9m compared to the original budget. The programme is divided into 4 sub-programme areas as shown in the table below:

Highways Asset Management Plan	Original Budget	Latest Forecast	Variation
	£'000	£'000	£'000
Structural Maintenance Annual Programme	33,783	35,385	+1,602
Improvement Programme	2,880	2,800	-80
Structural Maintenance Major Schemes	24,314	15,939	-8,375
Other Programmes	1,000	1,020	20
<b>Highways Asset Management Plan – Total</b>	<b>61,977</b>	<b>55,144</b>	<b>-6,833</b>

33. The annual planned target total surfacing programme (excluding patching) for 2023/24, is calculated at 3% of the network. The expectation is that this would enable the council to maintain the 4,656km of network that it is responsible for in as close as possible to a 'steady state' within the funding available.
34. The annual Structural Maintenance Programme plans to invest £35.4m. The forecast has increased by £1.6m compared to the original budget due mainly to increases in the bridges and carriageway programmes, the latter due to a more efficient annual package, which will be supported by funding brought forwards from 2024/25. The table below shows the planned key structural maintenance deliverables for 2023/24:

Project	Schemes/ Units Planned	Comments
Surface Treatments (schemes)	43	Schemes to restore the condition or prolonging the life of existing carriageways. There will also be pre-works for the 2024/25 programme, however these schemes are not included in the total.
Carriageways (schemes)	17	Surfacing/reconstruction/strengthening of roads.
Structural Highways Improvements (schemes)	66	Surface inlay and minor patching schemes across the county. There will also be minor works carried out in addition to this throughout the year.
Footways (schemes)	32	Repair/construction of footways and cycleways.
Drainage (schemes)	46	Repair/renewal of existing drainage infrastructure and provision of new infrastructure to resolve known drainage issues. There is also planned reactive work which will be carried out.
Bridges (schemes)	14	Strengthening/replacement/imposition of management measures on weak structures. Additional area bridges programme is determined during the year.
Public Rights of Way	8	Improved Pedestrian Access Points (delivered as planned-reactive – dependent upon need). In addition to this new/refurbished kit bridges (delivered as planned-reactive with in-house resource).
Section 42 contributions (schemes)	78	Programme delivered by City Council covers all the unclassified roads and footways within the City.

35. The annual Improvement Programme is forecast to spend £2.8m in line with the latest budgets. This includes 63 road safety and traffic improvements including road markings, cycle provision improvements, pedestrian crossings, footway improvements and speed limit alterations.



The programme also includes enhancement to support journey time reliability which also aid bus movements, and traffic signal improvement schemes.

36. Structural Maintenance Major Schemes are forecast to invest £15.9m, a decrease of £8.4m compared to the original budget. This is primarily due to a reprofiling of the street lighting LED replacement programme. The project objective this financial year is to deliver the outstanding traffic routes and residential areas which is to complete the conventional street lighting and replacement of the columns (approximately 6300 units) that could not be previously completed, as the main priority was the lantern conversions and the reduction energy impact. The ability to complete column replacements and electrical service alterations is depending on noticing with the local District Network Operator (i.e., Electricity Service Cable Owners) and the council's Network Management Team. Obtaining permission to work on the highway has also been challenging as a result of the other third party works that are been currently carried out across the County.
37. There have been also engineering difficulties on site with electricity pole brackets, and replacements of area floodlights, on university buildings/private properties, re-cabling works, legal wayleave agreements etc. The heritage columns and lanterns are going to investigated further and completed at the end of the project.
38. The council supplied and fitted 27,670 LED lanterns in 2022/23 and also fitted 212 Trueforce retro fit LED Lamps into conventional fittings. This resulted in a savings of 5,468,569 kWh in electricity usage and a reduction of 1,567 tonnes of CO2 emissions. The majority of the original project will be completed in 2023/24 apart from the heritage and other engineering challenges that will fall into 2024/25.

39. The table below shows the key planned deliverables for 2023/24:

Project	Schemes/ Units Planned	Comments
Electrical	6,513	LED Replacement units planned to be installed this year.
20mph Speed limit (schemes)	34 84	Phase 1 - schemes slipped from last year Phase 2 - schemes this year Revised speed limit orders and install signs in towns and parishes.

40. The Property Strategy is forecasting expenditure of £17.8m in 2023/24. This has increased by £4.3m compared to the original budget. The increase relates to new funding or the carry forward of programmes from 2022/23.
41. The programme is forecasting to spend £5.9m on corporate estate development including provision for new Children's Homes, including the acquisition and refurbishment of new sites. The intention is to provide four new homes within Oxfordshire (2 four bedroom houses and 2 six bedroom houses) to support solo provision for children with autistic spectrum disorders and children who have experienced adverse childhood experiences.
42. The corporate estate condition programme is forecasting to spend £3.6m during 2023/24. This includes the commencement of £1.8m new decarbonisation works. It is planned that a further £1m is incurred on the Defect Liability programme during 2023/24 to make the overall outlay to £10m. A review of the programme will take place for the budget and business planning process to ascertain if any further budget provision can be released back to the capital programme reserves for future priorities.
43. A further £1m investment (taking the total to £4m of the overall £5m provision) is planned to be made to the Resonance Supported Homes Fund in 2023/24. A further update will be provided during the year on the progress made to secure accommodation to support people with learning disabilities and autism.

#### **Local Electric Vehicle Infrastructure (LEVI)**

44. The council has worked with Oxford Direct Services (ODS) over two Innovate UK funded projects to develop and pilot the 'Gul-e' – a sub-surface channel, permanently installed into the footway, which secures an EV charging cable between a home EV charger and an EV parked at the kerbside. The 'Gul-e' EV cable gully is aimed at EV drivers who do not have access to an off-road home charger, and who otherwise would struggle to charge an EV cost effectively, or who would resort to trailing their charging cable across the public highway, generating a significant trip hazard. Using an EV cable gully, the trip hazards and clutter caused by informal cable crossings and public kerbside chargers are avoided, and the low price point of this solution makes it accessible for self-funding by the user.
45. £0.7m grant funding to support the scheme has been awarded to the council as part of central government's LEVI pilot to deliver an expansion of the cable gully scheme. This project would see up to 500 cable gullies deployed across Oxfordshire over the next two and a half years, starting late in 2023. Residents will be expected to fund the installation of their gully but the grant funding will be used to offset some of the extra costs that currently exist due to the early stage development of the solution. Ongoing maintenance will also be funded by residents through an annual licence subscription scheme. The forecast spend in 2023/24 is around £0.2m.

#### **Green Homes Grant/Sustainable Warmth Fund**

46. Home Upgrade Grant 1 (HUG1) was launched in 2022 and completed at the end of June 2023. The programme was £2.2m with the delivery date of

June 2023 stipulated by the Department for Energy Security and Net Zero (DESNZ). Although the total budget was not spent and £0.7m unspent budget will be returned to the grant provider, Oxfordshire was amongst the top performing authorities in the country for delivery of the scheme. There were a number of factors contributing to the underspend. These relate to the availability of accredited installers, early capacity issues and the award of funds under HUG2 which meant HUG1 could not continue once HUG2 was in operation

47. A further £6.42m has been secured for phase II of the Home Upgrade Grant. This will benefit over 300 further residents, specifically those not using mains-gas for heating (targeting coal, oil, LPG and low efficiency electric heating), in energy inefficient properties, and for home-owners or privately renting tenants whom are fuel poor / low income, beginning from June 2023. A total of £2.8m has been included within the 2023/24 forecast.

### **IT, Digital and Innovation Strategy**

48. Forecast expenditure for 2023/24 is £7.1m, an increase of £1.5m compared to the original budget. The main areas of the programme are detailed below.
49. The Rural Gigabit Hub Sites programme commenced in 2021/22 and is progressing well and on schedule with a further £3.7m of spend due in 2023/24 to enable fibre infrastructure to be built for county council buildings (where gigabit broadband infrastructure does not exist), other public buildings such as schools and GP practices, and a range of community-based buildings like village halls.
50. The network connectivity programme will complete the migration of all council sites to a secure “zero trust” network – providing higher bandwidth at lower cost. Revenue savings of approximately £0.3m will be achieved by these improvements. This sum has already been reported and taken from the ITID budget and forms part of the business case for ITID Strategy 2019-24.
51. The Social Care Data Warehouse & Power BI project is a significant investment of £1m to improve the timeliness of key data to social care managers in Adult Social Care and Children’s Services, so that they are able to take data driven operational decisions. It is anticipated that this will form part of the foundation for wider sustainable and secure use of data and dashboards across the council. This project is scheduled to complete in early 2024/25.
52. The [Business Services Transformation programme](#) is reviewing options for the future delivery of corporate support services and underpinning technology including human resources, finance, payroll and procurement in order to deliver services more efficiently, modernise business processes and upgrade current IT systems. The business case is expected to be considered by Cabinet in November 2023.

53. The Children's Services Education System project has been completed. Work is now focussed on working with the service to consolidate the improvements implemented.
54. Other capital funded projects for IT Innovation and Digital Service in 2023/24 are:
- £0.2m on continued work to improve the council's digital presence building on the content improvements delivered for the music hub and recruitment.
  - £0.25m towards the procurement and implementation of a vehicle telematics system to track and enable the optimisation of OCC vehicle use.
  - £0.3m on the implementation of an applicant tracking solution or service to provide an easier and more welcoming recruitment experience for people applying for council careers and jobs.
  - Up to £0.750m on laptop and mobile refresh to ensure staff have suitable modern devices for agile working.

### **Passported Funding**

55. Expenditure for 2023/24 is forecasted to be £8.5m, an increase of £0.1m compared to the original budget.
56. The annual Disabled Facilities Grant announced in May 2023 confirmed funding of £6.658m as per the forecast within the capital programme. The funding, which is part of the Better Care Fund, is issued to the County Council but passed directly on to the City and District Councils in accordance with the grant determination. Households are eligible to apply for the grant for home adaptations if a child or adult in the household has a substantial and permanent disability. Types of adaptations funded by the grant include stairlifts, level access showers, ground floor extensions designed around the person's needs and kitchens designed for a wheelchair user.
57. A further £1.1m is planned to be spent by maintained schools through the use of their Devolved Formula Capital Allocation for 2023/24 and carry forward capital balances. This can be spent on the school estate and IT equipment needs.

### **Vehicles and Equipment**

58. Expenditure for 2023/24 is forecasted to be £2.1m, an increase of £0.9m compared to the original budget. The programme includes £0.8m towards the Fire & Rescue Service for the purchase of Vehicles and an initial £0.9m towards the Fleet Replacement Programme.

## **CAPITAL GOVERNANCE APPROVALS**

**Bloxham CE Primary School – New Hall & Kitchen**

59. Bloxham CE Primary School project was paused following a significant uplift in forecast cost of delivering the project. The capital budget requirement at the time was £1.357m.
60. The school has been expanded to 2FE (Two Forms of Entry) over a number of years through different phased works. The scope of the works will provide a new hall, convert an existing space into a kitchen and to re-purpose the existing hall.
61. The existing school hall is 114 square metres and serves as a circulation route to other parts of the school. This is below the recommended Department for Education (DfE) minimum area of 140 square metres required to deliver the Key Stage 2 (KS2) PE curriculum. The council's preferred size for a 2FE primary school Hall is 180 square metres. The existing kitchen area is also small and poorly laid out with a detached store.
62. The revised budget requirement is £2.068m. Developer contributions of £0.4m have been identified and the council will continue to seek further s106 contributions from future housing proposals in the area, with approximately £1.6m funded from basic need programme.

### **Botley Road Improvements**

63. The approved budget for the Botley Road Improvements is £9.840m. A revised budget requirement of £10.152m, an increase of £0.312m, is required to settle final accounts relating to this phase of the project. The additional budget will be met from developer contributions
64. The stage 2 approved budget at construction stage was £9.100m and was subsequently increased through a change request approval to £9.840m. As the cumulative increase exceeds £1m, the project increase requires Cabinet approval.

### **Tree Planting Programme (update on the use of agreed funding)**

65. In April 2022, the Council approved the new Tree Policy for Oxfordshire. This makes a commitment to replace trees when they are removed and commits to the planting of two trees for every one removed. 9. The capital programme pipeline agreed in February 2023 includes £3.0m funding for Climate Action including Tree Replacement.
66. The current combined revenue and capital budget requirement is £2.6m to support the cost of supply, planting & aftercare for 3 years of 1,100 standard trees per year for four years. The priority will be to find planting opportunities in established residential streets where the Council is responsible for the Highway.
67. This will contribute to climate adaption, increase canopy cover in residential areas and improve health and wellbeing for Oxfordshire communities.
68. A Tree Aftercare & Planting Service will be created to support and maintain the council's investment. As part of that two three FTE in – house teams will be established to deliver planting and aftercare including watering as

required to ensure that the trees remain healthy. The current forecast plan is for £1.8m capital investment and £0.8m for revenue implications so the funding agreed to be added to the programme in June 2023 needs to be updated to reflect the revenue elements of the programme. A virement to add the revenue budget for 2023/24 to the budget for the Planning, Environment & Climate Change service area is included in the Business Management & Monitoring Report to Cabinet in July.

### **Fleet Replacement Programme**

69. In 2020 the Council committed to achieving net zero carbon from council operations by 2030. In respect of fleet operations, this, along with air quality improvements, will be achieved by replacing conventional petrol and diesel vehicles with zero tail pipe emission equivalents. Currently only 8% of fleet vehicles have been changed to zero tail pipe emission.
70. A full review on fleet usage has been undertaken involving current and usage of lease, hired and owned vehicles. When vehicles are replaced or no longer required, all sale proceeds will be returned to fleet for replacement funding to enable the purchase of the next vehicles required.
71. The investment requirement for the appropriate replacement of Council vehicles is £18m over a three year period. This is the cost of purchasing electric vehicles and excludes Oxfordshire Fire & Rescue Vehicles. The proposal is that the programme is funded from capital borrowing. Operational services will be charged the cost of borrowing and an internal fleet management recharge. Services will be responsible for all variable costs such as fuel, maintenance and damage. Electricity costs will be approximately half of the equivalent present diesel spend, maintenance costs will be minimal due to vehicles being new and covered by manufacturers warranties.
72. The revenue budgets associated to the delivery of the existing fleet operational costs are currently delegated to individual service areas. Due to the variable nature of the existing fleet, its age, ownership or rented and current contractual position, further detailed analysis on the overall impact to service revenue budgets is being undertaken to determine the transitional arrangements to ensure appropriate future revenue budgets requirements are identified and allocated in line with the new approach, without causing unintended budget pressure for a service. The outcome will be reported in the Autumn and managed through the annual Budget and Business Planning process.
73. The initial investment will deliver the current replacement of all vehicles required by the council after which this cycle will need to be repeated. This is subject to if vehicles are kept longer and how efficient One Fleet is in delivering a cost reduction programme which, will after a few fleet replacement cycles look to achieve a fully self-funding fleet solution. The requirements of any future borrowing should reduce and hence the cost of such borrowing will also increase the future cost reduction achievable from a fully owned fleet.

### **Vision Zero**

74. The county council has committed to improve road safety through Vision Zero both within a public statement by the leader and adoption of a vision statement and programme approach. This includes an ambition of zero fatalities and life changing injuries from road traffic collisions by 2050: with an interim target of 25% reduction by 2026 and 50% reduction by 2030 across Oxfordshire.
75. The capital programme pipeline agreed in February 2023 included funding of £5.0m for VisionZero. In [May 2023](#) Cabinet agreed to release £4.0m of the available funding to specific programmes. A further £0.776m is required to be released towards the Active Travel Phase 2 programme for the Oxford City Schemes. This will increase Oxford Active Travel capital budget to £4.391m.

### **North Oxford Corridor (Loop Farm to Cassington Road)**

76. The current approved budget for the North Oxford Corridor scheme is £21.120m. The cost of the scheme has increased during construction. Work is underway to confirm the revised cost and assess options but it is likely that additional Growth Deal funding will need to be allocated to the scheme to ensure that it fully delivers all of its benefits including key active travel improvements as intended.
77. This pressure will be forward funded from the capital programme in the short-term until the grant allocation from the Homes from Infrastructure programme (Housing & Growth Deal) is re-prioritised to rebalance the scheme and considered as part of an overall approach for the Growth Deal programme.

### **Ten Year Capital Programme Update**

78. The total ten-year capital programme (2023/24 to 2032/33) is now £1,265.6m (excluding earmarked reserves), an increase of £71.2m compared to the capital programme approved by Council in February 2023. This is partly due to the 2022/23 outturn position. A summary of the updated capital programme is set out in Annex 2. Details of the position at the end of 2022/23 were set out in the Capital Programme Report for 2022/23 considered by Cabinet on 20 June 2023. After taking into account the slippage from 2022/23, new funding added to the programme, and the release of some of the pipeline provision approved as part of the capital priorities in February 2023, the overall ten-year capital programme has increased by £44.6m. The following table summarises the variations by strategy and the main reasons for these variations are explained in the following paragraphs. The main reasons is the inclusion of new grants coming into the capital programme and s106 contributions supporting projects already in the capital programme.

Strategy Area	Last Approved Total Programme (2023/24 to 2032/33) * £m	Latest Updated Total Programme (2023/24 to 2032/33) £m	Variation £m	Variation in the size of the overall programme (including 2022/23) £m
Pupil Places Plan	219.7	228.3	8.6	2.2
Major Infrastructure	667.5	684.8	17.3	5.8
Highways Asset Management Plan	231.5	243.5	12.0	11.8
Property Strategy	40.3	55.1	14.8	7.9
IT, Digital & Innovation Strategy	12.8	12.9	0.1	-0.2
Passported Funding	14.2	14.6	0.4	-0.2
Vehicles & Equipment	8.4	26.4	18.0	17.3
<b>Total Strategy Programmes</b>	<b>1,194.4</b>	<b>1,265.6</b>	<b>71.2</b>	<b>44.6</b>
Earmarked Reserves	115.2	88.8	-26.4	-26.5
<b>Total Capital Programme</b>	<b>1,309.6</b>	<b>1,354.4</b>	<b>44.8</b>	<b>18.1</b>

\* Approved by Council 8 February 2023.

## Capital Funding Update

79. Since the budget was set in February 2023, there have been further funding announcements of one-off funding and updates to the annual funding allocations that support the capital programme.

### School Condition Allocation

80. The School Condition Allocation (SCA) for 2023/24 was announced by the DfE in May 2023. Oxfordshire will receive a formulaic allocation of £4.535m, compared to the forecast funding of £4.250m included in the latest Capital Programme, additional funding of £0.285m. This will be added to the annual School Structural Maintenance Programme for maintained schools.

### Additional Pothole Funding

81. In the 2023 Spring Budget, a further £200m grant was announced for highway authorities in England to improve the condition of their networks and to deal with a backlog of maintenance. Oxfordshire allocation is £3.706m.
82. The Council has a Highways Asset Management Plan (HAMP) and associated forward programmes of work is set out within the Medium Term Financial Plan (MTFP). It is recommended that the grant funding is allocated to the Councils 2023/24 patching programme, which is one of the Councils maintenance capital programmes that repairs and prevent potholes.



83. This would enable the authority to re-profile its additional investment in highway maintenance into 2025/26 to help reduce the expected reduction in available budget subject to future Department for Transport (DfT) grant allocations.

### **Other Grants**

84. The new grants in relation to Green Homes Grant (Home Upgrade Grant 2) and Local Electric Vehicle Infrastructure grant are included within the monitoring report as they impact on expenditure in 2023/24

### **Prudential Borrowing**

85. The ten-year Capital Programme includes a requirement to fund £248.8m through prudential borrowing. The latest borrowing expected to be taken in 2023/24 is £72.2m. The majority of this relates to schemes that have already been delivered but have, until now, been funded temporally by borrowing from other funding sources within the Capital Programme to delay the need to apply the prudential borrowing. The borrowing in 2023/24 is expected to include a further £45m from the £120m agreed in 2018. £32m relates to additional investment in the Highways Asset Management Plan and £13m for general funding to support capital investment priorities. A further £5m for the £41.7m borrowing supporting the OxLEP City Deals programme, and the first drawdown of £20m supporting the £40.8m Street Lighting LED replacement programme.
86. The use of prudential borrowing will increase the Council's Capital Financing Requirement. The Council is required under statute to set aside a Minimum Revenue Provision to pay down the Capital Financing Requirement. Prudential borrowing is generally paid over 25 years. The Medium Term Financial Strategy takes account of this cost. As the Capital programme includes the OxLEP City Deal Programme, the borrowing costs relating to this scheme (for which the Council is the Accountable body) will be fully funded through Enterprise Zone 1 retained business rates.

### **Earmarked Reserves**

87. The level of earmarked reserves has decreased by £26.5m from the previous reported position (Feb 2023), after taking account of the outturn position and the release of some of the pipeline provision approved as part of the capital priorities in February 2023 (Fleet Replacement, Zero Vision, Climate Action). This includes the capital programme contingency for the delivery of the current ten-year capital programme plus identified provisions.

### **Capital Reserves**

88. The current level of capital reserves (including capital receipts and capital grants reserves) is approximately £190m. This is expected to reduce to approximately £43m at the end of 2025/26. The reduction is mainly due to the delivery of the Growth Deal Programme and the A423 Improvement Programme. Reserves can be used to temporarily fund schemes to delay the need for prudential borrowing to help manage timing difference

between the delivery of schemes and the receipt of Section 106 funding. The level of reserves impacts on the cashflow of the capital programme and the overall Council Balances and is already factored into the funding of the overall capital programme.

## **Risk Management**

89. As reported previously, there are a mix of factors continuing to impact on the deliverability and cost of capital schemes. Where those schemes are grant funded (particularly Housing & Growth Deal, HIF1 and HIF2) there is a risk that slippage could impact on the availability of grant funding as it is not possible to complete the scheme by the funding deadline. Inflationary pressures may also mean that costs increase further by the point the scheme reaches the construction phase eroding the value of the grant funding so that is insufficient to meet the revised scheme costs.
90. These risks are being managed through the council's capital governance process at both project and programme level and through the Strategic Capital Board. Where necessary action is being taken to adjust scheme deliverables and to use value engineering to maintain spend within the available funding. A deep dive of the Major Infrastructure Programme has been undertaken in June 2023 so that timelines, contingencies and risks for the major programme areas are transparent and understood.
91. Following a review of the council's strategic risk register in March 2023, the council will now be focussing on assessing and tracking seven strategic risks in 2023/24. One of these risks is "Major Infrastructure Portfolio Schemes become undeliverable". This will be reported through the Business Management & Monitoring Reports to Cabinet.

## **Financial Implications**

92. The report sets out the planned investment and available funding for the ten-year Capital programme including the risks associated with the delivery of the programme.
93. The following risks are inherent within the funding of the capital programme:
  - Certainty over the timing and value of future capital receipts and Section 106 Contributions
  - Certainty over the receipt and security of future grant funding
94. If capital receipts or section 106 contributions are not received within the planned timeframe it may be necessary for the Council to temporarily fund capital expenditure through prudential borrowing. The council has a prudential borrowing reserve to help manage the revenue impact of additional prudential borrowing.
95. Where additional funding is required to fund schemes on a permanent basis this will need to be addressed by reducing investment elsewhere

within the programme (reprioritisation) or by permanently funding through prudential borrowing. This would require the identification of long term revenue funding as the Prudential Borrowing is usually repaid over 25 years through the Minimum Revenue Provision.

Comments checked by:  
Lorna Baxter, Director of Finance

### **Staff Implications**

96. There are no staffing implications arising directly from the report.

### **Equality & Inclusion Implications**

97. There are no equality and inclusion implications arising directly from this report.

### **Legal Implications**

98. In year changes to the capital programme must be approved by Cabinet in accordance with the Council's Financial Regulations. In particular paragraph 5.1.1(IV) sets out that where the total estimated resource allocation is above £1,000,000, then Cabinet can agree its inclusion into the Capital Programme, via the periodic Capital Report to Cabinet, based on the recommendations by Strategic Capital Board and the Section 151 Officer.

Comments checked by: Anita Bradley, Director of Law & Governance & Monitoring Officer

**LORNA BAXTER**  
Director of Finance

Background papers:

Contact Officers: Kathy Wilcox, Head of Financial Strategy. Tel: 07788 302163

July 2023

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Annex 1

Capital Programme Monitoring 2023/24

Strategy / Programme	Capital Programme (Council February 2023)				Latest Forecast				Variation				Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2023)		
	2022/23	Current Year	Future Years	Total	2022/23	Current Year	Future Years	Total	2022/23	Current Year	Future Years	Total	Actual expenditure to date	Commit- ments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Pupil Places Plan	39,600	42,097	177,573	259,270	33,176	47,268	180,996	261,440	-6,424	5,171	3,423	2,170	2,514	30,711	5%	70%	42,097	5,171	12%
Major Infrastructure	72,182	114,437	553,054	739,673	60,737	110,758	574,030	745,525	-11,445	-3,679	20,976	5,852	296	24,075	0%	22%	114,437	-3,679	-3%
Highways Asset Management Plan	50,336	62,117	169,403	281,856	50,144	55,144	188,393	293,681	-192	-6,973	18,990	11,825	361	28,783	1%	53%	62,117	-6,973	-11%
Property Strategy	15,055	13,403	26,915	55,373	8,197	17,820	37,255	63,272	-6,858	4,417	10,340	7,899	863	6,321	5%	40%	13,403	4,417	33%
IT, Digital & Innovation Strategy	9,224	5,632	7,188	22,044	8,943	7,127	5,783	21,853	-281	1,495	-1,405	-191	322	938	5%	18%	5,632	1,495	27%
Passport Funding	10,553	8,408	5,754	24,715	9,867	8,552	6,054	24,473	-686	144	300	-242	-600	95	-7%	-6%	8,408	144	2%
Vehicles & Equipment	1,907	1,158	7,200	10,265	1,114	2,092	24,350	27,556	-793	934	17,150	17,291	124	105	6%	11%	1,158	934	81%
Total Capital Programme Expenditure	198,857	247,252	947,087	1,393,196	172,178	248,761	1,016,861	1,437,800	-26,679	1,509	69,774	44,604	3,880	91,029	2%	38%	247,252	1,509	1%
Capital Schemes (Indicative funding subject to initial business case)	0	1,600	54,400	56,000	0	500	30,084	30,584	0	-1,100	-24,316	-25,416					1,600	0	0%
Unmarked Reserves	0	0	59,239	59,239	0	0	58,195	58,195	0	0	-1,044	-1,044					0	0	0%
OVERALL TOTAL	198,857	248,852	1,060,726	1,508,435	172,178	249,261	1,105,140	1,526,579	-26,679	409	44,414	18,144	3,880	91,029	2%	55%	248,852	1,509	1%

## Annex 2

## Updated Capital Programme 2023/24 to 2032/33

Capital Investment Programme (latest forecast)							CAPITAL INVESTMENT TOTAL
Strategy/Programme	Current Year	Firm Programme	Provisional Programme				
	2023 / 24	2024 / 25	2025 / 26	2026 / 27	up to 2032 / 33		
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	
Pupil Places Plan	47,268	34,858	45,493	15,300	85,345	228,264	
Major Infrastructure	110,758	285,599	224,731	43,000	20,700	684,788	
Highways Asset Management Plan	55,144	61,134	24,031	17,626	85,602	243,537	
Property Strategy	17,820	24,379	9,909	625	2,342	55,075	
Digital & Innovation Strategy	7,127	2,403	545	500	2,335	12,910	
Passport Funding	8,552	1,350	1,000	950	2,754	14,606	
Vehicles & Equipment	2,092	6,800	6,800	5,950	4,800	26,442	
TOTAL ESTIMATED CAPITAL PROGRAMME EXPENDITURE	248,761	416,523	312,509	83,951	203,878	1,265,622	
Pipeline Schemes (Indicative funding subject to initial business case)	500	8,674	10,000	11,410	0	30,584	
Earmarked Reserves	0	6,830	6,066	15,778	29,521	58,195	
TOTAL ESTIMATED CAPITAL PROGRAMME	249,261	432,027	328,575	111,139	233,399	1,354,401	
TOTAL ESTIMATED PROGRAMME IN-YEAR RESOURCES	252,925	345,842	263,424	90,490	211,412	1,164,093	
In-Year Shortfall (-) /Surplus (+)	3,664	-86,185	-65,151	-20,649	-21,987	-190,308	
Cumulative Shortfall (-) / Surplus (+)	190,308	193,972	107,787	42,636	21,987	0	

SOURCES OF FUNDING		2023 / 24	2024 / 25	2025 / 26	2026 / 27	up to 2032 / 33	CAPITAL RESOURCES TOTAL
		£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SCE(C) Formulaic Capital Allocations - Un-ringfenced Grant		45,684	127,434	53,082	22,500	125,400	374,100
Devolved Formula Capital- Grant		1,100	1,000	650	600	654	4,004
Prudential Borrowing		72,196	78,711	53,980	43,206	750	248,843
Grants		69,394	182,498	113,180	7,845	925	373,842
Developer Contributions		44,939	34,423	68,519	7,194	43,555	198,630
Other External Funding Contributions		20	350	720	0	0	1,090
Revenue Contributions		15,900	4,877	1,955	2,225	4,800	29,757
Schools Contributions		28	0	0	0	0	28
Use of Capital Receipts		0	0	38,392	6,920	35,328	80,640
Use of Capital Reserves		0	0	831	20,649	21,987	43,467
<b>TOTAL ESTIMATED PROGRAMME RESOURCES UTILISED</b>		<b>249,261</b>	<b>429,293</b>	<b>331,309</b>	<b>111,139</b>	<b>233,399</b>	<b>1,354,401</b>
<b>TOTAL ESTIMATED IN YEAR RESOURCES AVAILABLE</b>		<b>252,925</b>	<b>345,842</b>	<b>263,424</b>	<b>90,490</b>	<b>211,412</b>	<b>1,164,093</b>
Capital Grants Reserve C/Fwd	115,169	115,953	27,848	0	0	0	0
Usable Capital Receipts C/Fwd	31,672	34,552	36,472	0	0	0	0
Capital Reserve C/Fwd	43,467	43,467	43,467	42,636	21,987	0	0

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# Agenda Item 9

Division(s): N/A
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ITEM

CABINET 18 JULY 2023

## TREASURY MANAGEMENT ANNUAL PERFORMANCE 2022/23

### Report by the Director of Finance

#### RECOMMENDATION

1. Cabinet is **RECOMMENDED** to note the report, and to **RECOMMEND** Council to note the council's treasury management activity and outcomes in 2022/23.

#### Executive Summary

2. Treasury management is defined as: "The management of the organisation's borrowing, investments and cash flows, including its banking, money market and capital market transactions, the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks."
3. The Chartered Institute of Public Finance and Accountancy's (CIPFA's) 'Code of Practice on Treasury Management 2021' requires that the Council and Audit & Governance Committee receives a report on Treasury Management activities at least four times per year. This report is the final report for the financial year 2022/23 and sets out the position at 31 March 2023.
4. Throughout this report performance for the 2022/23 financial year is measured against the budget agreed by Council in February 2022.
5. At 31 March 2023, the council's outstanding debt totalled £306m and the average rate of interest paid on long-term debt during the year was 4.43%. £7m of maturing Public Works Loan Board (PWLB) loans were repaid during the year. No new external borrowing was arranged during 2022/23. The Council's debt financing position for 2022/23 is shown in Annex 1.
6. The [Treasury Management Strategy for 2022/23](#) agreed in February 2022 assumed an average base rate forecast of 0.35% consistent with rates at that time. The average daily balance of temporary surplus cash invested in-house was expected to be £341m in 2022/23.
7. The Council achieved an average in-house return for the year of 1.38% on average cash balances of £447.943m, producing gross interest receivable of £6.845m. In relation to external funds, the return for the year was 4.44% producing gross distributions totalling £4.447m, bringing total investment income to £11.292m. This compares to budgeted investment income of £5.352m, giving a net overachievement of £5.940m. £5.043m of this was used to fund the indexation of Section 106 funding held by the council.
8. At 31 March 2023, the council's investment portfolio of £548.301m comprised £434.500m of fixed term deposits, £18.443m at short term notice in money market funds and £95.358m in

pooled funds with a variable net asset value. Annex 4 provides an analysis of the investment portfolio at 31 March 2023.

9.

## **Treasury Management Activity**

### **Debt Financing & Maturing Debt**

10. The Strategy for Long Term Borrowing agreed in February 2022 included the option to fund new or replacement borrowing up to the value of £100m through internal borrowing. The aim was 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.
11. The council is able to borrow from the Public Works Loan Board (PWLB) or through the money markets. At the start of the financial year, global economic events led to interest rates unexpectedly rising sharply, but with an expectation that they would reduce over the medium term. The original budget had assumed £46m of new external borrowing, however, as the council was able to undertake internal borrowing no new external borrowing was arranged during 2022/23.
12. As at 31 March 2023, the authority had 46 PWLB loans totalling £256.383m, 9 LOBO<sup>1</sup> loans totalling £45m and one £5m money market loan. The average rate of interest paid on PWLB debt was 4.65% and the average cost of LOBO debt in 2022/23 was 3.94%. The cost of debt on the money market loan was 3.95%. The combined weighted average for interest paid on long-term debt was 4.44%. The Council's debt portfolio as at 31 March 2023 is shown in Annex 1.
13. The Council repaid £7m of maturing PWLB loans during the year. The weighted average interest rate payable on the matured loans was 5.67%. The outturn for interest payable in 2022/23 was £13.8m which was below the budgeted figure of £14.4m. The details are set out in Annex 2.

### **Investment Strategy**

14. In line with the CIPFA Code of Practice on Treasury Management, the council prioritised security and liquidity of cash above the requirement to maximise returns during 2022/23. Fixed deposits, call accounts, notice accounts, money market funds and pooled funds were utilised to deposit the council's in-house cash surpluses. Credit quality information regarding the institutions on the council's approved Lending List was continuously monitored to reduce risk.
15. Because of continued volatility in financial markets during 2022/23, exposure to banks was limited by lending to local authorities in the United Kingdom. At 31 March 2023 the council had £69.7m of long-term fixed deposits (deposits over 364 days), all of which were placed with local authorities. The aim was to maintain a high level of security and manage exposure to interest rate and counterparty risk.

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

16. The 2022/23 Treasury Management Strategy allowed for 50% of the total portfolio to be held in Strategic Pooled funds and this policy was maintained throughout the year, although the value held in these funds was consistently well-below that maximum.
17. The weighted average maturity of all deposits at 31 March 2023, including money deposited in short-term notice accounts, was 229 days (compared with 259 days during 2021/22). The decrease compared to 2021/22 reflects the opportunity to take advantage of increasing interest rates in an environment of rapidly increasing interest rates.

## **The Council's Lending List**

18. In-house cash balances are deposited with institutions that meet the council's approved credit rating criteria. The approved lending list, which sets out those institutions, is updated to reflect changes in bank and building society credit ratings. Changes are reported to Cabinet as part of the Business Management & Monitoring Report. The approved lending list may also be further restricted by officers, in response to changing conditions and perceived risk. There were no changes to the lending list in 2022/23.

## **Investment Income Received in 2022/23**

19. Temporary surplus cash balances include: developer contributions; council reserves and balances; and various other funds to which the Council pays interest at each financial year end. The budgeted return on these in-house balances for 2022/23 was 0.35% and assumed an average in-house cash balance of £340.630m.
20. The actual average daily balance of temporary surplus cash invested in-house was £447.943m in 2022/23 and the average in-house return was 1.38%, producing gross interest receivable of £6.845m. Gross distributions from pooled funds totalling £4.447m were also realised in year, bringing total investment income to £11.292m. This compares to budgeted investment income of £5.352m, giving a net overachievement of £5.940m. This reflects a combination of higher than forecast average cash balances, rapidly increasing interest rates, and higher than forecast distributions from pooled funds. £5.043m of this overachievement was used to fund the indexation of Section 106 funding held by the council.
21. Cash balances for the year were lower than they otherwise would have been as a result of negative DSG balances which increased from £29.8m at 1 April 2022 to £41.1m at 31 March 2023. The impact of this is an estimated opportunity cost of £0.49m in unearned interest during 2022/23
22. The Council operates a number of instant access call accounts and money market funds to deposit short-term cash surpluses. During 2022/23 the average balance held on instant access was £42.499m.
23. At 31 March 2023 the total value of pooled fund investments was £95.358m. The values as at 31 March 2023 represented a book value loss of £10.168m compared to the value at 31 March 2022. The decrease was due to the extreme global financial volatility as a result of the war in Ukraine.

24. At 31 March 2023, the Council's investment portfolio of £548.301m comprised £434.500m of fixed term deposits, £18.443m at short term notice in money market funds and £95.358m in pooled funds with a variable net asset value. Annex 4 provides an analysis of the investment portfolio at 31 March 2023.
25. During 2022/23 the Council entered into a new Revolving Credit Facility (RCF) of £10m with Network Homes Ltd. None of the RCFs in place during the year were utilised. Non utilisation fees for the facilities produced £0.080m interest for the year.
26. 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 March 2023 is included at Annex 3.

## **Prudential Indicators for Treasury Management**

27. During the financial year, the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy for 2022/23. The outturn for the Prudential Indicators is shown in Annex 4.

## **External Performance Indicators and Statistics**

28. The Council's treasury management advisors Link Treasury Services benchmark the Council's investment performance against its other clients on a quarterly basis. The results of the quarter 4 benchmarking to 31 March 2023 are included in Annex 5.
29. The benchmarking results show that the Council was achieving lower than average interest on deposits at 31 March 2023 compared to the benchmark group. This is as result of placing deposits with institutions that are of higher than average credit quality, coupled with a lag on average returns due to on-going historic loans taken out before the period of global economic volatility.

## **Financial Implications**

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

Comments checked by:

Kathy Wilcox, Head of Financial Strategy, [kathy.wilcox@oxfordshire.gov.uk](mailto:kathy.wilcox@oxfordshire.gov.uk)

## **Legal Implications**

31. The report meets the requirements of both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003. There are no other legal implications.

Comments checked by:

Jennifer Crouch, Principal Solicitor, [jennifer.crouch@oxfordshire.gov.uk](mailto:jennifer.crouch@oxfordshire.gov.uk)

## **Sustainability Implications**

32. This report is not expected to have any negative impact with regards to the Council's zero carbon emissions commitment by 2030.

**Lorna Baxter**  
**Director of Finance**

**Contact officer: Tim Chapple**  
**Telephone Number: 07917 262935**  
**June 2023**

## OXFORDSHIRE COUNTY COUNCIL DEBT PROFILE 31 MARCH 2023

LOAN No	£m	RATE %	Start Date	End Date	LOAN No	£m	RATE %	Start Date	End/Call Date
480867	2.000	5.625	23/04/1998	30/04/2023	492386	2.000	4.350	03/11/2006	01/04/2027
480915	2.000	5.625	30/04/1998	22/05/2023	492535	10.000	4.200	29/11/2006	30/06/2037
483469	3.000	4.250	12/11/1999	22/11/2024	492561	6.000	4.250	07/12/2006	30/06/2032
483659	2.000	4.250	25/11/1999	30/04/2025	492598	8.000	4.500	18/12/2006	30/04/2027
487777	4.000	4.650	16/05/2003	01/05/2028	492599	6.000	4.500	18/12/2006	31/05/2027
488204	8.000	5.000	27/10/2003	01/11/2023	492789	6.000	4.500	24/01/2007	31/01/2032
488562	7.650	4.700	19/03/2004	16/03/2030	492990	6.000	4.450	06/03/2007	31/03/2032
488563	1.733	4.700	19/03/2004	16/03/2030	492807	4.000	4.250	25/01/2007	30/06/2053
488989	6.000	4.850	16/08/2004	13/07/2030	493378	4.000	4.900	11/06/2007	30/06/2032
489168	6.000	4.700	22/10/2004	01/03/2030	493638	6.000	4.550	02/08/2007	30/09/2052
489287	6.000	4.600	22/11/2004	01/04/2032	493803	4.000	4.650	23/08/2007	20/09/2032
489429	6.000	4.550	02/12/2004	01/06/2032	493822	6.000	4.450	23/08/2007	30/09/2053
489856	5.000	4.600	06/05/2005	01/05/2033	494069	6.000	4.500	21/11/2007	30/09/2052
490105	5.000	4.450	23/05/2005	01/12/2033	494171	6.000	4.480	27/12/2007	31/03/2052
491669	4.000	4.450	23/05/2006	14/06/2026	494200	6.000	4.420	04/01/2008	31/03/2057
491948	5.000	4.650	16/08/2006	31/12/2026	494703	6.000	4.460	04/08/2008	13/07/2058
491957	4.000	4.500	18/08/2006	31/12/2031	494747	10.000	4.390	15/08/2008	26/03/2058
491958	4.000	4.500	18/08/2006	30/09/2031	497549	5.000	4.190	08/07/2010	14/06/2054
491959	2.000	4.600	21/08/2006	30/04/2027	LOBO 06	5.000	4.290	27/04/2005	27/10/2023
491960	10.000	4.600	21/08/2006	30/09/2026	LOBO 07	5.000	4.500	27/04/2005	27/10/2023
492021	5.000	4.350	25/08/2006	22/11/2031	LOBO 08	5.000	3.950	31/05/2005	29/05/2065
492063	5.000	4.450	31/08/2006	31/03/2028	LOBO 09	5.000	3.680	23/11/2005	24/11/2025
492064	5.000	4.450	31/08/2006	30/04/2027	LOBO 10	5.000	3.800	31/07/2006	29/07/2023
492088	4.000	4.350	04/09/2006	02/03/2032	LOBO 11	5.000	3.840	31/07/2006	31/07/2026
492117	4.000	4.450	07/09/2006	02/03/2037	LOBO 12	5.000	3.825	02/10/2006	04/10/2027
492371	13.000	4.500	31/10/2006	31/12/2026	LOBO 13	5.000	4.010	02/10/2006	02/10/2024
492375	10.000	4.200	01/11/2006	31/12/2036	LOBO 14	5.000	3.820	31/08/2006	31/08/2023
492376	10.000	4.200	01/11/2006	31/03/2037	LOBO 15	5.000	3.720	21/09/2006	13/10/2027
					<b>TOTAL</b>	306.383			

## Annex 2

## Long-term debt that Matured in 2022/23

Date	Amount £m	Rate %	Repayment Type
26/03/2023	1.684	6.625	Maturity
26/03/2023	0.316	6.625	Maturity
31/12/2022	1.000	6.250	Maturity
31/10/2022	4.000	5.050	Maturity
<b>Total</b>	<b>7.000</b>		

## 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

# **OXFORDSHIRE COUNTY COUNCIL INVESTMENT PORTFOLIO 31/03/2023**

## **Fixed term deposits held at 31/03/2023**

<b>Counterparty</b>	<b>Principal Deposited</b>	<b>Maturity Date</b>
Uttlesford District Council	£5,000,000.00	19/06/2023
Blaenau Gwent County Borough Council	£3,000,000.00	10/07/2023
Staffordshire Moorlands District Council	£3,000,000.00	31/07/2023
South Ayrshire Council	£3,000,000.00	22/02/2024
Gravesham Borough Council	£5,800,000.00	15/03/2024
Cambridgeshire County Council	£10,000,000.00	22/11/2023
Kirklees Council	£5,000,000.00	15/02/2024
Somerset West and Taunton Council	£10,000,000.00	03/04/2023
Peterborough City Council	£5,000,000.00	03/04/2023
Aberdeenshire Council	£5,000,000.00	05/04/2023
Moray Council	£5,000,000.00	05/04/2023
Liverpool City Council	£10,000,000.00	06/04/2023
Stockport Metropolitan Borough Council	£10,000,000.00	19/04/2023
West Dunbartonshire Council	£5,000,000.00	19/04/2023
Sandwell Metropolitan Borough Council	£5,000,000.00	25/04/2023
Cherwell District Council	£5,000,000.00	27/04/2023
Rushmoor Borough Council	£5,000,000.00	28/04/2023
West Dunbartonshire Council	£6,000,000.00	02/05/2023
Police and Crime Commissioner for Merseyside	£5,000,000.00	03/05/2023
Blackpool Council	£8,000,000.00	04/05/2023
Basildon Borough Council	£5,000,000.00	05/05/2023
Surrey County Council	£5,000,000.00	30/06/2023
South Ayrshire Council	£5,000,000.00	03/07/2023
Surrey Heath Borough Council	£6,000,000.00	16/06/2023
South Cambridgeshire District Council	£5,000,000.00	26/07/2023
West Dunbartonshire Council	£5,000,000.00	26/07/2023
Surrey County Council	£5,000,000.00	24/04/2023
The Highland Council	£5,000,000.00	09/08/2023
Bradford Metropolitan District Council	£10,000,000.00	01/09/2023
Manchester City Council	£5,000,000.00	01/09/2023
Plymouth City Council	£5,000,000.00	06/09/2023
London Borough of Brent Council	£5,000,000.00	07/09/2023
The Highland Council	£5,000,000.00	10/10/2023
South Ayrshire Council	£5,000,000.00	11/10/2023
Powys County Council	£10,000,000.00	12/10/2023
Plymouth City Council	£10,000,000.00	19/10/2023
London Borough of Hillingdon Council	£5,000,000.00	26/10/2023
Medway Council	£5,000,000.00	06/11/2023
West Dunbartonshire Council	£5,000,000.00	20/11/2023
Wrexham County Borough Council	£5,000,000.00	22/11/2023



Counterparty	Principal Deposited	Maturity Date
Medway Council	£5,000,000.00	23/11/2023
Worcestershire County Council	£5,000,000.00	08/12/2023
Great Yarmouth Borough Council	£6,000,000.00	13/12/2023
Watford Borough Council	£5,000,000.00	14/12/2023
Wrexham County Borough Council	£5,000,000.00	20/09/2023
Ashford Borough Council	£5,000,000.00	22/09/2023
Cambridgeshire County Council	£5,000,000.00	10/01/2024
Denbighshire County Council	£5,000,000.00	18/01/2024
Manchester City Council	£10,000,000.00	23/01/2024
Fife Council	£5,000,000.00	24/01/2024
Oadby and Wigston Borough Council	£8,000,000.00	24/01/2024
East Dunbartonshire Council	£5,000,000.00	07/08/2023
East Dunbartonshire Council	£5,000,000.00	15/08/2023
Falkirk Council	£5,000,000.00	25/01/2024
Fife Council	£5,000,000.00	25/01/2024
Guildford Borough Council	£10,000,000.00	25/01/2024
Falkirk Council	£5,000,000.00	04/09/2023
Plymouth City Council	£5,000,000.00	07/11/2023
Reading Borough Council	£5,000,000.00	14/08/2023
London Borough of Newham Council	£5,000,000.00	21/08/2023
London Borough of Newham Council	£5,000,000.00	14/09/2023
London Borough of Waltham Forest Council	£5,000,000.00	01/09/2023
Gravesham Borough Council	£6,000,000.00	07/03/2024
<b>Short Term Deposit Total</b>	<b>£364,800,000.00</b>	
Counterparty	Principal Deposited	Maturity Date
South Ayrshire Council	£5,000,000.00	24/05/2024
Rotherham Metropolitan Borough Council	£5,000,000.00	26/04/2024
Rotherham Metropolitan Borough Council	£5,000,000.00	26/04/2024
Gravesham Borough Council	£2,500,000.00	26/04/2024
Rotherham Metropolitan Borough Council	£5,000,000.00	30/09/2024
Gravesham Borough Council	£2,400,000.00	26/04/2024
Gravesham Borough Council	£1,800,000.00	26/04/2024
Falkirk Council	£5,000,000.00	03/01/2025
Falkirk Council	£5,000,000.00	31/01/2025
Worthing Borough Council	£3,000,000.00	19/11/2024
Police and Crime Commissioner for Lancashire	£5,000,000.00	06/01/2025
Police and Crime Commissioner for Lancashire	£5,000,000.00	14/04/2025
Cambridgeshire County Council	£5,000,000.00	15/08/2024
Kirklees Council	£5,000,000.00	15/08/2025
North East Lincolnshire Council	£5,000,000.00	21/11/2025
Worthing Borough Council	£5,000,000.00	21/11/2025
<b>Long Term Deposit Total</b>	<b>£69,700,000.00</b>	

Counterparty	Principal Deposited	Maturity Date
Total Deposits	£434,500,000.00	

### Money Market Funds

Counterparty	Balance at 31/03/23 (£)	Notice period
Aberdeen Liquidity Fund	646.87	Same day
Goldman Sachs Sterling Liquid Fund	0.00	Same day
Deutsche Sterling Liquid Fund	0.00	Same day
Federated Sterling Liquidity Funds	26,567.35	Same day
Legal & General Sterling Liquidity Fund	13,400,000.00	Same day
CCLA Public Sector Deposit Fund	5,000,000.00	Same day
Morgan Stanley Sterling Liquid Fund	10,386.75	Same day
<b>Total</b>	<b>18,437,600.97</b>	

### Notice / Call Accounts

Counterparty	Balance at 31/03/23 (£)	Notice period
Santander Call Account	3,643.29	Same day
Barclays Current	9,325.51	Same day
Handelsbanken	2,383.99	Same day
<b>Total</b>	<b>15,52.79</b>	

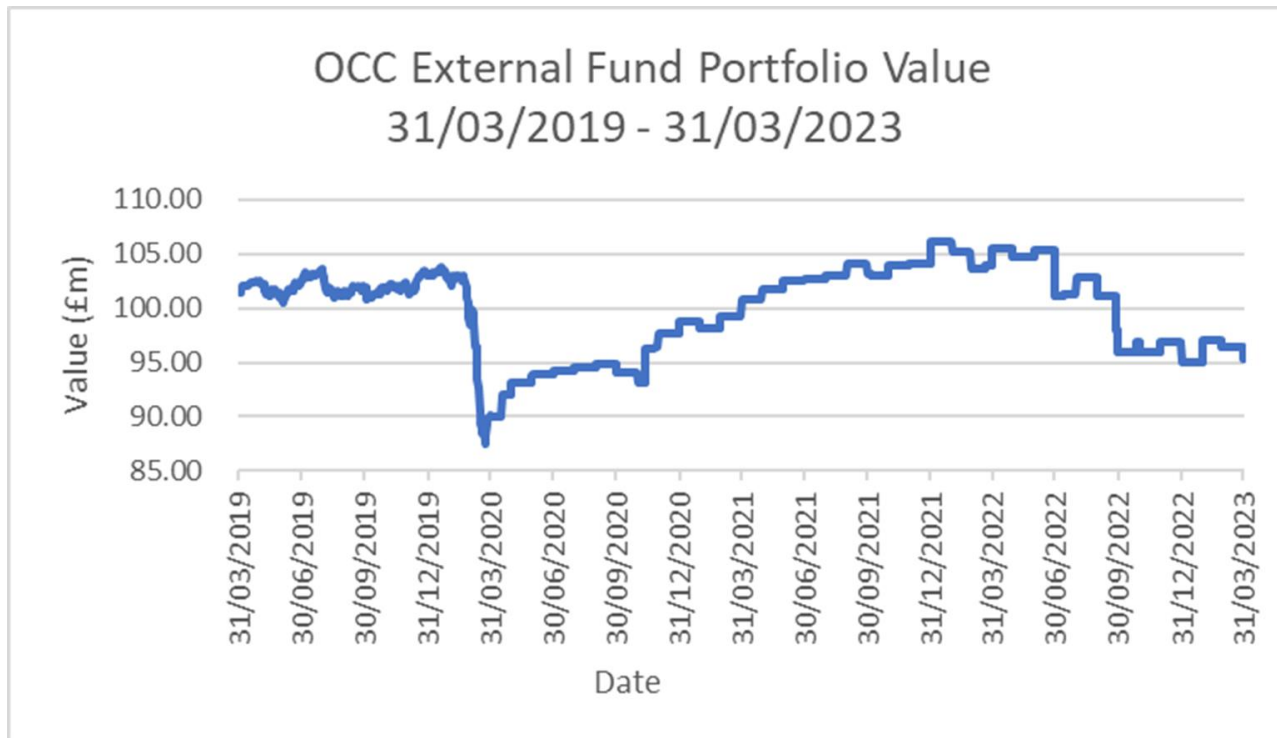
### Strategic Bond Funds

Fund	Balance at 31/03/23 (£)	Notice period
Threadneedle strategic bond fund (income)	11,839,123.89	4 days
Threadneedle Global Equity Income Fund	15,376,511.61	4 days
Kames Diversified Income	8,896,538.89	4 days
Ninety One Diversified Income	8,982,460.80	4 days
M&G Strategic Corporate Bond Fund	10,938,950.05	4 days
Schroder Income Maximiser	10,808,295.68	4 days
CCLA Diversified Income Fund	4,694,844.23	4 days
<b>Total</b>	<b>71,536,725.15</b>	

### Property Funds

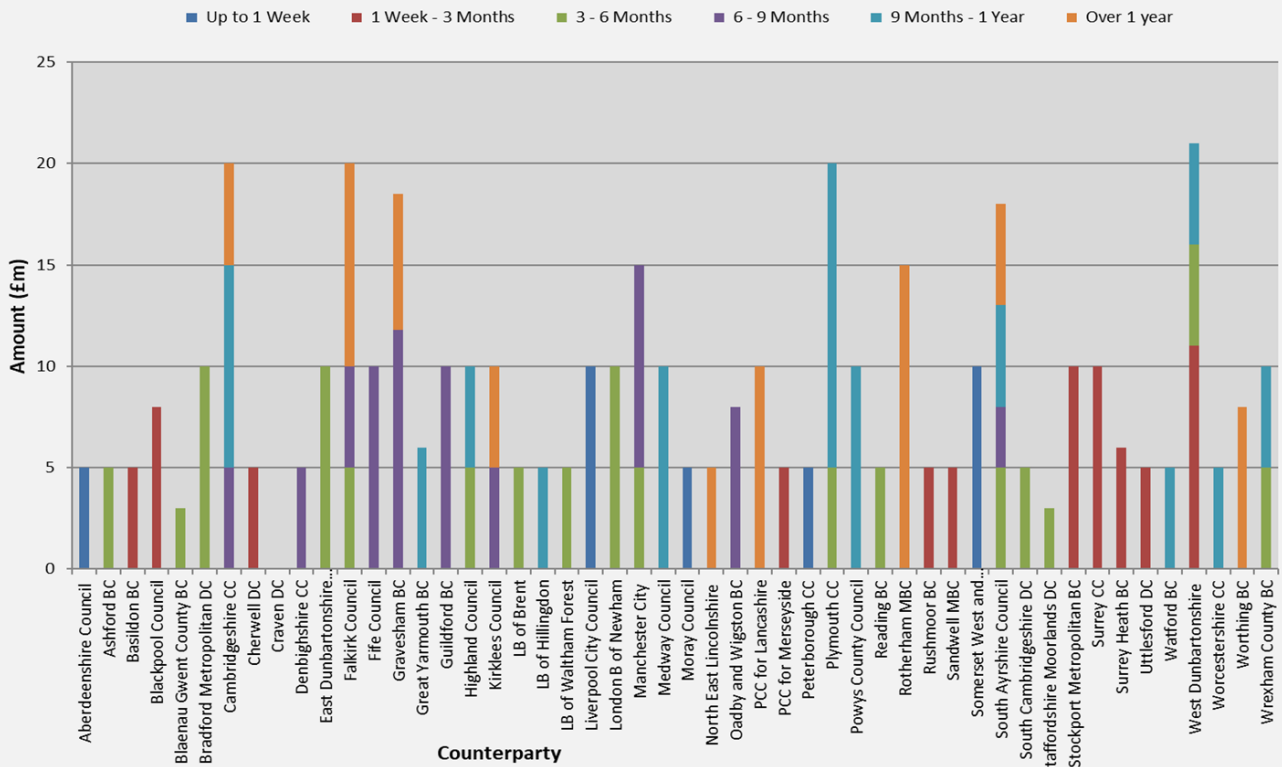
Fund	Balance at 31/03/22 (£)	Notice period
CCLA Local Authorities Property Fund	23,821,072.21	Monthly
<b>Total</b>	<b>23,821,072.21</b>	

### Strategic Pooled Fund Portfolio Value Over Time

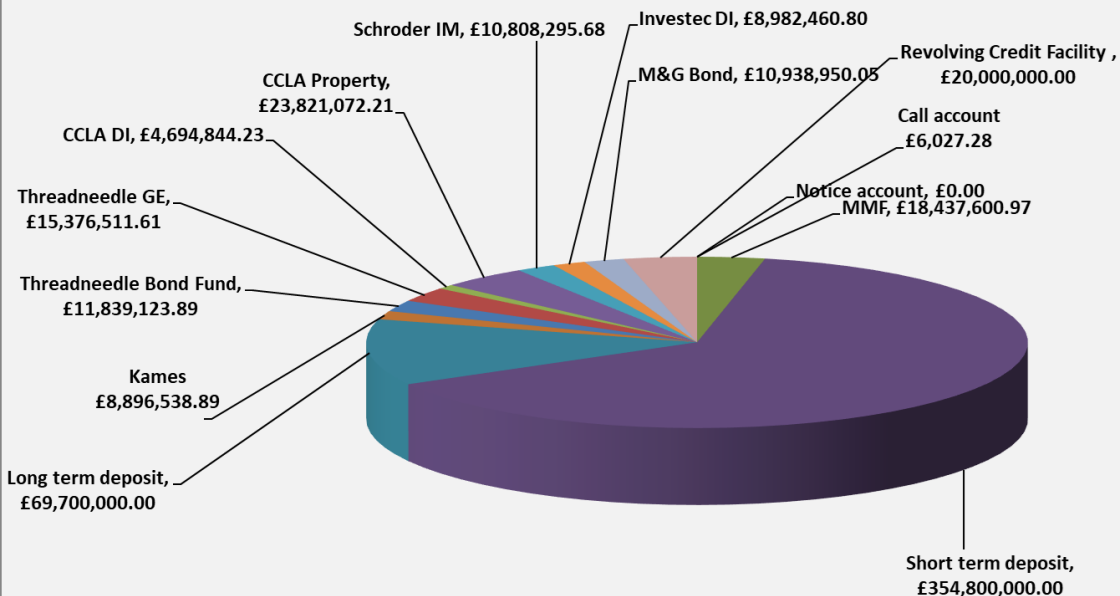


### Investment portfolio risk profile at 31/03/22

## Fixed Deposit Maturity Profile as at 31.03.2023



## Total Combined Portfolio as at 31.03.2023



**Prudential Indicators Outturn 31 March 2023****Authorised and Operational Limit for External Debt**

Authorised Limit for External Debt	£495,000,000
Operational Limit for External Debt	£610,000,000
Actual External Debt at 31 March 2023	£306,382,618

**Fixed Interest Rate Exposure**

Fixed Interest Net Borrowing limit	£350,000,000
Actual at 31 March 2023	-£82,117,382

**Variable Interest Rate Exposure**

Variable Interest Net Borrowing limit	0
Actual at 31 March 2023	- £82,862,588

**Sums Invested over 364 days**

Total sums invested for more than 364 days maximum limit	£274,000,000
Actual sums invested for more than 364 days at 31 March 2023	£69,500,000

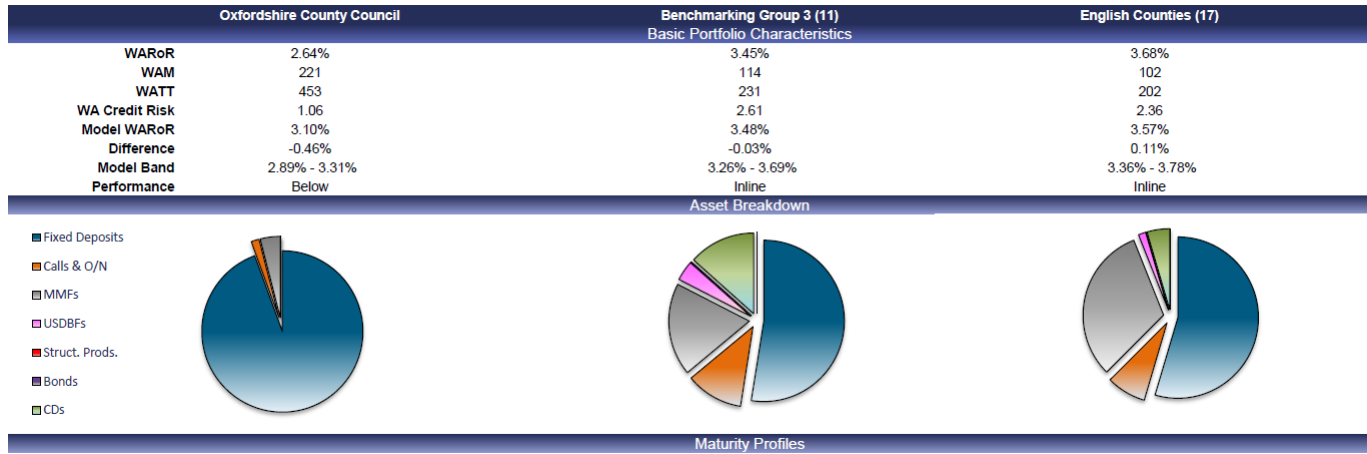
**Maturity Structure of Borrowing at 31/03/23**

	<b>Limit %</b>	<b>Actual %</b>
From 01/04/22		
Under 12 months	0 - 20	9.79
12 – 24 months	0 - 25	5.55
24 months – 5 years	0 - 35	15.34
5 years – 10 years	5 - 40	24.93
10 years +	40 - 95	44.39

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 01/04/22 on loans still outstanding at 31/03/23.

## Benchmarking

### Weighted Average Return



Oxfordshire County Council had a lower return compared to peers as at 31/03/2023, though with a much lower credit risk. The lower return was as a result of interest lag due to some historic loans.

Divisions: N/A

## **CABINET – 18 JULY 2023**

### **DELEGATED POWERS – QUARTERLY REPORT**

**Report by the Director of Law & Governance**

#### **RECOMMENDATION**

1. **Cabinet is RECOMMENDED to note the executive decisions taken under delegated powers, set out in paragraph 4.**

#### **Executive Summary**

2. Under the Scheme of Delegation in the Council's Constitution (Part 7.1, paragraph 6.3 (c)(i)), the Chief Executive is authorised to undertake an executive function on behalf of the Cabinet. Cabinet receives a quarterly report on the use of this delegated power in relation to such executive decisions; that is, decisions that might otherwise have been taken by Cabinet.
3. This report refers to executive decisions taken during the period April to June 2023 inclusive.

#### **Executive decisions – April to June 2023**

4. The following executive decisions were taken during this period:

<b>Date</b>	<b>Subject</b>	<b>Decision</b>	<b>Reason</b>
19 May 2023	Recovery-Based Supported Accommodation	For the direct contract award to Homeless Oxfordshire. Contract period 2 years plus 2-year option to extend.	This exemption was requested to award the contract to Homeless Oxfordshire, as the only organisation in Oxfordshire able to provide the Recovery-based Supported Accommodation according to the specification required.
27 June 2023	Family Safeguarding Plus Model - Elmore Community Services	A waiver to support the awarding of the 10-month direct award contract to Elmore Community Services, the existing provider, from 1 October 2023 to 31 July 2024 for the Family Safeguarding Plus Model (FSPM).	Extension to the FSPM contract will offer Operational Lead, and Commissioners, time to review and implement phase two of the FSP model. The extension will support the re-evaluation of the service and a full-scale assessment of the FSPM outcomes. It will also allow time to explore further with statutory partner organisations changes to services and growth within this

Date	Subject	Decision	Reason
			<p>area of work to ensure any service commissioned is in line with the system priorities and according to best practice and evidence-based solutions.</p> <p>Extending the FSPM service will support the recommissioning of a model that best meets the needs of children and families which is cost effective in reducing the demand on our statutory interventions in line with the new direction of travel under the new leadership of Children's Social Care.</p>
27 June 2023	Family Safeguarding Plus Model - Oxfordshire MIND	A waiver to support the awarding of the 10-month direct award contract to Oxfordshire MIND, the existing provider, from 1 October 2023 to 31 July 2024 for the Family Safeguarding Plus Model (FSPM).	<p>Extension to the FSPM contract will offer Operational Lead, and Commissioners, time to review and implement phase two of the FSP model. The extension will support the re-evaluation of the service and a full-scale assessment of the FSPM outcomes. It will also allow time to explore further with statutory partner organisations changes to services and growth within this area of work to ensure any service commissioned is in line with the system priorities and according to best practice and evidence-based solutions.</p> <p>Extending the FSPM service will support the recommissioning of a model that best meets the needs of children and families which is cost effective in reducing the demand on our statutory interventions in line with the new direction of travel under the new leadership of Children's Social Care.</p>



5. There are no legal implications arising from this report. It is a requirement of the Council's Constitution (Part 7.1, paragraph 6.3(c)(i) that Cabinet receive a quarterly report on the use by the Chief Executive of executive functions. Each of the decisions reported were undertaken in the context of a legal appraisal.

## **Financial Implications**

6. There are no financial implications arising from the recommendations in this report. It is a procedural item reporting on decisions previously taken. Each of the decisions reported were undertaken in consultation with the Director of Finance.

**ANITA BRADLEY**

Director of Law & Governance

Background Papers: Nil

Contact Officers: Colm Ó Caomhánaigh, Committee Officer: 07393 001096

July 2023

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**Divisions Affected - ALL**

**CABINET  
18 JULY 2023**

## **UPDATES TO TERMS OF REFERENCE OF FUTURE OXFORDSHIRE PARTNERSHIP**

**Report by Director of Law and Governance**

### **RECOMMENDATION**

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

**Approve the Future Oxfordshire Partnership's revised Terms of Reference and Memorandum of Understanding. These will take effect following approval by each of the six Oxfordshire councils.**

Appendices:

Appendix 1: Revised FOP Terms of Reference

Appendix 2: Revised FOP Memorandum of Understanding

### **Executive Summary**

2. Recent changes to the programmes within the Oxfordshire Housing and Growth Deal require some adjustments to the working of the Future Oxfordshire Partnership, and this report proposes corresponding amendments to the Terms of Reference.
3. **How this report contributes to the Oxfordshire Strategic Vision Outcomes:**  
The proposed changes to governance documents will result in the Strategic Vision being explicitly mentioned in the Terms of Reference for the Future Oxfordshire Partnership. Future work programmes will be expected to contribute to the delivery of the outcomes in the Strategic Vision.

## Introduction

4. The Oxfordshire Housing and Growth Deal is entering its final phases, and the governance documents for the Future Oxfordshire Partnership (FOP) now need to be updated to reflect the current position.
5. The **Terms of Reference** were originally drafted in 2014 at the formation of what was then known as the Oxfordshire Growth Board, and were last subject to substantive change in 2020 following a review. Since then there have been minor drafting changes reflecting the change of name to the Future Oxfordshire Partnership.
6. The **Memorandum of Understanding** was introduced in 2018 as a requirement of the Oxfordshire Housing and Growth Deal, and sets out operational aspects of decision making and responsibilities in relation to the deal. As with the Terms of Reference, the last substantive change was made in 2020 and subsequent updates have replaced references to the Growth Board with the Future Oxfordshire Partnership.
7. Three particular areas of change have arisen which are described in the following paragraphs.

## Cessation of Oxfordshire Plan 2050

8. Following the decision in August 2022 to cease work on the Oxfordshire Plan 2050, it is proposed to remove references to that work programme from the Terms of Reference.

## Homes from Infrastructure Programme

9. The final tranche of funding for the Homes from Infrastructure Programme, the last remaining major element of the Housing and Growth Deal, is subject to a number of governance and reporting requirements which were set out in a letter dated 5 December 2022 from the then Housing Minister.
10. These requirements and their implications were described in detail in a report presented to the 20 March 2023 meeting of the FOP by the Director of Finance, Oxfordshire County Council, and are not repeated here. Oxfordshire County Council has subsequently written to DLUHC and Homes England confirming acceptance of the final funding and agreement to the associated governance and reporting requirements.
11. The changes which are proposed to the Terms of Reference are intended to reflect the new requirements from government which have now been agreed.

12. Corresponding changes are proposed to the Memorandum of Understanding (MoU) which sets out responsibility for decision making on matters of funding and work programmes. Although it is now a requirement that Oxfordshire County Council should be held accountable for delivery of the remaining programme, the MoU sets out some commitments to positive partnership behaviour and in particular to consultation with partners over any proposed changes to the programme of infrastructure delivery.
13. It should be noted also that the district councils are expected to provide quarterly updates to the county council regarding housing delivery on sites which benefit from this investment in infrastructure. In turn the county council will provide the data to DLUHC as part of its quarterly reporting regime.

### **Adoption of the Strategic Vision**

14. Finally, an overhaul of the Terms of Reference provides an opportunity to include reference to *Oxfordshire's Strategic Vision for Long-Term Sustainable Development* which was endorsed by the Future Oxfordshire Partnership at its meeting of 22 March 2021, and subsequently in April 2021 by each individual council.
15. It was agreed that the Strategic Vision should be a basis for informing partners' future work planning and strategy. It is therefore appropriate to make reference to this document in the Terms of Reference for the partnership, without seeking to repeat details which are contained in the vision document itself.

### **Financial Implications**

16. There are no financial implications arising directly from the proposed amendments to the Terms of Reference.

Comments checked by: Lorna Baxter

Director of Finance, [lorna.baxter@oxfordshire.gov.uk](mailto:lorna.baxter@oxfordshire.gov.uk)

### **Legal Implications**

17. There are no legal implications arising directly from the proposed amendments to the Terms of Reference. At its March 2023 meeting the members of the Future Oxfordshire Partnership agreed to accept the final instalment of Housing and Growth Deal funding, and these amendments are required to capture the new governance and reporting obligations.

Comments checked by: Anita Bradley

Director of Law and Governance, [anita.bradley@oxfordshire.gov.uk](mailto:anita.bradley@oxfordshire.gov.uk)

## Other Implications

18. The Future Oxfordshire Partnership's Terms of Reference and Memorandum of Understanding are matters reserved for decision by each local authority's Cabinet / Executive.

If endorsed by the Future Oxfordshire Partnership at its meeting on 13 June 2023, indicative dates for these governance updates to be considered by individual partners' cabinets are as follows:

Authority	Cabinet date
Cherwell District Council	3 July 2023
Oxford City Council	12 July 2023
Oxfordshire County Council	18 July 2023
South Oxfordshire District Council	22 June 2023
Vale of White Horse District Council	23 June 2023
West Oxfordshire District Council	12 July 2023

## Conclusion

19. The revised governance documents are required to set out how the councils will meet the requirements set out in DLUHC's letter dated 5 December 2022, securing the final £30 million of funding for infrastructure to support the accelerated delivery of new homes.
20. Cabinet is asked to approve the proposed changes.

Director of Law and Governance

Appendices: Appendix 1: Revised FOP Terms of Reference  
Appendix 2: Revised FOP Memorandum of Understanding

Background papers: None

Contact Officer: Anita Bradley, Director of Law and Governance  
anita.bradley@oxfordshire.gov.uk

July 2023

# **The Future Oxfordshire Partnership Joint Committee**

## **Terms of Reference xxx 2023**

### **1.0 Purpose**

- 1.1 The Future Oxfordshire Partnership is a joint committee of the six councils of Oxfordshire together with key strategic partners working together to deliver the bold and ambitious outcomes of the Oxfordshire Strategic Vision for Long Term Sustainable Development.
- 1.2 Oxfordshire's growing economy is set to create challenges and opportunities for the County related to housing, infrastructure, public services and the environment. These issues will best be addressed through joined up planning between local councils which prioritises sustainable development and quality of life. Collective planning, where it makes sense to do so, will be the most effective means of minimising the unwanted impacts of a growing economy, whilst leveraging the maximum benefit from the opportunities it brings for our existing and future communities.
- 1.3 The Future Oxfordshire Partnership ("Joint Committee") will:
- 1.4 Coordinate local efforts to manage economic, housing and infrastructure development in a way that is inclusive and maximises local social and environmental benefits;
- 1.5 Support the development of local planning policy that meets the UK Government's stated aim of net zero carbon by 2050, and contributes towards biodiversity gain whilst embracing the changes needed for a low carbon world; and,
- 1.6 Seek to secure funding in the pursuit of these aims and oversee the delivery of related work programmes delegated to it by the Joint Committee's constituent local authority members.

### **2.0 Membership**

- 2.1 The Joint Committee's core membership includes the local authorities within Oxfordshire comprising, Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council and Oxfordshire County Council. Voting rights are reserved to local authority members only.
- 2.2 It also includes co-opted associate members from those organisations listed below:
  - Chair of OxLEP
  - Chair of the Oxfordshire Skills Board
  - Universities Representative
  - OxLEP Business Representative-Bicester
  - OxLEP Business Representative-Oxford City
  - OxLEP Business Representative-Science Vale
  - Homes England Representative
  - DEFRA Agencies Representative
  - Buckinghamshire, Oxfordshire, and Berkshire West Integrated Care Board Representative

- 2.3 When considering transport infrastructure matters, Network Rail and National Highways will have the right to attend as associate members. As the Joint Committee is constituted to be able to discharge executive functions if delegated to it by the constituent authorities, then the appointed person must be from the Executive of the constituent authorities. There should be one member from each constituent authority.
- 2.4 Each constituent authority shall appoint a substitute (also being an Executive member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.
- 2.5 The Joint Committee, with the agreement of the local authority members, may co-opt other associate members to its membership where it is considered conducive to the effective consideration of any matter.
- 2.6 The Joint Committee may appoint representatives to the other outside bodies for which the Committee has membership.

### **3.0 Governance**

- 3.1 The Future Oxfordshire Partnership is a Joint Committee under s101 (5), 102 Local Government Act 1972 (LGA 1972) and s9EB Local Government Act 2000 (LGA 2000) and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 3.2 Notwithstanding the above each constituent authority will retain all non-executive and executive functions generally and specifically in relation to economic development, housing provision, strategic spatial planning and strategic transport planning.
- 3.3 The Joint Committee will meet in public subject to the provisions of s100 LGA 1972 as amended by the Local Government (Access to Information) Act 1985. The Joint Committee will be hosted under local government arrangements and chairing will be rotated between the local authorities on an annual basis in line with the arrangements at 9.1.
- 3.4 The policy advice and support will be provided by the Joint Committee's Executive Officer Group (Chaired by the Future Oxfordshire Partnership Director), Section 151 Officer and Monitoring Officer, reporting to the Local Authority Chief Executive Group.
- 3.5 The resources and capacity required to deliver the Joint Committee's work programmes, and the work of any associated advisory groups, will be agreed by the Chief Executive Group.

### **4.0 General functions**

- 4.1 To facilitate and enable collaboration between local authorities and key partners to manage economic, housing and infrastructure development in a way that is inclusive and maximises local social and environmental benefits.



- 4.2 To facilitate strategic alignment of spatial, economic and infrastructure plans in a way that is environmentally, economically and socially sustainable in order to safeguard Oxfordshire's unique historical, cultural and environmental character.
- 4.3 To facilitate collective engagement of Joint Committee Partners with other national, regional and sub-regional bodies on matters concerning the environment, infrastructure and strategic planning and where relevant, comment on wider proposals and decisions from national agencies, where these have a strategic impact on Oxfordshire.
- 4.4 To act as the voice of Oxfordshire to Government and other national and Sub National bodies to ensure Oxfordshire's infrastructure and housing needs are recognised in future investment priorities and funding.
- 4.5 To provide a strategic partnership forum for the identification and development of sustainable strategies and plans for Oxfordshire related to the environment, spatial planning, economic development, housing and transport.
- 4.6 To coordinate the prioritisation of funding from devolved funding sources for infrastructure schemes, where this funding is not already within the remit of the Local Transport Authority, to ensure that decisions are made in one place and supported by all relevant partners and stakeholders.
- 4.7 To oversee the delivery of detailed work programmes as delegated to the Joint Committee by the constituent authorities, as set out under specific functions at 5.0.
- 4.8 To bid for the allocation of resources and investment to support the above purposes.

## **5.0 Specific Functions**

### ***Strategic Planning***

- 5.1 To oversee joint work on cross border issues to ensure partners meet the requirements of the Duty to Cooperate under S33A of the Planning and Compulsory Purchase Act 2004 and wider national planning policy.
- 5.2 To assess whether strategic spatial planning, infrastructure and public services are integrated and delivered in a sustainable way, and to make recommendations to encourage this, while recognising the sovereignty of individual Local Plan processes.
- 5.3 To appoint representatives on behalf of the Joint Committee to other partnerships as required, including the Oxford to Cambridge Pan-Regional Partnership and England's Economic Heartland.

## ***The Oxfordshire Housing and Growth Deal***

**5.4** To oversee and facilitate delivery of remaining elements of the Oxfordshire Housing and Growth Deal("the Deal"), noting that:

- Oxfordshire County Council as accountable body shall, acting reasonably at all times and in consultation with the Joint Committee, take any decisions regarding the inclusion, timetabling and delivery of schemes in the Homes from Infrastructure programme
- the City and District councils shall provide information on housing numbers relating to this programme to Oxfordshire County Council in a timely manner in order to enable the accountable body to fulfil its reporting obligations to central government.

**5.5** To approve and monitor the implementation of work programmes for the delivery of the Deal (including infrastructure and capacity funding).

**5.6** To oversee the delivery of a productivity stream work programme to be delivered by OxLEP.

**5.7** To support an Advisory Group to oversee delivery of work programmes to meet the agreed milestones and targets set out in the Deal relating to Infrastructure.

**5.8** To receive and publish quarterly performance and finance monitoring reports as set out in the Deal Delivery Plan.

## **6.0 Voting**

**6.1** Only local authority Members (or their substitutes) shall be designated as voting members and shall be entitled to one vote on items of business considered by the Joint Committee, although members intend to agree matters on a unanimous basis where possible.

**6.2** A majority vote shall be required. In the event of there being an equal number of votes for and against a particular proposition, a casting vote by the Chair may be exercised.

## **7.0 Quorum and Safeguard**

**7.1** The quorum for a meeting shall be four voting members.

**7.2** Where the effect of a particular proposition, if adopted by the Joint Committee on a majority basis, would give rise to policy, contractual or financial implications for a constituent authority that it does not support, that authority may opt out of participation in that proposition in so far as it affects their authority before any vote is taken but this will not prevent the other parties proceeding with the proposition. In respect of other matters, all other voting will be on a normal majority basis.

**7.3** Normal rules as to declarations of interest to be applied to local authority members in accordance with the respective Council's Code of Conduct.

## **8.0 Accountable Body**

**8.1** The Accountable Body for the Joint Committee is Oxfordshire County Council. It will provide Section 151 and Monitoring Officer roles to the Committee in accordance with the Memorandum of Understanding between Oxfordshire County Council and the Joint Committee.

- 8.2** The County Council's Director of Finance (Section 151 Officer) will provide the Joint Committee with quarterly financial reports for funding that has been allocated directly to Oxfordshire County Council as the Accountable Body. These reports will provide the Joint Committee with an overview of the funds spent and funds committed against funds allocated.
- 8.3** For those programmes and funding streams where another local authority is the Accountable Body, the relevant Section 151 Officer will provide the financial and performance information to the County Council's Section 151 Officer, for integration into the quarterly reporting process.

## **9.0 Meetings**

- 9.1** The Chair and Vice-Chair of the Joint Committee will be elected at the first meeting in each Future Oxfordshire Partnership year, which runs from 1 June to 31 May.
- 9.2** The Future Oxfordshire Partnership Director shall be responsible for convening meetings in consultation with the Chief Executive of the authority which holds chairing responsibilities.
- 9.3** Meetings shall usually be held six times each year. However, meetings may be called by the Chair, Monitoring Officer, Chief Executive Group, or any three voting members of the Joint Committee, in circumstances where business cannot be reasonably deferred to the next scheduled meeting.
- 9.4** Agendas and minutes will be published, and meetings held in public, in accordance with the requirements set out in the Local Government (Access to Information) Act 1985. A Forward Plan of items to be considered will be published online each month, and included with each agenda.
- 9.5** Public speaking procedures will be established in line with a separate protocol as agreed by the Joint Committee.

## **10. Advisory Groups**

- 10.1** The Joint Committee will establish Advisory Groups to oversee specific work programmes or broader thematic areas as required. Advisory groups, reporting into the Joint Committee, will be managed in accordance with separately published terms of reference as agreed by the Joint Committee.
- 10.2** The role, remit and membership of Advisory Groups will be reviewed regularly to ensure they remain flexible to the demands of ongoing and new programmes of work.

## **11. Scrutiny Arrangements**

- 11.1** A non-statutory Scrutiny Panel with a cross party membership of councillors from each constituent local authority reviews decisions and actions taken by the Joint Committee. The Scrutiny Panel is managed in accordance with separately published terms of reference.
- 11.2** The Scrutiny Panel is non-statutory and is constituted in accordance with the statutory provisions of the Local Government Act 2000. The Panel's function therefore

complements, rather than replaces, the statutory overview and scrutiny duties of the constituent authorities, as set out under the Local Government Act 2000.

## **12. Funding Contributions**

- 12.1 The budget for the Joint Committee's administration will be endorsed no later than 1 December of the preceding financial year by the local authority membership of the Joint Committee. The cost of meeting the expenditure planned in the budget shall, to the extent not met from other sources, be divided among all members of the Joint Committee, with discretion to vary fees between associate and local authority membership.
- 12.2 The budget endorsed by the Joint Committee will subsequently be recommended to each Local Authority member for approval during the February budget setting process.

## **13. Withdrawal**

- 13.1 If any member determines that they no longer require membership to the Joint Committee, they may give written notice to the Joint Committee's Chair and Director no later than 1st January preceding the financial year to which the budget will apply. Unless they withdraw that notice in writing, they shall cease to be a member from 1st April of that year. Any member which has not given due notice shall be obliged to pay its subscription for the next year.

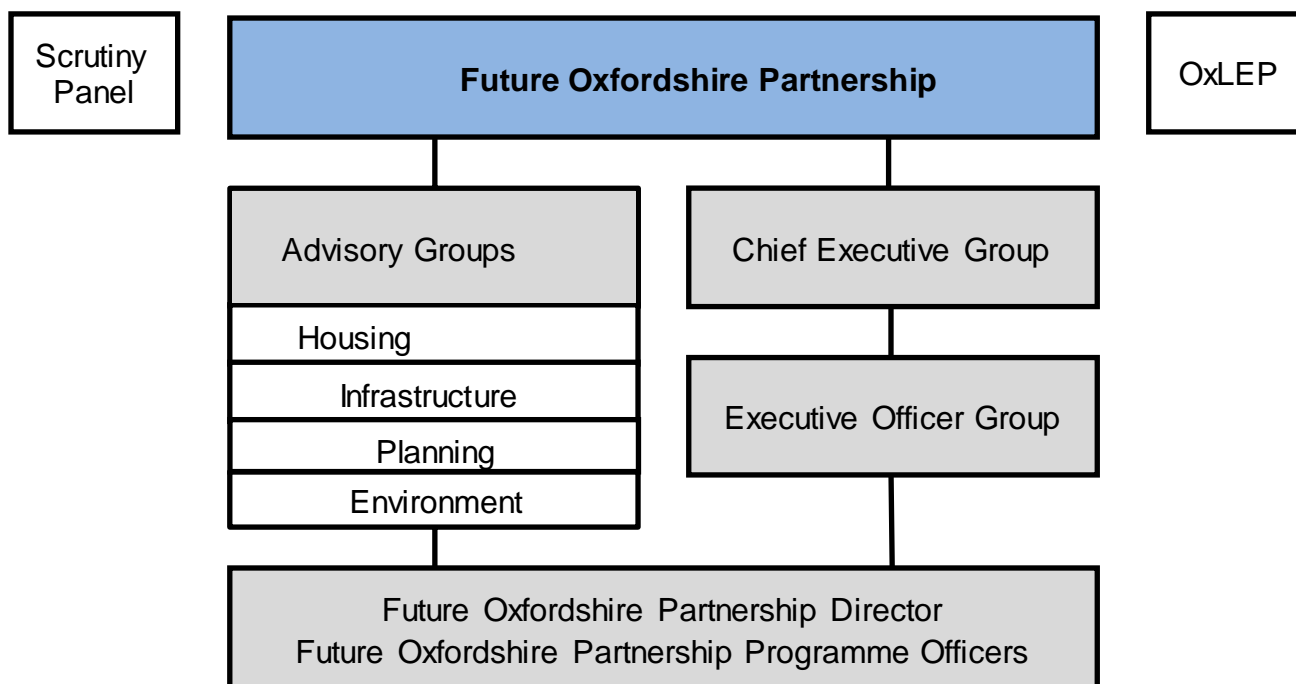
## **14. General principles**

- 14.1 These Terms of Reference will be reviewed at regular intervals to ensure they remain fit for purpose and flexible to meet the requirements of ongoing and future work. Any changes to the Joint Committee's powers or functions will be a matter for each constituent authority to agree.
- 14.2 In adopting these terms of reference, members of the Joint Committee agree to support the purposes of the Joint Committee by ensuring that in their decision making, they:
  - Collaborate and cooperate with each other
  - Are open and accountable to each other

- Adhere to all relevant statutory requirements
- Deploy appropriate resources
- Act in good faith

14.3 These principles are not intended to be legally binding, and no legal obligations or rights shall arise from this.

## Appendix 1 – Future Oxfordshire Partnership High Level Governance



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## **Future Oxfordshire Partnership Memorandum of Understanding xxx 2023**

This memorandum of understanding is made by and between the Parties:

- i) Oxfordshire County Council of County Hall, New Road, Oxfordshire OX1 1ND
- ii) Future Oxfordshire Partnership; a joint committee formed by Cherwell District Council, Oxford City Council, Oxfordshire County Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council.

The local authorities listed above comprising of the county, city and district councils are together referred to as “the Parties” and each a “Party.” Individual constituent members of the Future Oxfordshire Partnership are as each a “Council.”

### **1. Introduction and Background**

- 1.1 The Future Oxfordshire Partnership, (formerly known as the Oxfordshire Growth Board), was established in 2014 and has the purpose of facilitating and enabling collaboration between Oxfordshire local authorities and other bodies operating in Oxfordshire in relation to economic, housing and infrastructure development.
- 1.2 Oxfordshire County Council is the designated accountable body for the Future Oxfordshire Partnership providing Section 151 and Monitoring Officer related services to the Future Oxfordshire Partnership. References in this MoU to “Oxfordshire County Council” are in its capacity as accountable body unless stated otherwise.
- 1.3 The Future Oxfordshire Partnership and Oxfordshire County Council may change these arrangements by mutual agreement, and the Memorandum of Understanding (MoU) shall be reviewed annually by the Future Oxfordshire Partnership and Oxfordshire County Council to ensure it is accurate and complete.
- 1.4 The purpose of this MoU is to set out the respective roles and responsibilities of Oxfordshire County Council acting as accountable body for the Future Oxfordshire Partnership and that of the Future Oxfordshire Partnership itself and therefore the Parties hereby agree the Scheme of Roles and Responsibilities set out in Section 6 hereto. This MoU also sets out commitments made in respect of existing joint programmes of work overseen by the Future Oxfordshire Partnership, and incorporates material elements of the formerly established Memorandum of Information Disclosure, which will cease in effect from the date of the signing of this document.
- 1.5 This MoU shall commence upon the date hereof and shall continue in effect until terminated by either Party.

### **2. Termination and Variation**

- 2.1 Termination can be enacted by either Party upon giving six months’ notice in writing to the other. In terminating this MoU the Parties shall comply with the requirements, if any, of Central Government and any other funding agencies.
- 2.2 If Oxfordshire County Council cease to be the accountable body, it shall:
  - i) Continue to co-operate with the Future Oxfordshire Partnership and any successor accountable body and with all grantors to ensure a smooth transition; and

- ii) Provide to the Future Oxfordshire Partnership or the new accountable body (where requested to do so by the Future Oxfordshire Partnership) all such invoices, receipts and other relevant records which are in its possession and which it holds in connection with its role of accountable body. For the avoidance of doubt, documents will be retained in accordance with Oxfordshire County Council's Corporate Retention Schedule Policy.
- 2.3 This MoU shall terminate automatically upon the disbanding of the Future Oxfordshire Partnership. In such case, Oxfordshire County Council and the Future Oxfordshire Partnership shall complete all of their obligations concerning:
- i) Monies granted to or by the Future Oxfordshire Partnership;
  - ii) Other assets held by Oxfordshire County Council on behalf of the Future Oxfordshire Partnership; and
  - iii) Any accounts required to be submitted to Central Government or to any other relevant funding organisation.
- 2.4 This MoU shall be varied in writing only by the mutual agreement of Oxfordshire County Council and the Future Oxfordshire Partnership save that this shall not prevent the Future Oxfordshire Partnership from making amendments to its Governance and Working Arrangements. Where a variation of this MoU requires a change to be made to the Future Oxfordshire Partnership's governance and working arrangements, that change shall not come into effect until the governance and working arrangements have been duly amended in accordance with its requirements.

### **3. Responsibilities**

- 3.1 The Future Oxfordshire Partnership is responsible for defining its strategic vision and overseeing delivery of the Future Oxfordshire Partnership priorities in accordance with any relevant funding arrangements.
- 3.2 The Future Oxfordshire Partnership will operate in accordance with:-
- i) Its Terms of Reference;
  - ii) This MoU;
  - iii) The guidelines provided by Central Government or any other body whose regulation controls the use of funds provided to the Future Oxfordshire Partnership; and
  - iv) Statutory requirements.
- 3.3 In addition, Future Oxfordshire Partnership members will
- i) where possible, work together to procure services to ensure best value is achieved;
  - ii) give assurance and commit to do everything reasonably possible to ensure the objectives and targets of jointly funded programmes (such as the Housing and Growth Deal) are met.
  - iii) once the Future Oxfordshire Partnership has determined funding allocations, take steps required to reflect those allocations within their budgets.
  - iv) accept that in certain circumstance spend relating to individual workstreams may be greater than the funding allocations. In these circumstances the source of additional funding will be clearly identified.



- 3.4 Oxfordshire County Council will operate in accordance with:-
- i) Its Constitution;
  - ii) This MoU;
  - iii) Individual project collaboration agreements;
  - iv) The guidelines provided by Central Government or any other body whose regulation controls the use of funds provided to the Future Oxfordshire Partnership; and
  - v) Statutory requirements.

#### **4 Financial Management Arrangements**

- 4.1 The Future Oxfordshire Partnership is currently allocated public funding under a Housing and Growth Deal. Use of this funding, and any other future funding deals, must be undertaken in accordance with statute and the principles of democratic and financial accountability.
- 4.2 This requires there to be a public-sector body identified as the accountable body for audit and transparency purposes. Oxfordshire County Council is the accountable body for the Future Oxfordshire Partnership.
- 4.3 As the accountable body, Oxfordshire County Council is held accountable for the Future Oxfordshire Partnership's funds in the same way that it is for its own funds. All funding received and expenditure incurred on behalf of the Future Oxfordshire Partnership will be subject to the same scrutiny. This means that Oxfordshire County Council will administer any funds held on behalf of the Future Oxfordshire Partnership under its own accounting policies, financial procedure rules and contract procedure rules as set out in the Council's constitution to ensure that funds are applied and accounted for appropriately. This will be carried out under the direction of the Section 151 Officer.
- 4.4 Oxfordshire County Council, as recipient of the Future Oxfordshire Partnership's grant allocations from Central Government in relation to the Housing and Growth Deal is responsible for compliance with the grant conditions (including those set out in the letter from the Department for Levelling Up, Housing & Communities dated 5 December 2022) which may include the obligation to repay, in whole or in part, grants in the event of non-compliance with grant conditions.
- 4.5 Oxfordshire County Council will, subject to the terms hereof, hold any funding it receives and all interest or income earned for and on behalf of the Future Oxfordshire Partnership and ensure that the money is not moved or converted to cash without specific instruction from the Future Oxfordshire Partnership.
- 4.6 Oxfordshire County Council will consolidate the Future Oxfordshire Partnership's cash balances with its own cash balances and deposit the co-mingled funds in accordance with Oxfordshire County Council 's Treasury Management Strategy. Oxfordshire County Council will pay interest on the Future Oxfordshire Partnership daily cash balances based on the 'Average 7 Day Rate'.
- 4.7 Any infrastructure constructed or acquired by Oxfordshire County Council acting on the Future Oxfordshire Partnership's behalf, will be accounted for as part of the Council's asset register in line with Oxfordshire County Council's normal accounting procedures.

## **5 Provision of Services by Oxfordshire County Council**

- 5.1 Oxfordshire County Council provides a range of services to the Future Oxfordshire Partnership. Those that are only incurred because of the requirement to have an accountable body are provided free of charge. These include Section 151 Officer time to provide advice and support to the Future Oxfordshire Partnership and relevant sub committees/groups with regard to the use of any public funds that are allocated to the Future Oxfordshire Partnership. This also includes Monitoring Officer time to provide advice in relation to legal matters.
- 5.2 In addition, Oxfordshire County Council also provides the following chargeable services to the Future Oxfordshire Partnership:
- i) Finance functions relating to the monitoring and reporting of total funding received and available to the Future Oxfordshire Partnership; the monitoring and reporting of programmes and schemes; the payment of funds to Future Oxfordshire Partnership delivery partners; the calculation of interest earned on funds received; the provision of financial information for internal and external audit requirements and the completion of relevant government financial returns
  - ii) Internal Audit functions in regard to the governance arrangements between the Future Oxfordshire Partnership and the accountable body as well as use of public funds allocated to the Future Oxfordshire Partnership
  - iii) legal functions including preparation of funding agreements with regard to the use of any public funds that are allocated to the Future Oxfordshire Partnership and advice on state aid / subsidy issues.
- 5.3 Chargeable and non-chargeable arrangements will be reviewed annually and if/ when the scale of accountable body responsibilities, managed resources or project portfolio resource requirements increase significantly. Where specific, additional work is required then these may be charged where mutually agreed.

## **6 Scheme of Roles and Responsibilities**

- 6.1 The Future Oxfordshire Partnership shall:
- i) make all decisions on the allocation of grant funding agreed by Government with the exception that from the date of agreement of this revised MoU Oxfordshire County Council shall make decisions regarding the remainder of the Homes from Infrastructure programme arising from the Housing and Growth Deal, following consultation with the Future Oxfordshire Partnership;
  - ii) prioritise and allocate funding and be accountable for the delivery of projects funded by funding streams awarded to the Future Oxfordshire Partnership and for which Oxfordshire County Council is to act as accountable body, with the exception of the remainder of the Homes from Infrastructure programme arising from the Housing and Growth Deal;
  - iii) monitor all activities financed by the Future Oxfordshire Partnership and ensure that all decisions are fully documented and recorded in writing;
  - iv) for future programmes other than the Homes from Infrastructure programme arising from the Housing and Growth Deal, agree robust and transparent assessment criteria against which funding will be allocated;
  - v) for future programmes other than the Homes from Infrastructure programme arising from the Housing and Growth Deal, ensure that projects are approved only after an appraisal has been carried out and that the separation of duties between project appraisal and project approval;

- vi) for future programmes other than the Homes from Infrastructure programme arising from the Housing and Growth Deal, through agreed project plans, ensure appropriate timescales and operating practices are in place to support effective implementation of decisions made;
- vii) following approval, request Oxfordshire County Council to effect the payment of funding to the relevant organisations;
- viii) fulfil the client role vis a vis Oxfordshire County Council as the accountable body and, in particular, give Oxfordshire County Council clear and comprehensive instructions in relation to the performance by Oxfordshire County Council of its roles and responsibilities as set out in paragraph 6.2 below;
- ix) Co-operate with and assist Oxfordshire County Council acting in its role as accountable body in undertaking the day to day responsibility for financial matters.

6.2 Oxfordshire County Council shall:

- i) provide support and assistance to the Future Oxfordshire Partnership to ensure both legal and financial probity in relation to the receipt and use of specific funding for which it acts as accountable body;
- ii) ensure decisions and activities of the Future Oxfordshire Partnership conform with legal requirements with regard to transparency, equalities, social value, environment, State Aid / subsidies and procurement;
- iii) ensure that funds are used appropriately and advise the Future Oxfordshire Partnership on the procedures necessary to ensure formal compliance with any terms and conditions of funding or grant;
- iv) provide advice on proper and effective governance for overseeing the allocation and spend of the Future Oxfordshire Partnership funding;
- v) enter into funding agreements on behalf of the Future Oxfordshire Partnership for agreed funding streams;
- vi) enter into appropriate legal agreements or contracts with the relevant Future Oxfordshire Partnership member on behalf of the Future Oxfordshire Partnership once the project is approved by the Future Oxfordshire Partnership following a successful due diligence process;
- vii) ensure that the funding is passed on to the relevant Future Oxfordshire Partnership member without delay and in line with the conditions of the funding; where this is to be passed onto a third party it will be for the Future Oxfordshire Partnership member to action;
- viii) submit the claims to the funding body and prepare and submit relevant documents for inspection by Central Government or external auditors as required;
- ix) where the funding stream is working on a claim basis, ensure that the claimed funding is passed on to the relevant Future Oxfordshire Partnership member delivery partner without delay and in line with the conditions of the funding or loan agreements;
- x) ensure that the Future Oxfordshire Partnership performance and financial systems are robust;
- xi) provide details of all monies expended in accordance with the terms and conditions of funding;
- xii) monitor approved projects during and after implementation in line with the agreed monitoring framework or as required by the funding body;
- xiii) inform and keep the Future Oxfordshire Partnership informed of any grant funding allocations received and the procedures and recommended criteria for distributing the funding based on the funding body's requirements;
- xiv) assist the Future Oxfordshire Partnership in identifying other sources of funding or to apply for these where commissioned by the Future Oxfordshire Partnership;

- xv) ensure that the Future Oxfordshire Partnership adheres to its assurance framework in respect of maintaining the official record of Future Oxfordshire Partnership proceedings and holding copies of all relevant documents relating to funding; and
- xvi) report and take appropriate action where it has reason to believe that the Future Oxfordshire Partnership, or anybody acting as its agent, is failing to
  - a) adhere to the terms and conditions of funding requirements or the funding or loan agreements;
  - b) comply with its governance and working arrangements or any statutory requirement;
  - c) provide a suitable standard of probity.

6.3 Specifically in relation to the Homes from Infrastructure programme, being the remainder of the Oxfordshire Housing and Growth Deal, Oxfordshire County Council shall from the date of the agreement of this revised MoU:

- i) make all decisions on the allocation of the remaining grant funding agreed by Government
- ii) prioritise and allocate funding and be accountable for the delivery of projects funded by this funding stream
- iii) act reasonably and in good faith, modelling positive partnership behaviour specifically by making no changes to the programme without careful consultation with affected district partners, and by not seeking to remove schemes from the programme or to reduce their scope as long as they remain on track for delivery on time and within budget.

## **7 Audit**

7.1 The Future Oxfordshire Partnership shall

- i) co-operate with and assist Oxfordshire County Council in audit examinations relating to governance arrangements, use of public funds and all operating systems;
- ii) act upon all agreed management actions contained within Oxfordshire County Council's internal audit report;
- iii) report to Oxfordshire County Council any financial irregularity or suspected irregularity in the use of any funding.

7.2 Oxfordshire County Council shall

- i) maintain proper records, in accordance with its Constitution, of all monies received and disbursed for the Future Oxfordshire Partnership and make such records available for inspection by both internal and external regulators;
- ii) arrange regular audit examination of the Future Oxfordshire Partnership's activities with regards to use of public resources and, following each audit, present a report to the Future Oxfordshire Partnership with recommendations to strengthen their governance and management practices;
- iii) allow funding bodies to have access to all files and records of projects for which it acts as accountable body; and
- iv) supply, as necessary, completed statements of income, expenditure and disbursements to the Future Oxfordshire Partnership, funding organisations, Central Government and external auditor.

## **8 Recovery of funds**

8.1 The conditions where funds will be recovered will be laid out in the initial funding or grant agreement. Where recovery of funds is at risk, the general stage of fund recovery

will be as follows:

- i) Stage 1: Oxfordshire County Council will send notice containing the reason for concern, outlining the potential fund recovery situation and giving time where appropriate for corrective action;
- ii) Stage 2: If corrective action is not taken or is deemed insufficient to avoid fund recovery a further notice will be sent by Oxfordshire County Council asking for the return of funds with a deadline for the return of the funds. In cases of particular difficulty Oxfordshire County Council may accommodate a fund return payment plan of instalments over an agreed period of time. However, this must be agreed in writing and cannot be assumed;
- iii) Stage 3: If funds are not returned within the set deadline then Oxfordshire County Council may then instigate debt recovery procedures which may result in legal action being taken.

8.2 Oxfordshire County Council will only take the step to recover funds from those Future Oxfordshire Partnership members it has a direct agreement with. In the case of a third party such as a subcontractor it would be up to the Future Oxfordshire Partnership member Oxfordshire County Council is seeking funds from to determine and take any action they require to recover their losses from any third parties.

8.3 Oxfordshire County Council does not wish to undertake stage 3 if at all avoidable but will do so in order to protect the public purse and ensure that public funding is being used appropriately.

## **9 Data Protection**

9.1 The Parties hereto shall comply with their obligations under the EU General Data Protection Regulation EU 2016/679(GDPR) and the Data Protection Act 2018 and any subordinate legislation made under such Act together with any guidance and codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation in the performance of their obligations under this agreement.

## **10 Publicity and Disclosure in Relation to Meetings**

10.1 The Future Oxfordshire Partnership will operate in accordance with the publicity requirements applicable to a joint committee under Part VA of the Local Government Act 1972. Papers relevant to meetings of the Future Oxfordshire Partnership will be placed into the public domain in the normal way by the Party with administrative control of that joint committee in compliance with s100A to 100K (and Schedule 12A) of the Local Government Act 1972. In accordance with those provisions confidential information as defined in that Act will not be disclosed. Exempt information as defined in that Act may or may not be disclosed. It is acknowledged that under these provisions' information is exempt if the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **11 Requests under Freedom of Information and Environmental Information**

11.1 The Future Oxfordshire Partnership and the Monitoring Officers of the relevant Councils have developed a Protocol for Handling Freedom of Information and Environmental Information requests. This is based on the principle that the Future Oxfordshire Partnership itself and each member authority is a 'freedom of information authority' in its own right. The agreed Protocol (Annex 1 to the MoU) shall guide how

the Board and the member authorities will handle requests relating to the work of the Future Oxfordshire Partnership.

## **12 Confidentiality**

- 12.1 Each Party agrees not to unilaterally disclose any information identified by any Council as confidential information or exempt material (under the Local Government Act 1972) information unless required by law without giving notice of at least 14 calendar days to the Council or Councils who provided the confidential/exempt information. No confidential/exempt information will be disclosed without full consideration having been given to any objection made to its disclosure, unless disclosure is otherwise required by law.
- 12.2 Neither Party will use or disclose any confidential material provided by the other pursuant to this agreement otherwise than for the performance of their obligations under this agreement, save as may be otherwise agreed or required by law.
- 12.3 For the avoidance of doubt, confidential information shall not include (a) any information obtained from a third party who is free to divulge such information; (b) any information which is already in the public domain otherwise than as a breach of this agreement; or (c) any information which was rightfully in the possession of a Party prior to the disclosure by the other Party and lawfully acquired from sources other than the other Party.

## **13 Dispute resolution**

- 13.1 If either Party has any issues, concerns or complaints about any matter in this MoU, they shall notify the other Party and the Parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Future Oxfordshire Partnership's Chairman (or if the Chairman is an Oxfordshire County Council appointee, the Vice-chairman) and Oxfordshire County Council's Section 151 Officer (or if the dispute is between the Future Oxfordshire Partnership and Oxfordshire County Council, one of the district/city council's Section 151 Officer) who shall decide on the appropriate course of action to take.
- 13.2 If either Party receives any formal inquiry, complaint, claim or threat of action from a third party they shall notify the other Party and co-operate with each other to respond, or take such action, as is appropriate and/or necessary

## **14 The Contracts (Rights of Third Parties) Act 1999**

- 14.1 The Contracts (Rights of Third Parties) Act 1999 shall not apply to this MoU but this does not affect any rights which are available apart from this Act.

## **15 Status**

- 15.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the Parties from this MoU. The Parties enter into the MoU intending to honour all their obligations.

## **16 Governing Law and Jurisdiction**

- 16.1 This MoU shall be governed by and construed in accordance with English law.

**This Memorandum of Understanding is agreed and signed by:**

Signed for and on behalf  
of Oxfordshire County Council in its capacity as accountable body

.....

**FUTURE OXFORDSHIRE PARTNERSHIP MEMBERS**

Signed for and on behalf  
of Oxfordshire County Council

.....

Signed for and on behalf  
of Oxford City Council

.....

Signed for and on behalf  
of Cherwell District Council

.....

Signed for and on behalf  
of South Oxfordshire District Council

.....

Signed for and on behalf  
of Vale of White Horse District Council

.....

Signed for and on behalf  
of West Oxfordshire District Council

.....

## Annex 1

### FOI/EIR PROTOCOL – INFORMATION REQUESTS RELATING TO THE FUTURE OXFORDSHIRE PARTNERSHIP

This process has been agreed by Oxfordshire's Monitoring Officers and the Future Oxfordshire Partnership managers. It provides a means of handling Freedom of Information and Environmental Information requests regarding the work of the Future Oxfordshire Partnership. Each member authority of the Future Oxfordshire Partnership and the Future Oxfordshire Partnership's officers themselves may be recipients of information requests.

This outline provides a legally compliant means of dealing with such requests while providing a degree of mutual consultation whilst also ensuring the identity of requesters is not disclosed to other members of the Future Oxfordshire Partnership. **Each authority will be responsible for responding to requests submitted to it. Authorities should not simply redirect requesters 'to the Future Oxfordshire Partnership'** but should answer the request on the basis of any information held by the receiving authority in relation to it.

Freedom of Information Teams should adopt the following principles and process:

1. Each of the county's principal councils, and the Future Oxfordshire Partnership, are **separate FOI authorities** in their own right. Requesters may therefore submit requests from time to time to any or all of the bodies, about the Future Oxfordshire Partnership partnership's work.
2. Should there be such an FOI or EIR request in relation to the Future Oxfordshire Partnership's work received by any of the authorities, then the **receiving body's FOI Team will notify each of the other bodies' FOI Teams**: for the purpose of consulting them about how the receiving authority intends to respond.
3. The original receiving body will **consider all representations** (which shall also be made at the earliest opportunity) received in discharging its statutory obligations. The requester's **name will not be disclosed** to the other authorities.



4. In the event of a disclosure of information in response to a request under the Environmental Information Regulations or the Freedom of Information Act, the **disclosing body shall notify all other Councils immediately** and shall provide an explanation of its decision-making process on request.
5. A similar process will then be followed if an Internal Review request is received; or an Information Commissioner referral.
6. This process is on the basis that, while each authority is an FOI authority in its own right, **consultation between authorities** on a proposed response does not breach that principle.
7. If all authorities receive the same request, then each must respond to it at its own relevant level of management. **Achieving a 'consistent' response can not be the primary aim.** While approaches can be discussed, it will be for each authority to 'sign off' its own responses. This will also be important if a request is referred to the Commissioner, who would be likely to ask how each authority addressed the response.
8. It should be borne in mind that **a requester can also ask for the 'metadata'** to any request, which would bring into frame any information shared between authorities in the consideration of a response.

NB The County Council will be acting as FOI advisers to the Future Oxfordshire Partnership.

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## **Divisions Affected - ALL**

### **CABINET 18 JULY 2023**

#### **CLIMATE ACTION PROGRAMME SIX MONTH UPDATE**

#### **Report by Corporate Director for Environment and Place**

### **RECOMMENDATION**

1. The Cabinet is RECOMMENDED to
  - a. Note the biannual update on the delivery of the Climate Action Programme (Annex 1).
  - b. Approve adjustments to the programme for 2023/24 (Annex 2).
  - c. Approve the Council's Carbon Management Plan through to 2030 (Annex 3).

### **Executive Summary**

2. This report is a six-monthly update to Cabinet on work to address the Climate Emergency, including updating Cabinet on the delivery of the 22/23 Climate Action Programme workstreams.
3. An updated programme for 2023/24 (Annex 2) includes actions from an internal audit on integration of climate action, and a number of new joint workstreams agreed with the Future Oxfordshire Partnership.
4. The report includes a revised Carbon Management Plan for the Council's own estate and operations. £47.5 million of capital investment has been agreed (within the pipeline and confirmed capital programme) to support the decarbonisation and resilience of the Council's fleet and property. This investment, in tandem with the completion of the street lighting LED retrofit programme in 2023/24 will reduce emissions by a further 58% compared to 2019/20 over the next three years.
5. A second phase of property investment, not yet reflected in the capital programme, is predicted to reduce emissions by a further 18% compared to 2025/26. It was identified that further focus was needed on reducing emissions from staff business travel in private vehicles and a paper taken to SLT with proposals to address this area was supported.

6. Our emissions reduction profile shows that whilst our forecast programmes deliver significant emissions reduction, an 'innovation and inset' programme is needed to reach net zero. This gap is likely to be narrowed following decisions on property disposals. A focus on securing a zero-carbon electricity supply will be needed, as well as looking at options for credible 'inset' (routes to address remaining emissions through investment within the county).

## Climate Action Programme Update 2022/23

### Programme Overview

7. The Council's Climate Action Programme (CAP) delivery programme for 2022/23 was agreed at Cabinet on 21 June 2022.
8. In November 2022, Cabinet agreed the [Environment Principles](#) expanding the Council's focus on climate adaptation and nature alongside the already established focus on climate mitigation in our climate action framework.
9. The 2023/24 delivery plan includes the Council's priority actions across three pillars as set out in figure 3 below:

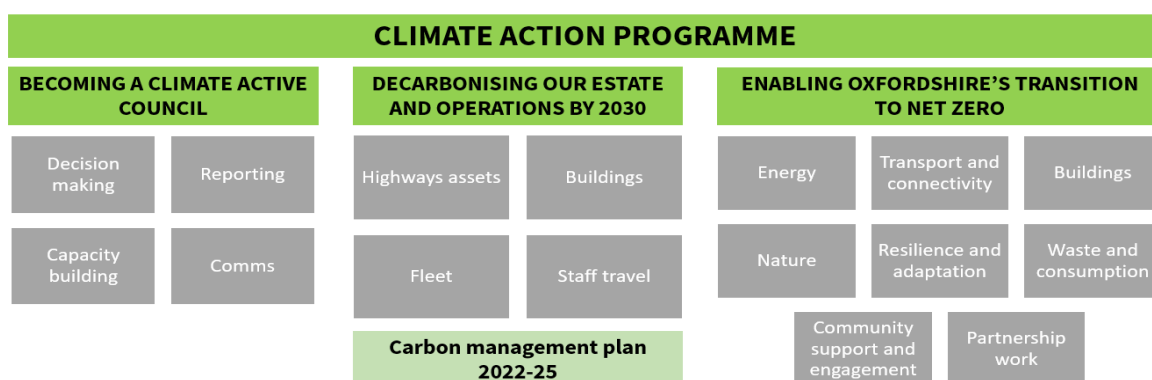


Figure 1 - Three pillars of the Climate Action Programme

### Programme Delivery

10. Programme delivery against the priority actions for 2022/23 is set out in Annex 1. A summary of all the Council's activity on climate action in 2022/23 is available on the [Council's website](#), and summary highlights in Annex 4.
11. Some highlights in the previous six months have included: -
  - (a) Following adoption of the Local Transport and Connectivity Plan (LTCP), work to implement the policies has included progress on Local Cycling and Walking Infrastructure Plans and delivery, engagement on Vision Zero and development of a strategy, development of a transport hub strategy, and ongoing work to develop and deliver school streets and 20mph zones.
  - (b) LTCP targets, KPI's and work that's taken place this last year will be contained in the annual monitoring report, which we will be proposing is agreed by cabinet for publication alongside the Council's LTCP. We are

targeting September 2023 Cabinet, but this is subject to internal sign-off and agreement regarding content and timing.

- (c) Completion of business cases for own estate, fleet and grey fleet decarbonisation alongside the property strategy and agreement of £47.5 million into the capital programme and pipeline.
- (d) Delivery of 'Park and Charge' completed rolling out 250 charge points across 20 car parks. The council is now partnering to pilot EV car clubs in those locations. £3.655 million of capital together with £259,000 of capability funding has been allocated to Oxfordshire to continue the delivery of the Oxfordshire Electric Vehicle Infrastructure Strategy under the Government Local EV Infrastructure programme.
- (e) Following delivery of the nationally recognised Carbon Literacy training to staff and leaders, the council has reached bronze accreditation as a Carbon Literate Organisation; an organisation that is making a substantial commitment to integrating climate action across its business operations.
- (f) Success in a range of new innovation funding with partners to address a range of decarbonisation challenges including development of prototype hydrogen fuelled specialist vehicles (fire engine, road sweeper and ambulance), and two Net Zero Pathfinder places bids focussed on scaling up delivery of quality retrofit particularly addressing supply chain issues.
- (g) Completion of the nationally leading energy systems demonstrator project Local Energy Oxfordshire (LEO), successfully demonstrating the role flexible use of energy (through storage, trading) can play in reducing constraints on the grid, benefiting communities and improving the business case for investment in technologies supporting net zero. The LEO partners, led by SSSEN, including University of Oxford, Low Carbon Hub, and the council have now been successful in a Strategic Infrastructure Funding bid to continue this groundbreaking work programme.
- (h) Following the Council's launch of Oxfordshire ACES (Action on Carbon and Energy in Schools) in September, more than 40 schools supported through energy assessments, thermal imaging visits, one-on-one sessions and webinars. The Council has approved an £800,000 pilot invest-to-save loan scheme to support maintained schools to invest in low carbon technology.
- (i) In anticipation of appointment as Responsible Authority for the Oxfordshire Local Nature Recovery Strategy (LNRS), a LNRS steering group has been set up within the Local Nature Partnership (LNP) and recruitment is underway for a LNRS Project Manager. Work is underway with the Oxfordshire LNP to gather supporting evidence for planning policies to deliver greater than 10% biodiversity net gain, and to agree a set of guiding principles for biodiversity net gain in Oxfordshire.
- (j) DEFRA funding secured for two roles (2yr Fixed Term) focused on defining tree and woodland opportunities across the county through community

engagement. £3 million Capital for planting standard trees and creation of two in-house teams to deliver this over four years. This is to ensure adherence to replacing individual trees with two new standard trees in line with the Tree Policy approved in April 2022. Separate Capital investment secured to deliver tree planting in every parish across the county, which has enabled 450 trees being planted by end of March 2023.

- (k) Additional funding has been provided to the Community Action Group (CAG) network starting on 1 December 2022. Alongside increased support to groups the increased funding has enabled the CAG project to support the opening of three new libraries of things across the county helping us move to a circular economy; expand the community wealth building work into new areas of Oxfordshire, developing green skills in local communities; and continue and expand projects connecting communities with nature.
- (l) Creation of a countywide working group on climate adaptation and commencement of a climate vulnerabilities risk assessment for Oxfordshire.

12. Exceptions to delivery have included:

- (a) The creation of a circular economy strategy for Oxfordshire, originally due to complete in 2022/2023, has been reprofiled to 2023/2024 due to resource constraints and the need for stakeholder engagement.
- (b) Delivery for the Home Upgrade Grant Phase 1 (HUG1 - one of the Council's four successful bids for funding to retrofit homes) has experienced significant supply chain challenges. This has been a persistent national problem under HUG1 as the industry adapts to the new certification regime now required for government funded retrofit schemes. Other challenges included the very limited timescale available under HUG1 to deliver complex retrofit schemes to eligible off gas properties. Of the £1.9m capital funding awarded under HUG1 approximately £1.2m was spend on retrofit measures to 121 properties. Oxfordshire along with many other areas will be returning unspent funding as delivery is not allowed to overlap with subsequent allocations of funding for HUG2 (which Oxfordshire was successful in securing £6m over 2 years) which started in June. Despite declaring an underspend on HUG1, The Department of Energy Security and Net Zero has confirmed that Oxfordshire is in the upper quartile for performance under HUG1. Delivery for residents will move into Oxfordshire's HUG2 funding allocation running from June 2023 to March 2025. The 2 year HUG 2 programme allows for a more strategic approach to reaching eligible grant beneficiaries and building a more consistent flow of work for contractors on the ground. The County is also in the process of concluding its £1m Local Authority Delivery (LAD3) programme for on gas properties where all the funding has been spent on retrofit measures to 120 properties.

## **Climate Action Programme 2023/24**

13. Annex 2 shows an updated programme for 2023/24.

### **Climate Action Audit**

14. In late 2022 the Council carried out an audit on integration of climate action across its business processes and governance.
15. The audit recognised the significant work the Council has already conducted in areas such as climate strategy, climate impact assessment and training for staff.
16. The audit identified areas to improve integration including: developing financing strategies for the Council's internal and external net zero targets, a clearer trajectory to 2030 for its own estate target, and integration of climate action within a larger number of services business plans through the Service and Resource Planning process. Actions will be completed across 2023/24.

### **Joint Workstreams with Future Oxfordshire Partnership**

17. Work has been taking place with the Future Oxfordshire Partnership (FOP) on net zero route mapping based on the Pathways to a Zero Carbon Oxfordshire report. Five areas have been agreed as joint workstreams to take forward jointly with FOP to accelerate the Pathways to a Zero Carbon Oxfordshire outcomes:
- (a) Electric Vehicle Charging workstream to deliver Oxfordshire Electric Vehicle Infrastructure Strategy particularly focussing on parish councils and enabling car clubs. This work will be led by the Council in line with the recent DFT funding announcement.
  - (b) Retrofit workstream bringing together work on skills, the active innovation projects such as the Net Zero Pathfinder Places Programme and LEO2 looking at scaled up delivery models for retrofit, and capital delivery.
  - (c) Local Area Energy Planning – In conjunction with the Distribution Network Operators and Oxfordshire councils creating a plan and pipeline of net zero infrastructure required across Oxfordshire.
  - (d) Offset investment model – In partnership with the Local Nature Partnership Capital working group developing a private sector investment model into tree planting.
  - (e) Green financing – Exploration of green financing options.
18. Proposals for improved performance monitoring and programme reporting via increased use of key performance indicators are being developed, in line with corporate best practice.

### **Carbon Management Plan 2022-30 Annual Update**

19. The Carbon Management Plan 2022-30 (Annex 3) is the Council's detailed approach to reducing the emissions from our own buildings, highways electrical assets, fleet, and staff business travel. It has been updated through to 2030.
20. The actions (2022-25) set out in this plan, combined with the decarbonisation of the electricity supply, are forecast to reduce emissions to about 5,630 t CO<sub>2</sub> by

2025/26. This is equivalent to a 79% reduction from our 2010/11 baseline. The most significant reductions will come from:

- a. completion of the street lighting LED conversion programme
- b. delivery of Public Sector Decarbonisation Scheme building energy efficiency measures
- c. delivery of phase 1 property energy efficiency projects (properties planned for 2023/24 in capital programme, 2024/25 in capital pipeline)
- d. initiation of the fleet replacement programme (pending capital programme funding)
- e. implementation of the essential user electric vehicles for high-mileage business travel users (pending capital programme funding)

21. Figure 2 shows our emissions trajectories to 2030/31 as currently modelled. The CMP – capital programme line shows the trajectory based on projects already in the capital programme and any additional secured grant funding. The CMP – capital programme & pipeline line shows the trajectory of all the projects listed in the Carbon Management Plan i.e. assumes all the projects currently in the capital pipeline will be approved for funding.
22. The Further Interventions line models activities that could further reduce our carbon emissions (figure 2). Further carbon reductions may be delivered in this line following decisions on building disposals in the property strategy. This is a critical interdependency to the delivery of this programme.

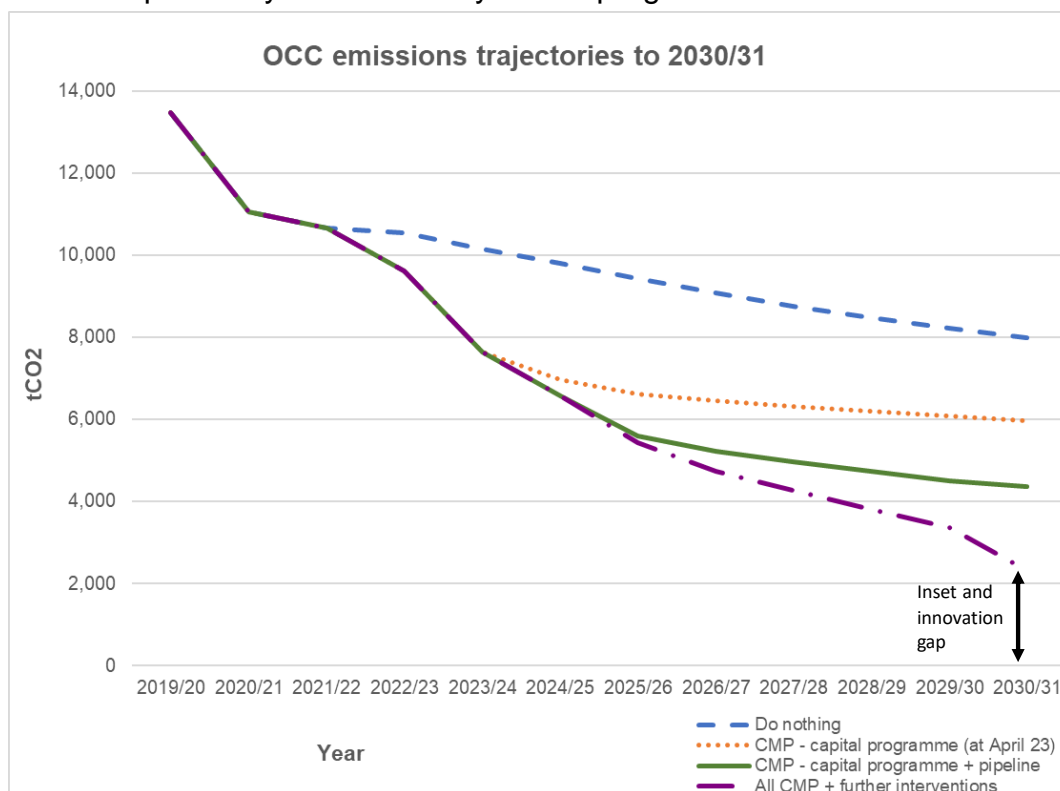


Figure 2 – emissions trajectories to 2030/31 (CMP = Carbon Management Plan)



*Figure 2: Modelled 'Further Interventions'*

- Further retrofit works in remaining property (note if decisions are made on property disposals this line will become steeper)
- Electrification of the remaining diesel fleet vehicles not included in the current three-year programme due to long-term leases.
- Implementation of the new Street Lighting and Illuminated Assets policy.
- LED conversion of heritage street lighting columns; LED conversion of the residual 77 traffic signal; and LED conversion or de-illumination of the remaining halogen illuminated bollards & signs.
- Reductions in emissions from business travel through for example systems, governance, car sharing, service-specific electric vehicles and location-based electric pool vehicles.

23. A paper was taken to the Strategic Leadership Team on a programme of work focussed on tackling emissions from staff business travel. The proposals were supported, and work will begin in 2023/24 to initiate a programme of activities to assess opportunities to reduce carbon emissions with smarter, lower-carbon solutions.
24. As the Council's net-zero target is 20 years ahead of national legislation, our model recognises an 'Innovation/inset' gap as the grid will not be fully decarbonised and options particularly for large fleet are unlikely to be commercially viable. To address this we will:
- Seek innovation partnerships for 'hard to decarbonise' areas that are unlikely to have viable commercial solutions by 2030 e.g., Fire and Rescue Service Fleet through our work with ULEMCo funded by Advanced Propulsion Centre<sup>1</sup>.
  - Assess opportunities to directly source zero carbon electricity (e.g., private wire, or renewable generation at other sites such as Park and Ride) to offset residual emissions in grid electricity.
  - Work with the Local Nature Partnership on developing credible inset models which attract private finance into sequestration in Oxfordshire. Whilst the council's own offset needs and approach are not yet agreed, this may provide an option for future consideration.

### **Carbon Insetting**

- Carbon offsetting refers to the purchase of a tradeable unit, representing emissions reductions, to balance the climate impact of an organisation, activity or individual, and could be applied to address any emissions not tackled through the measures outlined. This may include nature-based solutions or other technologies such as carbon capture and storage (CCS).
- Carbon insetting is a form of offsetting where carbon mitigation projects are run

<sup>1</sup> [Pioneering scheme to develop hydrogen powered fire engines awarded £3.9m \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk/news/pioneering-scheme-to-develop-hydrogen-powered-fire-engines-awarded-£3.9m)

inside the authority's geographic boundary. Insetting demonstrates action against a council's own organisational targets while reducing county wide emissions. It will be preferable to adopt carbon insetting approach to deal with our residual emissions over market-based carbon credits.

- It should be noted that even after reducing energy demand, carrying out energy saving activities and implementing suitable innovative opportunities, there will be a residual amount of carbon (around 2,726 tCO<sub>2</sub>e<sup>2</sup>) that will need to be offset/inset for Oxfordshire County Council to reach its net zero 2030 target for its operational emissions.

## Corporate Policies and Priorities

25. The Climate Action Programme supports the Council's commitments to tackle the climate emergency and create a climate resilient county, as identified in the Climate Action Framework, and is the first of the nine council priorities as expressed in the Strategic Plan 2022-25.

## Financial Implications

26. The Pathways to a Zero Carbon Oxfordshire report identified the need for £3.5 billion of investment by public, private sector and civil society to lead to a halving of emissions by 2030 in Oxfordshire. A combination of government and Oxfordshire County Council investment (grants, capital and revenue) will only be able to fund part of this investment. A significantly greater share will be required to come from private investment, particularly the green and private sector markets.
27. The Climate Action Programme Board is overseeing the development of the financing strategy for both the 2030 internal carbon reduction and 2050 Oxfordshire-wide ambitions led by Corporate Finance. The aim is to develop the strategy over the next six months.
28. Any new activity around Property plans will incur additional costs including the costs of any retro fitting, retro fitting costs were not agreed as part of the 2023/24 capital bidding process.
29. In respect of the authority's current plan the table below provides a breakdown of the Climate related capital budget in the MTFP which totals over £122m million.

Investment Programme	Budget to 2023/24 £'m	Status
Climate Change	1.044	Revenue - Management & Oversight
Highway Street Lighting	40.000	In Progress
Green Homes	4.900	In Progress
Agile Working	4.700	In Progress

<sup>2</sup> NOTE: The residual emissions is based on a model and might vary as we deliver our carbon management programme.

Active Travel	11.500	In Progress
School Energy Efficiency Loan	0.800	Approved by Cabinet in May 2023
Tree Planting Programme	2.700	Awaiting Cabinet Approval
One Fleet - Transform Vehicle Fleet	18.000	Awaiting Cabinet Approval
One Fleet Charging Point	0.374	In progress
Electric Vehicle Charging Infrastructure	0.700	Government Grant Funded
Household Waste Recycling	35.500	Pipeline - Strategy currently being developed
Partial phase 1 property decarbonisation works	1.809	Initial business case approved, moving into design
Total	122.027	

Comments checked by: [Danny.Doherty@Oxfordshire.gov.uk](mailto:Danny.Doherty@Oxfordshire.gov.uk)

## Legal Implications

30. This report does not raise legal implications. In May 2019 the Government committed to achieving net zero carbon emissions by 2050, recognising much of this reduction must happen before 2030. Local councils play a vital role in making sure the UK is prepared for the impacts of climate change at a local level and are able to decide how best to address these challenges. The taking of such action is lawful under the general power of competence in Section 1 of the Localism Act 2011.

Comments checked by: [Jennifer.Crouch@Oxfordshire.gov.uk](mailto:Jennifer.Crouch@Oxfordshire.gov.uk)

## Staff Implications

31. Staff involvement in current programme delivery is funded by agreed resource allocation and grant funding.
32. Investment has been agreed within the Medium-Term Financial Plan to expand the Council's Climate Action Service staffing and recruitment is taking place.

## Equality & Inclusion Implications

33. This report does not raise any specific equalities implications. The Council's Climate Action Framework aims to ensure a fair sharing of costs and benefits and avoiding energy inequality.

## Sustainability Implications

34. The Climate Action Programme is at the centre of the Council's commitment to tackle the climate challenge.

## Risk Management

35. Risks are managed through central climate risk registers, split between the 2030 target and the 2050 county-wide target, and reviewed as a standing item at each programme board.

36. Following the best practice audit recommendation, the consideration of climate related risks at an operational level will be developed and managed through inclusion of climate risks in departmental risk registers, with support, training and processes from Insight and Corporate Programmes, and the Climate Action Service.

## **Partnership**

35. The council is working jointly in a number of formal and informal forums on activity to tackle the climate emergency, including through the Greater South East Net Zero Hub, Local Nature Partnership, Future Oxfordshire Partnership, LEO and actively leading a number a workstreams under the Zero Carbon Oxford partnership.
36. A recent paper to the Zero Carbon Oxford partnership from both the county and city councils agreed the possibility of district councils joining the working groups sat under that partnership.

## **Communications**

37. A new communications strategy for Climate Action is being developed including reviewing improvements to web presence.

## **Key Dates**

38. October – Following publication of national emissions data sets and internal carbon data report on Greenhouse Gas Performance, and key performance indicator agreement linked to the Pathways to a Zero Carbon Oxfordshire.

Annex:

- 1 – Climate Action Programme delivery plan 2022/23 update
- 2 – Climate Action Programme delivery plan for 2023/24
- 3 – Carbon Management Plan 2022-30
- 4 – Climate Action summary highlights

Bill Cotton, Corporate Director for Environment and Place

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Sarah Gilbert,  
Head of Climate Action,  
[sarah.gilbert@oxfordshire.gov.uk](mailto:sarah.gilbert@oxfordshire.gov.uk),  
07867467797

June 2023

## Appendix 1 – Overview of Climate Action Programme 2022/23 Delivery Plan

The table below provides an overview of the actions included in the 2022/23 delivery plan for the Climate Action Programme, across its three pillars:

- Becoming a climate active council
- Decarbonising our estate and operations by 2030
- Enabling Oxfordshire's transition to net zero.

Climate Action Programme 2022/23 delivery plan		
<b>Becoming a climate active council</b>		<b>RAG</b>
<b>Deliver climate action objectives and outcomes through the Delivering the Future Together (DtFT) programme</b>	Director Strategy, Insight and Comms	<b>G</b>
<ul style="list-style-type: none"> <li>• Carbon literacy training was made available to the DtFT Champions to enable better integration across both programmes.</li> </ul>		
<b>Procure a carbon accounting framework and toolkit to support decision making</b>	Capital Programme Manager	<b>G</b>
<ul style="list-style-type: none"> <li>• Initially scoped out with Atkins but halted to avoid duplication when OCC invited to take part in Future Highways Research Group on a carbon accounting methodology linked to highways.</li> <li>• Full delivery will extend into 2023</li> </ul>		
<b>Expand Scope 3 greenhouse gas reporting (supply chain emissions)</b>	Head of Procurement Contract Management	<b>G</b>
<ul style="list-style-type: none"> <li>• A new policy has been proposed and is currently progressing through the forward plan process. The policy sets out the key steps that the Council will follow to increasingly align OCC supply chain emissions with science-based targets, with a focus on engaging suppliers and working collaboratively to bring forward low-carbon options in contract delivery.</li> <li>• A Sustainable Supply Chain post is expected to be recruited to in Q1 23/24 to lead this work area</li> </ul>		
<b>Expand Carbon Literacy training</b>	Head of Climate Action	<b>G</b>
<ul style="list-style-type: none"> <li>• Approximately 200 staff have completed the nationally recognised Carbon Literacy Training across the Council</li> <li>• Bronze level accreditation as a Carbon Literate Organisation was received in April 2023.</li> <li>• A business case has been developed to expand to Silver accreditation and potential to offer to external organisations.</li> <li>• 7 members of Cabinet completed Carbon Literacy training in Q4</li> </ul>		
<b>Deliver 'Oxfordshire Net Zero' comms and behavioural change programme for residents, local businesses, and community groups</b>	Director Strategy, Insight and Comms	<b>G</b>
<ul style="list-style-type: none"> <li>• Development of a communications strategy is due to be complete by Q1 2023-2024 for implementation in 2023-2024</li> </ul>		

<b>Decarbonising our estate and operations by 2030</b>		<b>RAG</b>
<b>Deliver Carbon Management Plan (CMP) 2022-25 and the planned actions for 2023/24 (estate, fleet, highway assets and staff travel)</b>	Director Joint Property Services/ Head of Climate Action	<b>G</b>
<ul style="list-style-type: none"> <li>• Delivery of CMP in 2022/23 on track - including streetlighting investment programmes and Public Sector Decarbonisation funded projects</li> <li>• Investment plans submitted for fleet, high mileage users and property are now reflected in the capital pipeline and programme</li> <li>• Following audit recommendations, the CMP has been reviewed to set out strategic actions to reduce emissions to the levels required by the 2030 target and is included in appendix 3</li> </ul>		
<b>Enabling Oxfordshire's transition to net zero (linked to PAZCO)</b>		
<b>Transport and connectivity</b>		<b>RAG</b>
<b>Adopt and implement Local Transport and Connectivity Plan (LTCP), including embodied carbon policy</b>	Director of Transport and Infrastructure	<b>G</b>
<ul style="list-style-type: none"> <li>• Following adoption of LTCP work to implement the policies has included progress on Local Cycling and Walking Infrastructure Plans and delivery, engagement on Vision Zero and development of a strategy, development of a transport hub strategy, ongoing work to develop and deliver school streets and 20mph zones</li> </ul>		
<b>Explore PAS2080 standard to minimise carbon emissions in infrastructure projects</b>	Head of Place Making	<b>A</b>
<ul style="list-style-type: none"> <li>• Following identification of resource, this project (to assess, manage and minimise carbon emissions in transport infrastructure projects) is now linked to work with the Future Highways Research Group in 2023/24</li> </ul>		
<b>Develop Strategic Active Travel Network plan</b>	Infrastructure Strategy Team Leader	<b>G</b>
<ul style="list-style-type: none"> <li>• Programme to develop a County-wide cycle network with aim to link LCWIP urban areas and villages</li> <li>• Funding agreed</li> </ul>		
<b>Expand Electric Vehicle (EV) charging infrastructure</b>	Team Leader – EV Integration	<b>G</b>
<ul style="list-style-type: none"> <li>• The Council has successfully completed the Park and Charge project</li> <li>• The Office for Zero Emissions Vehicles (OZEV) have approached OCC with the offer of £700K to fund roll out of up to 500 EV charging gulleys to enable connections between wall-mounted chargers and kerbside vehicles.</li> <li>• The grant offer is in the process of being accepted and planning for delivery initiated. Delivery is expected to start in 2023/24 but will continue through to 2024/25.</li> <li>• £3.655m of capital together with £259k of capability funding has been allocated to Oxfordshire to continue the delivery of the Oxfordshire Electric Vehicle Infrastructure Strategy under the Government Local EV Infrastructure programme.</li> </ul>		

<b>Buildings</b>		<b>RAG</b>
<b>Develop retrofit partnership and Oxfordshire retrofit strategy and pipeline</b>	Head of Climate Action	<b>A</b>
<ul style="list-style-type: none"> <li>The Council completed delivery of phase 1 of retrofit (LAD1b) and is forecasting successful completion of delivery of the Sustainable Warmth Fund allocation.</li> <li>In common with the national picture for the Home Upgrade Grant 1 allocation, supply chain issues have delayed completion. Agreement has been reached with contractors and funding body for a managed closure period to extend the delivery by 2 months into 2023/24. The Council is forecasting returning a proportion of this funding. Funding will remain available to residents in Home Upgrade Grant 2 £6.4m which commences in June 2023.</li> <li>A series of round table events took place with key stakeholders including OXLEP and Low Carbon Hub focussing on retrofit skills and supply chain and customer journey for Q3/Q4 to support strategy development.</li> <li>The Council is a partner in a successful Net Zero Pathfinders bid – Futurefit One Stop Shop looking at creating an enabling environment in Oxfordshire to support transformational change in retrofit pace and outcomes.</li> </ul>		
<b>Energy</b>		<b>RAG</b>
<b>Develop local energy planning approach and support investibility of solar generation and heat pumps</b>	Head of Climate Action	<b>G</b>
<ul style="list-style-type: none"> <li>A partnership steering group has been agreed with local authority partners to progress development of an Oxfordshire Local Area Energy Planning approach in 2023/24</li> <li>The Energy Insights tool created under Project LEO is due to be further developed following a funding bid to support local area energy planning as access to key spatial data is needed.</li> <li>A second phase of Project LEO (LEON) has been funded for feasibility under the Strategic Innovation Fund. Partners include Low Carbon Hub, SSE, the County and City Councils and Oxford University.</li> <li>Initial work on two Heat Networks Readiness funding bids has commenced, with progression to delivery due to commence in Q2 2023/24.</li> </ul>		
<b>Waste and consumption (circular economy)</b>		<b>RAG</b>
<b>Develop Oxfordshire circular economy strategy</b>	Head of Environment and Circular Economy	<b>G</b>
<ul style="list-style-type: none"> <li>Initial investigations and baseline development underway.</li> <li>Due to the complexity of stakeholders involved this work has been re-profiled to continue into 2023</li> </ul>		
<b>Support expansion of Community Action Groups' impact, diversity and inclusion</b>	Head of Environment and Circular Economy	<b>G</b>
<ul style="list-style-type: none"> <li>Additional funding of £90k per year awarded to support Community Action Groups Oxfordshire, entering into a grant agreement.</li> </ul>		



<ul style="list-style-type: none"> <li>The agreement will support expansion of their current work to focus on the circular economy, nature recovery and community wealth building.</li> </ul>		
<b>Adaptation and resilience</b>		<b>RAG</b>
<b>Develop adaptation and resilience strategy</b>	Head of Climate Action	<b>G</b>
<ul style="list-style-type: none"> <li>Consultants have been commissioned to develop a countywide evidence base and strategy to identify the measures required to build resilience across Oxfordshire, with an initial report on current vulnerabilities completed in Q4 2023.</li> </ul>		
<b>Natural environment</b>		<b>RAG</b>
<b>Develop Nature Recovery Strategy (NRS) for Oxfordshire</b>	Principal Biodiversity Officer	<b>G</b>
<ul style="list-style-type: none"> <li>Guidance from DEFRA has recently been published, which had previously been an unavoidable delay to the development of the strategy.</li> <li>Work has also progressed through the establishment of a steering group and recruiting for a project manager.</li> <li>The next step will be the official appointment as responsible authority, to be discussed with DEFRA along with funding to be received in May 2023. A paper is being taken to Cabinet in May, with the expectation that the Council will be appointed as responsible authority, allowing development of the NRS to formally commence in Q2 2023/24.</li> </ul>		
<b>Develop biodiversity net gain policy guidance</b>	Principal Biodiversity Officer	<b>A</b>
<ul style="list-style-type: none"> <li>Delays to the publication of DEFRA guidelines has continued to delay the establishment of a policy. A local nature partnership has been created to establish biodiversity net gain principles which should help to inform the policy once guidelines have been published.</li> </ul>		
<b>Community support and engagement</b>		<b>RAG</b>
<b>Implement a climate outreach strategy to support communities and local businesses</b>	Head of Climate Action	<b>G</b>
<ul style="list-style-type: none"> <li>A resident facing website 'Climate Action Oxfordshire' has been developed</li> <li>Oxfordshire has continued to act as founder member of Oxfordshire Greentech</li> <li>Wider strategy development has been on hold pending recruitment into new climate action service and has therefore been re-profiled for commencement in 2023/24.</li> </ul>		
<b>Implement schools' energy and carbon reduction support programme aiming for £400k investment in year 1</b>	Head of Climate Action	<b>G</b>
<ul style="list-style-type: none"> <li>Following the launch of Action on Carbon and Energy in Schools (ACES) programme to support maintained schools to reduce energy usage, more than 40 schools have been engaged with via energy assessments, thermal imaging visits, bespoke advice and guidance on energy saving actions, webinars and how-to videos.</li> <li>Ongoing energy assessments and advice will continue into 2023/24</li> <li>A recycling loan for schools to been added to the capital programme for launch in 2023/24</li> </ul>		



Partnership work		RAG
<b>Lead on producing cross-Oxfordshire net-zero route map and action plan through Future Oxfordshire Partnership (FOP)</b>	Head of Climate Action	G
<ul style="list-style-type: none"> <li>A Net Zero Route Map and Action Plan was created and presented to the FOP in Q4 of 2022/23 with recommendations on 5 priority workstreams agreed, and a workplan due to commence in Q1 2023/24</li> </ul>		

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## Appendix 2 – Overview of Climate Action Programme 2023/24 Delivery Plan

Activities included in the 2023/24 Climate Action Programme are as follows:

Climate Action Programme 2023/24 delivery plan	
Becoming a climate active council	
Procure a carbon accounting framework and toolkit to support decision making in capital projects	Director of Transport and Infrastructure / Head of Climate Action
Expand Carbon Literacy training – targeting silver status	Head of Climate Action
Develop Net Zero Investment Strategy including exploring diverse options for funding accelerated climate action.	Head of Financial Strategy
Deliver outcomes of climate action integration audit	Various
Deliver Cabinet / SLT climate and adaptation awayday	Chief Executive
Decarbonising our estate and operations by 2030	
Deliver <i>Carbon Management Plan 2022-30: planned actions for 2023/24</i> (estate, fleet, highway assets and staff travel)	Director of Joint Property Services/ Head of Climate Action
Support schools through Action on Carbon and Energy in Schools programme and deliver and evaluate success of loan scheme	Head of Climate Action
Expand Scope 3 greenhouse gas reporting (supply chain emissions) and develop emissions reduction roadmaps with key suppliers (Scope 3)	Head of Procurement Contract Management
Enabling Oxfordshire's transition to net zero – Pathways to a Zero Carbon Oxfordshire Outcomes	
Transport and connectivity	
Implement Local Transport and Connectivity Plan, including embodied carbon policy	Director of Transport and Infrastructure
Delivery of Oxfordshire Electric Vehicle Infrastructure Strategy, particularly LEVI	Team Leader - EV Integration
Evaluate and extend Car-Share schemes enabling reduced vehicle ownership	Lead Technologist – EV Integration
Buildings	
Delivery of retrofit innovation programmes – Net Zero Pathfinders - Futurefit One Stop Shop and Heat Network Ready programmes	Head of Climate Action
Delivery of Home Upgrade Grant 2	Head of Climate Action
Input into the development of strong local planning policy driving environmental outcomes	Head of Strategic Planning
Energy	
Develop and delivery of Local Area Energy plan for County	Head of Climate Action / FOP Infrastructure Advisory Group
In partnership, delivery of Local Energy Oxfordshire Neighbourhoods (LEON) programme expanding our work on smart energy systems	Head of Climate Action / Consortium
Waste and consumption (circular economy)	
Develop Oxfordshire circular economy strategy	Head of Environment and Circular Economy
Delivery of strong climate outcomes in the Minerals and Waste Local Plan	Head of Strategic Planning
Adaptation and resilience	
Develop OCC and Oxfordshire climate risk assessment using UKCCC framework. Prioritise risk assessment and emergency planning around extreme events.	Head of Climate Action

Develop an adaptation strategy which incorporates the role of people, nature and technology in adapting and building resilience Engage a diverse range of Public, Community and Private organisations and communities including FOP / LEP, ECI, other departments and universities. Pilot flood wardens' engagement programme	Head of Climate Action  Principal Officer – Flood Risk Management
<b>Natural environment</b>	
Develop Nature Recovery Strategy for Oxfordshire, integrating with adaptation strategy	Principal Biodiversity Officer
Develop biodiversity net gain policy guidance	Principal Biodiversity Officer
Working with Natural Capital Investment Group for LNP to develop offset model for Oxfordshire	Head of Climate Action / Oxfordshire Local Nature Partnership Manager
Deliver tree replacement programme, including development of County-wide partnerships and collaborations to increase tree cover.	Head of Environment and Circular Economy / Principle Officer - Arboriculture
<b>Community support and engagement</b>	
Develop new climate engagement and comms strategy	Director Strategy, Insight and Comms
Develop and implement engagement and activation program around climate adaptation for Parish/Town Councils/local meetings	Head of Climate Action
Continue to support scale up of Community Action Group network	Head of Environment and Circular Economy
<b>Partnership and Strategy</b>	
Review the Council's climate action framework and alignment with the Pathways to a Zero Carbon Oxfordshire evidence base	Head of Climate Action

# **Carbon Management Plan**

## **2022 – 2030**

**June 2023**

## Contents

1. Introduction .....	3
1.1. Putting our own house in order .....	3
2. Progress so far .....	4
3. Our emissions .....	5
3.1. Scope 1, 2 and 3 emissions within scope of our net-zero target .....	6
4. Our approach .....	7
4.1. Guiding principles .....	7
4.2. Decarbonisation approach .....	7
4.2.1. Buildings .....	7
4.2.2. Highways electrical assets (streetlighting, traffic signals and signage) .....	9
4.2.3. Fleet .....	11
4.2.4. Staff business travel .....	14
4.3. Estimated emissions reduction .....	17
4.4. Innovation and Insetting .....	18
4.5. Financing the transition .....	19
5. Carbon Management Plan 2022-30 .....	20
6. Actions undertaken and completed in 2022/23 .....	21
7. Actions for 2023-25 .....	26
8. Actions for 2025-30 .....	31
9. Supply chain and schools .....	34
9.1. Tackling our supply chain emissions .....	34
9.1.1. Scope 3 - highways maintenance .....	35
9.2. Schools .....	36

# 1. Introduction

Oxfordshire County Council has committed to reaching net-zero carbon emissions in our estate and operations by 2030 and to embed climate considerations into all our decision making. In 2020, we published our Climate Action Framework, setting out how we are going to reduce our emissions, transform into a climate active organisation and play our part in Oxfordshire's transition to net-zero.

Since then, addressing the climate and ecological emergency has become the Council's number one priority. The Climate Action Framework is complemented by the Climate and Natural Environment Policy Statement which was approved by Cabinet in November 2022 and re-affirmed our commitment to the shared environmental principles of the Oxford-Cambridge Arc.

The Carbon Management Plan 2022-30 sets out the approach to reducing the emissions from our buildings, highway assets (streetlighting, traffic signals and signage), fleet and staff business travel in their own vehicles. These are the emissions that we committed to reduce to net-zero by the end of this decade. The Plan is part of a wider Climate Action Programme that also includes our actions to embed climate and ecological considerations into the organisational DNA and importantly to enable Oxfordshire's transition to net-zero across transport and connectivity, buildings, schools, energy systems, waste and consumption, and the natural environment.

## 1.1. Putting our own house in order

While our corporate emissions represent only 0.28% of Oxfordshire's total<sup>1</sup>, we are conscious that we all need to play our part in the transition to net-zero, adopting more efficient ways of working, travelling, and consuming. By leading the way and seeking to become net-zero significantly ahead of the national 2050 timeline, we hope to demonstrate what can be achieved and inspire residents and local businesses to join us on this rewarding journey.

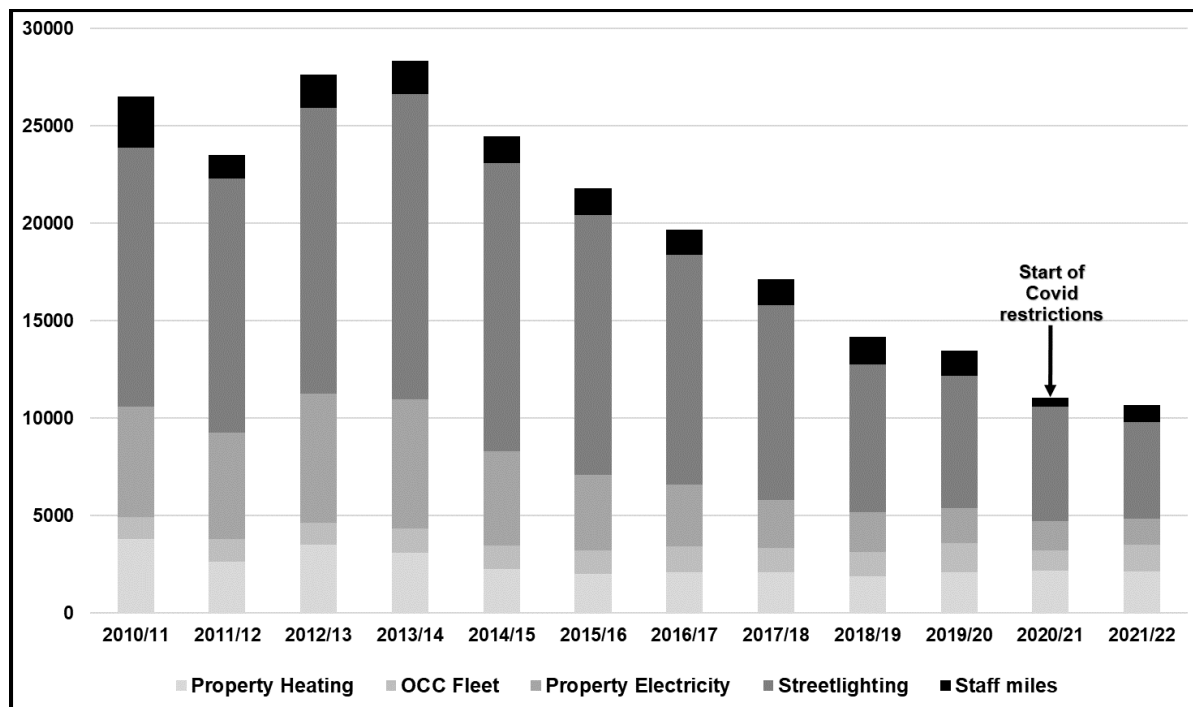
The Carbon Management Plan 2022-30 outlines the decarbonisation approach taken for each area of our 'net-zero by 2030' target, as well as short-term and longer-term actions that make up to the Council's emissions trajectory to 2030/31.

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<sup>1</sup> Oxfordshire's total 2020 emissions as reported in the Oxfordshire Net Zero Route Map & Action Plan

## 2. Progress so far

In the 11 years between our baseline year of 2010/11 and 2021/22, our emissions have decreased by 60%<sup>2</sup>.



**Figure 1: Evolution of emissions included in our 'net-zero by 2030 target'**

Key past projects and initiatives to decarbonise our estate and operations:

- 87 per cent of street lighting replaced with LEDs.
- LED replacement programme at two Park & Ride sites completed at the end of 2020/21 resulted in a 54% reduction in site electricity consumption.
- Awarded £2.1m for heat decarbonisation and energy efficiency measures at seven corporate buildings and four schools through the Public Sector Decarbonisation Scheme (PSDS) round 1.
- Further £856k of funding attained under PSDS round 3a for heat decarbonisation and insulation measures at one corporate site and five schools, works to be completed by March 2023.
- 42 solar panels installed at Ron Groves House in Kidlington.

<sup>2</sup> As part of the council's commitment to continuously improve and expand its data reporting, emissions figures per year might change as additional emissions sources are identified. During 2021/22 four additional sources were added and to allow direct comparison, the emissions in 2019/20 and 2020/21 were also updated:

- Fuel used in OCC Highways fleet refuelled at depots managed by Milestone, which was previously reported in Scope 3 contractor's emissions, was moved to our scope 1.
- Fuel used in OCC's fleet minibus refuelled at Wallingford and Cherwell Depot.
- Business mileage done by agency staff
- Daily hire car mileage

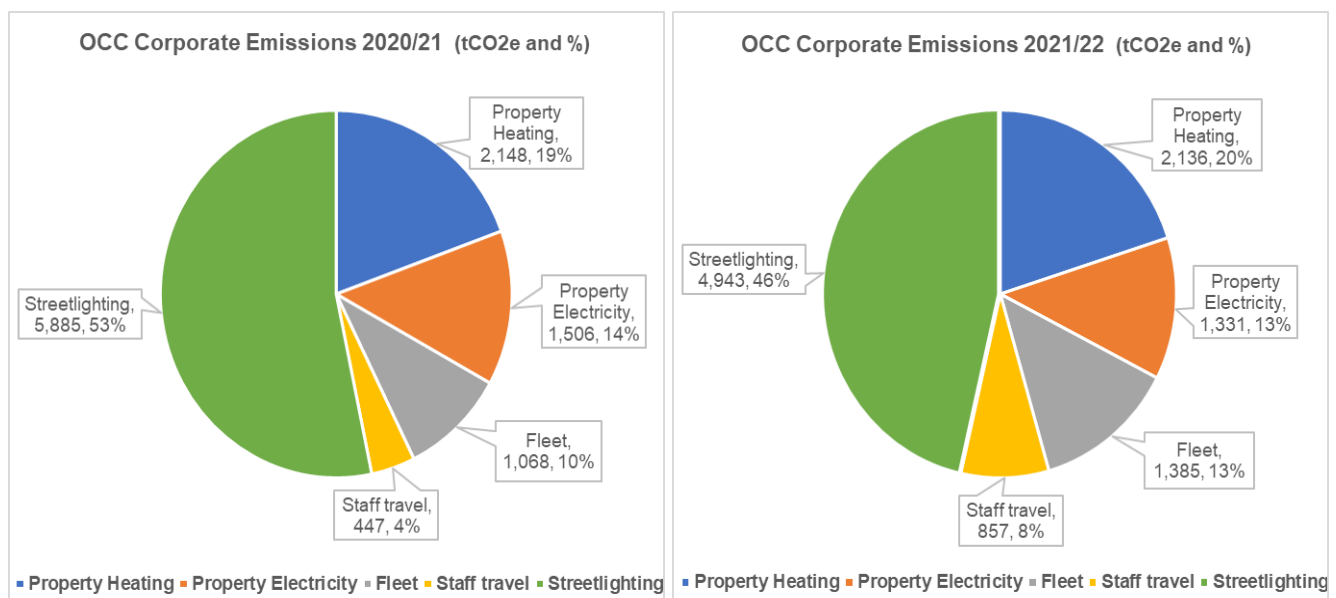


- Benson Library off the gas grid with solar panels, battery storage and an air-to-air heat pump.
- Property Strategy developed and adopted in November 2022.
- Virtual meetings and agile working framework adopted.
- 34 electric vehicles and 46 charge points on Council sites.
- Three electric pool cars and two electric bikes available to staff since 2019 and trial of four dedicated ebikes with three city-based teams.

### 3. Our emissions

In 2021/22, 46% of our emissions came from streetlighting and 33% from our buildings. Fleet and staff travel emissions combined represented about 21%.

In 2020/21, due to COVID restrictions and changes in work practices, fleet and staff travel emissions dropped by 27% and 67% respectively. We expected that, in 2021/22, emissions from highways assets and electricity usage in buildings would continue to decline, while fleet and staff travel emissions were likely to show a degree of bounce back as services resumed. Emissions from streetlighting and property did decrease in 2021/22 compared to 2020/21. However, as expected, emissions from both fleet and staff business travel increased in 2021/22 compared to 2020/21. Emissions for both still remain lower than the 2019/20 pre-COVID levels.

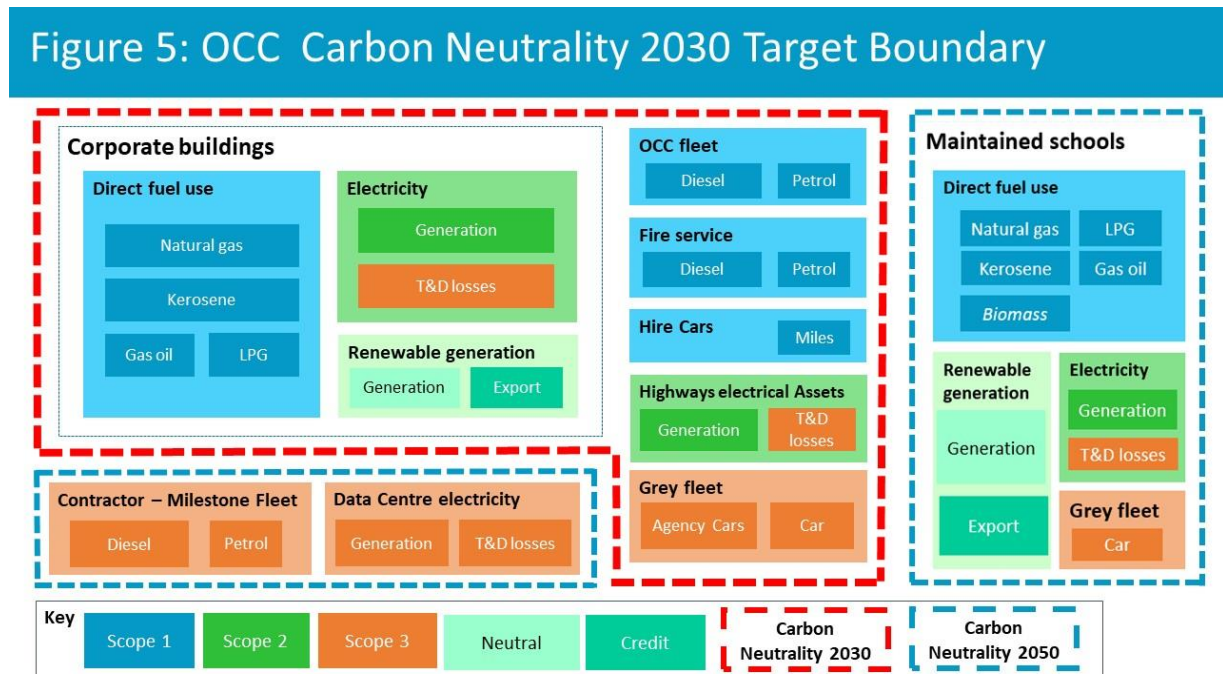


**Figure 2: OCC corporate emissions 2020/21 and 2021/22<sup>3</sup>**

<sup>3</sup> Source: 2021/22 Greenhouse Gas report

### 3.1. Scope 1, 2 and 3 emissions within scope of our net-zero target

Figure 3 shows the scope of emissions reported in our annual Greenhouse Gas report and the boundary of our net-zero by 2030 target.



**Figure 3: Boundary of our net-zero by 2030 target**

This Carbon Management Plan covers the following emissions, as described in our annual Greenhouse Gas report, which are within scope of our net-zero by 2030 target:

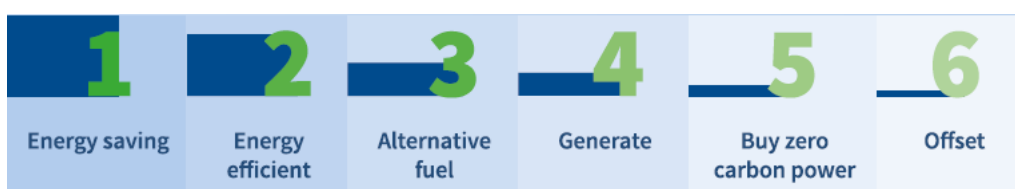
Scope 1	direct emissions from fuel use on Council estate and fleet
Scope 2	indirect emissions from purchased electricity
Scope 3	indirect emissions from staff travel (grey fleet) and electricity distribution

## 4. Our approach

### 4.1. Guiding principles

Our decarbonisation approach is guided by the following principles:

- **Demand reduction (avoid-shift-improve).** Our actions embody the ‘energy hierarchy’ to reduce demand and ensure best value. We prioritise actions that avoid energy consumption, such as avoiding unnecessary journeys, and actions that save energy, such as replacing streetlighting with LEDs. Saving energy not only reduces the amount of carbon emitted but protects against price increases. Once energy demand has been minimised, fossil fuels are replaced with cleaner energy, ideally locally produced renewables, and in relation to vehicles, with zero tailpipe emissions alternatives. Offsets are only used as a last resort.



- **Inclusive transition.** We consider the potential impacts of our decarbonisation measures on local communities. We take a participatory approach, ensuring communities are engaged and supported to take action, particularly those most vulnerable to the impacts of the climate and ecological emergency.
- **Innovation.** Our estate is a ‘living lab’ to trial new ideas and accelerate innovation. We share our learning and are actively seeking new business models to make investment for zero-carbon viable.

### 4.2. Decarbonisation approach

#### 4.2.1. Buildings

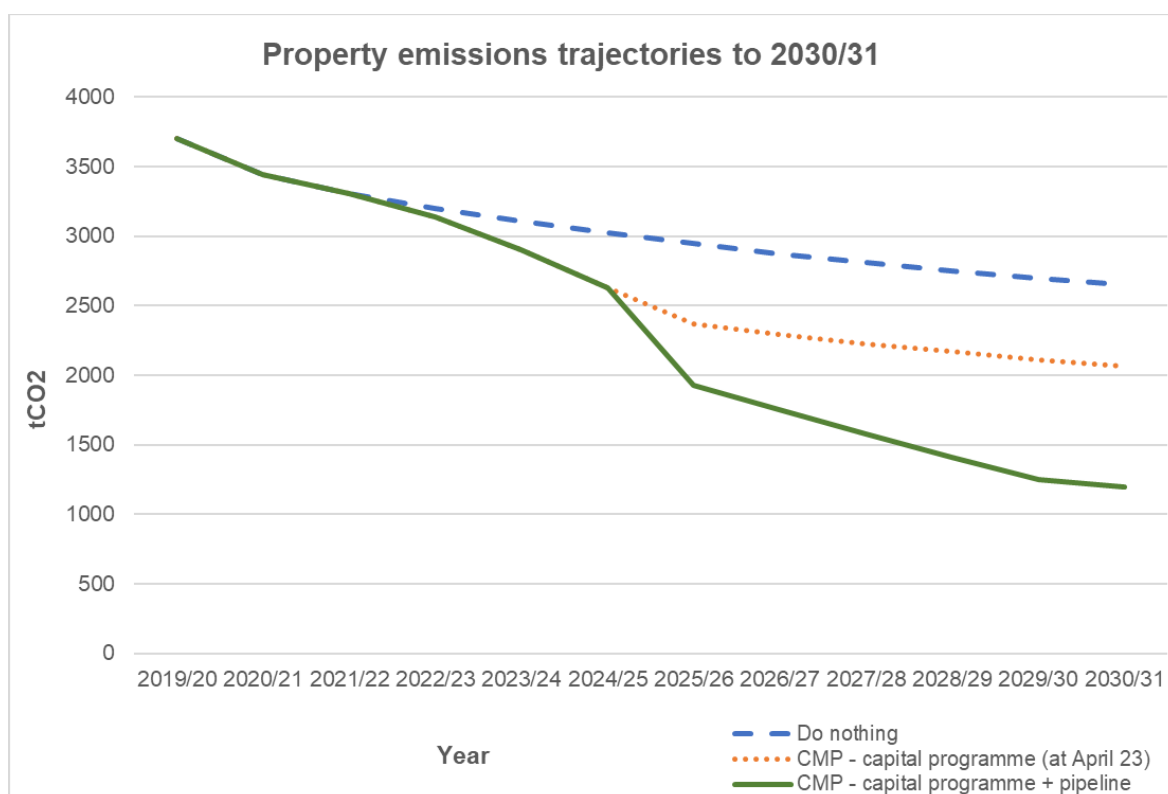
Decarbonising our corporate buildings is one of the six strategic objectives set out in our newly adopted [Property Strategy](#).

120 corporate sites are currently in scope of our net-zero by 2030 target and our buildings decarbonisation approach is based on the following principles:

- Adhere to the new design standard in any new buildings to minimise consumption and use renewable energy e.g., using low-carbon heating systems instead of gas boilers.
- Encourage staff behaviours that save energy in our buildings.

- Improve the way we manage energy consumption in our buildings, drawing on the data provided by our energy management systems to identify savings opportunities and move towards smart buildings.
- Focus upon rationalisation of our estate to minimise travel and consolidate assets to support service delivery in light of the growth in population. We will identify and rationalise underutilised workspaces and seek co-location opportunities with partners wherever possible. Leasehold properties will also be reviewed with the view to give up leased properties.
- Deliver low carbon retrofit measures in our properties:
  - eight corporate sites have already received a combination of energy efficiency and heat decarbonisation measures as a result of being awarded Public Sector Decarbonisation Scheme funding.
  - carry out building energy audits and condition surveys to identify a full suite of measures. 46 audits completed to date, awaiting details on four. The remaining estate will be completed over the following years.
  - determine which measures offer a viable invest-to-save payback and which require external funding.
  - continue to submit funding applications, such as to the Public Sector Decarbonisation Scheme programmes, in order to maximise available capital to the Council.
- Explore opportunities to buy renewable energy for our estate via a power purchase agreement in order to support local generation and a resilient local energy system.
- Identify an offset threshold above which alternative investment options will be considered (aligned with the Council's offset strategy to be developed).
- Engage with relevant heat network opportunities where they present a viable solution to assisting in a building's decarbonisation.

Figure 4 shows the emissions trajectories for our corporate buildings based on the estimated carbon emission savings from the actions set out in the tables of chapters 6, 7 and 8. The annual carbon savings from each action will only be realised in full in the year following the works. All the trajectories allow for the assumed continued decarbonisation of the electricity grid. The phase 1 energy efficiency actions set out in this plan, combined with the decarbonisation of the electricity supply, are likely to result in an 80% reduction from our 2010/11 property baseline by 2025/26. The phase 1 actions in combination with the proposed, currently unfunded phase 2 projects are estimated to result in an 87% reduction from our 2010/11 property baseline by 2030/31.



**Figure 4: OCC's property emissions trajectories to 2030/31** (CMP = Carbon Management Plan)

#### 4.2.2. Highways electrical assets (streetlighting, traffic signals and signage)

Our highways electrical assets include street lighting, traffic signals and signage (signage includes illuminated bollards, illuminated signs and miscellaneous other). The Council operates 60,684 streetlights, 445 traffic signal sites and over 5,400 illuminated signs and bollards<sup>4</sup>.

The approach to decarbonisation involves delivery of the £40.8m, six-year street lighting LED conversion programme that started in 2018. As at the end of March 2023, 87% of the streetlights have been converted to LED. The LED conversion programme is due to complete in 2023/24. Upon completion, this programme is expected to have reduced energy consumption and carbon emissions from street lighting by 70%.

The approach for traffic signals involves aiming to convert eight traffic signals a year to LED dependent on funding and resources. As at the end of March 2023, 272 of the traffic signal sites have LED lighting. Department for Transport funding enabled the conversion of five of the more challenging traffic signal sites to LED in 2022/23. A business case for the conversion of an additional 40 sites was approved in 2022/23 and works are due to complete in 2023/24.

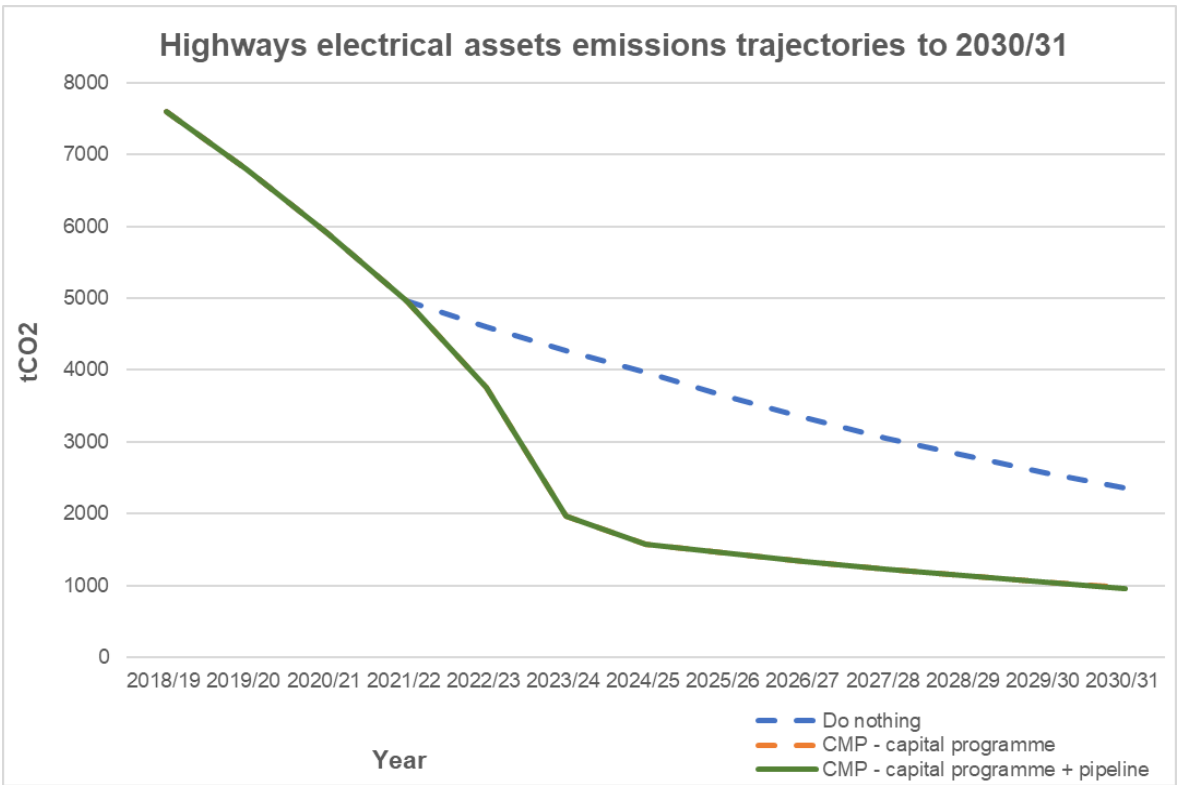
The approach for signage involves reviewing opportunities to either de-illuminate or convert bollards to solar as part of routine maintenance or alongside other projects

<sup>4</sup> Figures based on 31.03.2023 data.

such as when replacing the LED traffic signals. In 2021/22, emissions from signage accounted for c. 3.7% of the total highways electrical emissions and as at the end of March 2023, over 30% of illuminated signs and bollards are LED.

In October 2022 Cabinet approved the adoption of an updated Street Lighting and Illuminated Assets [Policy](#). The new policy will reduce our impact on climate change and the environment through the use of optimised lighting systems whilst retaining appropriate lighting for safe passage of all users. To reduce energy consumption and support biodiversity, the possibility of dimming lighting during low traffic periods and reducing burns hours at night when appropriate is being explored. This will be explored in respect of existing lighting and, where new street lighting infrastructure is deemed necessary, the right type of lighting will be provided in the right way at the right times approach will be taken. This approach will help preserve the night sky, mitigate environmental impacts and support dark skies.

Figure 5 shows the emissions trajectories for our highways electrical assets based on the estimated carbon emission savings from the actions set out in the tables of chapters 6, 7 and 8. The trajectories start in 2018/19 as that is the year in which the street lighting LED conversion programme began, and all allow for the continued decarbonisation of the electricity grid. The actions planned for 2023/24, including the completion of the streetlighting programme, are likely to result in an 88% reduction from our 2010/11 highways electrical assets baseline by 2024/25. Continued grid decarbonisation and conversion of traffic signals to LED are estimated to result in an 93% reduction from our 2010/11 baseline by 2030/31.



**Figure 5: OCC’s highways electrical assets emissions trajectories to 2030/31**  
(CMP = Carbon Management Plan)

### 4.2.3. Fleet

OCC's fleet includes 402 vehicles<sup>5</sup>, with the largest fleets in the Fire and Rescue Service (OFRS), Supported Transport, Facilities Management, and Highways.

Type of vehicle	Total Main Fleet	Number of which EV	Total Fire & Rescue	Number of which EV
4x4/SUV	7	-	10	-
Car	23	5	68	10
Minibus	109	2	-	-
Motorbike	-	-	1	-
Van	102	8	28	9
Fire appliance			48	-
Other (plant/ platform)	3		3	-

The approach to fleet decarbonisation will prioritise avoidance of emissions by rationalising the fleet, encouraging sharing of resources, and replacing fossil fuels with zero tailpipe emissions alternatives.

The first step will be putting in place an integrated fleet management system and a dedicated team to centralise all fleet information. The 'One Fleet' system, which will be up and running during 2023, will rationalise fleet usage and support the development of a fleet replacement plan.

The Council has an 'electric by default' <sup>6</sup>policy that stipulates that we will work to phase out petrol and diesel vehicles in our own fleet, ensuring where operationally feasible all new vehicle acquisitions are zero-tailpipe emissions by default. We will consider other ultra-low emission alternatives where zero-tailpipe emissions are not feasible. To minimise the cost on the public purse we will undertake this transition as vehicles come up for renewal.

Electric alternatives for different vehicle types are at a variety of stages of maturity. Currently, the upfront costs of most electric cars and vans are compensated by lower lifetime running and maintenance costs, making electric the preferred option. For larger vehicles, such as heavy goods vehicles and specialist vehicles such as fire engines, there is still an innovation and/or a viability gap. We will actively explore alternatives and innovative solutions, bringing forward business cases as they become financially and operationally viable.

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<sup>5</sup> Figures based on 11.04.23 data

<sup>6</sup> Ultra-Low Emission Vehicle (ULEV) Policy Statement 2019

### ***Fleet electrification***

OCC has already begun transitioning to a zero-tailpipe emissions fleet and increasing its charging infrastructure, with 34 EVs and 46 charge points currently in place.

A fleet replacement capital request business case for £18m over 3 years was submitted in October 2022 to enable the most cost-effective transition of the Council's fleet of vehicles (excluding OFRS) to electric.

Following approval of the capital request, the fleet replacement plan will commence with the first years procurement of c.124 electric vehicles, split between cars, vans and minibuses. Due to present industry lead times (ranging from 3 to 12 months) some vehicles will not be delivered until the next financial year.

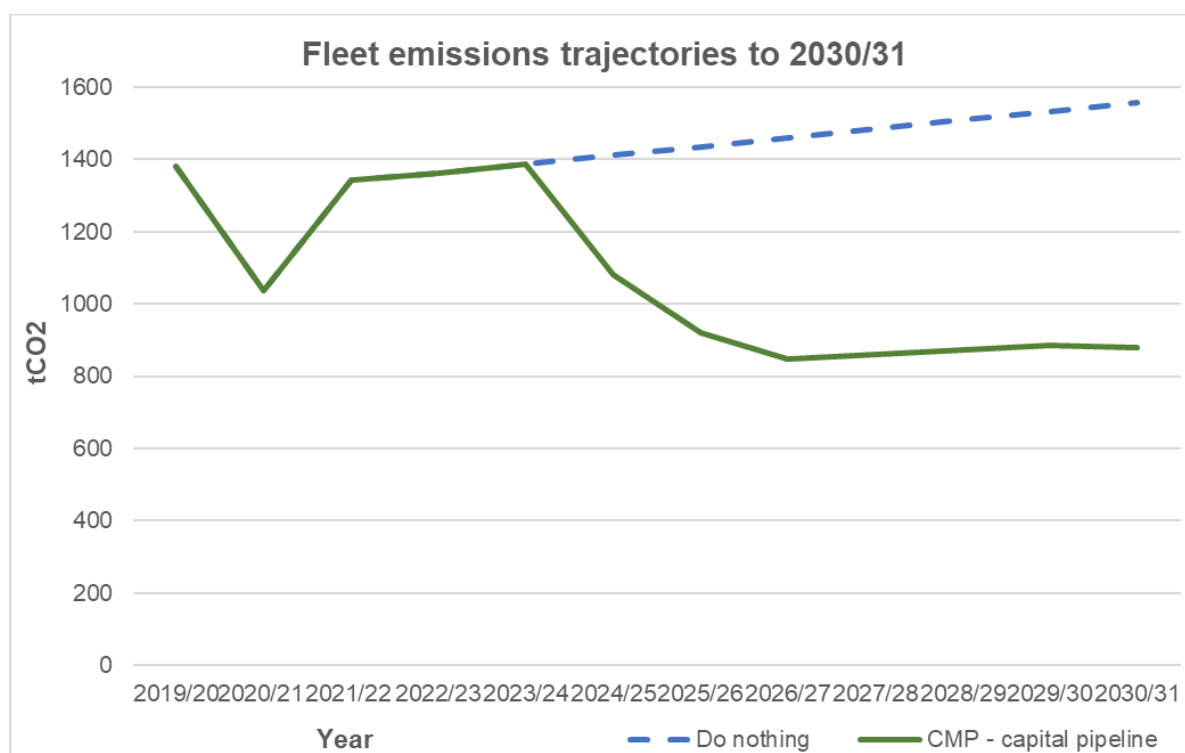
Work is underway between teams within the Council to expand the Council's EV charging infrastructure in line with the increase in electric vehicles. This will involve additional charging equipment within Council premises, home chargers where feasible provided by the Council for staff that regularly keep fleet vehicles at their homes overnight and increased access to public charging where practical and for resilience in the case of issues with other equipment.

The Oxfordshire Fire and Rescue Service has already started replacing end-of-lease/life vehicles with electric cars and vans. There are plans to replace a further 10 diesel cars and vans with electric vehicles by March 2024. The service's fleet replacement programme for 2024/25 onwards is currently being reviewed and a timeline for replacement with estimated carbon savings being developed.

We aim to electrify the majority of cars and vans by 2028.

Figure 6 shows the emissions trajectories for our fleet based on the estimated carbon emission savings from the actions set out in the tables of chapters 6, 7 and 8. Both trajectories reflect the assumed need for an increase in services due to a projected increase in population size. The actions set out in this plan are likely to result in an 26% reduction from our 2010/11 fleet baseline by 2026/27.





**Figure 6: OCC's fleet emissions trajectories to 2030/31** (CMP = Carbon Management Plan)

### **Fleet innovations**

The Council's specialist vehicles fleet, such as fire engines, are a challenging area to decarbonise by 2030. Working with partners to explore options for decarbonising these challenging assets is an important step on our journey to net-zero.

An example is the Innovate UK-funded project HySPERT (Hydrogen Special Purpose Electric Vehicle Platform for Refuse Collection and Fire Trucks). Oxfordshire County Council worked with technology partner ULEMCo on a feasibility study for a hydrogen fuel cell fire engine. The first phase of the project, completed 31<sup>st</sup> March 2022, created a full specification and detailed engineered design for a prototype vehicle.

Additional funding for the second phase of the project (HYER), to physically build a prototype hydrogen fuel cell range extender fire engine, was successfully sought in 2022/23. Work to build the prototype will begin in 2023/24.

This is an example of how we are open to exploring new technologies and innovative opportunities available for decarbonising our estate and operations. Whilst this may be one possible solution for decarbonising specialist vehicles, we will continue to explore all potential options available to identify the most suitable alternative.

#### **4.2.4. Staff business travel**

Staff business travel is travel undertaken by staff for work purposes and includes journeys undertaken by agency workers. The emissions from staff business travel which are part of our net-zero target are from staff travelling in their own personal internal combustion engine (petrol/diesel) vehicles.

The decarbonisation approach for staff business travel prioritises avoiding travel (e.g. by meeting online when possible); reducing miles (e.g. by optimising routes); and replacing travel in cars with either active travel i.e. walking and cycling (e.g. using one of the pool e-bikes available) or public transport (e.g. using buses and trains). When needing to use a car, staff will be encouraged to use electric pool vehicles and to car share. An electric car salary sacrifice scheme is also available for staff looking to drive a new electric or plug-in hybrid car, with payments deducted from gross salary and consequently savings in income tax and national insurance contributions.

The approach involves retaining some of the mileage-saving initiatives put in place due to COVID restrictions and new ways of working. In 2020/21, staff business travel mileage and associated carbon emissions decreased by almost 70% compared to 2019/20 (from over 4.5 million miles to 1.6 million miles). This was due to the COVID lockdowns and associated restrictions. The continuation of virtual meetings and agile working meant that whilst the mileage bounced back in 2021/22 to 3.1 million miles, it did not return to the pre-COVID level.

To maintain a lower level of travel-related emissions while ensuring service provision, the following CO<sub>2</sub>e reduction targets (from a 2019/20 baseline) were agreed in March 2022:

- Environment and Place: 10% reduction by 2022/23 and 40% by 2024/25.
- Property & Services (formerly CDAI): 10% reduction by 2022/23 and 30% by 2024/25.
- Cultural Services: 10% reduction by 2022/23 and 30% by 2024/25.

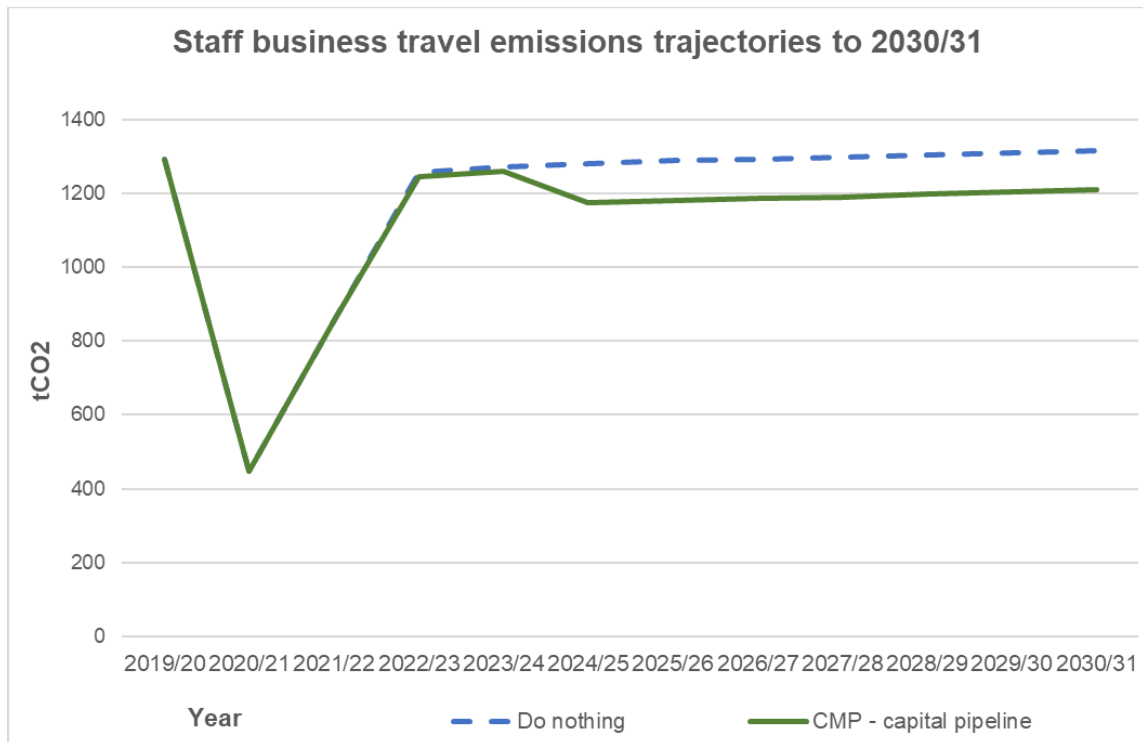
The targets are reductions in carbon emissions associated with business travel, not necessarily reductions in the number of miles. This way, services are not restricted in their ability to travel, but encouraged to use low-carbon modes of transport. The agreed targets allowed for a further post-COVID bounce back in 2022/23 as it was acknowledged that COVID restrictions were still in place until July 2021.

In 2022/23 a staff business travel programme was instigated with the aim of reducing emissions from staff business travel through encouraging active travel and promoting the travel hierarchy; a digital by default approach for training and internal meetings; exploring electric cars for high mileage staff; and promoting the electric car benefit scheme. In June 2023 Strategic Leadership Team committed to develop a programme of work to assess opportunities to improve the staff business travel process and reduce carbon emissions from business travel. This will directly contribute to our goal of net-zero by 2030.

Continued implementation of the 2022/23 staff business travel activities and initiation of the programme of work to assess opportunities to reduce carbon emissions with smarter, lower-carbon solutions will support directorates and services to reduce emissions from staff business travel:

Year	Staff business travel programme activities
2022/23	<ul style="list-style-type: none"> <li>• Promoted uptake of electric car benefit scheme.</li> <li>• Continued 'digital by default' policy for training and internal meetings.</li> <li>• Promoted the travel hierarchy and encouraged active travel.</li> <li>• Explored opportunities for service/team specific electric vehicles.</li> <li>• Outline capital request business case submitted for 25 "essential user" cars for high mileage staff.</li> </ul>
2023/24	<ul style="list-style-type: none"> <li>• Continue to promote 'digital by default', the travel hierarchy and the electric car benefit scheme.</li> <li>• Continue to explore opportunities for service/team specific electric vehicles and develop business cases.</li> <li>• Identify journey start location "hot spots" to support business case for location-based electric pool cars and/or car clubs.</li> <li>• Encourage better route planning</li> </ul>
2024/25	<ul style="list-style-type: none"> <li>• Promote car sharing</li> <li>• Offer driver training</li> </ul>

Figure 7 shows the emissions trajectories for our staff business travel based on the estimated carbon emission savings from the actions set out in the tables of chapters 6, 7 and 8. Both trajectories reflect the assumed need for an increase in services due to a projected increase in population size.

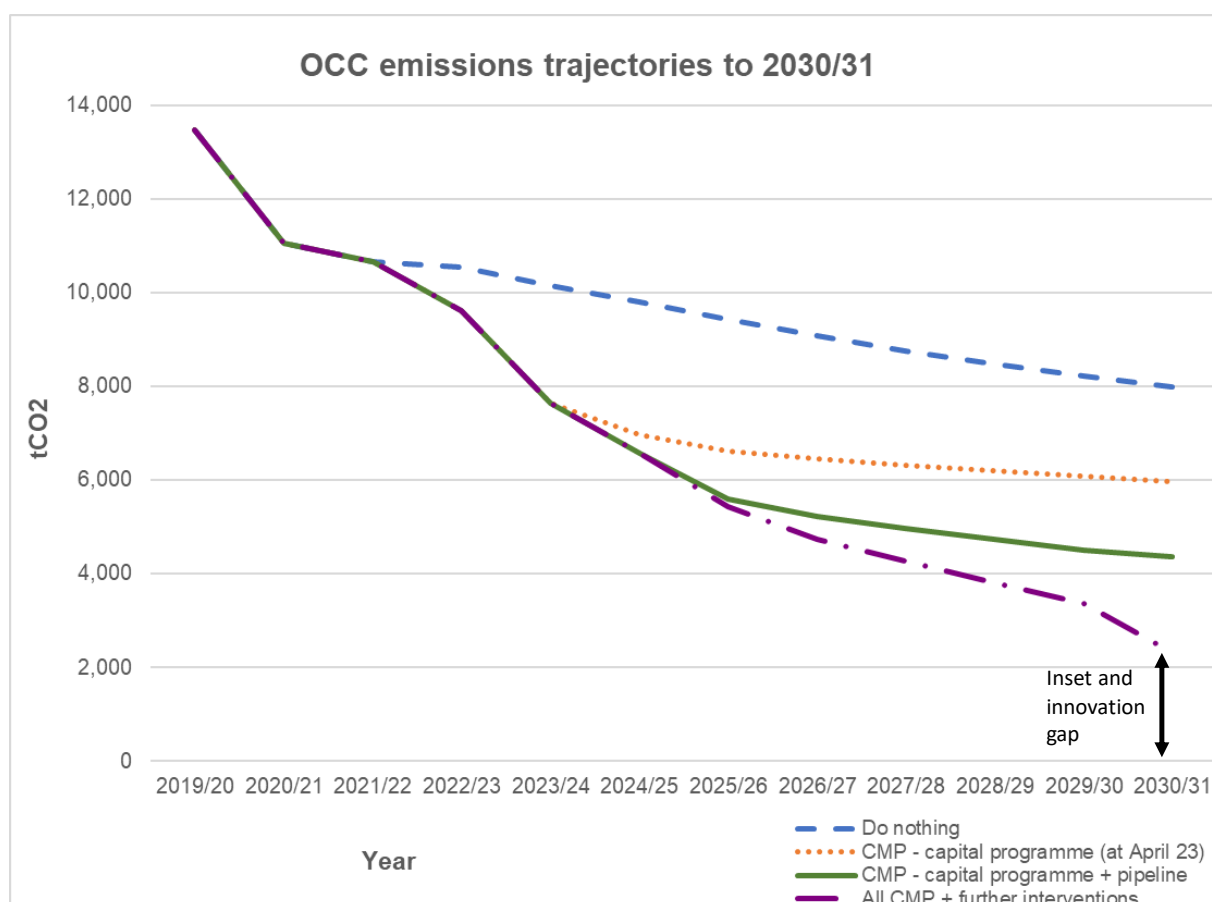


**Figure 7: OCC's staff business travel emissions trajectories to 2030/31**  
(CMP = Carbon Management Plan)

### 4.3. Estimated emissions reduction

The actions set out in this plan, combined with the decarbonisation of the electricity supply, are likely to put the Council emissions on a trajectory to reduce emissions to about 5,600 t CO<sub>2</sub> by 2025/26, which is equivalent to a 79% reduction from our 2010/11 baseline. An estimated 7,800 t CO<sub>2</sub> from a 2019/20 baseline will be saved over this period, equivalent to 4,699 return economy flights from London to New York or the amount of CO<sub>2</sub> absorbed by 936,000 trees over the 3-year period.

The annual carbon savings from each action will only be realised in full in the following year and reflected in that year's Greenhouse Gas report.



**Figure 8: OCC emissions trajectories to 2030/31** (CMP = Carbon Management Plan)

There are a number of areas of action, some of which are identified within this plan, that could further reduce our carbon emissions. These are modelled in the “All CMP + further interventions” line based on a range of assumptions and further development of these business cases is needed to provide more accurate estimated carbon savings.

The further interventions identified include:

- Implementation of the new Street Lighting and Illuminated Assets policy.

- LED conversion of heritage street lighting columns; LED conversion of the residual 77 traffic signal; and LED conversion or de-illumination of the remaining halogen illuminated bollards & signs.
- Delivery of property rationalisation and linked investment decisions to inform the actions for the properties currently not included in the phase 2 energy efficiency work programme.
- Electrification of the remaining diesel fleet vehicles not including in the current three-year programme due to long-term leases.
- Reduction in emissions from business travel through for example, the introduction of better route planning, car sharing, service-specific electric vehicles and location-based electric pool vehicles.

Work and activities planned to take place between 2023/25 will provide the necessary data to calculate the estimated carbon savings from these actions.

Whilst all the trajectories include grid decarbonisation, electricity supply becoming net-zero either through supply from a renewable electricity source or self-generation, is currently not included.

#### **4.4. Innovation and Carbon Insetting**

We have already acknowledged that the Council's specialist fleet vehicles, including fire engines, are a challenging area to decarbonise by 2030 and work has already started to explore options for decarbonising these challenging assets. We remain open to exploring new technologies and innovative opportunities for decarbonising our estate, fleet and operations. As yet unknown innovative opportunities would help further reduce our carbon emissions.

We acknowledge that after reducing energy demand, carrying out energy saving activities and implementing suitable innovative opportunities, there will be a residual amount of carbon that will need to be offset. A piece of work will be undertaken in 2023/24 to further understand the quantity of emissions which will need to be offset, to identify our approach towards offsetting and to explore potential insetting opportunities. We also recognise that there will be a cost associated with offsetting and therefore the work will also look to start quantifying the potential cost.

The Pathways to a Zero Carbon Oxfordshire (PaZCO) report, published in 2021, includes a note on offsetting and a chapter on land use and carbon sequestration. Two definitions of carbon offsetting are described in the report:

1. "carbon mitigation or sequestration measures taking place outside a defined boundary (ie outside of Oxfordshire County) that would not have occurred without investment"
2. "negative emissions technologies and nature-based solutions for sequestering carbon remaining from difficult to decarbonise activities".<sup>7</sup>

Whilst the focus of tackling climate change is to reduce demand, the report highlighted that “well designed “nature-based solutions” can contribute to both climate mitigation and adaptation”<sup>7</sup>. Afforestation, regenerative agriculture, urban green infrastructure, and ecosystem restoration, such as restoration of native woodland; chalk grassland; and wetland & ponds, would enhance a range of ecosystem services including carbon sequestration, flood protection, air quality improvement and enhance biodiversity<sup>7</sup>. We will therefore, as part of our work to define our approach towards offsetting, also explore the opportunities for offsetting our carbon emissions from activities within Oxfordshire.

#### **4.5. Financing the transition**

Some elements of the transition to net-zero are likely to deliver financial savings. For example, the ongoing replacement of street lighting with LEDs. Based on an investment of £40.8m, the original business case, developed before the programme started in 2018/19, estimated a payback period of 9.7 years and that the programme would deliver £77m in savings over 20 years. The estimated financial savings are currently being remodelled due to the current volatility of the energy market. The programme is still expected to reduce street lighting energy consumption by 70% and carbon emissions by 80% (from 2018/19 baseline).

On the other hand, retrofitting our buildings and replacing specialist vehicles will require significant investment that is unlikely to generate a financial return within the Council's normal payback period.

Activities undertaken in 2022/23 provided the necessary data to start to determine the level of investment required to transition our buildings and fleet to net-zero. Further activities such as completing energy audits of all sites and fleet tracking will provide additional information. An invest-to-save programme will be developed, and business cases will be put forward for funding.

Capital requests (for which we are awaiting the outcome) were submitted for property, fleet and grey fleet in 2022/23. Funding was also sought from the Public Sector Decarbonisation Scheme round 3b for heat decarbonisation in 20 properties. We were unsuccessful for this round but have been asked to move the application to 2024/25 and are therefore still awaiting the outcome from the funder.

Alongside developing our position on and approach to insetting our residual emissions, we will also begin a piece of work in 2032/24 to understand our approach to financing our transition to net-zero and to develop a financial strategy. We will continue to apply for funding from grant sources as opportunities become available. We will also explore green financing, including green bonds and income generation opportunities associated with carbon reduction and offsetting approaches.

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<sup>7</sup> *Pathways to a zero carbon Oxfordshire report, Environmental Change Institute 2021*

## 5. Carbon Management Plan 2022-30

### *Types of actions*

The Carbon Management Plan includes **direct actions** that generate measurable emissions reductions – e.g. replacing lighting with LEDs – and **enabling actions** that create the conditions for future reductions – e.g. putting in place a fleet management system.

### *Monitoring and reporting*

A Delivery Group formed by the Officer Leads (identified in the table in Section 6) will be accountable for delivery of the Carbon Management Plan to the Climate Action Programme Board.

When possible, progress will be monitored using the Council's Carbon Neutrality dashboard, which displays the latest data on energy and fuel consumption, carbon emissions, and progress on key projects, along with KPIs and targets agreed with services.

Progress on the actions will be reported to:

- Climate Action Programme Board quarterly
- SLT and Members six-monthly via Corporate Performance report
- Cabinet annually.



## 6. Actions undertaken and completed in 2022/23

Action	Type	Estimated investment	Status and source of funding	KPI	Estimated annual CO2e saving <sup>8</sup>	Officer Lead	Cabinet Lead
<b>Highway assets</b>							
Continued conversion of street lighting to LED	Direct	£40.8m total (£17m 22/23)	Approved funding – capital programme	% streetlights converted to LED	1,522 t CO2e	Head of Highway Maintenance	Cabinet Member for Highways Management
Converted 8 traffic signals to LED	Direct	£575k	Approved funding – annual BAU capital budget (£160k) and DfT funding (£415k)	Energy or carbon intensity (kWh or CO2e per asset)	3 t CO2e	Head of Highway Maintenance	Cabinet Member for Highways Management
De-illuminated 32 bollards to either reflective or solar	Direct	--	Part of ongoing BAU maintenance works	--	0.4 t CO2e	Head of Highway Maintenance	Cabinet Member for Highways Management
Developed and adopted a renewed Street Lighting and Illuminated Assets Policy - includes dimming & reduction in burn hours to support Dark Skies	Enabling	--	Policy adopted	--	--	Head of Highway Maintenance	Cabinet Member for Highways Management
<b>Buildings</b>							

<sup>8</sup> The full year carbon savings for actions implemented in 2022/23 will be realised in 2023/24 & reported in the 2023/24 GHG report

Action	Type	Estimated investment	Status and source of funding	KPI	Estimated annual CO2e saving <sup>8</sup>	Officer Lead	Cabinet Lead
Completed, subject to grid connection at 1 site, Delivery of PSDS <sup>9</sup> Phase 1 projects	Direct	£1.3m	Approved funding – Public Sector Decarbonisation Scheme grant	% CO2e reduction	187 t CO2e	Director of Property Services	Cabinet Member for Finance
Developed and adopted an Agile Working Framework and a Property Strategy	Enabling	--	Staff time	--	--	Director of Property Services	Cabinet Member for Finance
Decarbonisation Manager recruited	Enabling	£60k	Fully funded – revenue budget	--	--	Director of Property Services	Cabinet Member for Finance
Agreement in principle with ICT to implement active building energy management	Enabling	--	Staff time	--	--	Director of Property Services	Cabinet Member for Finance
Sought PSDS 3b funding for 20 sites	Direct	£2.5m	Unsuccessful. We are looking to improve and enhance the bid for future PSDS funding round (Expected autumn 2023)	Energy or carbon intensity (kWh or CO2e per m2)	--	Director of Property Services	Cabinet Member for Finance
Submitted capital request to ensure fully costed decarbonisation programme Phase 1 for 28 sites	Enabling	Phase 1 total cost £8.7m	Part funded and part pending outcome - capital request, Salix, PSDS, internal secured capital funds	Energy or carbon intensity (kWh or CO2e per m2)	562 t CO2e <sup>10</sup>	Director of Property Services	Cabinet Member for Finance

<sup>9</sup> [Public Sector Decarbonisation Scheme](#)

<sup>10</sup> Capital request submitted 2022/23, funding available for 8 sites from 2023/24 and from 2024/25 for 20 sites. First full year carbon savings will be realised in 2024/25 and 2025/26 respectively.

Action	Type	Estimated investment	Status and source of funding	KPI	Estimated annual CO2e saving <sup>8</sup>	Officer Lead	Cabinet Lead
		(request from Capital £4.3m)					
Carried out energy audits & condition surveys at 46 sites (awaiting details on another 4)	Enabling	£76k awarded	Successfully awarded Phase 3 Low Carbon Skills Fund (LCSF) funding for audits.	--	--	Director of Property Services	Cabinet Member for Finance
Released 1 building (estate rationalisation)	Direct	--	Revenue saving	% CO2e reduction	9 t CO2e <sup>11</sup>	Director of Property Services	Cabinet Member for Finance
Delivered heat decarbonisation measures at Hook Norton Fire Station	Direct	£16k	Funding approved – Public Sector Decarbonisation Scheme round 3a	% CO2e reduction	11 t CO2e	Director of Property Services	Cabinet Member for Finance
<b>Fleet</b>							
One Fleet Project – Fleet Management IT System Sub-project Fleet management system – Jaama Key2- procured. Set up ongoing during 23/24	Enabling	c. £250k	Fully funded – ICT and Property	--	0 - IT system enabling efficient fleet management no direct CO2e saving other than transition to paperless working	Director of Property Services	Cabinet Member for Finance
Evaluated EV lease vs ownership model	Enabling	--	Completed as part of Fleet Replacement Capital Request Business Case	--	0 - Cost reduction enabling increased speed of transition	Director of Property Services/	Cabinet Member for Finance

<sup>11</sup> One building released end 2022.

Action	Type	Estimated investment	Status and source of funding	KPI	Estimated annual CO2e saving <sup>8</sup>	Officer Lead	Cabinet Lead
					as opposed to direct reduction	Head of Procurement	
Procure temporary hire electric vehicles to replace end-of-life/lease vehicles in Hard FM and Highways – 6 electric vans received 2022/23	Direct	TBD	Service revenue budgets	% fleet electrification	Further temp hire EVs may be utilised dependant on delivery of new owned vehicles vs lease expiries during 23/23	Head of Procurement	Cabinet Member for Finance
Fleet replacement capital request business case submitted	Enabling	£18m over 3 years	Pending funding - capital programme	% fleet electrification	578 t CO2e over 3 years from 2024/25	Director of Property Services	Cabinet Member for Finance
Applied for funding for HYER (Phase 2 of HySPERT) - building of a prototype hydrogen range extender fire engine	Enabling	TBC	Fully funded – Innovate UK	--	--	Head of iHub	Cabinet Member for Corporate Services
<b>Staff travel</b>							
Implemented staff business travel programme	Direct	--	Staff time only	% CO2e reduction % staff green miles	12 t CO2e <sup>12</sup>	Director of Property Services	Cabinet Member for Finance

<sup>12</sup> Based on the 10% carbon reduction targets agreed by CDAI, E&P and Customer Services. Actions to support this reduction include a 'digital by default' approach to meetings, engagement with high-mileage users, enforcement of the travel hierarchy, take up of the electric car benefit scheme, explore opportunities for electric pool cars and vans, and encouraging better route planning.

Action	Type	Estimated investment	Status and source of funding	KPI	Estimated annual CO2e saving <sup>8</sup>	Officer Lead	Cabinet Lead
Capital request outline business case submitted for 25 essential user vehicles	Enabling	£750k	Pending funding - Capital programme	c. 8% reduction in staff travel emissions	61 t CO2e <sup>13</sup>	Director of Property Services	Cabinet Member for Finance

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<sup>13</sup> Vehicles to be purchased in 2023/24 and delivery 2024/25. First full year carbon savings realised in 2024/25.

## 7. Actions for 2023-25

Action	Year of works/ delivery	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>14</sup>	Officer Lead	Cabinet Lead
<b>Highway assets</b>							
Complete conversion of street lighting to LED	2023/24	Direct	£40.8m total (£6.8m 23/24)	Fully funded – capital programme	269 t CO2e	Head of Highway Maintenance	Cabinet Member for Highways Management
Convert 40 traffic signals to LED	2023/24	Direct	£110k	Fully funding – capital programme	16 t CO2e	Head of Highway Maintenance	Cabinet Member for Highways Management
Convert 16 traffic signals to LED	8 in 2023/24 8 in 2024/25	Direct	£500k	Fully funded – capital budget	4 t CO2e	Head of Highway Maintenance	Cabinet Member for Highways Management
Convert 438 bollards to solar power or de-illuminate	Ongoing across 2023/24 & 2024/25	Direct	--	As part of ongoing BAU maintenance works /other projects	5 t CO2e	Head of Highway Maintenance	Cabinet Member for Highways Management
Implement new Street Lighting and Illuminated Assets Policy including engaging with the market and exploring a new Central Management System	Ongoing	Direct	TBD <sup>15</sup>	Unfunded – business case for funding to be developed following engagement with the market	TBD <sup>14</sup>	Head of Highway Maintenance	Cabinet Member for Highways Management

<sup>14</sup> The full year carbon savings for actions implemented between 2023-25 will be realised in either 2024/25 or 2025/26 & reported in the 2024/25 and 2025/26 GHG reports.

<sup>15</sup> Engagement with the market will provide the estimated investment and carbon savings and enable the business case for funding to be developed.

Action	Year of works/ delivery	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>14</sup>	Officer Lead	Cabinet Lead
<b>Buildings</b>							
Deliver funded phase 1 energy efficiency projects at 8 sites	2023/24	Direct	£1.8 m (part of the £8.7 m total phase 1 cost)	Fully funded – Salix & existing internal capital programme	127 t CO2e (part of the 562 t CO2e total phase 1 saving)	Director of Property Services	Cabinet Member for Finance
Deliver funded phase 1 energy efficiency projects via Capital Programme and Public Sector Decarbonisation Scheme funding (20 sites)	2024/25	Direct	£6.9 m (part of the £8.7 m total phase 1 cost)	Pending funding – in capital pipeline for 2024/25; pending funding from PSDS	435 t CO2e (part of the 562 t CO2e total phase 1 saving)	Director of Property Services	Cabinet Member for Finance
Implement active building management	2024/25	Direct	c. £50k	Recycling fund – pending parameter setting	98 t CO2e	Director of Property Services	Cabinet Member for Finance
Carry out energy audits on remaining estate		Enabling	c. £3k per site	Existing funding – revenue budget, capital programme, potentially LCSF	--	Director of Property Services	Cabinet Member for Finance
Submit Low Carbon Skills Fund application for energy audits and grant funding applications for heat decarbonisation works		Enabling	--	Staff time	--	Director of Property Services	Cabinet Member for Finance
Release buildings (estate rationalisation)		Direct	--	Revenue saving	147 t CO2e <sup>16</sup>	Director of Property Services	Cabinet Member for Finance

<sup>16</sup> Assumed release of buildings in either 2023/24 or 2024/25

Action	Year of works/ delivery	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>14</sup>	Officer Lead	Cabinet Lead
<b>Fleet</b>							
Analyse fuel usage data collated via the new One Fleet management system to identify vehicles suitable for replacement with EV		Enabling	TBD	Staff time	--	Director of Property Services	Cabinet Member for Finance
Replace c. 124 end-of-life/lease cars, vans and minibuses with electric vehicles – c. 10 would replace temporary hire EVs already in fleet	EVs ordered in 2023/24, delivered in 24/25	Direct	£6 m (from the total £18 m request)	Pending funding – awaiting outcome of capital programme request	318 t CO2e <sup>17</sup> (part of the 578 t CO2e total saving)	Head of Procurement/ Director of Property Services	Cabinet Member for Finance
Replace 10 end-of-life/ lease cars and vans in Fire & Rescue with electric vehicles	EVs ordered in 2023/24, delivered by March 2024	Direct	TBD	First year fully funded – service revenue budget, OFRS budget	11 t CO2e <sup>18</sup>	FRS Business Manager	Cabinet Member for Community Services and Safety
Expand EV charging infrastructure		Enabling	TBD	Partly funded – c. £375k available	--	Director of Property Services	Cabinet Member for Finance
Work with Highways colleagues to identify the pre-requisites and to develop the business case to		Enabling	--	Staff time	--	Director of Property Services/ Head	Cabinet Member for Finance

<sup>17</sup> Assumed 114 diesel vehicles to be converted to electric, as per capital request business case submitted in October 2022, and an average fuel use, based on the 2021/22 main fleet total litres of fuel, was used to calculate the estimated carbon saving. Once the One Fleet management system has been in 12 months and more accurate fuel data is received, the estimated carbon saving will be updated.

<sup>18</sup> Assumed 10 diesel cars to be converted to electric and an average fuel use was used to calculate the estimated carbon saving. Once the OFRS fleet replacement plan has been updated, the emissions saving will be updated to reflect more accurate fuel use.



Action	Year of works/ delivery	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>14</sup>	Officer Lead	Cabinet Lead
make our highways depots compatible with EV charging						of Highway Maintenance	
Work alongside Property colleagues to identify suitable sites for EV charging		Enabling	--	Staff time	--	Director of Property Services	Cabinet Member for Finance
Carry out a feasibility study and environmental impact assessment to shift diesel fire fleet to HVO		Direct	TBD	Feasibility – staff time only	TBD	FRS Business Manager	Cabinet Member for Community Services and Safety
Launch HYER (HySPERT phase 2) – building of a prototype hydrogen range extender fire engine		Enabling	TBD	Fully funded – Innovate UK	TBD	Head of iHub	Cabinet Member for Corporate Services
<b>Staff travel</b>							
Implement low carbon staff travel programme		Direct	--	Staff time	45 t CO2e <sup>19</sup>	Director of Property Services	Cabinet Member for Finance
Purchase essential user vehicles and work alongside HR to identify eligible staff	EVs ordered in 2023/24, delivered 2024/25	Direct	£750k (requested 2022/23)	Pending funding - capital programme	61 t CO2e	Director of Property Services	Cabinet Member for Finance

<sup>19</sup> Based on the carbon reduction targets agreed by CDAI, E&P and Customer Services. Actions to support this reduction include continuation of a 'digital by default' approached to meetings, continued enforcement of the travel hierarchy, continued take up of the electric car benefit scheme, continued take up of electric pool cars and continued better route planning and from 2024/25 offer driver training and promote car sharing.

Action	Year of works/ delivery	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>14</sup>	Officer Lead	Cabinet Lead
<b>Insetting &amp; Financing</b>							
Develop our internal insetting strategy – clarify our approach to insetting and identify offsetting options available		Enabling	TBD	Staff time	TBD	???	Cabinet Member for Finance
Develop our net-zero finance strategy		Enabling	TBD	Staff time	TBD	???	Cabinet Member for Finance

## 8. Actions for 2025-30

Action	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>20</sup>	Officer Lead	Cabinet Lead
<b>Highway assets</b>						
Subject to funding & resources, convert 8 traffic signals per year to LED	Direct	TBD	Unfunded	1-2 t CO2e per annum (7 t CO2e over the 5 years)	Head of Highway Maintenance	Cabinet Member for Highways Management
<b>Buildings</b>						
Deliver funded energy efficiency projects	Direct	TBD (pending audit results)	Pending funding – PSDS, recycling fund, capital programme	TBD (pending audit results)	Director of Property Services	Cabinet Member for Finance
Continued delivery of remote access BMS system across whole estate	Direct	--	Staff time only	TBD	Director of Property Services	Cabinet Member for Finance
Complete final energy audits once property portfolio is finalised	Enabling	c. £3k per site	Existing funding – revenue budget, capital programme	--	Director of Property Services	Cabinet Member for Finance
Submit phase 2 capital programme request for c. 50 sites <sup>20</sup> (Works starting 2025/26 for 4 years)	Direct	c. £20 m (over 4 years starting 2025/26) <sup>21</sup>	Pending funding - capital programme (already in capital pipeline), PSDS	106.9 t CO2e per annum 427 t CO2e over the 4 years <sup>20</sup>	Director of Property Services	Cabinet Member for Finance

<sup>20</sup> The full year carbon savings for actions implemented between 2025-2030 will be realised in the year following the implementation and reported in the relevant GHG report.

<sup>21</sup> The final site list will be determined following delivery of the Property Strategy and decisions on property rationalisation are made. Completion of energy audits will provide more accurate cost and carbon savings. Carbon savings currently assume transition to heat pumps and the Coefficient of Performance used to calculate the estimated carbon saving from 2021/22 gas usage data.

Action	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>20</sup>	Officer Lead	Cabinet Lead
Submit grant funding applications as suitable funds become available	Enabling	--	Staff time	--	Director of Property Services	Cabinet Member for Finance
Release buildings (estate rationalisation)	Direct	--	Revenue saving	TBD	Director of Property Services	Cabinet Member for Finance
<b>Fleet</b>						
Replace 93 end-of-life/lease cars, vans and minibuses with electric vehicles <sup>22</sup>  (62 EVs ordered in 2024/25, delivered 2025/26; and 31 EVs ordered in 2025/26, delivered 2026/27)	Direct	£12 m  (from the total £18 m request)	Pending funding - capital programme request	173 t CO2e in 2025/26 87 t CO2e in 2026/27  (part of the 578 t CO2e total saving)	Head of Procurement/ Director of Property Services	Cabinet Member for Finance
Continue to replace outstanding end-of-life/lease cars and vans with electric vehicles when suitable for service needs						
Continue to replace end-of-life/lease cars and vans in Fire & Rescue with electric vehicles	Direct	TBD	Pending funding – capital business case to be developed	c. 88 t CO2e spread over 6 years <sup>23</sup>	FRS Business Manager	Cabinet Member for Community Services & Safety

<sup>22</sup> Assumed 93 diesel vehicles to be converted to electric, as per capital request business case submitted in October 2022, and an average fuel use, based on the 2021/22 main fleet total litres of fuel, was used to calculate the estimated carbon saving. Once the One Fleet management system has been in place for 12 months and more accurate fuel data is received, the estimated carbon saving will be updated.

<sup>23</sup> An average fuel use of the remaining Fire & Rescue diesel cars and vans was used to estimate the total carbon. Approval of the capital business case will confirm the fleet replacement programme and the estimated carbon saving will be updated.

Action	Type	Estimated investment	Status and source of funding	Estimated annual CO2e saving <sup>20</sup>	Officer Lead	Cabinet Lead
Continue to work with Innovation colleagues to identify the most suitable alternative solution to diesel fire appliances	Enabling	TBD	Staff time	TBD	FRS Business Manager/ Head of iHub	Cabinet Member for Community Services & Safety
Expand EV charging infrastructure	Enabling	TBD	Unfunded - further funding will be required subject to assessment work completed in 2023/24	--	Director of Property Services	Cabinet Member for Finance
<b>Staff travel</b>						
Implement low carbon staff travel programme	Direct	TBD	Staff time	TBD	Director of Property Services	Cabinet Member for Finance

## 9. Supply chain and schools

### 9.1. Tackling our supply chain emissions

Due to data availability, we currently report on a limited subset of our supply chain emissions, which fall under scope 3 emissions. However, we are aware of their importance – it is estimated that OCC's supply chain emissions represent more than 90 per cent of the Council's total carbon footprint<sup>24</sup>. Consequently, we have committed to consider the climate and carbon implications of our key investment decisions and to work with suppliers to reduce the emissions associated with the delivery of Council contracts.

To gain an understanding of the breadth of our supply chain emissions, a scope 3 GHG emissions assessment of OCC's procurement activity was undertaken, using the Council's procurement expenditure data for 2020/21. This provided a high-level estimate of our scope 3 supply chain emissions and identified emission hotspots to prioritise; including the contribution of the Council's major suppliers to our scope 3 emissions.

The scope 3 emissions assessment helped to inform the development of a wider approach to align scope 3 emissions with science-based targets. A subsequent Policy Position on reducing our supply chain emissions has been developed and was approved by Cabinet in June 2023. The proposed policy builds on our existing commitment to work collaboratively with suppliers to address our supply chain emissions and to ensure they are increasingly aligned with the science-based emissions reduction trajectory for 1.5°C.

To align our supply chain emissions with science-based targets, we aim to:

- Engage with our key suppliers on their carbon emissions and expand supply chain emission reporting, using emissions data provided by suppliers.
  - All new Council contracts of a value of over £1 million per annum will also include a requirement for reporting of scope 1 and 2 emissions to the Council.
- Collaborate with our suppliers and purchasing organisations on decarbonisation opportunities.
- Implement low carbon principles and specifications in future Council contracts.
- Maximise the effectiveness of Oxfordshire County Council's Social Value Policy to realise further supply chain emission reduction opportunities
- Increase our ambitions for a low carbon supply chain over the next 5 years.

In 2023/24 we aim to focus on engaging our major suppliers, the top 40 suppliers represented around 40 per cent of procurement expenditure in 2020, to understand if

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<sup>24</sup> Source – 2022 Oxfordshire County Council Scope 3 Emissions Report

they are currently reporting on their own carbon emissions and what plans they have to become net-zero.

Whilst supply chain emissions are not part of our operating at net-zero by 2030 target, we recognise their importance and the strong influence we can have which will contribute towards a zero carbon Oxfordshire by 2050.

For further information, please see the Supply Chain Emissions Policy Position agenda [item](#).

**9.1.1. Scope 3 - highways maintenance**

We have already started working with our highways maintenance contractor, Milestone, to understand the scope 3 emissions associated with the maintenance of Oxfordshire’s highways. Milestone are one of the 40 major suppliers identified in the scope 3 emissions assessment.

Milestone themselves have a net-zero by 2040 target and are currently working towards PAS 2080 accreditation, a global standard for managing carbon in infrastructure. Milestone are therefore working to understand the carbon emissions associated with each of their maintenance contracts; to develop a trajectory to net-zero; and to explore options for decarbonisation around four key areas associated with highways maintenance – design, materials, plant & fleet and depots.

As part of the final two-year highways maintenance contract extension, we have agreed with Milestone annual carbon reduction targets from 2022/23 to 2024/25:

Year	Minimum CO2 saving
2022/23	973
2023/24	1045
2024/25	1117

Our work to date with Milestone includes starting to quantify the estimated carbon emissions for the last five years in order to develop a baseline and to set up the mechanism for receiving quarterly carbon emission reports from 2022/23. The current estimated 2021/22 baseline is 13,509 tCO2. This baseline figure is evolving as work continues to quantify the historic carbon emissions and further distilling of information and data will allow for improved emissions modelling capability.

Milestone have identified five specific activities or areas where carbon reduction can be measured for each of the four focus areas (design, materials, plant & fleet and depot). The carbon reduction for these activities is already being measured and as more measurable activities are identified, these will be included in the reporting.

Going forward, we are keen to work together to explore the options for decarbonising the depots and the opportunities for electric vehicle charging infrastructure at each

depot to support the transition to electric for the less than 7.5 tonne highways maintenance vehicles.

Activities/actions taken to date/ due to complete by end-March 2023:

- Analytical analysis and development work to enable carbon emissions reporting from 2022/23 via an app.
- Introduction of Hydrotreated Vegetable Oil (HVO) into 80% of fleet (all gritters and small tools operating on HVO).

Future activities/actions planned (2023 onwards):

- Quarterly carbon emissions data.
- Work with OCC Property colleagues to identify viable options for decarbonising depots and installing EV charging infrastructure.

## **9.2. Schools**

We report on emissions from our maintained schools in our annual Greenhouse Gas report. However, as maintained schools are responsible for their own operations and energy and maintenance budget, emissions from schools are not part of our net-zero by 2030 target. The decarbonisation of schools is however part of the zero carbon Oxfordshire by 2050 target, and we have therefore committed to support our currently 126 maintained schools to take action on energy efficiency.

Our work to date to support schools:

- Action on Carbon and Energy in Schools ([ACES](#)) programme – ACES is funded by us. It is an energy efficiency support service to help schools in Oxfordshire to carry out energy saving measures that will:
  - cut carbon emissions
  - save money on energy bills
  - make buildings more comfortable and healthier for staff and student

ACES support includes for example:

- free energy assessments to identify the changes that would benefit the school
  - thermal imaging assessments
  - one to one advice to schools on energy efficiency opportunities via the ACES helpline
  - information and awareness raising through a social media engagement campaign and webinars hosted by a dedicated website
  - creating bespoke energy efficiency plans for schools
  - funding to cover simple measures such as boiler room insulation
- Condition surveys and energy audits – condition surveys are currently being carried out on all OCC maintained schools (excluding Voluntary Aided schools), along with energy audits for 50 OCC maintained schools. These surveys will



identify structural & maintenance works which need to be carried out as well as the potential energy efficiency retrofitting works. Once complete, the information from these surveys can be used to develop business cases for applying for funding.

- Grant funding – we supported nine schools to apply for Public Sector Decarbonisation Scheme (PSDS) funding. £1.6m of funding was successfully awarded under PSDS rounds 1 and 3a for insulation measures, solar PV and low carbon heating which is estimated to save over 150 tCO<sub>2</sub>e.

Our support going forward:

We have committed in both our Climate Action Framework and the newly adopted Property Strategy to support and invest in our maintained schools. We therefore plan to build on the support provided to date:

- Energy audits - we plan to complete energy audits on a further 50 schools in 2023/24 and the remaining schools in 2024/25. Once the audits are complete, we aim to support schools in understanding the results of the surveys; in identifying the pathway for decarbonising the school building; and in developing the business cases for applying to central government for funding to complete the works.
- Grant funding - we will also use the results of the energy audits to create a forward plan and to identify the associated resource needed to support schools in applying for grant funding when appropriate opportunities arise.
- ACES – we will continue to fund the ACES programme. This support service will support schools in understanding and evaluating the quotes received for energy efficiency measures and selecting appropriate contractors.
- Financing – following approval of a £800k Capital Request, we will launch in 2023 an energy efficiency loan pilot scheme, providing OCC maintained schools with low-cost finance to install energy efficiency measures. Initially the pilot scheme will be focussed on funding LED lighting and solar PV. It is envisioned that the scheme will expand to include additional energy efficiency measures upon proof of concept.

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# Climate Action at Oxfordshire County Council



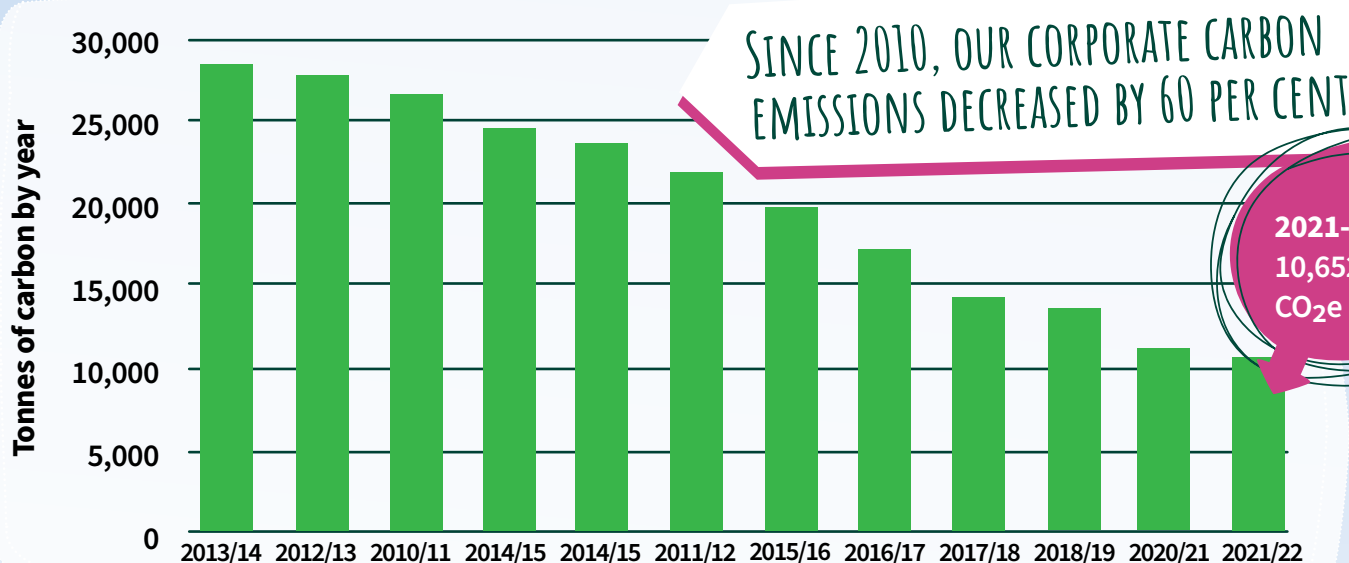
**Oxfordshire County Council acknowledged the climate emergency in 2019.**

**The Climate Action Framework, published in 2020, commits us to:**

- Operating at net-zero by 2030
- Becoming a climate active council
- Supporting maintained schools to take climate action
- Working with our suppliers to green our supply chain
- Enabling a net-zero Oxfordshire way ahead of 2050



**We've been reducing our own carbon emissions, on our way to net zero by 2030.**



## How we're cutting down our own emissions

- 87 per cent of streetlighting converted to LED
- Green electricity for council buildings and maintained schools
- 34 electric vehicles (EV) and 46 charge points on council sites
- Virtual meetings prioritised, staff incentive schemes in place to make cycling, public transport and moving to EV easier
- Carbon emissions at eight council buildings and nine maintained schools reduced using grants secured from Public Sector Decarbonisation Fund
- 40 maintained schools supported through our Action on Carbon and Energy in Schools (ACES) programme



### Next ...

- Continuing to decarbonise our estate with energy efficiency measures planned at eight more council sites this year
- Rationalising and electrifying most of our fleet by 2028
- Engaging with our suppliers to green our supply chain
- Continuing to support maintained schools with an invest-to-save loan scheme for low carbon technology



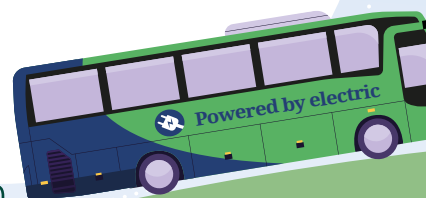
## Becoming a climate active council

- Climate impact assessments introduced to ensure climate is at the heart of our decision making
- 200 colleagues completed carbon literacy training
- Receiving a bronze Carbon Literacy Organisation Award for the training programme
- Engaging staff from all areas of the council in reducing carbon emissions via our staff led climate action group

CO<sub>2</sub>

### Next ...

- A carbon accounting framework and toolkit to support decision making
- Rolling out carbon literacy training
- Developing a net zero investment strategy



# How we're helping Oxfordshire become net-zero and tackling climate change

- Adopting a local connectivity and transport plan with a zero-carbon vision
- Securing £500,000 Active Travel Capability funding to invest in walking and cycling routes across the county
- Installing 240 park and charge EV charging points in council car parks
- Introducing a zero-emission zone in Oxford city centre
- Helping residents recycle, reuse and compost 58.2 per cent of all household waste – top place in England for ninth year in a row
- Improving energy efficiency in 371 homes through Sustainable Warmth Fund
- Supporting 100+ community-led climate action groups, the largest network of its kind in the UK
- Launching a resident facing website 'climate action Oxfordshire'
- Leading the delivery of a cross Oxfordshire net-zero route map and action plan through Future Oxfordshire Partnership (FOP)
- Completing Project LEO (Local Energy Oxfordshire) with our partners successfully providing a blueprint for the energy system of the future
- Planting a tree in every parish in Oxfordshire – 450 in total

## Next ...

- Developing an adaptation and climate resilience strategy
- Collaborating with local authority partners to develop an Oxfordshire Local Area Energy Plan
- Continuing to work in partnership to build on the energy insights tool developed as part of Project LEO



- Energy efficiency measures on 310 homes over the next two years with funding secured from the Home Upgrade Grant
- Developing a countywide cycle network linking urban areas and villages
- Increasing Oxfordshire's tree canopy



- Rolling out up to 500 EV charging gullies to enable connections between wall-mounted chargers and kerbside vehicles.
- Piloting EV car clubs



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## Divisions Affected – Eynsham

### **CABINET 18 July 2023**

#### **A40 HIF2 – Outcomes of Scheme Review**

#### **Report by Corporate Director Environment and Place**

### **RECOMMENDATION**

1. The Cabinet is **RECOMMENDED** to:
  - a) Approve the continued development of the initial delivery phase of the HIF2 scheme as set out in this paper
  - b) Endorse the continued discussion with Homes England and giving of notice under clause 8.4 of the Grant Determination Agreement (GDA) for revisions to funding window, initial scheme delivery, milestones, ensuring that the required due diligence has been completed to manage programme and financial risk. Once this is completed Authorise the Corporate Director of Environment and Place, in consultation with the Director of Law and Governance, Director of Finance, Cabinet Member for Travel and Development Strategy and Cabinet Member for Finance, to enter into an amended GDA
  - c) Approve the further scheme development, assessment and preparation of materials and Authorise the Corporate Director of Environment and Place to enter into public engagement on the initial delivery phase

### **Executive Summary**

1. This report sets out the outcomes of a review of the original A40 HIF2 scheme definition undertaken following the need for Cabinet to approve withdrawal of the relevant Orders processes in November 2022 (Forward Plan reference 2022/158).
2. A complete re-examination of the scope of the scheme has identified the measures that should be prioritised for delivery against scheme objectives. This process has identified an initial delivery phase that is affordable and achieves the greatest strategic policy fit. It allows the Council to use this to work towards agreement with Homes England and other funding agencies on the route to scheme delivery.
3. The report therefore sets out the scope of the initial delivery phase and the recommendation that, subject to discussions with Homes England, further scheme development and engagement, that it is used as a basis for continued discussions and to undertake a public consultation following the Cabinet's decision, to allow for development and subsequent identification of a preferred option.



4. This report's recommendations focus on a scheme definition that prioritises elements that have best fit with scheme-based and wider policy objectives, and to enable necessary revisions to the Grant Determination Agreement. The recommendation is for the initial delivery phase to be focussed on active travel and significant improvements to bus service operation; acquiring land where affordable and justified.
5. The project's next steps will consist of:
  - Discussions with funding agencies on the initial delivery phase;
  - Further refinement of scheme detail as required;
  - Completing scheme assessments including scheme modelling;
  - Further public engagement;
  - Revisions to funding agreements as required (such as the Grant Determination Agreement with Homes England);
  - Acquiring the required consents for the scheme; and
  - Procurement of contractor and delivery of works.
6. Officers will return to provide an update to Cabinet in Autumn 2023

## **Exempt Information**

7. This report is not confidential or exempt.

## **Background**

8. In 2019, the HIF2 scheme was successful in securing funding support. Preliminary design work was undertaken. In November 2021, a Regulation 3 planning application was submitted for the scheme to the County Planning Authority (CPA). The application has not yet been determined.
9. In July 2022, orders were made for compulsory purchase of land (CPO) and for changes to side roads and to private means of access onto the highway (SRO) required for the full scheme. A request for the orders to be withdrawn was made in November 2022 following Cabinet approval, after OCC identified that the original HIF2 scheme had become unaffordable due to inflationary pressures. Formal non-confirmation of the orders was made by the Secretary of State in December 2022
10. The scheme has since undergone a full review process to consider a range of options and identify the scope of an initial delivery phase that fits within the funding envelope. Further elements could subsequently be delivered if further funding was secured, although at this stage exact source or timing of this is unknown.

## **Scheme Review**

11. The identification of the initial delivery phase has considered elements that have the best fit with delivering scheme objectives and Council Priorities as set out in the LTCP and provides a scheme with minimal barriers to delivery.
12. This has focused on options that provide:



- Full bus priority eastbound along the A40 between the new Eynsham Park & Ride and Oxford North
- Maximised bus priority westbound along the A40 between Oxford North and the new Park and Ride subject to funding constraints.
- A high-quality active travel route along the A40 between Eynsham Park & Ride and North Oxford.
- A junction onto the A40 from the Park & Ride
- A scheme that can be largely delivered within existing highway boundaries.

13. The benefits of the initial phase will be to:

- Support major new housing and employment site allocations in the West Oxfordshire Local Plan.
- provide enhanced infrastructure to encourage mode shift more towards active travel and bus use.
- Provide greater travel choice for people walking, cycling and travelling by public transport along the A40 corridor to encourage greater use of sustainable transport options.
- Provide infrastructure that will support high frequency bus links to/from the new park and ride site at Eynsham to facilitate faster and more reliable bus journeys.
- Reduce carbon emissions and other harmful pollutants associated with travel.
- Provide safer travel for all A40 users.

14. A base option for the initial delivery phase has focused on what can be delivered wholly within the highway boundary. There is a short time window for the scheme to be enhanced if some land acquisition can be agreed by the end of August. This will allow for enhancement of the scheme with additional active travel provision and would be a preferred option for the Council, however, its delivery will depend on agreement with landowners within the available timescales and at a commercial rate agreeable to OCC.

15. Technical work continues to refine detailed designs and to keep potential expenditure within the available budget envelope. Further assessment work including modelling has been commissioned to further test that the initial delivery phase of the HIF2 scheme will result in bus journey time savings and increased journey time reliability.

16. It is still the intention for the current HIF2 planning application to proceed to Planning Committee for a Decision Notice. It remains the County's intention to deliver the entirety of the HIF2 scheme but, owing to cost constraints, it appears likely this can no longer be achieved within a single phase. Project officers are exploring the Town Planning consequences of delivering the scheme in phases and it remains a possibility that one or more of the resultant phases, including the initial delivery phase, will need new/separate planning submission(s). Further information on the planning strategy will be provided in due course.

## Corporate Policies and Priorities

17. The A40 HIF2 scheme supports a range of Oxfordshire key outcomes in the OCC Corporate Plan, including:
  - Number of people helped to live safe and well
  - Proportion of people walking and cycling
  - Levels of public transport use
  - Number of new homes
  - Level of investment attracted
  - Level of transport connectivity
  - Employment rates
18. OCC's Local Transport and Connectivity Plan (LTCP) prioritises transport interventions around active travel (walking, cycling etc) and public transport. The revised A40 scheme option must contribute towards achieving the LTCP's headline targets by 2030:
  - Replace or remove 1 out of every 4 current car trips in Oxfordshire
  - Increase the number of cycle trips in Oxfordshire from 600,000 to 1 million cycle trips per week
  - Reduce road fatalities or life changing injuries by 50%

## Financial Implications

19. On 29 November 2022, a HIF2 update report was presented to Cabinet recommending the withdrawal of the CPO and the SRO from the ongoing statutory process, due to the unaffordability of the programme, as the latest forecast exceeded approved budget/funding.
20. The scope of the initial delivery phase presented in the paper is framed within the principles of affordability, sustainability of funding and deliverability.
21. If the council withdraws from this programme the costs incurred to date would potentially need to be recognised as abortive.

Rob Finlayson, Finance Business Partner (rob.finlayson@oxfordshire.gov.uk)

## Legal Implications

22. Where a material amendment is required to the Delivery Plan, the Expenditure Forecast, the Bid, the Infrastructure Works or the Housing Outputs (all as defined in the Grant Determination Agreement "GDA") the Council must notify Homes England and both parties are obliged to co-operate in good faith to identify what steps can be taken to continue the delivery of the Infrastructure Works and/or Housing Inputs or otherwise agreeing variations to the same.
23. Until there is resolution, Homes England are under no obligation to make funding available pursuant to any further claims. If resolution cannot be reached within 3 months of the notification, Homes England are entitled to terminate the GDA, withhold and cancel any further HIF Funding (which has

not yet been paid to the Council) and/or reallocate/redirect unpaid HIF Funding to another person or for such purposes as Homes England in its absolute discretion considers appropriate.

24. Any agreed variations will need to be reflected in a Deed of Variation to the GDA.
25. Legal advice has confirmed that the current planning application for the HIF2 scheme should continue through to determination. The change in circumstances for scheme funding will be communicated to members of the Planning and Regulation Committee.

Comments Checked by:

Jennifer Crouch, Principal Solicitor - Environmental  
([jennifer.crouch@oxfordshire.gov.uk](mailto:jennifer.crouch@oxfordshire.gov.uk))

Jayne Pringle, Interim Principal Solicitor – Contracts Conveyancing  
([jayne.pringle@oxfordshire.gov.uk](mailto:jayne.pringle@oxfordshire.gov.uk))

The recommendations are in accordance with the Council's powers and duties under the Highways Act 1980 and the general power of competence in Section 1 of the Localism Act 2011.

## **Staff Implications**

26. Specialist land and legal advisors are already engaged to provide support to the scheme development and other such statutory processes to limit the potential for future challenge to an absolute minimum.
27. Where external professional staffing resources are being utilised, there is an ongoing plan to ensure corporate knowledge transfer and developing an in-house delivery and technical capacity and expertise.
28. The forecast Council staffing costs of project and technical management to completion are contained within the total scheme budget.

## **Equality & Inclusion Implications**

29. The equalities implications of the HIF2 Scheme have been assessed robustly through the design development stages of the scheme to date. These equalities implications have been considered in line with the Equality Act 2010 through the completion of an Equality Impact Assessment (EqIA). A new EqIA will be commissioned to assess the impacts of a phased delivery.
30. The Public Sector Equality Duty (PSED), to which the County Council is also subject, places additional obligations on public sector bodies to eliminate discrimination, advance equality of opportunity and foster good relations. Recognising and complying with these higher standards is required to discharge the PSED. In particular, steps must be taken to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share that characteristic.

31. Reviewing the EqIA and the County Council's PSED will be a continuous process throughout the subsequent stages of scheme development.

## **Sustainability Implications**

32. The HIF2 proposals alongside the complimentary Science Transit 2 project is designed to promote sustainable modes of travel for access into Oxford by commuting traffic by modal shift away from the private vehicle and on to public transport or by walking and cycling. In reducing traffic congestion levels this has positive impacts on air quality and carbon emissions.
33. Similar to the above the successful delivery of the project, alongside other planned transport investment on the A40 corridor, will form a core part of the promotion and early enabling the use of more sustainable forms of travel for the new developments planned for the West Oxfordshire area. This will be teamed with promotional activities to achieve the cultural shift required.
34. The scheme design also will be developed to offset any bio-diversity net loss and provision of improved environment and habitat for wildlife. The initial delivery phase will aim to provide adequate environmental mitigation and required gain in biodiversity as a direct result of its implementation.

## **Risk Management**

35. Risks to the HIF2 scheme have been identified and continue to be mitigated and monitored on an ongoing basis as part of the overall governance of the Scheme.
36. Risks identified relate to financial risks identified in paragraph 21 of this report.
37. Importantly, Homes England may not agree to modifications of the HIF2 scheme being proposed and proceed to withdraw funding and subsequently, terminate the GDA as set out in paragraph 23.
38. Risks relating to the planning strategy as identified in paragraph 16. Risks related to programme delivery are reviewed and managed in accordance with the risk management strategy for the Scheme.

## **Consultation**

39. Subject to a Cabinet decision on the scope of the initial delivery phase set out in this paper, it is intended that the project will hold a public consultation and further engagement with stakeholders, to allow for the development and subsequent identification of a preferred option to take forward.

Bill Cotton  
Corporate Director for Environment and Place

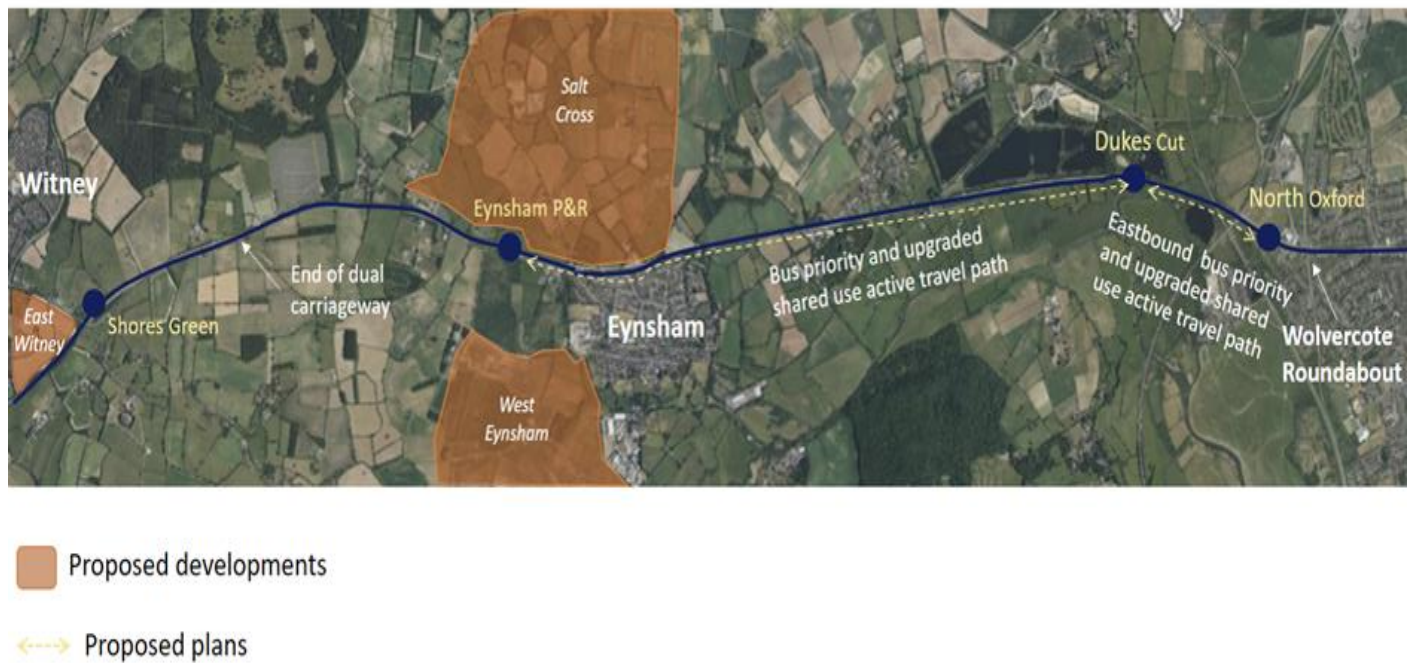
Annexes: None

Background papers: None

Contact Officer: Olu Solola, A40 Programme Lead,  
[olu.solola@oxfordshire.gov.uk](mailto:olu.solola@oxfordshire.gov.uk)

July 2023

Figure One - A40 HIF2: Initial Delivery Phase



Division(s): N/A

**CABINET – 18 July 2023****FORWARD PLAN AND FUTURE BUSINESS**

Items identified from the Forward Plan for Forthcoming Decision

***CABINET MEETINGS******19 SEPTEMBER 2023******KEY DECISIONS***

<b>Topic/Decision</b>	<b>Portfolio/Ref</b>
<ul style="list-style-type: none"> <li>▪ <b>Capital Programme Monitoring Report - July 2023</b> Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.</li> </ul>	Cabinet, 2023/131 - Cabinet Member for Finance
<ul style="list-style-type: none"> <li>▪ <b>Housing &amp; Growth Deal (Homes for Infrastructure) Proposed Changes</b> To keep a balanced programme (funding and spend deadlines against programme deliverables).</li> </ul>	Cabinet, 2023/137 - Cabinet Member for Travel & Development Strategy
<ul style="list-style-type: none"> <li>▪ <b>Local EV Infrastructure (LEVI) funding proposal for Oxfordshire</b> Approval of Oxfordshire proposal for LEVI Capital Fund ahead of submission to Office for Zero Emissions Vehicles (OZEV).</li> </ul>	Cabinet, 2023/135 - Cabinet Member for Climate Change Delivery & Environment

***NON-KEY DECISIONS***

<ul style="list-style-type: none"> <li>▪ <b>Business Management &amp; Monitoring Report - June/July 2023</b> The business management reports are part of a suite of performance, risk and budget documents which set out our ambitions, priorities, and financial performance.</li> </ul>	Cabinet, 2023/132 - Cabinet Member for Finance
<ul style="list-style-type: none"> <li>▪ <b>Workforce Report and Staffing Data - Quarter 1 - April to July 2023</b> Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.</li> </ul>	Cabinet, 2023/132 - Cabinet Member for Corporate Services

**CABINET MEMBER MEETINGS****CABINET MEMBER: HIGHWAY MANAGEMENT - CLLR ANDREW GANT****7 SEPTEMBER 2023****NON-KEY DECISIONS**

<ul style="list-style-type: none"> <li>▪ <b>Abingdon: Northcourt Road - proposed zebra crossing</b> Zebra crossing proposed for improved safety &amp; amenity of pedestrians.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/144 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Ardley with Fewcott proposed 20 mph Speed Limits and associated speed limit buffers</b> To consider and decide outcome of formal consultation over 20 mph speed limit proposals.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/158 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Banbury: A361 Bloxham Road - proposed parking restrictions</b> Proposed parking restrictions for improved road safety and environment.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/151 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Banbury: Grimsbury and Nethercote - proposed 20mph speed limit and associated speed limit buffers</b> Proposed 20mph speed limit for improved road safety and environment</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2022/149 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Bicester - A4095 / B4100 Banbury Road roundabout improvements - proposed 30mph speed limit and raised side road entry treatment at Fringford Road</b></li> </ul>	Delegated Decisions by Cabinet Member for Highway



A decision is required on a proposed improvement of the A4095 / B4100 Banbury Road roundabout including also the adjacent junction with Fringford Road.	Management, 2023/153 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Bicester - various locations - proposed parking restrictions</b> Proposed parking restrictions for improved road safety and environment.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/150 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Bladon: Bladon Chains - proposed HGV &amp; Coach parking restrictions</b> To consider any objections arising from the formal Statutory consultation.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/120 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Bloxham - Proposed 20 mph Speed Limits and associated speed limit buffers</b> To determine what speed limit changes should be made following consideration of public consultation responses.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/076 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Cassington - Horsemere Lane - proposed prohibition of motor vehicles and revocation of one-way restriction</b> Access to / from Horsemere Lane at Cassington to be changed as part of A40 corridor improvement.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/070 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Chesterton - Little Chesterton - proposed 20mph &amp; 40mph Speed Limits &amp; Motor Vehicle Prohibition</b> Proposed traffic measures to mitigate impact of adjacent development / existing businesses</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/148 - Cabinet Member

	for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Clanfield village centre - proposed parking restrictions</b> Approval of an amendment to the Traffic Regulation Order to address current parking issues in the village centre.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/138 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Frilford A338- proposed 30mph and 40mph speed limits</b> Proposed speed limit reductions for road safety and environmental reasons.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/145 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Kennington - Proposed 20 mph Speed Limits and associated speed limit buffers</b> To determine what speed limit changes should be made following consideration of public consultation responses.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/090 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Marcham - Proposed 20 mph Speed Limits and associated speed limit buffers</b> To determine what speed limit changes should be made following consideration of public consultation responses.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/091 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Marcham - Sheepstead Road - proposed extension of 30mph speed limit</b> A decision is required on a proposed extension of the 30mph speed limit to accommodate approved adjacent development.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/154 - Cabinet Member for Highway Management

<p>▪ <b>Oxford The Plain Roundabout - proposed use of ANPR equipment to enforce left turn prohibition from B480 Cowley Road entry</b></p> <p>ANPR equipment proposed to be installed to reduce the level of non-compliance with the prohibited left turn &amp; thereby improve road safety</p>	<p>Delegated Decisions by Cabinet Member for Highway Management, 2023/147 - Cabinet Member for Highway Management</p>
<p>▪ <b>Ramsden - Proposed 20 mph Speed Limits and associated speed limit buffers</b></p> <p>Proposed 20mph speed limit for improved road safety and environment</p>	<p>Delegated Decisions by Cabinet Member for Highway Management, 2023/181 - Cabinet Member for Highway Management</p>
<p>▪ <b>Shilton - Proposed 20 mph Speed Limits and associated speed limit buffers</b></p> <p>Proposed 20mph speed limit for improved road safety and environment</p>	<p>Delegated Decisions by Cabinet Member for Highway Management, 2023/178 - Cabinet Member for Highway Management</p>
<p>▪ <b>Shrivenham: Highworth Road - proposed zebra crossing</b></p> <p>Zebra crossing proposed for improved safety &amp; amenity of pedestrians.</p>	<p>Delegated Decisions by Cabinet Member for Highway Management, 2023/146 - Cabinet Member for Highway Management</p>
<p>▪ <b>Shrivenham - Townsend Road - proposed traffic calming measures and bus stop clearways</b></p> <p>Proposed traffic calming measures and bus stop clearway for improved road safety and bus user amenity.</p>	<p>Delegated Decisions by Cabinet Member for Highway Management, 2023/155 - Cabinet Member for Highway Management</p>
<p>▪ <b>South Hinksey - Proposed 20 mph Speed Limits and associated speed limit buffers</b></p> <p>To determine what speed limit changes should be made following consideration of public consultation responses.</p>	<p>Delegated Decisions by Cabinet Member for Highway</p>

	Management, 2023/092 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Tackley: Proposed 20 mph Speed Limits and associated speed limit buffers</b> To consider outcome of formal consultation.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/157 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>Wantage: Proposed 20 mph Speed Limits and associated speed limit buffers</b> To consider responses to speed limit consultation.</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 2023/025 - Cabinet Member for Highway Management
<ul style="list-style-type: none"> <li>▪ <b>West Hendred A417 - proposed 30mph speed limit</b> A decision is required on a proposed 30mph speed limit</li> </ul>	Delegated Decisions by Cabinet Member for Highway Management, 29023/167 - Cabinet Member for Highway Management

***CABINET MEMBER: TRAVEL & DEVELOPMENT STRATEGY - CLLR  
DUNCAN ENRIGHT***

***7 SEPTEMBER 2023***

***KEY DECISIONS***

<ul style="list-style-type: none"> <li>▪ <b>A423 Kennington Improvement Programme - Contracts and Agreements</b> To consider a recommendation to enter in to construction contract for A423 Kennington Improvement Programme.</li> </ul>	Delegated Decisions by Cabinet Member for Travel & Development Strategy, 2023/152 - Cabinet Member for Travel &
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	Development Strategy
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***CABINET MEMBER: PUBLIC HEALTH & INEQUALITIES - CLLR  
MICHAEL O'CONNOR***

***5 SEPTEMBER 2023***

***KEY DECISIONS***

**Delegated Decisions by Cabinet Member for Public Health & Inequalities, 5 September 2023**

<p>▪ <b>Community Outreach Active Travel programme - procurement exercise</b></p> <p>To consider the award of contract for the Community Outreach Active Travel programme which will undergo a tendering process in summer 2023 with a start date of 1 October 2023.</p>	<p>Delegated Decisions by Cabinet Member for Public Health &amp; Inequalities, 2023/156 - Cabinet Member for Public Health &amp; Inequalities</p>
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## CA17

### Overview & Scrutiny Recommendation Response Pro forma

*Under section 9FE of the Local Government Act 2000, Overview and Scrutiny Committees must require the Cabinet or local authority to respond to a report or recommendations made thereto by an Overview and Scrutiny Committee. Such a response must be provided within two months from the date on which it is requested<sup>1</sup> and, if the report or recommendations in questions were published, the response also must be so.*

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

#### Issue: Cost of Living

**Lead Cabinet Member(s):** Cllr Leffman, Leader of the Council

**Date response requested:** 18 April 2023 (response for July agreed with Scrutiny)

#### Response to report:

#### Response to recommendations:

Recommendation	Accepted, rejected or partially accepted	Proposed action (if different to that recommended) and indicative timescale (unless rejected)
That the Council report regularly to the Locality meetings on the spending and activity relating to the cost of living within that locality.	Partially accepted	At this point, there is limited data on the differences in spend and activity between locality areas. However, and especially with the implementation of the Residents Support Scheme from 1 June, data will increasingly be available from Q3. Cost of Living support is on the agenda for the Performance and Corporate Services

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

## CA17

### Overview & Scrutiny Recommendation Response Pro forma

		<p>Overview and Scrutiny Committee in September 2023, and it is recommended that a view is taken at this committee on how future member engagement is undertaken on the ongoing cost of living crises.</p> <p>In addition, the council is working on broader long-term plans for tackling financial inequality and deprivation and officers would welcome invitations from locality committees to engage on the distinct circumstances of each local area as part of the engagement, policy development and action planning process.</p>
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