



Education and Young People Overview & Scrutiny Committee

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

What does this Committee review or scrutinise?

- All services and preventative activities/initiatives relating to children, young people, education, families and older people.
- Enables the council to scrutinise its statutory functions relating to children, adult social care and safeguarding. Includes public health matters where they are not covered by the Joint Health Overview and Scrutiny Committee.
- This committee will also consider matters relating to care leavers and the transition between children's and adult services

How can I have my say?

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

About the County Council

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

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

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

About Scrutiny

Scrutiny is about:

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

Scrutiny is NOT about:

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

What does this Committee do?

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

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

A hearing loop is available at County Hall.

AGENDA

1. Apologies for Absence and Temporary Appointments

To receive any apologies for absence and temporary appointments.

2. Declaration of Interests

See guidance note on the back page.

3. Minutes (Pages 1 - 10)

The Committee is recommended to **APPROVE** the minutes of the meeting held on 20 September 2024 and to receive information arising from them.

4. Petitions and Public Address

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

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on 18 November 2024. Requests to speak should be sent to the Scrutiny Officer at scrutiny@oxfordshire.gov.uk.

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

5. Committee Forward Work Plan (Pages 11 - 150)

The Committee is recommended to **AGREE** its work programme for forthcoming meetings, having heard any changes from previous iterations, and taking account of the Cabinet Forward Plan and of the Budget Management Monitoring Report.

6. Co-optee Recruitment (Pages 151 - 156)

The Director of Law and Governance has provided an update on co-optee recruitment. The Committee is recommended to consider the report and to agree to appoint the identified candidates for two years from February 2025.

Report to follow

7. Annual Report on Holiday Activities and Food Programme (Pages 157 - 166)

Cllr John Howson, Cabinet Member for Children, Education and Young People's Services, Kate Reynolds, Deputy Director of Education, and Jessie Dobson, Partnership Youth Development Manager, have been invited to present the Annual Report on Holiday Activities and Food Programme.

The Committee is asked to consider the report and raise any questions, and to **AGREE** any recommendations it wishes to make to Cabinet arising therefrom.

8. Draft Education Otherwise Than At School Policy (Pages 167 - 178)

Cllr John Howson, Cabinet Member for Children, Education and Young People's Services, Kate Reynolds, Deputy Director of Education, and Joanna Goodey, Education Inclusion Manager, have been invited to present a report on the Draft Education Otherwise Than At School (EOTAS) Policy.

The Committee is asked to consider the report and raise any questions, and to **AGREE** any recommendations it wishes to make to Cabinet arising therefrom.

9. Revised Home to School Transport Policy for Consultation

Cllr John Howson, Cabinet Member for Children, Education and Young People's Services, Kate Reynolds, Deputy Director of Education, and Stephen Good, Home to School Transport Programme Manager, have been invited to present a report on the revised Home to School Transport Policy before it is issued for public consultation.

The Committee is asked to consider the report and raise any questions, and to **AGREE** any recommendations it wishes to make to Cabinet arising therefrom.

Report to follow

EXEMPT ITEM

In the event that any Member or Officer wishes to discuss the information set out in the restricted annex to Agenda Item 10, the Committee will be invited to resolve to exclude the public for the consideration of the annex by passing a resolution in the following terms:

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

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

10. Annual Report from Adopt Thames Valley (Pages 179 - 238)

Cllr John Howson, Cabinet Member for Children, Education and Young People's Services, Kate Reynolds, Deputy Director of Education, and Teresa Rogers, Head of Service: Adopt Thames Valley, have been invited to present the Annual Report from Adopt Thames Valley.

The Committee is asked to NOTE the report.

11. Annual Corporate Parenting Report (Pages 239 - 304)

Cllr John Howson, Cabinet Member for Children, Education and Young People's Services, Kate Reynolds, Deputy Director of Education, and Charlotte Davey, Assistant Director of Provider Services, have been invited to present the Annual Corporate Parenting Report.

The Committee is asked to NOTE the report.

12. Committee Action and Recommendation Tracker (Pages 305 - 308)

The Committee is recommended to **NOTE** the progress of previous recommendations and actions arising from previous meetings, having raised any questions on the contents.

13. Responses to Scrutiny Recommendations

No responses to Scrutiny recommendations were expected.

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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EDUCATION AND YOUNG PEOPLE OVERVIEW & SCRUTINY COMMITTEE

MINUTES of the meeting held on Friday, 20 September 2024 commencing at 10.00 am and finishing at 1.10 pm

Present:

Voting Members: Councillor Nigel Simpson - in the Chair

Councillor Jenny Hannaby
Councillor Liz Brighthouse OBE
Councillor Ian Corkin
Councillor Trish Elphinstone
Councillor Andy Graham
Councillor Damian Haywood
Councillor Michael Waine

Other Members in Attendance: Councillor Kate Gregory, Cabinet member for SEND Improvement
Councillor John Howson, Cabinet Member for Children, Education, and Young People's Services

Officers: Stephen Chandler, Executive Director of People and Transformation (Deputy Chief Executive)
Lisa Lyons, Director of Children's Services
Kate Reynolds, Deputy Director of Education
Deborah Smit, Head of SEND
Joanna Hoskin, Senior Youth Worker
Dan Leveson, the BOB Integrated Care Board's Director of Place (Oxfordshire)
Jennifer Sergeant, Head of Service Leaving Care
Ian Sutherland, Independent Chair/Scrutineer of the Oxfordshire Children's Safeguarding Board
Richard Doney, Scrutiny Officer

The Council considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports, copies of which are attached to the signed Minutes.

30/24 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS (Agenda No. 1)

Apologies were sent from Cllr Povolotsky, who was substituted by Cllr Haywood, and Cllr Smith. Cllr Corkin and Cllr Waine both apologised that they needed to leave before the end of the meeting.

31/24 DECLARATION OF INTERESTS (Agenda No. 2)

There were none.

32/24 MINUTES (Agenda No. 3)

The minutes of the 22 July 2024 meeting were **AGREED** as a true and accurate record.

33/24 PETITIONS AND PUBLIC ADDRESS (Agenda No. 4)

C Chester attended to thank publicly three officers for their help the Deputy Director for Education, a Lead Officer in the Special Educational Needs and Disability (SEND) Service, and a SENDIASS Adviser. Mrs Chester also recommended including young people and parents in the panel decision-making process.

K Nellist raised concerns about insufficient youth representation on the Committee, slow implementation of youth co-optees, issues with SEND reform, and poor engagement by the SEND Improvement and Assurance board with the youth forum. Miss Nellist also noted errors in the SEND progress update and called for reforms in Education, Health and Care Plans (EHCP) SEND panels and system culture to address fundamental problems.

A Wilkinson highlighted the lack of specific, quantitative targets in the action plan, and noted that recent progress reports omitted these targets. He also noted that, compared to May 2024, the RAG scoring showed seven priority actions moving from green to amber and another from amber to red. Mr Wilkinson called for clear targets, transparency in the improvement process, the publication of minutes from the SEND Improvement Board meetings, highlighting the need for honest discussions and the involvement of campaigners as co-producers.

A Miles shared her experience as a home-schooling parent. After a former Head of SEND left the Council, communication waned, and policies had changed without consultation. Issues arose like unanswered emails, data entry errors, and inappropriate threats in template letters. Ms Miles stressed the need for co-production and proper support for new home educators to avoid legal and procedural errors.

C Brenner told the Committee Oxfordshire SEND Parent Action had reviewed the SEND report at item 5 by turning it into a collaborative document, discussing it thoroughly, and adding follow-up questions. She raised concerns about the absence of independent parent and youth voices. Dr Brenner suggested a gap between the report's claims of co production and the reality of policy development, calling for greater transparency and suggesting her group members be included in the scrutiny process.

Following the public addresses a promotional video, introducing the Committee to the Class of 2024, was shown at the request of the directorate.

34/24 SEND PRIORITY ACTION PLAN UPDATE

(Agenda No. 5)

Cllr John Howson, Cabinet Member for Children, Education, and Young People's Services, Cllr Kate Gregory, Cabinet member for SEND Improvement, and Lisa Lyons, Director of Children's Services, were invited to present an update report on the SEND Priority Action Plan. Kate Reynolds, Deputy Director of Education, Deborah Smit, Head of SEND, Joanna Hoskin, Senior Youth Worker, and Dan Leveson, the BOB Integrated Care Board's Director of Place (Oxfordshire), were also invited to answer the Committee's questions.

Stephen Chandler, Executive Director of People and Transformation (Deputy Chief Executive), was also present for this agenda item.

The Head of SEND led the presentation, focusing on strengthening leadership and fostering cultural change. She highlighted efforts to build relationships with families and professionals, such as regular meetings with the Oxfordshire Parent Carer Forum to improve communication. Challenges were discussed, including financial constraints and the high demand for special school places. The presentation also emphasised early intervention and co-production with families and professionals. The Head of SEND outlined the governance structure, including the SEND Improvement and Assurance Board and various theme groups dedicated to specific areas of SEND provision.

Following the presentation there was a brief adjournment to resolve technical problems in the meeting room.

Cllr Corkin left the meeting following the presentation.

The Senior Youth Worker set out that the SEND Youth Forum, which had been launched in June 2024, aimed to engage young so that they could influence services and policies that affect them. It allowed young people to voice opinions, share experiences, and participate in decision-making. Plans for the forum included making a short video to promote the forum and increasing participation in strategic discussions.

Members of the Committee raised a number questions and comments on the SEND Priority Action Plan and the associated presentation, including the following:

- Members raised concern about timely responses to enquiries on the directorate's part, whether received from service users or from members.

The heard that the Council was committed to enhancing communication efficiency and tracking, ensuring that there were timely and high-quality responses to enquiries. The Committee was advised that there had been a significant improvement in response time to enquiries, comparing July 2023 to July 2024, showing a decrease from an average of 31 working days to nine working days. This indicated a more efficient and timely communication process with stakeholders.

All enquiries, including those from councillors and parents, were expected to be acknowledged and assurances were made that outgoing communications were quality assured before being issued, indicating a robust tracking and quality control system for communications.

- Members explored how young people's views were engaged with and whether the widest range of voices, from a variety of settings, was sought.

Officers stressed the need to capture young people's voices both inside and outside traditional school settings. Engaging with youth directly and through forums was essential to understand their views and needs.

The SEND Youth Forum was a business-as-usual mechanism for hearing young voices and played an important role in ongoing engagement and decision-making. Members were reminded that there was no spokesperson or representative of the forum; it was a collection of equals with different opinions on most matters and it allowed for broad, collective youth engagement.

The Committee emphasised its keenness to co-opt young people to the places permitted by the Committee's terms of reference as soon as possible.

- There was a discussion about how the High Needs funding arrangements.

The Director of Children Services emphasised that there had been increased demand across a range of specialist services, including demand for Education, Health and Care Plans (EHCPs). Efforts to understand the reasons for this increase were ongoing. The research included using Delivering Better Value outcomes and analysing demand based on demographic and population changes.

The conversation highlighted the importance of focusing on early intervention and prevention to manage demand more efficiently. This strategy was considered vital for tackling the underlying reasons behind the rise in EHC Needs Assessments and high needs block figures.

- Concerns were noted regarding the response rate to complaints and queries, and whether the report accurately reflected service performance compared to similar authorities.

Although the data was incomplete, it showed improvements over the past year. Comparing this data to other authorities was not possible at the time, but efforts were underway to enhance the tracking of complaints and queries. This improved tracking would be included in a monthly progress report.

- Concerns were raised about the perceived lack of transparency regarding the SEND Improvement Board's work, particularly in terms of the availability of minutes and detailed updates beyond the provided blog posts.

It was explained that the SEND Improvement Board meetings were operational rather than strategic and focused on the business of work and accountability to the Department for Education (DfE). The meetings were about establishing work

plans and evaluating progress against the improvement plan, which might not always translate into detailed public minutes.

Despite the operational focus, there was an acknowledgment of the need to find ways to be more transparent and to communicate the board's work more effectively to the public. Discussions were ongoing about how best to achieve this.

- It was noted that the rate of appeals to the First Tier Tribunal (SEND) had been a concern, and members questioned why Oxfordshire might be experiencing a higher rate of tribunal cases compared to other areas. The Committee explored whether the service should be more selective in the appeals it challenges, to speed up progress through the backlog.

The selection of cases to challenge at tribunals was discussed as a complex issue, with the need for a strategic approach to decide which cases were challenged based on specific criteria. The financial aspect of tribunals was touched upon, indicating concerns about the cost associated with tribunal cases. However, specific figures regarding the level of spending on tribunals were not immediately available.

The rise in tribunal cases was attributed to systemic issues within the SEND system, and more complex and numerous needs among children. A significant increase in EHCP requests had also driven this trend, along with the growing need for special educational support.

The significant backlog in tribunal cases was addressed alongside broader challenges in the SEND system, emphasising early intervention and support to potentially lower the number of cases reaching tribunals.

- The quality and efficiency of the speech and language therapy service was also questioned, with concerns over growing delays within the service.

The BOB Integrated Care Board's Director of Place (Oxfordshire) recognised problems within the speech and language therapy service, highlighting a national shortage of therapists. Combined with rising demand for these services, worries about demand vastly exceeding supply prompted the need for a comprehensive service review.

- While the performance of enhanced pathways was praised, there were concerns about the sustainability of the practice and whether funding could be better used on other programmes.

The necessity for sustainable models for Enhanced Pathways for children with complex SEND needs was recognised. The focus was on creating these stable pathways to support mainstream placements for these children.

Partner collaboration, especially with schools, was seen as critical for the success of Enhanced Pathways. Engaging with school leaders to identify schools with new Year Seven pupils with EHCPs, and supporting these schools, was highlighted as essential.

It was stressed that schools and the Council should collectively understand budget timelines and decisions. This understanding was crucial for timely decisions impacting the sustainability and implementation of Enhanced Pathways.

35/24 YOUTH JUSTICE ANNUAL PLAN

(Agenda No. 6)

Cllr John Howson, Cabinet Member for Children, Education, and Young People's Services, Lisa Lyons, Director of Children's Services, and Jennifer Sergeant, Head of Service Leaving Care, were invited to present the Youth Justice Annual Plan.

The Cabinet Member introduced the agenda item, highlighting the four strategic priorities: reducing the number of first-time entrants into the youth justice system, tackling the exploitation of children in Oxfordshire, addressing serious youth violence, and enhancing outcomes for children. Additionally, the Cabinet Member praised the notably low reoffending rates among children who had entered the system.

Cllr Graham left part way through the following discussion.

After the brief introduction to the Youth Justice Annual Plan, Members posed several questions and provided comments such as the following:

- There were inquiries regarding the actions being taken to resolve the issue of the delayed budget decision, and what measures were in place to address it.

The delay in the budget had been a persistent problem for several years, well recognised by those managing it. This issue hampered the service's ability to plan effectively. There was always the risk of receiving less funding than anticipated, necessitating decisions to cut back on services. An assurance was given that officers would continue to advocate at the national level with partners and the Youth Justice Board to secure timely budget allocations.

- The plan highlighted the importance of collaborating with partners, including local authorities, police, health services, probation, schools, community groups, and district councils to tackle youth justice issues holistically. District councils were updated on the Youth Justice Plan's report and priorities through the Safer Oxfordshire Partnership Group, ensuring they contributed to reducing crime and supporting young people.
- There was interest in what the statistics in the report, especially rural versus urban offending rates, said about the environments and settings where offences occurred.

The Head of Service Leaving Care outlined that youth crime was not just driven by environment or location. Factors like SEND needs, speech and language gaps, poverty, and children's characteristics also play key roles. Tackling it demanded a collaborative approach, focusing on each child and considering various influences beyond their surroundings.

- Members inquired about how mental health services affect youth justice and what measures are being taken to address mental health issues within this system.

The partnership benefited from direct CAMHS access, enabling swift mental health assessments for young people in the justice system as well as the Phoenix Team, the multi-disciplinary team at Oxford Health who worked with children and young people at risk of exploitation as well as under a court order. This ensured trauma-informed and developmentally sound interventions. This robust mental health support has been a major strength of the partnership's approach to youth justice.

- The discussion stressed the need to keep most children in school for their safety and to lower criminal activity risks. Schools were almost always a safe environment, and efforts were being made to reintegrate children and maintain their attendance.

The partnership was also focused on reducing youth risk outside the home by addressing exploitation and serious youth violence, influencing offending rates.

The link between school exclusions and offending rates was emphasised, which highlighted the need for schools to collaborate with police and other partners to prevent exclusions and support educational reintegration.

Cllr Waine left at the conclusion of item 6.

36/24 ANNUAL OXFORDSHIRE CHILDREN'S SAFEGUARDING BOARD REPORT (Agenda No. 7)

Cllr John Howson, Cabinet Member for Children, Education, and Young People's Services, Lisa Lyons, Director of Children's Services, and Ian Sutherland, Independent Chair/Scrutineer of the Oxfordshire Children's Safeguarding Board (OSCB), were invited to present the Annual Children's Safeguarding Board report.

The Independent Chair presented the OSCB's work over the past year and emphasised the involvement of statutory partners and a broad network. Key safeguarding issues included neglect, exploitation, and keeping children in school. The presentation highlighted early help initiatives, targeted interventions, and safeguarding reviews focusing on trauma and family engagement. Over 11,000 practitioners had been trained.

Following the presentation, the discussion involved several points, such as:

- The focus was on ensuring children's safety through a joint effort. The safeguarding partnership included various agencies beyond statutory partners, stressing community involvement. The aim was to show how safeguarding efforts directly enhance children's lives.

- It was discussed that Oxfordshire had a robust system for monitoring children missing from education, praised by ILACS and validated through audits. This system ensured children's safety.

Plans were being made to create an Education and Inclusion Partnership as a fourth statutory partner in safeguarding, enhancing collaboration in education. Efforts focussed on tracking and supporting children not in school, including those in part-time or alternative provision. Post-COVID, the emphasis was on managing persistent absenteeism by understanding and addressing its causes.

These initiatives were part of a broader strategy to ensure the safety and well-being of children in Oxfordshire, highlighting early intervention.

37/24 LOCAL AUTHORITY RESPONSIBILITIES - PRIVATE RESIDENTIAL HOMES

(Agenda No. 8)

Lisa Lyons, the Director of Children's Services, was invited to provide a brief oral overview of the Local Authority's responsibilities with regard to planning issues in district councils for private residential homes.

The Director of Children's Services clarified that the Council had a limited role in private children's residential homes, with planning permission and registration handled by local planning authorities and Ofsted. Oxfordshire County Council cannot approve or block these homes. The Council remained committed to its residential strategy and valued Ofsted's standards for home registration.

The process of placing children was explained to the Committee, with an emphasis that placing authorities must inform receiving authorities if a child in need was placed either within or outside Oxfordshire.

38/24 SPARE SEATS SPRINT GROUP

(Agenda No. 9)

The Scrutiny Officer provided a report setting out proposed arrangements for member involvement in considering the Spare Seats scheme.

The Committee resolved to **AGREE** the proposed arrangements and to **DELEGATE** to the Scrutiny Officer, in consultation with the Chair and Deputy Chair, the arrangement of the meetings proposed.

39/24 COMMITTEE ACTION AND RECOMMENDATION TRACKER

(Agenda No. 10)

The Committee resolved to **NOTE** the action and recommendation tracker.

40/24 COMMITTEE FORWARD WORK PLAN

(Agenda No. 11)

The Committee resolved to **NOTE** the work plan. Questions were raised as to whether it would be appropriate for the children's section of the budget to come to the Committee. Members were reminded that, where "Where matters fall within the remit of more than one Scrutiny Committee or Review Panel the Chairs of the relevant Scrutiny Committees shall determine which of them will assume responsibility for any particular issue."

41/24 RESPONSES TO SCRUTINY RECOMMENDATIONS

(Agenda No. 12)

There were none.

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Date of signing

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Division(s): N/A

CABINET – 19 NOVEMBER 2024

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision

Portfolio/Ref

Cabinet, 17 December 2024

<p>▪ Capital Programme and Monitoring Report - October 2024 Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.</p>	Cabinet, 2024/224 - Cabinet Member for Finance
<p>▪ City Centre Strategy Review options and officers recommendations with a view to deciding how to proceed on the next stage of the City Centre Strategy, including a Key Decision</p>	Cabinet, 2024/294 - Cabinet Member for Finance
<p>▪ Approval to Begin Re-Procurement for our Microsoft Enterprise Agreement (MEA) Our current MEA expires on 28 February 2025. We want to re-procure the agreement to ensure we continue to benefit from fixed prices for Microsoft Licences for the length of the new agreement.</p>	Cabinet, 2024/332 - Cabinet Member for Community & Corporate Services
<p>▪ Beyond Net Zero - Growing the Market for Carbon Dioxide Removals Agree policy to support growing market for carbon dioxide removals.</p>	Cabinet, 2024/330 - Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations
<p>▪ Infrastructure Funding Statement Approval to publish the statement to the Council's website.</p>	Cabinet, 2024/322 - Cabinet Member for Infrastructure and Development Strategy
<p>▪ Workforce Report and Staffing Data - Quarter 2 - July to September 2024 Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.</p>	Cabinet, 2024/336 - Cabinet Member for Community & Corporate

	Services
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Delegated Decisions by Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations, 12 December 2024

<ul style="list-style-type: none"> ▪ Household Waste Recycling Centres (HWRC) - New CCTV provision with ANPR cameras To approve installation of new enhanced CCTV system across all HWRC's. including new ANPR (Automated Number Plate Recognition) 	Delegated Decisions by Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations, 2024/056 - Deputy Leader of the Council with Responsibility for Climate Change, Environment & Future Generations
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Delegated Decisions by Cabinet Member for Transport Management, 12 December 2024

<ul style="list-style-type: none"> ▪ Nuffield: Proposed 20mph Speed Limits Part of Phase 3 of Countywide 20mph Speed Limit Project 	Delegated Decisions by Cabinet Member for Transport Management, 2024/193 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Letcombe Regis: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/151 - Cabinet Member for Transport Management

<ul style="list-style-type: none"> ▪ A4260: Vision Zero Speed Limit Review Proposed changes along the A4260 corridor include reductions to 50, 40 and 30mph on various lengths between Banbury and Shipton-on-Cherwell. Includes adjoining sections of B4030 at Hopcrofts Holt, and B4027 and A4095 at Bunkers Hill. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/298 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Armstrong Road, Oxford - Proposed Waiting Restrictions To seek a decision on the proposed introduction of waiting restrictions on Armstrong Road, associated with a development. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/319 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Raised Table - Denchworth Road, Grove To seek approval for the introduction of a raised table traffic calming feature on Denchworth Road, Grove. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/317 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ A44 Begbroke - Proposed 20 & 40mph Speed Limits To seek a decision on proposals for 20mph in the village and 40mph speed limit on the A44, Begbroke. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/316 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Westwell: Proposed 20mph Speed Limits To seek approval for the introduction of a 20mmph speed limit in Westwell. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/311 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Asthall Leigh & Field Assarts: Proposed 20mph Speed Limits To seek approval for the introduction of 20mph speed limits in Asthall Leigh & Field Assarts. 	Delegated Decisions by Cabinet Member for Transport

	Management, 2024/310 - Cabinet Member for Transport Management
<p>▪ Proposed Controlled Parking Zone (CPZ) - Littlemore North, Oxford</p> <p>Under the County Council's policy to rollout new CPZs across Oxfordshire, a new scheme is being promoted to reduce opportunities for commuter parking and to reduce car use within the city.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/276 - Cabinet Member for Transport Management
<p>▪ Highmoor: Proposed 20mph Speed Limits</p> <p>Part of Phase 3 Countywide 20mph Speed Limit Project</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/187 - Cabinet Member for Transport Management
<p>▪ Proposed Controlled Parking Zone (CPZ) - Hightown Road Area, Banbury</p> <p>To seek approval for the introduction of a new Controlled Parking Zone, for the Hightown Road area, Banbury</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/327 - Cabinet Member for Transport Management
<p>▪ Proposed Controlled Parking Zone (CPZ) - Cooper's Gate, Banbury</p> <p>To seek approval for the introduction of a new Controlled Parking Zone, for the Cooper's Gate, Banbury.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/326 - Cabinet Member for Transport Management
<p>▪ CPZ Parking Permit Eligibility (Various Locations, Oxford - September 2024)</p> <p>Periodically, the County Council carries out consultations to make changes to permit eligibility for individual dwellings which are associated with planning conditions, often through change of use or HMO's.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/297 - Cabinet Member for Transport

	Management
<p>▪ Westbury Crescent, Oxford - Highway Improvements Scheme 2024/25</p> <p>Scheme has been developed following earlier informal consultation with residents to address local concerns with traffic speeds on Westbury Crescent as well as a higher volume of traffic using the southern half of the Crescent. Scheme includes the introduction of One-Way Streets and traffic calming.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/296 - Cabinet Member for Transport Management
<p>▪ Lower Wolvercote, Oxford - Proposed Controlled Parking Zone (CPZ) 2024/25</p> <p>The County Council is planning to introduce a CPZ in Lower Wolvercote as part of wider strategy to manage on-street parking in the City, which aims to reduce traffic in Oxford.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/295 - Cabinet Member for Transport Management
<p>▪ Hardwick with Yelford: Proposed 20mph Speed Limits</p> <p>A decision is sought on the proposed 20mph speed limits.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/262 - Cabinet Member for Transport Management
<p>▪ Kingston Bagpuize: Proposed 20mph Speed Limits</p> <p>A decision is sought on the proposed 20mph speed limits.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/261 - Cabinet Member for Transport Management
<p>▪ Eye & Dunsden: Proposed 20mph Speed Limits</p> <p>Part of Phase 3 Countywide 20mph Speed Limit Project.</p>	Delegated Decisions by Cabinet Member for Transport Management, 2024/188 - Cabinet Member for Transport Management
<p>▪ East Challow: Proposed 20mph Speed Limits</p> <p>Part of Phase 3 Countywide 20mph Speed Limit Project.</p>	Delegated Decisions by Cabinet Member

	for Transport Management, 2024/184 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Shenington with Alkerton: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/178 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Rotherfield Peppard: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/177 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Wheatley: Proposed 20mph Speed Limits Part of Phase 3 Countywide Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/175 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Holton: Proposed 20mph Speed Limit Extension Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/174 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Shutford: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project 	Delegated Decisions by Cabinet Member for Transport Management, 2024/169 - Cabinet Member

	for Transport Management
<ul style="list-style-type: none"> ▪ Proposed 20mph & 30mph Speed Limit - Bloxham, Grove Rd / Ells Lane, Bloxham To seek a decision on proposed speed limit changes in Bloxham. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/292 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Proposed Puffin Crossing - A417 Reading Road, West Hendred As a result of road safety concerns raised regarding access for residents, and in particular school children, to and from the bus stops located on either side of the A417 Reading Road in the vicinity of the junction with The Greenway, it is proposed to provide a Puffin (signal controlled) crossing. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/302 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Goddington: Proposed 20mph Speed Limits Part of Phase 3 Countywide 20mph Speed Limit Project. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/161 - Cabinet Member for Transport Management
<ul style="list-style-type: none"> ▪ Charlbury Proposed Parking Scheme (2024) To seek approval for the introduction of parking measures in the centre of Charlbury with an aim of managing commuter parking. 	Delegated Decisions by Cabinet Member for Transport Management, 2024/334 - Cabinet Member for Transport Management

Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy, 12 December 2024

<ul style="list-style-type: none"> ▪ Infrastructure Delivery: Professional and Technical Services Framework To seek approval to enter into a professional and technical services framework and to delegate authority for the award of the professional and technical services framework to the Director of Environment and Highways. 	Delegated Decisions by Cabinet Member for Infrastructure & Development Strategy,
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	2024/321 - Cabinet Member for Infrastructure and Development Strategy
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**Delegated Decisions by Cabinet Member for Adult Social Care, 17
December 2024**

<ul style="list-style-type: none">▪ Technology Enabled Care Procurement of new TEC service from April 2025.	Delegated Decisions by Cabinet Member for Adult Social Care, 2024/288 - Cabinet Member for Adult Social Care
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CABINET
19 November 2024

BUSINESS MANAGEMENT AND MONITORING REPORT
September 2024
Report by the Executive Director of Resources & Section 151 Officer

RECOMMENDATION

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

Executive Summary

1. The business management reports are part of a suite of performance, risk and budget documents which set out the council's ambitions, priorities, and financial performance. The [2022 – 2025 Strategic Plan](#) sets out the Council's ambitions. It also shows our priority activities for the current financial year.
2. This report presents the September 2024 performance, risk, and finance position for the council.
3. Further information is provided in the following annexes to the report:

Annex A – Performance

Annex B – Finance

Annex C – Climate Action Programme Qtr2 update

Annex D – Equality, Diversity & Inclusion Plan Qtr2 update

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

Measure **OCC10.04 Customer enquires resolved via telephony contact channel at first contact** has been removed and replaced by upgrading the below service level measure:

OCC10.04 - Answer 80% of calls to the Customer Service Centre within 30 seconds (exclude Social and Health Care Team (SHCT)): With the introduction of the new omnichannel contact centre platform in early November 2024, this gives

us the opportunity to look wider across the customer journey and experience received across multiple channels once implemented.

Measure **OCC04.04 % Adults aged 65+ (per 100,000) whose support needs met by residential and nursing care home** has been revised to:

OCC04.04 Adults aged 65+ (per 100,000) admitted to residential and care homes: This measures the number of adults aged 65 and over whose long-term support needs are met by admission to residential and nursing care homes (per 100,000 population). The target has been set to monitor how we are performing against the rest of the country.

Removed measure **OCC04.05 % of people transferring from homecare to care homes** has been replaced with:

OCC04.05 - Adults aged 65+ (per 100,000 population) admitted to residential and care homes (stretched target): This measure is in addition to measure **OCC04.04**

This stretched target is provided as part of the Better Care Fund (BCF), where the council agrees an improvement target with the Department of Health and Social Care, which must show improvement on the previous year.

Measures where the data is unavailable.

OCC03.06 Percentage of births that have received a face-to-face New Birth Visit:

A new contract with the service provider started on the 1 April 2024, we anticipate data will be available for Quarter 3 reporting.

OCC07.01 % of 2-2½ year review showing children at or above the expected level of development: A new contract with the service provider started on the 1 April 2024, we anticipate data will be available for Quarter 3 reporting.

Performance Overview

6. The Outcomes Framework for 2024/2025 reports on the council's nine strategic priorities. A further priority relates to running the business and includes the customer contact centre and measures included in the council's Financial Strategy. The Outcomes Framework which sits underneath the strategic priorities 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 September 2024 the indicators were rated as follows:

September 2024	Green		Amber		Red		Monitoring Only		Data Unavailable		Complaints measures – where no complaint received		Total	
Monthly	19	58%	4	12%	0	0%	6	18%	0	0%	4	12%	33	59%
Quarterly	14	70%	1	5%	3	15%	0	0%	2	10%	0	0%	20	36%
Biannual	0	0%	1	100 %	0	0%	0	0%	0	0%	0	0%	1	2%

Annual	1	50%	0	0%	1	50%	0	0%	0	0%	0	0%	2	3%
Total	34	61%	6	11%	4	7%	6	11%	2	3%	4	7%	56	100%

Table 1: Summary of September 2024 performance for all measures. RAG = Green = meets or exceeds target, Amber = misses target by narrow margin and Red = misses target by significant margin. This table does not include measures from priority OCC11 (finance).

8. A total of 56 measures reported in September 2024 (Table 1), consisting of:
- 34 measures rated as Green (meeting or exceeding target).
 - Six measures rated as Amber (missing the target by a narrow margin), of which five were Amber for 2+ months.
 - Four measures rated as Red (missing the target by a significant margin).
 - Six measures rated as Monitoring only (No target).
 - Two measures as Data unavailable.
 - Four measures as no data due to no complaints being received.

9. This bi-monthly Cabinet report is the third of 2024/2025. The table (Table 2) below compares monthly measures for the 2024/2025 reporting year, please note the number of reported measures fluctuates throughout the year.

Reporting month	Green		Amber		Red		Monitoring Only / No data		Complaints measures where no complaints were received		Total
April 2024	14	44%	3	9%	1	3%	7	22%	Not applicable		32
May 2024	22	58%	6	15%	2	7%	7	18%	Not applicable		38
June 2024	32	56%	7	12%	2	4%	9	16%	Not applicable		57
July 2024	22	57%	6	15%	4	10%	7	18%	Not applicable		39
August 2024	17	52%	5	15%	1	3%	6	18%	Not applicable		33
September 2024	43	61%	9	12%	7	10%	8	11%	4	6%	71

Table 2: Comparison of monthly reporting measures for Financial Year 2024/2025. *April, June and August measures do not include measures from priority OCC11 (finance).

10. There are seven measures reporting as Red for the reporting period. Table 3 lists the performance measures reporting as Red at the end of September 2024. Full details can be found in Annex A.

Performance measures reporting Red for September 2024
OCC01.04 Oxfordshire Greenhouse gas emissions as published annually by DESNZ with a 2-year lag
OCC03.08 Average response time to emergency incidents within Oxfordshire
OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms
OCC03.12 Number of accidental dwelling fires per 100,000 population within Oxfordshire
OCC11.02 Achievement of planned savings
OCC11.06 Total outturn variation for DSG funded services (high needs)
OCC11.11 Debt requiring impairment - Adult Social Care contribution debtors

Table 3: Red RAG Status Measures September 2024 Reporting Period.

11. This table indicates the direction of travel of measures compared to August 2024.

Status changes – August to September 2024	
Red to Green	OCC09.02 Participation in innovation funding bids or new projects in support of living Oxfordshire
Amber to Green	OCC05.03 204.6 KM (4.4%) of the road network to be treated, OCC10.06 Overall customer satisfaction rates for standard Registration Service
Red to Amber	Not applicable
Green to Amber	OCC10.04 Answer 80% of calls to the Customer Service Centre within 30 seconds (exclude SHCT)
Amber to Red	Not applicable
Green to Red	OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms

Table 4: Change in Performance across August to September 2024.

Performance Exceptions

This section of the report details all measures reporting Red or Amber status (*consecutive for two months or more*) with extracted supporting commentary from the Directorate, the full commentary can be seen at Annex A. The exception report focuses on fourteen exceptions, seven measures have Red ratings, and seven measures have Amber ratings for two months or more.

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

This priority has five measures being reported in September 2024: three (60%) are reporting as Green, one (20%) is reporting as an Amber exception, and one (20%) is reporting as Red.



Figure 1: Priority OCC01 Monthly performance for 2024/2025 financial year

Measure	August Status:	September Status:	Director:
OCC01.04 Oxfordshire Greenhouse gas emissions as published annually by DESNZ with a 2-year lag	No previous data available to enable comparison	Red	Robin Rogers
OCC01.07 Total % of household waste which is reused, recycled or composted	Amber	Amber	Paul Fermer

Table 5: Priority OCC01 Measure Exception - September 2024

OCC01.04 Oxfordshire Greenhouse gas emissions as published annually by DESNZ with a 2-year lag

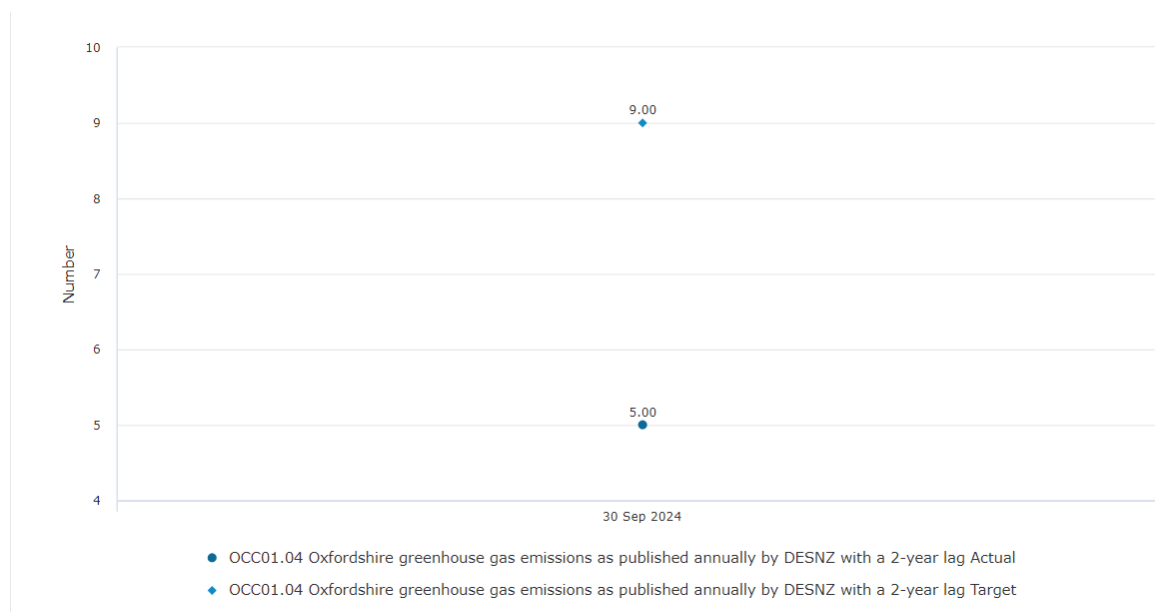


Figure 2: OCC01.04 Annual performance for 2024/2025 financial year

Oxfordshire's Greenhouse gas emissions reduced by 5% compared to the previous year. The 9% annual reduction is needed to stay within the five-year cumulative carbon budget set by the Oxfordshire Net Zero Route Map and Action Plan (ONZRMAP) and to keep the county on track to meet its net zero emissions target by 2050. While Oxfordshire did not meet the ambitious pathway to a zero carbon Oxfordshire (PAZCO) trajectory for Oxfordshire Leading the Way, it did meet the Climate Change Committee carbon budget.

The council is prioritising investment in climate initiatives to drive emissions reductions and is making efforts to collaborate closely with various partners to enhance the effectiveness of these actions.

OCC01.07 Total % of household waste which is reused, recycled, or composted

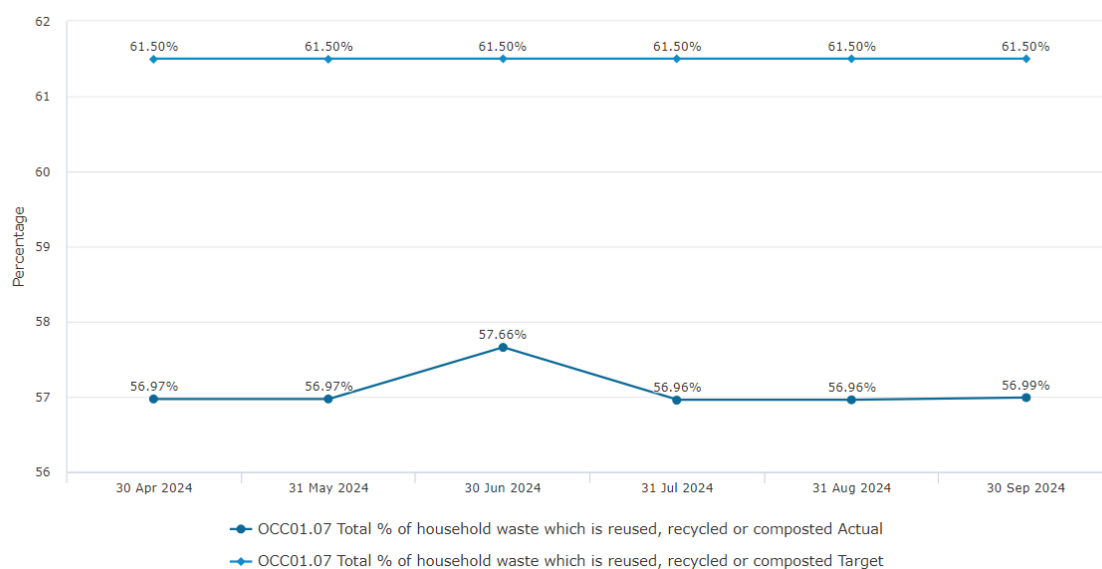


Figure 3: OCC01.07 Monthly performance for 2024/2025 financial year

The Service continues to await policy guidance from DEFRA regarding the national approach.

Priority OCC03: Prioritise the health and wellbeing of residents

This priority has nine measures being reported in September 2024: four (45%) are reporting as Green, one (11%) is reporting as an Amber exception, and three (33%) are reporting as Red. One (11%) measure is reported as data unavailable.



Figure 5: Priority OCC04. Monthly performance for 2024/2025 financial year

Measure	August Status:	Sept Status:	Director:
OCC03.08 Average response time to emergency incidents within Oxfordshire	Green	Red	Rob MacDougall
OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms	Green	Red	Rob MacDougall
OCC03.11 No of people directly reached with Trading Standards preventative advice and support	Amber	Amber	Rob MacDougall
OCC03.12 Number of accidental dwelling fires per 100,000 population within Oxfordshire	Green	Red	Rob MacDougall

Table 6: Priority OCC03 Measure Exceptions - September 2024

OCC03.08 Average response time to emergency incidents within Oxfordshire

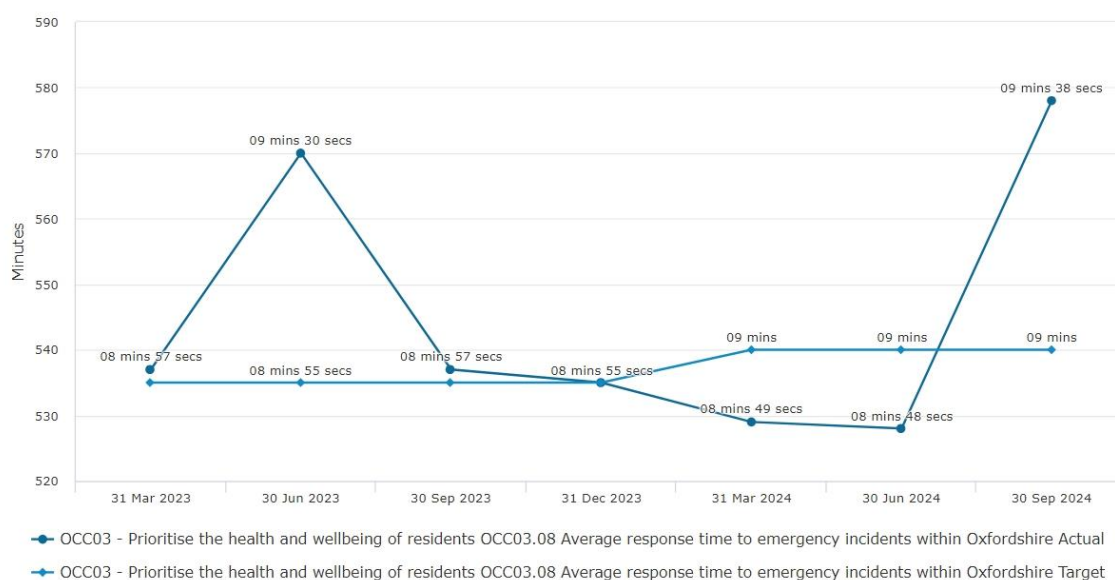


Figure 6: OCC03.08 Quarterly performance for 2024/2025 financial year

The service aims for an average response time of 9 minutes, the current performance is 9 minutes and 38 seconds. This 38-second deviation, representing a 7.04% increase, highlighting the impact of on-call station availability on response times. To address this.

OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms

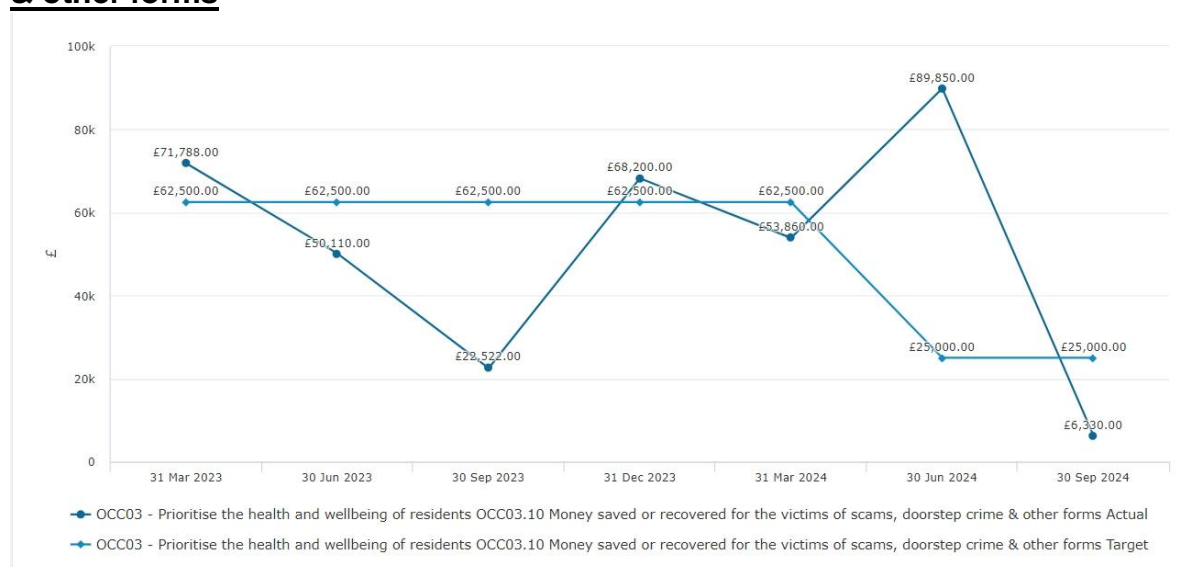


Figure 7: OCC03.10 Quarterly performance for 2024/2025 financial year

This measure aims to recover or save money for victims of crime, with an aspirational target set at £25,000. However, the actual performance in Quarter 2 stands at £6,330, which is approximately 25% of the target.

Performance in Quarter 1 was well above the target and the year-to-date performance is Green. The service has managed to save residents nearly £96,180 this financial year, showcasing its effectiveness and the importance of timely intervention.

OCC03.11 No of people directly reached with Trading Standards preventative advice and support

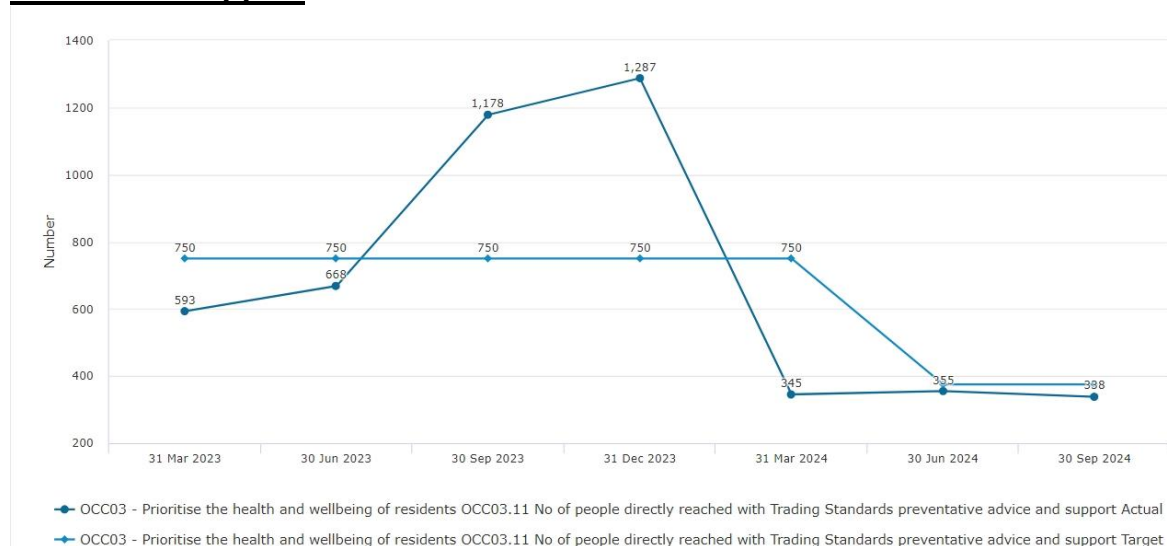


Figure 8: OCC03.11 Quarterly performance for 2024/2025 financial year

In Qtr2 338 people were directly reached, 30 residents received one-on-one scam and fraud intervention support, and 16 call blockers were installed to protect residents from scam and nuisance calls.

The primary focus of the preventative advice and support activities is on scam prevention, scam interventions, with sub activities such as the number of electric

blankets tested for safety.

OCC03.12 Number of accidental dwelling fires per 100,000 population within Oxfordshire

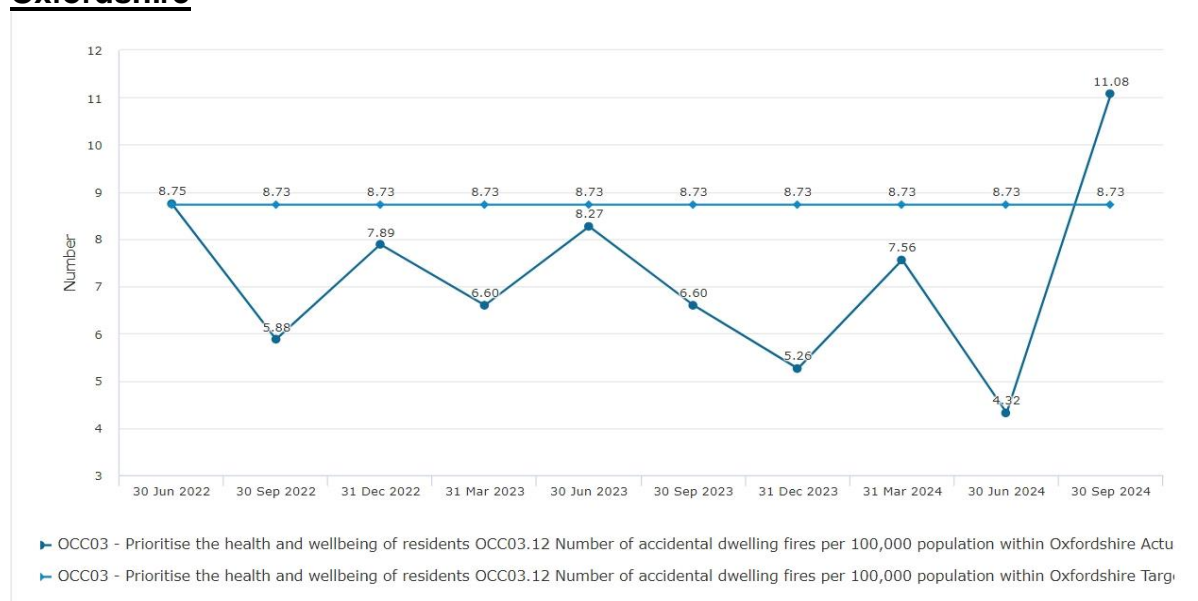


Figure 9: OCC03.12 Quarterly performance for 2024/2025 financial year

The service aims to keep the number of accidental dwelling fires per 100,000 population within Oxfordshire at or below 8.73, the actual figure for Quarter 2 is 11.08, which is above target and below the previous three-year average of 15.6 for this time of year and below the Great Britain average of 44.7 in 2022/2023.

For 2024/25, the service is focusing on proactive fire prevention by agreeing on performance measures with Community Risk and Response Managers. Stations will receive community risk profiles to target those most at risk of fires. Fire prevention activities include a multi-agency approach, social media awareness campaigns, and Safe and Well visits that provide referrals to other health and wellbeing services.

The service remains committed to protecting the community, Reducing harm, and saving lives through targeted prevention and protection efforts.

Priority OCC04: Support carers and the social care system

This priority has five measures being reported in September 2024: two (40%) are reporting as Green and two (40%) are reporting as Amber exceptions. One measure is reported as monitoring only.



Figure 10: Priority OCC04 Monthly performance for 2024/2025 financial year

Measure	August Status:	Sept Status:	Director:
OCC04.01 % of people who received short-term services during 24/25 with no further support request	Amber	Amber	Karen Fuller
OCC04.05 Adults aged 65+ (per 100,000) admitted to residential and care homes (stretched target)	Amber	Amber	Karen Fuller

Table 7: Priority OCC04 Measure Exceptions - September 2024

OCC04.01 % of people who received short-term services during 24/25 with no further support request



Figure 11: OCC04.01 Monthly performance for 2024/2025 financial year

The reablement service in Oxfordshire aims to help individuals regain their independence after an illness. In September, the service achieved a 76% success rate, slightly below the national average target of 77.5%. This is an improvement from the August position of 75.58%.

In the first six months of this year, 1,239 people completed reablement, a 14% increase from last year. While 750 people became completely independent, 150 had reduced care needs. So far in 2024/25 85.3% of service users have seen a decrease in their care needs, and the number of residents supported to become more independent has risen by over 4%.

Performance demonstrates ongoing progress and a strong commitment to helping residents maintain their independence. The service will continue to work with system partners and residents to ensure that people are able to access reablement support in the community as well as via the hospital discharge pathways.

OCC04.05 Adults aged 65+ (per 100,000) admitted to residential and care homes (stretched target)

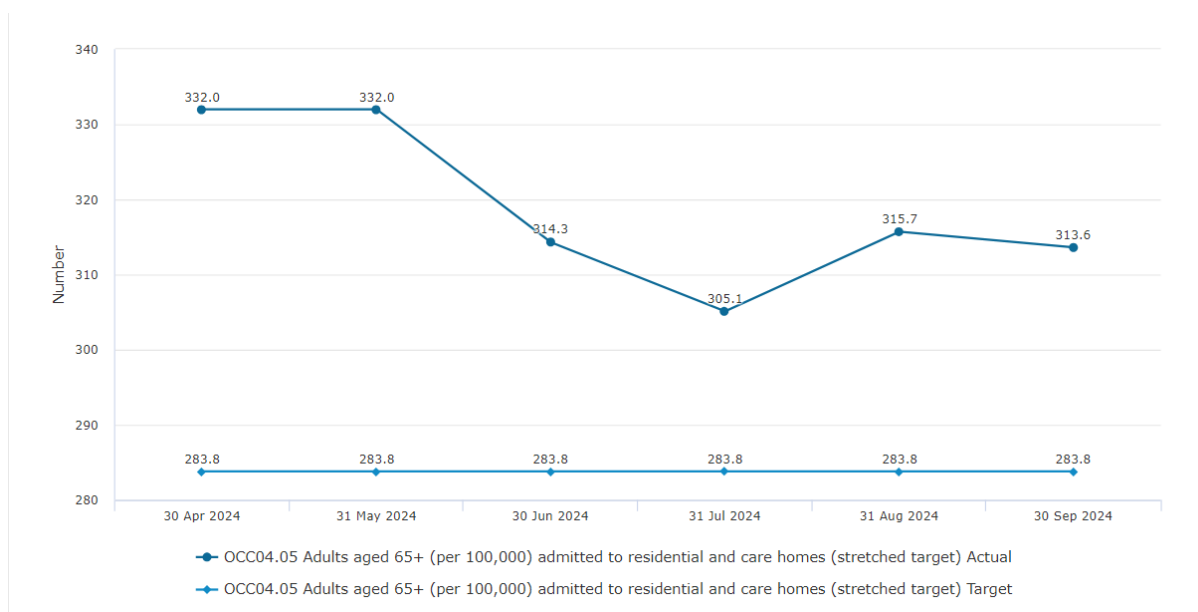


Figure 12: OCC04.05 Monthly performance for 2024/2025 financial year

The actual rate of admissions for adults aged 65+ decreased from 315.7 per 100,000 population in August to 313.6 per 100,000 in September.

This national measure tracks the number of people whose support needs are met by permanent care home admissions. While most people prefer to live at home, sometimes a care home is the best option. The goal is to reduce the number of permanent care home admissions. Last year (2023/24), 453 people were admitted, a rate of 346.2 per 100,000, which is better than the national average of 560.8 per 100,000 population. In the last 12 months, 442 people were admitted, a reduction from 2023/24, placing Oxfordshire in the top 10% nationally.

For 2022/23, Oxfordshire's rate was 357.7, ranking 16th out of 151 authorities. As part of the Better Care Fund, the Council agreed an improvement target with the Department of Health and Social Care, which must show improvement on the previous year. The stretched target for 2024/25 is 400 admissions or a rate of 294 per 100,000 population. Last year our BCF target was 326 per 100,000 population, compared to our current target of 283.8 per 100,000.

Efforts to support people at home include increasing home care services and extra care housing, with a 6% increase in home care hours purchased.

Priority OCC06: Preserve and improve access to nature and Green spaces

This priority has three measures being reported in September 2024: two (67%) are reporting as Green and one (33%) is reporting as an Amber exception.



Figure 13: OCC06: Preserve and improve access to nature and Green spaces. Monthly performance for 2024/2025 financial year.

Measure	August Status	Sept Status	Director
OCC06.04% [by length] of Public Rights of Way network free from serious issues or obstruction	Amber	Amber	Paul Farmer

Table 8: Priority OCC06 Measure Exceptions - September 2024

OCC06.04% [by length] of Public Rights of Way network free from serious issues or obstruction

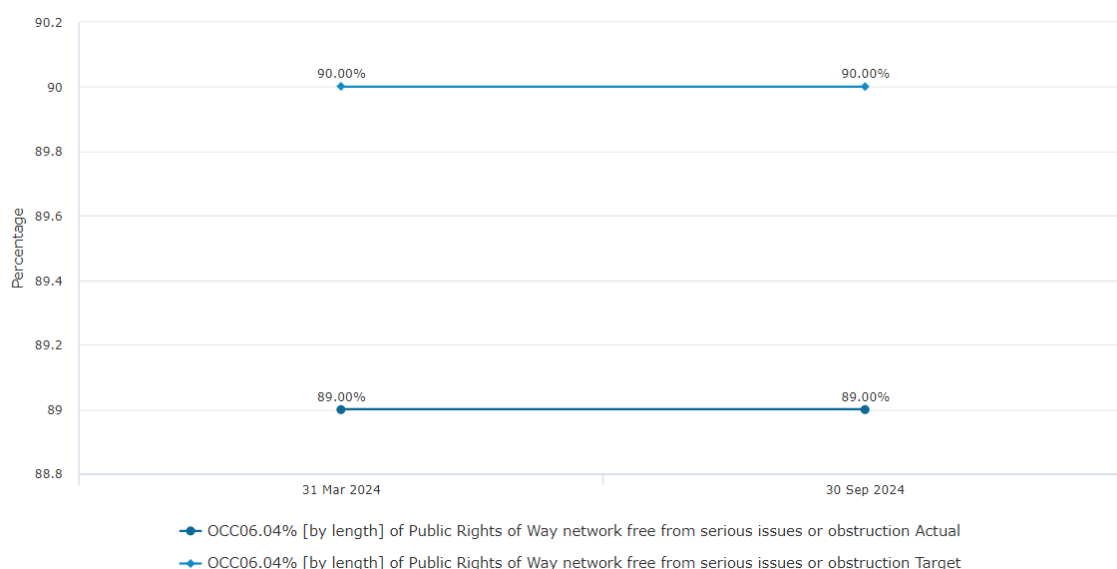


Figure 14: OCC06.04 Biannual performance for 2024/2025 financial year

The performance for the percentage of the Public Rights of Way (PRoW) network free from serious issues or obstructions is 89%, just below the target of 90%. This figure has remained consistent since March.

The council is responsible for 4266 km of PRoW network, and so despite an increase of 4.8 km (0.1% of the total network) in the length of links free from significant issues this quarter, the overall percentage did not change. The Countryside Access GIS system (CAMs) splits PRoW into 'links,' and the percentage is calculated by identifying all significant unresolved issues on the network, such as barbed wire fences, locked gates, unauthorised structures, unauthorised excavation, and buildings on the path. The total length of links associated with these issues is then determined to calculate the percentage of PRoW free from serious issues or obstructions. It is important to note that a link can be several kilometres long, even if the issue only affects a short section.

Many public right of way projects requires extended time to complete, but efforts are being made to promptly address issues identified during inspections or reported by residents.

Priority OCC11: Running the business

This priority has 12 bi-monthly and three quarterly measures being reported in September 2024: nine (60%) are Green, three (20%) Amber, and three (20%) Red.



Figure 15: OCC011 Finance: Bi-Monthly performance for 2024/2025 financial year

Measure:	July Status:	Sept Status:	Director:
OCC11.02 Achievement of planned savings	Red	Red	Lorna Baxter

OCC11.05 Total outturn variation DSG funded services (Schools / early years)	Amber	Amber	Lorna Baxter
OCC11.06 Total outturn variation for DSG funded services (high needs)	Red	Red	Lorna Baxter
OCC11.10 Debt requiring impairment – Corporate debtors	Amber	Amber	Lorna Baxter
OCC11.11 Debt requiring impairment – Adult Social Care contribution debtors	Red	Red	Lorna Baxter

Table 9: Priority OCC11 Measure Exceptions - September 2024.

Please refer to 'Financial Position' Section and Annex B for additional information relating to OCC11: Running the business - Finance.

Performance Highlights

- This section of the report concentrates on several highlights achieved this period in delivering our strategic priorities.

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

Link: [Energy efficient classrooms for Whitchurch Primary School](#)

Pupils at Whitchurch Primary School are set to benefit from environmentally friendly classrooms after successfully applying for a schools' energy efficiency loan from Oxfordshire County Council. The school applied to the council for £22,000, out of an £800,000 fund, to finance the installation of solar photovoltaic (PV) technology, designed to convert sunlight into electrical energy.

Tackle inequalities in Oxfordshire

Link: [More success for Oxfordshire's innovative employment service](#)

Oxfordshire County Council has been graded "good" under new European accreditation guidelines for its support of adults with additional needs in finding and retaining stable employment. The council's Oxfordshire Employment service, part of its adult social care services, provides crucial work experience and support. This rating, awarded through the Supported Employment Quality Framework (SEQF), highlights the council's nearly 80 years of dedication to supported employment and its role as one of the first to undergo this new assessment.

Prioritise the health and wellbeing of residents

Link: [Eligible groups encouraged to get their flu and COVID boosters](#)

People in Oxfordshire eligible for annual winter flu and COVID jabs are encouraged to get vaccinated promptly. The flu vaccine is free for pregnant women, children aged two to three or in primary and secondary education, individuals in clinical risk groups (e.g., those with diabetes, heart disease, or weakened immune systems) and their close contacts, care home residents, carers, frontline health and social care workers, and everyone over 65.

Support carers and the social care system

Link: [Robots being used in Oxfordshire to help research the importance of touch](#)

Robots are being used in Oxfordshire as a training tool for the council's occupational therapists, helping them to gain a greater understanding of the impact of touch during physical and seated assessments. Occupational therapists from County Council's adult social care team are working with experts from University College London (UCL) and the Oxford Robotics Institute (ORI), University of Oxford, on the innovative research which uses robots to take the place of a person being assessed, programmed to take on different life like characteristics and health concerns.

Invest in an inclusive, integrated, and sustainable transport network

Link: [North Oxford travel improvements complete](#)

Residents in and around Cherwell and north Oxford are now benefitting from easier travel as construction work is complete on Oxfordshire County Council's Kidlington roundabout project. The project has improved footways and cycleways, added much needed pedestrian crossings and extended bus lanes. This completes the county council's North Oxford corridor improvements programme, which provides transport infrastructure to support the expected housing growth across Cherwell district.

Preserve and improve access to nature and Green spaces.

Link: [Reclaiming nature: taking inspiration from a rare and extraordinary Oxfordshire meadow that's barely changed for 1,000 years](#)

Oxfordshire County Council is transferring the lease of a meadow it owns in Swinford to the owners of the nearby Thames Valley Wildflower Meadow Restoration Project in Long Mead. The aim is to allow local experts in biodiversity to bring the meadow back to its full potential and help create a nature recovery network and habitat corridor linking a series of ancient meadows together. Some of the people involved in the project explain why it's taking place and how it will work.

Creating opportunities for children and young people to reach their full potential

Link: [Oxfordshire's Adopt Archie campaign needs 'forever families'](#)

Oxfordshire County Council and Adopt Thames Valley have launched a campaign to dispel myths about adoption and encourage more residents to consider adopting. The campaign features Archie, a lively two-year-old boy in need of a loving home. Archie enjoys racing toy cars, messy play, and sensory toys. The campaign aims to show that anyone with experience in caring for children can be a great candidate for adoption.

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

Link: [Food labelling and safety tests helping to keep residents safe](#)

Businesses that produce or sell food are being urged to ensure they are not putting customers at risk after over half of recently assessed food samples were found to be incorrectly labelled. Oxfordshire County Council's Trading Standards team regularly undertakes testing on food products to ensure that labelling is accurate, and products do not contain any harmful materials or Undeclared allergens such as peanuts or milk.

13. Strategic Risk Management Overview

1. A strategic risk is a risk to the council's strategic priorities or long-term outcomes; or a risk with a significance that has an impact at the corporate level.
2. The table below provides an overview of the current strategic risk position. Strategic risks are reviewed monthly as part of the business management and monitoring process. Risks can be added and escalated at any time during the year.
3. Of the ten strategic risks, eight remain static, with the same scoring as reported in August 2024 and two risks have seen improvement.

Risk Name	Risk Description	30 Sep 2024				
		Inherent Score	Previous Residual Risk Score	Current Residual Risk Score	Current Residual Risk Rating	Direction of Travel
01. Financial Resilience	The council is not financially sustainable in the immediate/medium term.	25	12	12	●	➡
02. Cyber security	A successful and significant Cyber-attack leading to disruption, damage or compromise of any of the council's computer services, information systems, infrastructure or data.	25	15	15	●	➡
03. HIF1&HIF2	HIF1 and HIF2 become undeliverable and/or potential financial risk to the council	16	12	12	●	➡
04. Managing Demand across Adult's and Children's Services	Fluctuating demand of community across Oxfordshire can result in varying requirements in resource.	15	8	8	★	➡
05. Special Educational Needs and Disability (SEND)	Local area SEND partnership inspection outcomes found widespread systemic failure. Delay for children having their SEND needs met. Reputational damage (locally, regionally, and nationally).	20	12	8	★	↘✓
06. Oxford Core Schemes	Failure to deliver Oxford Core Schemes (Traffic Filters, Workplace Parking Levy, Zero Emissions Zone and associated city area schemes such as Low Traffic Neighbourhoods) with public support.	20	16	16	▲	➡
07. Strategic Workforce Planning	A risk that the county council's workforce does not have capacity, capability or resilience to deliver key functions, statutory services or transformational changes required to ensure the councils objectives and long-term priorities are met. Further, that the diversity of the workforce satisfies statutory requirements.	16	6	4	★	↘✓
08. Policy & Budget	Inability to seek agreement in relation to the policy and budget framework from a minority administration.	25	8	8	★	➡
09. Delivering the Future Together	Failure to deliver organisation wide transformation.	25	12	12	●	➡
10. Climate Impact	Increasing vulnerability to climate impacts leads to failure of key infrastructure and services with a direct impact on health, safety, environment, and businesses.	25	20.00	20.00	▲	➡

Table 10 Strategic Risk Overview for September 2024.

14. Climate Action Programme Quarter 2 update

Table 10 provides an overview of the status of projects included in the 2024/25 Climate Action Programme, across its three pillars:

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

The Quarter 1 reporting focused on the 19 measures which are being taken forward by the Climate Action service, while this Quarter 2 update also includes the nine projects being taken forward by other services. From Quarter 3 onwards, it is proposed that all 28 projects will be reported on a quarterly basis.

Plan	Green		Amber		Red		Data unavailable		Total
Quarter 1	15	79%	4	21%	0	0%	0	0%	19
Quarter 2	20	71%	7	25%	1	4%	0	0%	28

Table 11: RAG status of Climate Action Programme projects for Quarter 1 and 2 2024/25

Annex C provides additional information on the Climate Action programme Quarter 2 progress.

15. Equality, Diversity and Inclusion (EDI) Action Plan Quarter 2 update

Table 11 provides an overview of the status of measures included in the 2024/25 EDI action plan.

EDI Action Plan	Green		Amber		Red		Data unavailable	Total	
Quarter 1									
Employer of Choice	9	75%	1	8%	0	0%	2	17%	12
Partner of Choice	2	50%	0	0%	0	0%	2	50%	4
Place shaper of choice	8	89%	1	11%	0	0%	0	0%	9
Total	19	76%	2	8%	0	0%	4	16%	25
Quarter 2									
Employer of Choice	11	92%	1	8%	0	0%	0	0%	12
Partner of Choice	4	100%	0	0%	0	0%	0	0%	4
Place shaper of choice	9	100%	0	0%	0	0%	0	0%	9
Total	24	96%	1	4%	0	0%	0	0%	25

Table 12: RAG status of EDI action plan for Quarter 1 2024/25

EDI Measure 24 - Better Housing Better Health services offer support to residents living in poor quality housing in all areas – this measure is now completed.

Annex D outlines the progress of the Equality, Diversity, and Inclusion Action Plan for Quarter 2 2024/25.

Financial position

16. As shown below there is a forecast service area overspend of £6.1m, an increase of £1.0m from the position reported to the September Cabinet. After taking account of additional interest receivable on balances held by the council and anticipated capital financing costs, the overall position is a forecast underspend of £1.3m.

	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance Sept-24 %	Forecast Variance July-24 £m	Change Since July-24 £m
Adult Services	250.2	250.2	0.0	0.0%	0.0	0.0
Children's Services	200.4	204.0	3.5	1.8%	2.3	1.3
Environment & Highways	69.7	70.3	0.6	0.9%	0.9	-0.3
Economy & Place	1.8	1.8	0.0	0.0%	0.0	0.0
Oxfordshire Fire & Rescue Service and Community Safety	28.7	29.3	0.7	2.3%	0.6	0.0
Public Health & Communities	12.6	12.6	0.0	0.0%	0.0	0.0
Resources and Law & Governance	57.8	59.1	1.3	2.3%	1.3	0.0
Transformation, Digital & Customer Experience	7.7	7.7	0.0	0.0%	0.0	0.0
Service Areas Total	628.9	635.0	6.1	0.0	5.1	1.0
Budgets Held Centrally						
Capital Financing	20.7	17.3	-3.5	-16.6%	-3.1	-0.4
Interest on Balances	-10.7	-14.6	-3.9	37.0%	-2.5	-1.4
Contingency	7.4	7.4	-0.0	0.0%	0.0	-0.0
Pay Inflation	14.4	14.4	0.0	0.0%	0.0	0.0
Un-ringfenced Specific Grants	-55.3	-55.3	-0.0	0.0%	0.0	-0.0
Insurance	1.7	1.7	0.0	0.0%	0.0	0.0
Contribution from COVID-19 reserve	-3.8	-3.8	0.0	0.0%	0.0	0.0
Contribution from Budget Priority Reserve	-1.4	-1.4	0.0	0.0%	0.0	0.0
Contributions to reserves	11.5	11.5	0.0	0.0%	0.0	0.0
Total Budgets Held Centrally	-15.4	-22.8	-7.4	48.1%	-5.6	-1.8
Net Operating Budget	613.5	612.2	-1.3	-0.2%	-0.4	-0.9
Business Rates & Council Tax funding	-613.5	-613.5	0.0	0.0%	0.0	0.0
Forecast Year End Position	0.0	-1.3	-1.3	-0.2%	-0.4	-0.9

Table 13 Finance overall forecast position

17. The breakeven position for Adult Services reported to the September Cabinet remains unchanged.

18. The forecast overspend of £3.5m for Children's Services has worsened by £1.3m and is due to pressures within Home to School Transport and risks in the delivery of previously agreed savings built into the 2024/25 budget.
19. The overspend for Environment & Highways has reduced by £0.3m since July 2024. The £0.6m pressure includes a £2.2m overspend in Network Management relating to the underachievement of lane rental income savings, offset by a £1.6m underspend in Highways maintenance from a reduction in energy costs from lower energy activity.
20. The breakeven position for Economy and Place reported to the September Cabinet remains unchanged.
21. Public Health & Communities are forecasting a breakeven position. Within that a forecast £0.2m underspend against the Public Health grant funding is assumed to be transferred to reserves at year end.
22. The forecast overspend of £0.7m for Oxfordshire Fire & Rescue Service and Community Safety has remained unchanged from the July position and is due to risks in the delivery of previously agreed savings built into the 2024/25 budget.
23. The forecast overspend of £1.3m for Resources and Law & Governance has remained unchanged from the position reported to Cabinet in September, the pressure is mainly driven by high locum costs in the Legal service.
24. Transformation, Digital & Customer Experience are reporting a breakeven position.
25. £7.4m on-going budget was agreed to be held in contingency as part of the 2024/25 budget. This will be held to meet potential risks around pay inflation and anticipated winter pressures in Adults and Children's Services later in the financial year. The current forecast assumes that there is no underspend against the contingency budget on the basis of these potential risks. However, as the year progresses and there is more certainty over the forecast position, any variances against the contingency budget will be factored in.
26. The 2024/25 budget includes planned service areas savings of £30.1m. 43% of these savings are assessed as delivered and 71% are forecast to be delivered.
27. The risk assessed level of one – off funding held in general balances in 2024/25 is £30.2m. A residual balance of £2.3m relating to the underspend at the end of 2023/24 was agreed to be held in balances as part of the Provisional Outturn Report for 2023/24. After taking account of the forecast underspend, balances are currently forecast to be £3.6m above the risk assessed level at 31 March 2024.
28. The forecast 2024/25 deficit compared to Dedicated Schools Grant (DSG) funding for High Needs is £26.1m, £4.9m higher than the budget approved by Council in February 2024. The CIPFA code of practice requires negative High Needs DSG

balances to be held in an unusable reserve. The forecast deficit would increase the cumulative negative High Needs DSG balance held in this reserve from £55.8m as at 31 March 2024 to £81.9m at 31 March 2025.

Financial Implications

29. This report includes an update on the forecast financial position and risks for the council along with action being taken to manage the budget within the position agreed by Council in February 2024. Strong and sustained financial management, collective action and oversight continues to be required to ensure that services are managed within budgets in 2024/25 and on-going into 2025/26.

Comments checked by: Ian Dyson, Director of Financial and Commercial Services

Legal Implications

30. 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.
31. 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 July 2024 performance, risk and finance position for the Council as part of its fiduciary duty to implement budgetary controls and monitoring.

Comments checked by: Paul Grant, Head of Legal and Deputy Monitoring Officer

LORNA BAXTER

Executive Director of Resources & Section 151 Officer

Contact Officers:

Louise Tustian, Director Transformation, Digital and Customer Experience
Ian Dyson, Director of Financial and Commercial Services





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Annex A - Performance - September 2024

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Key

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

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

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

Status of Indicators	30/09/2024
OCC01 - Put action to address the climate emergency at the heart of our work	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC01.02 Total No. of streetlights fitted with LED Lanterns	Paul Fermer	Cllr A Gant	During the month of September 2024, the target delivery has been exceeded.					213	119	★	898	582	★
OCC01.04 Oxfordshire greenhouse gas emissions as published annually by DESNZ with a 2-year as	Robin Rogers	Cllr A Gant	This latest data from DESNZ shows that Oxfordshire tracked the national trend in GHG reduction between 2021 and 2022 and showed a similar % reduction as the South East region and comparator authorities. While Oxfordshire met the Climate Change Committee carbon budget it did not meet the ambitious PAZCO trajectory for Oxfordshire Leading the Way. 2022 is the first full year post pandemic when normal economic activity resumed. During this period, transport emissions which are hard to decarbonise continued to dominate for the			The latest GHG data highlights the need to continue to invest in climate action and work with partners to stay on course for our county net zero ambitions. The majority of financing for the net zero transition will come from private sources and the council is seeking to create policy and partnerships that enable that investment. The cost of climate impacts such as from recent floods will be increasingly felt as national and global emissions are not reducing fast enough	This is the first time that Oxfordshire has not been on track to deliver against the Oxfordshire Leading the Way trajectory. The county is tracking regional and national emissions reductions, showing that national policy is the key driver. Therefore there is a risk that insufficient government action will prevent Oxfordshire meeting its net zero ambitions, and our new public affairs function is key to continue pressing for a more ambitious	5.00	9.00	▲	5.00	9.00	▲

Page 41			<p>county. The carbon intensity of the grid also increased in 2021 due to more coal and gas in the mix has been gradually reducing since.</p> <p>The 9% year on year reduction target from the PAZCO Oxfordshire Leading the Way scenario applies to CO2 only and excludes some transport sources, waste and land use changes.</p>			to prevent climate breakdown.	<p>policy framework nationally. There is a risk that Oxfordshire will not meet its ambitious carbon budgets as set out in the Net Zero Route map, however it is also possible that the county will recover its position given that the grid is decarbonising again since a peak in 2021 and that action is being taken at local and national level to tackle emissions. Further data will be available from DESNZ in summer 2025 relating to 2023 GHG emissions.</p>						
OCC01.05 Percentage of milestones delivered for the Local Nature Recovery Strategy	Paul Fermer	Cllr P Sudbury						100.00	100.00	★	200.00	200.00	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC01.06 Number of fully-funded retrofit measures delivered to low income/fuel poor homes	Robin Rogers	Cllr A Gant	Whilst this quarter covered the warmer, summer months, an impressive number of measures were installed, primarily through the delivery of capital grants from OCC's HUG2 programme, but also through Clean Heat Streets project where OCC is a delivery partner (this is part of the Heat Pump Ready programme, and is the only scheme that has successfully progressed through to capital installation stage).			For the HUG2 programme, Officers are about to assess if there is an opportunity to request additional capital funds for delivery to residents through that retrofitting project - this would be really positive for the programme and residents assisted as well as providing positive climate action.	There is a low risk impact here - whilst the change of direction is downwards, this is to be expected due to the warmer summer months.	86	50	★	190	100	★
OCC01.07 Total % of household waste which is reused, recycled or composted	Paul Fermer	Cllr A Gant	Waste performance is reported a month in arrears and is the forecast end of year performance for 2024/25. The forecasts are variable and show minor fluctuations through the year as seasonal factors are taken into account. Most local authorities including Oxfordshire have seen recycling rates decrease from 2021/22, and Oxfordshire's forecast recycling rate for 2024/25 is below the target of 65% recycling by 2025 in the Joint Municipal Waste			The financial cost of waste disposal can be reduced by increasing reuse, recycling and composting. Currently the main way of mitigating increased costs is through encouraging behavioural change to make more effective use of kerbside and HWRC recycling facilities until a step change can be achieved through partnership working and national waste reforms.	Target of recycling and composting at least 65% of household waste by 2025 in the Oxfordshire Joint Municipal Waste Management Strategy is unlikely to be achieved. The continued lack of clarity in some areas from Government about some elements of national waste reforms continues to make investment decisions by local authorities in significant service change	56.99%	61.50%	●	57.09%	61.50%	●

Page 43			<p>Management Strategy. However, Oxfordshire's performance remains one of the best in the country based on national data.</p> <p>Government plans for implementing Extended Producer Responsibility for packaging waste in 2025 and Simpler Recycling reforms for households by 31 March 2026 are expected to assist in increasing recycling nationally. Locally the Oxfordshire Resources and Waste Partnership are considering local approaches to boosting reuse and recycling.</p>			<p>Payments to local authorities for managing packaging waste under the EPR scheme will now not be received until after October 2025.</p>	<p>very difficult. This is a national issue.</p>						

Tackle inequalities in Oxfordshire

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

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

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

Status of Indicators	30/09/2024
OCC02 - Tackle inequalities in Oxfordshire	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC02.01 Digital Inclusion through libraries (number of hours of use of library public computers)	Ansaf Azhar	Cllr N Fawcett	This figure remains above target and last month saw the highest usage since April. This month's figure includes usage from new devices as part of the pilot for a PN replacement programme. This pilot is being run at our 3 busiest libraries for computer use (Westgate, Abingdon and Cowley), and sees the pilot devices available for use alongside traditional PN computers..					7,886	6,000	★	45,580	34,500	★
OCC02.02 % of premises in Oxfordshire below legal Universal Service Obligation of 10Mb/s	Ansaf Azhar	Cllr N Fawcett						0.39	0.44	★	0.39	0.44	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC02.03 Number of physical visits to Libraries	Ansaf Azhar	Cllr N Fawcett	Visits have returned to a normal seasonal level after the busier summer period, but still represent an increase on last year. So far in 2024/25, the first six months have seen over a million visits to libraries (1,024,274) which is a 7.2% increase on the first six months of 2023/24.					162,329	120,000	★	1,022,082	745,000	★
OCC02.06 Digital engagement with Heritage Services Page 45	Ansaf Azhar	Cllr N Fawcett	We believe that this upturn in performance is largely due to the efforts of the local service teams and promotion of key summer events. The Quentin Blake exhibition at the Oxfordshire Museum was particularly well attended and a diverse range of engagement activity and social media connections were delivered over the last quarter.					242,591.0	222,000.0	★	398,427.0	333,000.0	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC02.08 Number of physical visits to Heritage sites (i.e. Museums, History Centre and VCH events)	Ansaf Azhar	Cllr N Fawcett	As per the digital engagement target performance (OCC02.06), the Heritage Service has been prioritising engagement activities and diversifying/developing audience reach and these efforts are paying off. The family-centred activity programme at the museum over the summer attracted record visits and the popular Quentin Blake exhibition has helped boost these figures.					35,456.00	19,500.00	★	69,915.00	38,000.00	★

Prioritise the health and wellbeing of residents

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

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

Status of Indicators	30/09/2024
OCC03 - Prioritise the health and wellbeing of residents	★



Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.01 % of successfully treated opiate users not requiring treatment again within 6 months	Ansaf Azhar	CIlr L Leffman	Period Q1-24 The Community Alcohol and Drug Service continues to achieve very high opiate successful completion rates. The service's performance is currently top of the group of 33 similar local authorities and significantly above the national average of 5.1%. At the same time, the service is working to meet the national drug strategy requirements to increase the number of people in treatment per annum, with an increasing focus on increasing opiate users in treatment.					12.0%	7.0%	★	12.0%	7.0%	★



Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.02 % of the eligible population aged 40-74 who have been offered NHS Health Check	Ansaf Azhar	Cllr L Leffman	Period Q1-24 The combined NHS Health Check invitations by Primary Care and the Supplementary NHS Health Check Service in Q1 2024/25 represents a positive start to 2024/25, with the vast majority of GP Practices offering health checks in the quarter.					4.10%	5.00%	★	4.40%	5.00%	★
OCC03.04 Reduce the % of women smoking in pregnancy to contribute towards OCC smoke-free strategy	Ansaf Azhar	Cllr L Leffman	Period Q4-23 The new maternity in-house tobacco dependency advisor service (via NHS Long Term Plan funding) is live and supporting pregnant women to quit smoking. The local stop smoking service will also continue to support pregnant women to quit smoking. Younger pregnant women who smoke are offered an incentive to quit via the Family Nurse Partnership. An expression of interest was submitted in September 2024 by the ICB LMNS to the national incentive quit scheme for pregnant women via NHS England.					4.3%	6.0%	★	4.7%	6.0%	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.06 Percentage of births that have received a face to face New Birth Visit	Ansaf Azhar	Cllr N Ley	Q1 24/25 data - A new contract started on 1st April 2024 and data will be available at the end of October and will be reported in the next update						95%	?		95%	?
OCC03.08 Average response time to emergency incidents within Oxfordshire	Rob MacDougall	Cllr J Hannaby	The service is working hard to improve the availability of our on-call stations and has plans to implement measures that are aimed at improving and maintaining a stable, minimum level of fire cover. At present the increase in our response time is directly linked to the issue of availability and, until this is resolved, it is unlikely that our average response time can be positively impacted by other factors. Additionally however we are looking at how the metric is measured: there are concerns that crews are not booking "in attendance" at incident addresses they are sent to if they cannot immediately locate an actual incident. This then means that they continue "responding" until they actually locate	On-call availability is the focus of a set of "interim measures" being launched in 2025 which aims to place the focus and responsibility for this back on local stations and managers, whilst support from central teams will aim to ensure a minimum level of fire cover is provided. These measures will last until the launch of a new response model, which is the culmination of the CSS Review programme.	Initially there is a cultural and systemic change needed as part of these interim measures. This will take time for staff to adjust to, but will result in improved accountability for on-call availability and a greater level of oversight and management by local and senior leaders. As such, small, positive improvements should be seen within Q4, with more improvements seen in Q1 of 2025-2026.			09 mins 38 secs	09 mins	▲	09 mins 38 secs	09 mins	▲

			<p>an incident, resulting in a lengthy recorded time. We have addressed this through a service-wide communication and will review this via dip-sampling next month to check whether crews are booking in when they should be (i.e. once they have arrived at the address they were sent to). Due to reductions in our on-call availability, incidents on certain station grounds are often being attended by crews from further afield. Additionally there has been a lack of guidance around when crews book themselves "in attendance" at incidents, which has led to a negative impact in the average response time calculations.</p>										
OCC03.09 No of people contacted via Making Every Conversation Count	Ansaf Azhar	Cllr N Fawcett	MECC interactions remain well above target and continue to be an area of focus for library staff.					651	450	★	4,762	2,700	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.10 Money saved or recovered for the victims of scams, doorstep crime & other forms	Rob MacDougall	Cllr J Hannaby	<p>This is an aspirational target with several variables outside of the services control. Performance can also vary significantly, as a small number of high value savings can impact on the total amount saved, or not. Performance in the first half of the year is above target, due to the service supporting a fraud victim through a financial institution's complaints process / Financial Ombudsman Service complaint. This resulted in a refund of approximately £76,000. New rights exist for victims of fraud to seek quicker redress from their banks in certain situations, however this is capped at a maximum limit and we know victims unfortunately lose sums much greater than this.</p>					£6,330.00	£25,000.0	▲	£96,180.0	£50,000.0	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.11 No of people directly reached with Trading Standards preventative advice and support	Rob MacDougall	Cllr J Hannaby	This measure is slightly below target but expected to see an increase in Q3 as some of our annual one-off activities take place, such as electric blanket safety testing. In this quarter, 29 residents were supported on a 1-to-1 basis as part of scam/fraud intervention and support, with a further 10 call blockers fitted to protect residents from scam and nuisance calls.					338	375		693	750	



Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Finance Impact	Risk Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC03.12 Number of accidental dwelling fires per 100,000 population within Oxfordshire	Rob MacDougall	Cllr J Hannaby	Whilst the year to date figure of 11.08 is above target, it is below the previous three-year average for this time in the year (15.6). Our purpose remains that of protecting the community, reducing harm and saving lives and we will continue to look to reduce the number and severity of emergencies that happen through our targeted prevention and protection work. We have unfortunately seen a number of accidental dwelling fires across Oxfordshire, taking the number per 100,000 population to 11.08 above the target set which was 11.08. However the year to date figure is below the previous three-year average for this time in the year and also below the Great Britain average of 44.7 in 2022/2023.	Many factors can impact on the likelihood or risk of an accidental dwelling fire occurring, some of these are outside of our control – directly or indirectly. However, we undertake a range of prevention activities, such as Safe and Well visits, to reduce risk and save lives. Work is being undertaken to ensure that these activities are as effective as possible and directed to those most at risk	Due to the annual target, this performance indicator will continue to report as red, but we still expect to be below previous years and below the Great Britain average at year end.			11.08	8.73		15.40	17.46	

Support carers and the social care system

We will engage nationally to push for a fair deal for the funding of social care.
Locally, we will support carers, including young carers and help those who want to live independently.
We will work with communities and the voluntary sector to explore new ways to provide services and focus on preventative services, helping people to stay active and supported at all stages of their lives.
We will support intergenerational programmes to build strong and resilient communities.
We will work in collaboration across the health and social care system.

Status of Indicators	30/09/2024
OCC04 - Support carers and the social care system	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
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Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC04.01 % of people who received short-term services during 24/25 with no further support request	Karen Fuller	Cllr T Bearder	This is a national measure which aims to monitor the effectiveness of reablement support. Reablement is a short term service which aims to help people regain their independence following a hospital admission or in the community. This measure monitors of the people who have completed a reablement episode the proportion that need no on-going care. Performance has increased in recent years - improving from 57% in 2020/21; to 76% in 23/24. This is slightly below the latest reported national figure of 77.5%	Whilst the number of people not requiring ongoing support is currently at 72.5% in year it must be noted that so far this year 85.3% of people who have used this service have seen a decrease in their care needs and the actual number of residents supported to become more independent via this service has risen by over 4% from 869 to 907. The service will continue to work with system partners and residents to ensure that people are able to access reablement support in the community as well as via the hospital discharge pathways.		If people do not receive effective reablement where a need for it is identified there is a risk that the opportunity to recover from illness and regain their independence will not be fully utilised.	Supporting people to regain and maintain their independence wherever possible is widely associated with better health and wellbeing outcomes and also ensures that unnecessary costs to residents and the council are not incurred.	76.00	77.50		76.00	77.50	
OCC04.02 % of residents 18-64 with Learning Disability support who live on their own or with family	Karen Fuller	Cllr T Bearder						89.63%		n/a	89.63%		n/a

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC04.03 % Section 42 safeguarding enquiries where identified risk was reduced or removed	Karen Fuller	Cllr T Bearder						93.11	93.00	★	93.11	93.00	★
OCC04.04 Adults aged 65+ (per 100,000) admitted to residential and care homes	Karen Fuller	Cllr T Bearder						313.60	437.70	★	313.60	437.70	★
OCC04.05 Adults aged 65+ (per 100,000) admitted to residential and care homes (stretched target)	Karen Fuller	Cllr T Bearder	<p>This is a national measure that looks at the number of people whose support needs are met by a permanent care home admission. Most people want to live in their own home and we work to help people stay at home as long as possible. However there are occasions where a person is best supported in a care home. The aim is to therefore reduce the number of people needing a permanent care home admission. Last year (2023/24) 453 people were permanently admitted to a care home or a rate of 346.2 people per 100,000 population. This is lower (i.e. better than the national average). The latest comparative data which is for</p>					313.6	283.8	●	313.6	283.8	●

Page 57			<p>22/23, Oxfordshire's rate was 357.7 and the 16 best of 151 reporting authorities. As part of the Better Care Fund the Council agrees an improvement target with the Department of Health and Social Care, which must show improvement on the previous year. This stretched target for 2024/25 is 400 admissions or a rate of 284 per 100,000 people 65+.</p> <p>In the last 12 months 442 people have been permanently admitted to a care home, whilst this is a reduction on last year and in the top 10% in the country it is below the stretched target. People are supported to live at home through increasing the availability of services such as home care and extra care housing. In the last 12 months we have purchased over 6% more hours of home care.</p>										

Invest in an inclusive, integrated and sustainable transport network

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

Status of Indicators	30/09/2024
OCC05 - Invest in an inclusive, integrated and sustainable transport network	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC05.03 204.6 KM (4.4%) of the road network to be treated Page 58	Paul Fermer	Cllr A Gant	<p>The annual target for the 2024/25 total surfacing program has been set at 4.4% of the network (excluding patching).</p> <ul style="list-style-type: none"> 7.06 km were treated during September (0.15 % of the network). As at 30th of September, 198.33 km (4.30% of the network) has been treated. This means we are on track against the final target. 					7.06	2.00	★	198.33	194.20	★
OCC05.04 % of Annual change in average nitrogen dioxide concentrations in AQMAs	Paul Fermer	Cllr A Gant	There are currently 13 air quality management areas (AQMAS) in Oxfordshire declared in relation to nitrogen dioxide concentrations. The highest levels in each of the 13 AQMAS areas within Oxfordshire were recorded by the District and City			Delivery is on target and there are no impacts on risk at this stage.	There is no impact on finance at this stage.	11.00%	10.00%	★	11.00%	10.00%	★

Page 59			<p>Councils. The average of the highest levels was 32.33 µg/m which is less than the UK's statutory limit value of 40 µg/m. The 2023 figure is an 11% reduction in the average of highest nitrogen dioxide levels recorded in each of the 13 AQMAs in Oxfordshire compared to last year and a 35% reduction compared to the baseline year of 2019. Every year air pollutant levels are likely to fluctuate due to weather conditions and other local conditions such as road closures near monitoring sites. However, the downward trend is apparent across the UK, with most monitoring sites showing reductions in NO levels. This is likely to be due to newer road vehicles having to meet stricter emission standards and the uptake of electric road vehicles. A national move away from coal usage in power generation has also impacted nitrogen dioxide levels.</p>										

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC05.08 % of delivery against Countywide 20mph plan	Paul Fermer	Cllr A Gant	Good overall progress with fairly high confidence that the project will be very substantially complete by 31/03/2025.					35.00%	23.53%	★	57.69%	46.22%	★

Preserve and improve access to nature and green spaces

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

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

Status of Indicators	30/09/2024
OCC06 - Preserve and improve access to nature and green spaces	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC06.02 Percentage of newly planted trees still alive on land OCC own & manage	Paul Fermer	Cllr P Sudbury	No change since last month. Watering has now been completed for the year.			No impact identified.	No financial implications	94.90%	90.00%	★	94.90%	90.00%	★
OCC06.03 Volunteer hours on the PRoW network through established groups	Paul Fermer	Cllr A Gant	Q2 - July to October 2024 Chiltern Society - 1547 Cotswolds Wardens - 225 Thame & Wheatley Ramblers group - 71 Vale Ramblers - 160 Total: 2003					2,003.00	1,750.00	★	3,756.00	3,500.00	★
OCC06.04% [by length] of Public Rights of Way network free from serious issues or obstruction	Paul Fermer	Cllr A Gant	This figure has remained at 89%. However, it should be noted that there was an increase of 4.8km in length of links free from significant issues but as this is just a small fraction of the network the overall figure did not change. The Countryside Access GIS system CAMs splits public rights of way (PRoW) into 'links' which all have					89.00%	90.00%	●	89.00%	90.00%	●

Page 62			length data associated with them. A link is a section of path that runs from one path or road to where it connects/intersects with another path or road. In order to generate the % figure we find all significant issues recorded on the entire network that are 'unresolved'. This includes issues such as barbed wire fences, locked gates, unauthorised structures, unauthorised excavation, buildings on path. These are issues that would generally have an impact on people using the paths although in some cases there may be alternative routes used to get around them. We then find all the 'links' that these issues are associated with and can then find the total length of these links. From this we can work out the % by length of PRow that are free from these serious issues or obstructions. It should be noted that a link can be a few kilometres in length while the										

			issue only affects a short section.										

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

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

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

Status of Indicators	30/09/2024
OCC07 - Create opportunities for children and young people to reach their full potential	★


Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC07.01 % of 2-2½ year review showing children at or above the expected level of development	Ansaf Azhar	Cllr L Leffman	Q1 24/25 data - A new contract started on 1st April 2024 and data will be available at the end of October and will be reported in the next update						85.10	?		85.10	?
OCC07.02 No of children we care for who are Unaccompanied Asylum Seeking Children	<div><div></div><div>Lisa Lyons</div><div></div><div>Stephen Chandler</div></div>	Cllr J Howson						101		n/a	583		n/a

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC07.03 % of children we care for placed out of county and more than 20 miles away from home	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson	At the end of September 275 people out of 791 were placed out of Oxfordshire and more than 20 miles away from their home address	Through the Oxfordshire Way we continue to develop community assets to keep people independent for as long as possible. Where people need care we continue to develop services that will allow them to stay in their own homes such as increasing the availability of home care, providing aids and adaptations, and developing additional extra care housing	The aim is to deliver the stretch target by the end of the year, but current we remain in the top 10% nationally	Most residents want to live in their own home for as long as possible. Supporting this supports Oxfordshire as a place of choice	There are no clear financial risks	35.00		!	34.17		!
OCC07.04 Number of Children and Young People accessing the Music Service	<ul style="list-style-type: none"> ■ Kate Reynolds ■ Lisa Lyons 	Cllr N Fawcett						8,129.00	8,500.00	★	8,129.00	8,500.00	★
OCC07.05 The number of children subject of a child protection plan	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						509.00	618.00	★	517.83	618.00	★
OCC07.06 Number of Oxfordshire children we care for	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						690		n/a	690		n/a
OCC07.07 % of Education Health & Care Plans completed within 20 weeks	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						40.0%		n/a	41.9%		n/a

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC07.08 The number of Education Health Care Plans maintained by the local authority	<ul style="list-style-type: none"> ■ Lisa Lyons ■ Stephen Chandler 	Cllr J Howson						7,046.00		n/a	6,812.50		n/a

Play our part in a vibrant and participatory local democracy

- We are committed to taking decisions in an open and inclusive way.
- We will engage and listen to Oxfordshire residents.
- We will be open to scrutiny and regularly provide progress updates.
- We will put the impact on the climate and future generations at the heart of decision making.
- We will manage our own resources carefully.

Status of Indicators	30/09/2024
OCC08 - Play our part in a vibrant and participatory local democracy	

This report does not contain any data

This priority has no measures to report in this reporting period

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

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

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

Status of Indicators	30/09/2024
OCC09 - Work with local businesses and partners for environmental, economic and social benefit	★



Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC09.01 No of overdue inspections from Risk Based Inspection Programme Page 68	Rob MacDougall	Cllr J Hannaby	At the end of September we have zero inspections overdue on our Risk Based Inspection Programme. Concentrated hard work, across the team, has ensured that we are up to date with inspections of our highest risk premises					0	0	★	19	0	●
OCC09.02 Participation in innovation funding bids or new projects in support of Living Oxfordshire	Lorna Baxter	Cllr N Fawcett						12.00	1.00	★	23.00	6.00	★
OCC09.03 No of Trading Standards interventions conducted with businesses	Rob MacDougall	Cllr N Ley						454	375	★	973	750	★
OCC09.04 % of Gigabit capable (DOCSIS 3.1 or Full Fibre) Broadband	Lorna Baxter	Cllr N Fawcett						85.60	78.50	★	85.60	78.50	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC09.05 % of Full Fibre To The Premises broadband (FTTP) premises in Oxfordshire.	Lorna Baxter	Cllr N Fawcett						59.70	52.00	★	59.70	52.00	★

Running the Business - Customer Experience

Status of Indicators	30/09/2024
OCC10 - Customer Service	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.01 % of Adult Social Care complaints (Stage 1) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	6 Adult Social Care statutory stage 1 complaints have been received in September 2024. 2 cases are closed within timescale and 4 are still open within timescale.					100.00	80.00	★	500.00	480.00	★
OCC10.02 % of Adult Social Care complaints (Stage 2) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	No Adult Social Care statutory stage 2 complaints were received in September 2024.						80.00	?		480.00	?
OCC10.03 Overall customer satisfaction rate for the Customer Service Centre – telephony	Louise Tustian	Cllr N Fawcett	Latest satisfaction survey: In September 2024, 22% of calls answered were surveyed which is a decrease of 3% compared to the previous month. 100% of customers surveyed were satisfied or very satisfied					100%	80%	★	100%	80%	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.04 Answer 80% of calls to the Customer Service Centre within 30 seconds (exclude SHCT)	Louise Tustian	Cllr N Fawcett	In September the number of calls answered increased by 2,305 to 10,483 calls and 8,234 of these were answered within 30 seconds equalling 79%. This compared to August where 8,178 were presented and 6,646 calls were answered within 30 seconds (81%) For this area of the contact centre, we have tracked 47,6 days to unforeseen absence	The move to Zoom (from the 8x8 software) and a review of meaningful KPIs will enable us to better understand the individual customer journeys. This includes the introduction of improved workforce management software that enables us to better align staffing to arrival patterns.	This metric is does not accurately reflect the customers experience of the Contact Centre as we are currently unable to understand the number of customers that this actually affects. The introduction of Zoom from November onwards as the Contact Centre platform will enable greater insight into the customers experience. A review of all KPI's is underway to be implemented in the new service delivery plan.	The risk of not answering calls in a timely manner leads to a risk of reputational damage to the Council	Not answering 80% of calls within 30 seconds, does not have a direct financial impact, but can lead to increased waiting times, increased stress and therefore higher staff sickness and turnover.	79.00%	80.00%		79.00%	80.00%	

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.05 Percentage of FOIs responded to within timescales	Louise Tustian	Cllr N Fawcett	<p>A total of 127 requests for information were received during, with an additional 7 requests redirected to the other organisations, mainly the local district councils. This is an increase of 22% compared to August (104), and a decrease of 4% compared to September 2023 (132).</p> <p>A total of 48 requests were responded to on-time (100%), and 79 requests remain open and on-time (100%). Even with the rise in requests throughout September compared to August, we continue to achieve an impressive response rate for 8 consecutive months.</p>	We consistently support and motivate colleagues throughout the organisation to highlight the importance of meeting statutory timeframes.	In the initial six months of the 2024-25 financial year, we successfully responded to 98% of initial requests within the statutory timeframe. We are committed to maintaining this high level of performance for the remainder of the financial year.			100.00	90.00	★	600.00	540.00	★
OCC10.06 Overall customer satisfaction rates for standard Registration Service	Anita Bradley	Cllr N Fawcett						97%	95%	★	95%	95%	●
OCC10.07 Overall customer satisfaction rate for Coroners Inquest Service	Anita Bradley	Cllr N Fawcett						100%	99%	★	100%	99%	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.08 % of Children Social Care complaints (Stage 1) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	9 Children Social Care statutory stage 1 complaints were received in August 2024. 2 cases are closed within timescale and 7 are still open within timescale.					100.00	80.00	★	200.00	480.00	▲
OCC10.09 % of Children Social Care complaints (Stage 2) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	No Children's Social Care statutory stage 2 complaints were received in September 2024.						80.00	?		480.00	?
OCC10.10 % of Children Social Care complaints (Stage 3) responded to within statutory timescales	Louise Tustian	Cllr N Fawcett	No Children's Social Care statutory stage 3 complaints were received in September 2024.						80.00	?		480.00	?
OCC10.11 % of Corporate Complaints (Stage 1) responded to within timescales	Louise Tustian	Cllr N Fawcett	33 Corporate stage 1 complaints have been received in September 2024. 8 were closed within timescale, 2 closed outside of time scale(1 Highways and Environment directorate and 1 Children services) , 19 are still open within timescale and 4 are overdue. Of these, 3 falls into the Highways and Environment directorate,1 into the Children's corporate directorate.					80.00	80.00	★	80.00	80.00	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC10.12 % of Corporate Complaints (Stage 2) responded to within timescales	Louise Tustian	CIlr N Fawcett	3 Corporate stage 2 complaints were received in September 2024. All the cases are still open within timescale.						80.00	?		80.00	?
OCC10.13 The percentage of customer telephone calls abandoned at the Customer Service Centre	Louise Tustian	CIlr N Fawcett	In September 2024, the Customer Service Centre was offered 13,136 calls across all services. Of these, 712 were abandoned equating to 5.4% of calls. Compared to the previous month, there was an increase of 2.393 calls offered. Compared to September 2023, there is a 3.3% decrease in the abandonment call rate					5.00%	10.00%	★	5.40%	10.00%	★

Running the business - Finance

Status of Indicators	30/09/2024
OCC11 - Finance	▲

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.01 Overall forecast revenue variance across the Council	Lorna Baxter	Cllr D Levy	This measures the overall forecast revenue variance across the Council. The target is to breakeven or underspend. September position is -0.2% (ie underspend)					-0.20	0.00	★	-0.10	0.00	★
OCC11.02 Achievement of planned savings	Lorna Baxter	Cllr D Levy	The target for the achievement of planned savings is 90%. September position is 71% of savings are on track to be delivered by year end.					71.00	90.00	▲	70.67	90.00	▲
OCC11.03 General balances are forecast to remain at or above the risk assessed level	Lorna Baxter	Cllr D Levy	General balances are forecast to remain within 85% of the risk assessed level for 2024/25 (£30.2m). September position is 112% as balances are forecast to be £33.8m at year end.					112.00	85.00	★	109.67	85.00	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.04 Directorates deliver services and achieve planned performance within agreed budget	Lorna Baxter	Cllr D Levy	This measures service areas delivering services and achieving planned performance within budget. The target is 1% variance. September performance is 1% overspend.					1.00	1.00	★	0.77	1.00	★
OCC11.05 Total Outturn variation for DSG funded services (schools/early years)	Lorna Baxter	Cllr D Levy	Total Outturn variation for DSG funded services (schools and early years). Target is breakeven or underspend. September position is 0% variance.					0.00	0.00	●	0.00	0.00	●
OCC11.06 Total Outturn variation for DSG funded services (high needs)	Lorna Baxter	Cllr D Levy	Total Outturn variation for DSG funded services (high needs). Target is overspend no higher than £21.3m. September position is £26.1m overspend.					£26,148,0	£21,300,0	▲	£22,890,6	£21,300,0	▲
OCC11.07 Use of non-DSG revenue grant funding	Lorna Baxter	Cllr D Levy	Use of non-DSG revenue grant funding, target is at least 95% is spent by the year end. September position is on track to spend 95%.					95.00	95.00	★	95.00	95.00	★
OCC11.08 % of agreed invoices paid within 30 days	Lorna Baxter	Cllr D Levy						97.10	95.00	★	96.48	95.00	★

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.09 Invoice collection rate - Corporate Debtors	Lorna Baxter	Cllr D Levy	This measure identifies the percentage of invoices issued that have been paid within 120 days. In this period, we measured invoices issued in April 2024. The collection rate was 97.18%, above the target of 95%.					97.18	95.00	★	97.39	95.00	★
OCC11.10 Debt requiring impairment - Corporate Debtors	Lorna Baxter	Cllr D Levy	Debt requiring impairment is the value of invoices with potential to become unrecoverable. The potential loss requires recording in the accounts at year end. If at year end there is an overall increase in the value of invoices at risk, we are required to top up the impairment balance. Consequently, this figure is tracked through the year. Debt requiring impairment this month is £0.515m. The top five cases, including two which are in liquidation, account for 37% of the total bad debt and is being actively worked on by Legal Services and Debt Recovery Officers.					515,000	300,000	●	506,397	300,000	●

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD	
Page 78	OCC11.11 Debt requiring impairment - Adult Social Care contribution debtors	Lorna Baxter	Cllr D Levy	The 2023-24 year-end adults care contribution impairment for bad debt was £4.52m. At 30 September 2024 it is £5.16m, an increase of £0.65m. As reported previously, wider economic factors have had a significant effect on means tested social care contribution debt levels, as have delays with the court of protection and related activity. This tracks with other local authorities' experience. We are revising our approach to overdue debt and bringing together a debt reduction and recovery plan.					5,163,000	3,500,000		4,919,788	3,500,000	
OCC11.12 Average cash balance compared to forecast average cash balance	Lorna Baxter	Cllr D Levy						£535,784,	£462,628,		£508,270,	£462,628,		
OCC11.13 Average interest rate achieved on in-house investment portfolio	Lorna Baxter	Cllr D Levy						4.51	4.25		4.68	4.25		
OCC11.14 Average annualised return achieved for externally managed funds	Lorna Baxter	Cllr D Levy						3.75	3.75		3.75	3.75		

Measure	Director	Portfolio Holder	Comment	Improvement Plan	Timeframe	Risk Impact	Finance Impact	Period Actual	Period Target	Status	YTD Actual	YTD Target	YTD
OCC11.15 Invoice Collection Rate - Adult Social Care contribution debtors	Lorna Baxter	Cllr D Levy	In this period, we measured invoices issued in April 2024. The 120-day invoice collection rate was 92.20% for this period, above the 92% target.					92.20	92.00	★	91.93	92.00	★

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Introduction

1. This annex sets out the third financial monitoring information for the 2024/25 financial year and is based on information to the end of September 2024. Key issues, as well as risks relating to inflation, demand and other factors, plus areas of emerging pressure are explained below.

The following information is also provided within the annex:

Annex B – 1 (a) to (e)	Detailed service areas positions
Annex B – 2a	Virements to approve
Annex B – 2b	Virements to note
Annex B – 3	Earmarked reserves
Annex B – 4	Government grants
Annex B – 5	General Balances

Overall Financial Position

2. As shown below there is a forecast service area overspend of £6.1m, an increase of £1.0m from the position reported to the September Cabinet. After taking account of additional interest receivable on balances held by the council and anticipated capital financing costs, the overall position is a forecast underspend of £1.3m.

	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance Sept-24 %	Forecast Variance July-24 £m	Change Since July-24 £m
Adult Services	250.2	250.2	0.0	0.0%	0.0	0.0
Children's Services	200.4	204.0	3.5	1.8%	2.3	1.3
Environment & Highways	69.7	70.3	0.6	0.9%	0.9	-0.3
Economy & Place	1.8	1.8	0.0	0.0%	0.0	0.0
Oxfordshire Fire & Rescue Service and Community Safety	28.7	29.3	0.7	2.3%	0.7	0.0
Public Health & Communities	12.6	12.6	0.0	0.0%	0.0	0.0
Resources and Law & Governance	57.8	59.1	1.3	2.3%	1.3	0.0
Transformation, Digital & Customer Experience	7.7	7.7	0.0	0.0%	0.0	0.0
Service Areas Total	628.9	635.0	6.1	1.0%	5.1	1.0
Budgets Held Centrally						
Capital Financing	20.7	17.3	-3.5	-16.6%	-3.1	-0.4
Interest on Balances	-10.7	-14.6	-3.9	37.0%	-2.5	-1.4
Contingency	7.4	7.4	-0.0	0.0%	0.0	-0.0
Pay Inflation	14.4	14.4	0.0	0.0%	0.0	0.0
Un-ringfenced Specific Grants	-55.3	-55.3	-0.0	0.0%	0.0	-0.0
Insurance	1.7	1.7	0.0	0.0%	0.0	0.0
Contribution from COVID-19 reserve	-3.8	-3.8	0.0	0.0%	0.0	0.0
Contribution from Budget Priority Reserve	-1.4	-1.4	0.0	0.0%	0.0	0.0
Contributions to reserves	11.5	11.5	0.0	0.0%	0.0	0.0
Total Budgets Held Centrally	-15.4	-22.8	-7.4	48.1%	-5.6	-1.8
Net Operating Budget	613.5	612.2	-1.3	-0.2%	-0.4	-0.9
Business Rates & Council Tax funding	-613.5	-613.5	0.0	0.0%	0.0	0.0
Forecast Year End Position	0.0	-1.3	-1.3	-0.2%	-0.4	-0.9

3. The breakeven position for Adult Services reported to the September Cabinet remains unchanged.
4. The forecast overspend of £3.5m for Children's Services has worsened by £1.3m and is due to pressures within Home to School Transport and risks in the delivery of previously agreed savings built into the 2024/25 budget.
5. The overspend for Environment & Highways has reduced by £0.3m since July 2024. The £0.6m pressure includes a £2.2m overspend in Network Management relating to the underachievement of lane rental income savings, offset by a £1.6m underspend in Highways maintenance from a reduction in energy costs from lower energy activity.
6. The breakeven position for Economy and Place reported to the September Cabinet remains unchanged.
7. Public Health & Communities are forecasting a breakeven position. Within that a forecast £0.2m underspend against the Public Health grant funding is assumed to be transferred to reserves at year end.
8. The forecast overspend of £0.7m for Oxfordshire Fire & Rescue Service and Community Safety has remained unchanged from the July position and is due to risks in the delivery of previously agreed savings built into the 2024/25 budget.
9. The forecast overspend of £1.3m for Resources and Law & Governance has remained unchanged from the position reported to Cabinet in September, the pressure is mainly driven by high locum costs in the Legal service.
10. Transformation, Digital & Customer Experience are reporting a breakeven position.
11. £7.4m on-going budget was agreed to be held in contingency as part of the 2024/25 budget. This will be held to meet potential risks around pay inflation and anticipated winter pressures in Adults and Children's Services later in the financial year. The current forecast assumes that there is no underspend against the contingency budget on the basis of these potential risks. However, as the year progresses and there is more certainty over the forecast position, any variance against the contingency budget will be factored in.
12. The 2024/25 budget includes planned service areas savings of £30.1m. 43% of these savings are assessed as delivered and 71% are forecast to be delivered.
13. The risk assessed level of one – off funding held in general balances in 2024/25 is £30.2m. A residual balance of £2.3m relating to the underspend at the end of 2023/24 was agreed to be held in balances as part of the Provisional Outturn Report for 2023/24. After taking account of the forecast underspend, balances are currently forecast to be £3.6m above the risk assessed level at 31 March 2024.
14. The forecast 2024/25 deficit compared to Dedicated Schools Grant (DSG) funding for High Needs is £26.1m, £4.9m higher than the budget approved by Council in

February 2024. The CIPFA code of practice requires negative High Needs DSG balances to be held in an unusable reserve. The forecast deficit would increase the cumulative negative High Needs DSG balance held in this reserve from £55.8m as at 31 March 2024 to £81.9m at 31 March 2025.

Service Areas Forecasts

Adult Services

15. Adult Services are reporting a breakeven position against a budget of £250.2m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Adult Social Care	27.2	27.5	0.3	0.3	0.0
Health, Education & Social Care Commissioning	5.5	5.2	-0.3	-0.3	0.0
Housing & Social Care Commissioning	1.4	1.4	0.0	0.0	0.0
Business Support Service	1.1	1.1	0.0	0.0	0.0
Pooled Budgets	214.9	214.9	0.0	0.0	0.0
Total Adult Services	250.2	250.2	0.0	0.0	0.0

16. The position assumes that all savings are delivered. Further detail is provided in the savings section of the report.

Pooled Budgets

Age Well Pooled Budget

17. The Age Well pool combines health and social care expenditure on care homes, activity relating to hospital avoidance and prevention and early support activities for older people.
18. Budgets within the pool are managed on an aligned basis with the Integrated Care Board (ICB) for Buckinghamshire, Oxfordshire, and Berkshire West (BOB) so each partner is responsible for the variation against their element of the funding.
19. The council elements of the Age Well pool as at the end of September are forecast to breakeven.
20. The council's share of the Better Care Fund (BCF) being utilised within the pool is £31.1m in 2024/25, an increase of 5.7% from 2023/24.
21. There are significant risks and assumptions within the forecast where certainty is not possible at this stage. These include:
 - Growth in placements, particularly residential, through the year. Although there is a seasonal trend, it is difficult to predict accurately how activity will move. The forecast includes an element of growth held to mitigate this risk.

- Requests for fee uplifts for unit costs over and above ceiling rates are still being requested and this is being managed through a fee uplift panel. A deadline for requests to be put forward for consideration is to be communicated to providers. Funding is held to cover further requests any unallocated budget will be released to the wider system or cover future risks within the service.
- The ICB have begun a programme of package reviews, resulting in a number of packages being assessed as no longer having a health need and therefore becoming a social care commitment. To date the increase in costs to the council within older people is £1.0m in 2024/25. This has potential to increase depending on the outcomes of any further assessments taking place by the ICB.

Live Well Pooled Budget

22. The Live Well pool supports a combination of health and social care needs for adults of working age with learning disabilities, acquired brain injury or mental health needs and adults with physical disabilities.
23. Budgets within the pool are managed on an aligned basis with the Integrated Care Board (ICB) for Buckinghamshire, Oxfordshire, and Berkshire West (BOB).
24. The council elements of the Live Well pool are forecast to spend to budgets.
25. Risks or uncertainties in both service groups relate to:

- The ICB have begun a programme of package reviews, resulting in a number of packages being assessed as no longer having a health need and therefore becoming a social care commitment. To date the increase in costs to the council within learning and physical disabilities is £1.1m in 2024/25. This has potential to increase depending on the outcomes of any further assessments taking place by the ICB.
- Transport costs are forecast to overspend by £0.7m. This is due to market conditions rather than increased demand. Work is ongoing to reduce these costs in future years via a transport working group.
- Growth in care packages, particularly for supported living and home support, through the year. It is difficult to predict accurately how activity will move throughout the remaining four months of the year.
- A paper is going to the ICB's Executive Management Committee on the 11th November to formally agree to their share of the costs for adults with Section 117 aftercare support under the Mental Health Act for service users with a physical disability.

Non-Pool Services

26. A breakeven position is forecast across all other services.

Reserves

27. £1.0m held in the Budget Priorities reserve for Adult Social Care at 1 April 2024 will be used to fund known pressures in 2024/25.
28. £0.6m held in reserves because of additional contributions made by the ICB in

previous years will be allocated in 2024/25 and 2025/26 as agreed with the Joint Commissioning Executive.

29. As the Supervisory Body the council has a statutory obligation to assess and authorise Deprivation of Liberty Safeguarding (DoLS) requests. The number of requests the council receives has increased so £0.4m has been held in the Budget Priorities reserve to help meet its statutory obligation. This funding will be utilised in 2024/25.
30. £0.1m held in the Government Initiative Reserve relates to ongoing costs associated with charging reforms prior to implementation which is now scheduled for autumn 2025.
31. £0.3m of Apprenticeship funding is held within the grants and contributions reserve, funding was awarded to the council late in February 2024 to increase social work capacity within adult social care, the funding will be used before March 2025. Noting the positive impact of the recruitment campaign, 300 applications were received for social work apprenticeships from which 30 were appointed.
32. £0.2m Accelerated Reform Fund funding awarded in January 2024 will be used to address barriers to adopting innovative practices and build capacity and capability within adult social care.

Ringfenced Grants

33. As set out in Annex 4, ring-fenced government grants expected to be received by Adult Services in 2024/25 total £23.2m.
34. The Improved Better Care Fund Grant is £10.7m, with no change since 2023/24. The conditions attached to the grant funding require it to be used for the purposes of meeting adult social care needs, including contributing to the stabilisation of local care markets and supporting the NHS in addressing pressures such as delayed discharges.
35. The Market Sustainability and Improvement Fund is £10.0m and is being used to support the provider fee uplift in 2024/25 in line with the terms of the grant, to enhance the uplift, and to maintain uplifts from 2023/24 funded through the Market Sustainability and Fair Cost of Care grant which now forms part of this grant.
36. The Adult Social Care Discharge Fund is £2.5m. This will be used to provide interventions that improve discharge of patients from hospital to the most appropriate location for their ongoing care.

Virements

37. There are a number of virements to note reflecting budget movements within the pools linked to inflationary uplifts, and allocation of Deprivation of Liberty Safeguards funding.

Savings

38. The 2024/25 budget includes planned savings of £4.3m. 98% of savings are expected to be delivered and 2% are currently unconfirmed and have an element

39. The unconfirmed savings relate to an action to reduce the outstanding unsecured debt. This will not be confirmed until the end of the financial year but while action continues to be taken early reports indicate that this will not be achieved. Updates will continue to be provided in future reports.
40. There are also £0.3m of savings brought forward from 2023/24 to be delivered in 2024/25. 100% of this is expected to be delivered.

Investments

41. Planned one – off investments of £1.4m were agreed as part of the 2024/25 budget. Initial plans have been discussed to spend £0.6m of the investment with further work being carried out to utilise the remaining investment. To maximise the effect of this funding an element may be required to be carried forward into the following year, an update will be provided within the next report. £0.2m of the investment linked to the Oxfordshire Way is to be managed by the Partnership Delivery Service.
42. Options are being worked through to fully understand the benefits to the council as a result of the investment in digital technologies. The scoping exercise linked to these projects and any implementation flowing from this may require some of the funding to be moved into to an earmarked reserve for use in 2025/26.
43. The digital acceleration allocation is likely to be oversubscribed and the ambition would be to reallocate part of the investment set against shared lives which is unlikely to fully utilise this allocation.
44. Any investment opportunities to be funded from the shared lives investment budget is not identified until quarter three of the current financial year following recommendations to be made from project work beginning in September 2024. Opportunities need to be identified to ensure the benefit of the investment to be spent against transport is maximised county wide.

Children's Services

45. Children's services are forecasting an overspend of £3.5m against a budget of £200.4m.
46. For High Needs DSG there is a forecast in year deficit of £26.1m, £4.9m higher than the budget approved by Council in February 2024.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Education & Learning	52.9	53.9	1.0	0.0	1.0

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Schools ¹	0.2	0.2	0.0	0.0	0.0
Subtotal Education	53.1	54.1	1.0	0.0	1.0
Early Help, Front Door & Social Care Provider Services & Safeguarding	87.0	84.9	-2.1	1.4	-3.5
Subtotal Childrens' Social Care	138.6	136.6	-2.0	1.4	-3.5
Children's Services Central Costs	8.8	13.3	4.5	0.8	3.7
Total Childrens' Services	200.4	204.0	3.5	2.3	1.3
Overspend on High Needs DSG that will be transferred to the unusable reserve	88.4	114.6	26.1	21.3	4.9

Education

47. Within Education & Learning, Home to School Transport continues to be high risk. At this point in the year expenditure is forecast to exceed the budget by £1.0m based on the pupils and transport requirement for the new academic year from September.

Children's Social Care & Central Costs

48. There is a forecast overspend of £2.5m for Children's Social Care and Central Costs.

49. The forecast overspend is as a result of risks to the delivery of previously agreed reductions to budgets or savings built into the budget for 2024/25 mitigated by funding to cover increasing demand and underspends noted in investments.

50. In relation to staffing, several initiatives are planned to support the reduction of agency social workers. For 2024/25 this is currently expected to be managed within the budget, however there could be risks in future financial years should the number and cost of agency social workers not reduce in line with expectations.

51. The latest activity for Children's Social Care is as below:

	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q3 2023/24	Q4 2023/24	Q1 2024/25	Q2 2024/25
Oxfordshire born children	778	755	735	709	677	651	624	623	643
Disabled Children	61	62	58	56	51	50	49	48	43
Subtotal	839	817	793	765	728	701	673	671	686
Unaccompanied	69	73	108	100	94	108	95	99	99
Total	908	890	901	865	822	809	768	770	785

52. The downward trend in the number of children we care for during 2023/24 has in recent months broadly stabilised and is in line with the numbers forecast for the budget at this point in the year.

Dedicated Schools Grant (DSG)

¹ *Maintained Schools are funded by Dedicated Schools Grant

53. The forecast overspend against High Needs DSG funding is a deficit of £26.1m, £4.9m higher than the budget approved by Council in February 2024.

Summary of DSG funding	2024/25 Budget £m	2024/25 Projected Outturn £m	Variance £m
Schools block	129.1	129.1	0.0
Central Services Schools block	5.2	5.2	0.0
High Needs block	88.4	114.6	26.1
Early Years block	74.8	74.8	0.0
Total	297.5	323.6	26.1

54. The CIPFA code of practice requires negative High Needs DSG balances to be held in an unusable reserve. The forecast deficit would increase the cumulative negative DSG balance held in this reserve from £45.6m as at 31 March 2024 to £71.7m at 31 March 2025.

Savings

55. The 2024/25 budget includes planned savings of £12.3m. Although some of the savings have already been secured or are expected to be delivered, there remains £6.1m of savings to deliver through activities during the year to manage demand and the cost of care. The savings also include a reduction in agency costs which is at risk of delivery.

Investments

56. Planned investments of £6.7m agreed as part of the 2024/25 budget include:

- £1.5m investment for additional capacity in the SEND service.
- £1.0m investment to extend the Family Safeguarding model to reduce demand.
- £1.0m investment on Recruitment & Retention Strategy.
- £0.8m investment on Home to School Transport to improve data and systems and increase independent travel.
- £0.5m investment in Digital innovation to assist customer pathways and user experience in information finding and advice.
- £0.7m to develop the Oxfordshire Way approach.

Virements

57. A temporary virement is requested to reallocated £1.3m of the children's demography from social care to transport. The budget agreed in February 2024 reflected the demographic pressure being used for both services and this reflects the actual position in year.

Environment & Highways

58. Environment & Highways is forecasting an overspend of £0.6m against a budget of £69.7m.

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Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Infrastructure Delivery	1.2	1.2	0.0	0.0	0.0
Environment	37.1	37.1	0.0	0.0	0.0
Transport Policy	13.2	13.2	0.0	0.0	0.0
Highways & Maintenance	20.7	19.1	-1.6	-1.3	-0.3
Network Management	-6.4	-4.2	2.2	2.2	0.0
Supported Transport	1.9	1.9	0.0	0.0	0.0
Senior Management Team	0.3	0.3	0.0	0.0	0.0
Data Intelligence & Business Support	1.7	1.7	0.0	0.0	0.0
Total Environment & Highways	69.7	70.3	0.6	0.9	-0.3

Infrastructure Delivery

59. The Infrastructure Delivery service area is forecasting a breakeven position.

Environment

60. The Environment service area is forecasting a breakeven position.

61. Waste Management are forecasting a breakeven position. The service is confident that the risks identified around waste pressures can be managed throughout the year.

62. The table below summarises budgeted and actual waste activity.

**	Budget				Outturn Forecast*			
Waste Stream	Annual	Tonnage		Price/ Tonne	Annual	Tonnage		Price/ Tonne
	£m	K'Tonnes	%	£	£m	K'Tonnes	%	£
Recycling/ Composting	8.362	175	60%	47.86	8.078	151	56%	53.24
ERF	16.167	105	36%	154.41	17.114	111	41%	154.71
Landfill	1.624	11	4%	149.30	1.304	7	3%	167.58
Total	26.153	291	100%	90.09	26.497	269	100%	98.09
*September figures presented as the latest dataset.								
** Please note that budget, outturn & variance figures are rounded to the nearest 1000								

63. Other services within Environment & Circular economy are also forecasting a break-even position. All investments in flood management activity are currently on

Transport Policy

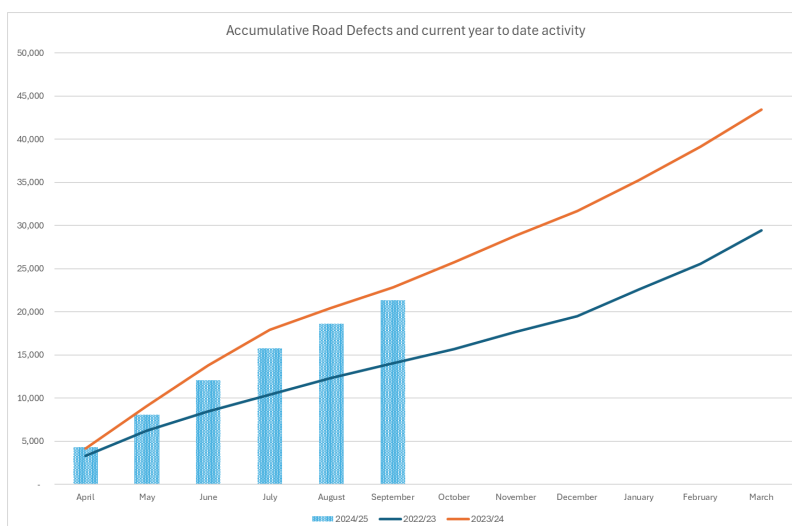
64. The Transport policy service area is forecasting a breakeven position

Highways & Maintenance

65. Highways & Maintenance are forecasting an underspend of £1.6m. This reflects a reduction in energy consumption for street lighting and the ongoing effect of a price update received during 2023/24 setting out more favourable energy prices.

66. Although there is currently an underspend position, it has been reported that the price for energy is likely to rise in October thus potentially reducing the overall forecast underspend. However, services have not had an updated price point from Crown Commercial Services.

67. Current level of defects remains lower than last year and in line with the current budget.



Network Management

68. Network Management is forecasting an overspend of £2.2m. This is due to a delay in approval of the council's application to implement charging for Lane Rental by the Department for Transport. Although the full level of income will not be achieved options and risks are being assessed to mitigate the impact, such as delays in other planned expenditure, income trends and additional drawdown of the parking account reserve.

Supported transport

69. The Supported transport service area is forecasting a breakeven position.

Senior Management Team

70. The Senior management team area have incurred £0.6m associated with early pension and redundancy costs from the layering of the Tiers 1 and 2 management structure, this will be funded through the Redundancy reserve.

71. The services have also noted that there is a risk of not fully achieving the Agency, Delaying and Commercial savings proposed for 2024/25.

Data Intelligence & Business Support

72. The Data Intelligence & Business Support service area is forecasting a breakeven position.

Virements

73. There are number of virements that predominantly realign and correct internal budgets as detailed in Annex B-2b.

Savings

74. The 2024/25 budget includes planned savings of £8.1m. 57% are forecast to be delivered. Savings at risk of delivery include:

- Lane rental an introduction of charges for all works on the business roads at the busiest times to minimise disruption: the service anticipates that the full £2.2m income expectation is unlikely to be achieved. As noted in paragraph 67 this is due to delay at DfT of approving the application. Pending a decision being made, there is a forecast overspend of £2.2m.
- Income of £0.2m from introduction of a new Controlled Parking Zones (CPZs): Income realisation is likely to be between December 2024 and March 2025 through a mix of permit fees and fines. An update on additional CPZ income will be reported later in the monitoring cycle.
- Prevention of unsorted waste at Household Waste Recycling Centres. A saving of £0.2m is now unlikely to be delivered this year due to implementation delays.
- £0.5m commercial savings to be achieved through contractual negotiation is not likely to be fully delivered by the end of this financial year.

Investments

75. The 2024/25 budget includes planned investments of £2.5m. 94% are on track to be delivered and include:

- £0.2m to improve the collection of fees, charges, and penalties.
- £0.5m for gully and ditch clearing and repairs in areas recently flooded.
- £0.5m to reclaim footpaths and cycleways and manage vegetation.
- £0.1m investment in improved enforcement of Controlled Parking Zones.

76. Investments that are at risk of being delivered include:

- £0.2m to introduce new Controlled Parking Zones: the Network and Co-ordination service is currently working on CPZ programme prioritisation to identify, design and consult four new schemes. New CPZs could go live by December 2024 at the earliest depending on the complexity/consultation

- £0.2m investment in Automatic Number Plate Recognition to improve enforcement of moving traffic offences. Additional sites are being identified with an expectation that they will be live from October 2024.

Reserves

77. The parking account is managed to allow for variances in income across the years.

78. The parking account is forecasting a reduction in the net contribution to reserve, due to a 20% reduction in income received in 2024/25, when compared to the same period last year. Although this will not have an in-year impact on the revenue account, the reduction in income, if it continues, could put at risk the longer-term financial viability of the reserve. This will be monitored closely throughout the remainder of the year.

Review of Charges

79. A new charge is being introduced in 2024/25 for the monitoring of biodiversity net gain compliance. This charge is for the costs of the council's Biodiversity Officers undertaking assessments and making site visits to monitor biodiversity net gains. The charges proposed are £772 for a Principal Officer and £605 for an Officer.

80. The table below sets out the proposed charges.

Service Area	Charge	Unit	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Proposed date effective from	Discretionary or Statutory	VAT Class
Environment & Heritage	NEW CHARGE in 2024/25 - Monitoring of biodiversity net gain compliance by Biodiversity Officer	Daily rate for Senior Biodiversity Officer undertaking report review and site visits for biodiversity net gain monitoring (for inclusion in the biodiversity monitoring calculator)	643.50	772.20	01/12/2024	Discretionary	SR
		Daily rate for Biodiversity Officer undertaking report review and site visits for biodiversity net gain monitoring (for inclusion in the biodiversity monitoring calculator)	504.90	605.88	01/12/2024	Discretionary	SR

81. The Disclosure and Barring Service (DBS) are recommending an increase in the Home to School Transport - DBS application charge due to parliamentary approval to increase costs of an enhanced DBS application by £11.50. This increase in cost is expected to be passed onto service providers as part of the DBS vetting process. The charges proposed are:

- Increase the charge from £132.79 to £133.10 effective from 19th November 2024
- Further increase the charge from £133.10 to £144.40 effective from 2nd

82. The table below sets out the existing agreed and proposed charges.

Service Area	Charge	Unit	Current Charge exc VAT 2024/25 £	Current Charge inc VAT 2024/25 £	Proposed Charge exc VAT 2024/25 £	Proposed Charge inc VAT 2024/25 £	Change %	Proposed date effective from	Discretionary or Statutory	VAT Class
Supported Transport	Home to School Transport - DBS Vetting and Safeguard Training	Per application	132.79	132.79	133.10	133.10	0.23%	19/11/2024 to 01/12/2024	Discretionary	NB
Supported Transport	Home to School Transport - DBS Vetting and Safeguard Training	Per application	133.10	133.10	144.40	144.40	8.5%	02/12/2024 to 31/03/2025	Discretionary	NB

Economy & Place

83. Economy & Place is forecasting an overspend against a budget of £1.8m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Economy	0.0	0.0	0.0	0.0	0.0
Strategic Planning	0.7	0.7	0.0	0.0	0.0
Climate Action	1.2	1.2	0.0	0.0	0.0
Place Making	-1.9	-1.9	0.0	0.0	0.0
Innovation	0.3	0.3	0.0	0.0	0.0
Senior Management Team	1.0	1.0	0.0	0.0	0.0
Business Performance & Services Improvement	0.5	0.5	0.0	0.0	0.0
Total Environment & Place	1.8	1.8	0.0	0.0	0.0

84. All services in Economy & Place are forecasting a breakeven position.

85. The Senior management team area have incurred £0.6m associated with early pension and redundancy costs from the layering of the Tiers 1 and 2 management structure, this will be funded through the Redundancy reserve.

Savings

86. The 2024/25 budget includes planned savings of £1.0m. 100% are forecast to be delivered.

Public Health and Communities

87. Public Health and Communities are forecasting a breakeven position against a budget of £12.5m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Public Health Functions	40.0	39.8	-0.2	0.0	0.0
Public Health Recharges	0.6	0.6	0.0	0.0	0.0
Other Income	-1.4	-1.4	0.0	0.0	0.0
Grant Income	-34.4	-34.4	0.0	0.0	0.0
Transfer to Public Health Reserve	0.0	0.2	0.2	0.0	0.0
Total Public Health	4.8	4.8	0.0	0.0	0.0
Total Libraries & Heritage	7.8	7.8	0.0	0.0	0.0
Total Public Health and Communities	12.6	12.6	0.0	0.0	0.0

88. A £0.2m underspend in services funded by the Public Health ringfenced grant will be transferred to the Public Health reserve at year end.

89. Sexual health services are reporting a £0.1m underspend due to activity levels being lower than anticipated.

90. Tobacco Control are reporting a £0.1m underspend due to an increased Section 31 grant to support the increase in tobacco control and stop smoking activity.

Ringfenced Government Grants

91. The ringfenced Public Health grant totals £34.4m in 2024/25.

92. A ringfenced Stop Smoking Services Grant £0.8m has been awarded to the council to increase the number of smokers engaging with effective interventions to quit smoking.

Use of Un-ringfenced Government Grant Funding

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

- £1.2m Domestic Abuse Duty Grant supporting the provision of accommodation-based support to victims of domestic abuse and their children.
- £0.6m Substance Misuse Treatment & Recovery Housing Grant being used to deliver the Government's aim that by 2024/25 there will be more people recovering from addiction in stable and secure housing.
- £1.2m Supplementary Substance Misuse Treatment and Recovery grant. This is the second year of a three-year scheme where the Office for Health Improvement and Disparities (OHID) is working alongside other government departments to support a process of investment in a whole system approach to

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tackling illicit drug use, including enforcement, diversion and treatment and recovery interventions.

- £0.2m Employment Individual Placement Support in community drug and alcohol treatment grant, to improve quality of life for people with alcohol and 'other drug' dependence.
- £1.1m Rough Sleeping Drug and Alcohol Grant is being used to provide specialist support for rough sleepers and those at risk.

Reserves

94. Public Health earmarked reserves were £4.5m at 1 April 2024. £1.4m is earmarked to be spent in 2024/25, £1.1m in 2025/26, £0.4m in 2026/27 and £0.4m in 2027/28, leaving a balance of £0.8m. The use of the reserve is continuously being reviewed and it is anticipated that there will be further commitments against this funding agreed throughout 2024/25.

95. £0.1m is being held to expand the Making Every Contact Count work programme in Oxfordshire; this will be spent in 2024/25.

96. The History Service donations reserve of £0.02m is earmarked to be spent in 2024/25

97. The Museum Service donations reserve of £0.1m is earmarked to be spent equally over the next 3 years.

Virements

98. There is one small virement to note reflecting increased expenditure on stop smoking services funded by grant.

Savings

99. The 2024/25 budget includes planned savings of £0.5m. 100% are forecast to be achieved due to uncertainty about the delivery of full savings early in the financial year.

Oxfordshire Fire & Rescue Service and Community Safety (OFRSC)

100. Oxfordshire Fire & Rescue Service and Community Safety are forecasting a £0.7m overspend position against a budget of £28.1m, unchanged from the July position.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Community Safety Management	0.0	0.0	0.0	0.0	0.0
Fire & Rescue	27.0	27.7	0.7	0.7	0.0
Emergency Planning	0.3	0.3	0.0	0.0	0.0
Trading Standards	1.4	1.4	0.0	0.0	0.0

Total Oxfordshire Fire & Rescue Service and Community Safety	28.7	29.4	0.7	0.7	0.0
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101. All services are forecasting a breakeven position with the exception of Fire and Rescue which is forecasting an overspend of £0.7m due to staffing savings that are not expected to be achieved.

Use of Un-ringfenced Government Grant Funding

102. Un-ringfenced grant funding held centrally and agreed to be used to support expenditure budgets within Oxfordshire Fire & Rescue Service includes:

- £0.1m Firelink Grant - The council has been notified of a 20% reduction in this grant from the previous year and that this grant will continue to reduce by 20% in each of the next two years.

Reserves

103. £3.2m is held in reserves for the renewal of fire and rescue vehicles and breathing apparatus equipment. A fleet replacement strategy has been developed and several vehicles have been ordered and expected to be received in 2024/25.

104. The Fire Uplift Grant reserve held £0.5m at 1 April 2024. This is being held to fund employee costs expected to be incurred over the next three to five years.

105. £0.5m is being held to cover the cost of the replacement of Airwave for Oxfordshire Fire and Rescue Service and the implementation of the new national Emergency Service Mobile Communications Programme.

Resources and Law & Governance

106. The services within Resources are forecasting an overspend of £1.3m against a budget of £57.8m, unchanged from the July forecast.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Corporate Services	10.7	11.6	0.9	0.9	0.0
HR & Cultural Change	5.1	4.9	-0.2	-0.2	0.0
Financial & Commercial Services	9.5	9.5	0.0	0.0	0.0
Property & Assets	19.3	19.3	0.0	0.0	0.0
Public Affairs, Policy & Partnership	4.3	4.3	0.0	0.0	0.0
Law, Governance, Coroner & Registration Services	8.9	9.5	0.6	0.6	0.0
Total Resources	57.8	59.1	1.3	1.3	0.0

107. There is a forecast overspend of £0.9m within **Corporate Services** due to previously agreed savings of £0.9m which were held corporately but expected to

be achieved through reductions in costs related to IT expenditure across the organisation. Since further work has identified that these are not achievable there is a forecast pressure in 2024/25 and the on-going impact will need to be considered as part of the 2025/26 budget process.

108. **Human Resources & Organisational Development (HR&OD)** are forecasting an underspend of £0.2m due to in year savings from staff seconded to transformation projects. All savings are expected to be fully delivered.
109. **Financial & Commercial Services** are forecasting a breakeven position, all savings and investments are expected to be fully delivered.
110. **Property & Assets Services** are forecasting a breakeven position, however some risks identified by the service will require mitigation. All savings are expected to be fully delivered.
111. **Public Affairs, Policy & Partnership services** are forecasting a breakeven position. All savings and investments are expected to be fully delivered.
112. **Law, Governance, Coroners & Registration Services** are forecasting an overspend of £0.6m as a result of high locum costs in the Legal service where recruitment continues to be a challenge.

Savings

113. The 2024/25 budget includes planned savings of £1.9m. 98% are forecast to be achieved.

Transformation, Digital & Customer Experience (TDCE)

114. The services within TDCE are forecasting a breakeven position against a budget of £7.7m.

Service Area	Latest Budget Sept-24 £m	Forecast Spend Sept-24 £m	Forecast Variance Sept-24 £m	Forecast Variance July-24 £m	Change Since July-24 £m
Delivery Unit	3.4	3.4	0.0	0.0	0.0
Customer Experience	3.4	3.4	0.0	0.0	0.0
Insight & Corporate Programmes	0.7	0.7	0.0	0.0	0.0
TDCE Management	0.2	0.2	0.0	0.0	0.0
Total Resources	7.7	7.7	0.0	0.0	0.0

115. **Delivery Unit** is forecasting a breakeven position.
116. **Customer Experience** service are forecasting a breakeven position, 100% of savings are expected to be delivered.
117. **Insight & Corporate Programmes and TDCE Management** are forecasting breakeven positions.

Overview of Medium Term Financial Strategy Investments and Savings

118. The 2024/25 budget includes planned services savings of £30.1m. 43% of these savings are assessed as delivered with 71% are forecast to be delivered by the year end. Work is continuing to ensure that these savings are achieved.

Service areas	2024/25 Planned Savings	Actual Delivery to Date	Actual Delivery to Date	Forecast delivery	Forecast delivery
	£m	£m	%	£m	%
Adult Services	4.3	2.9	67%	4.2	98%
Children's Services	12.3	4.6	37%	7.3	59%
Environment & Highways	8.1	2.7	33%	4.6	57%
Economy and Place	1.0	0.3	36%	1.0	100%
Public Health & Communities	0.5	0.2	53%	0.5	100%
Oxfordshire Fire & Rescue Service and Community Safety	0.5	0.1	15%	0.4	83%
Resources and Law & Governance	1.9	1.8	94%	1.9	98%
Transformation, Digital & Customer Experience	1.5	0.4	23%	1.5	100%
TOTAL	30.1	12.9	43%	21.4	71%

119. The 2024/25 budget includes planned service areas investments of £11.6m, 4% are assessed as delivered and 85% are forecast to be delivered by the year-end.

Service Areas	2024/25 Planned Investments	Actual Delivery to Date	Actual Delivery to Date	Forecast delivery	Forecast delivery
	£m	£m	%	£m	%
Adult Services	1.4	0.0	0%	0.6	42%
Children's Services	6.7	0.1	2%	5.9	88%
Environment & Highways	2.5	0.3	11%	2.4	94%
Economy and Place	0.3	0.0	0%	0.3	100%
Resources and Law & Governance	0.6	0.0	7%	0.6	100%
TOTAL	11.6	0.5	4%	9.8	85%

Adult Services

120. The 2024/25 budget includes planned savings of £4.3m. 98% are forecast to be delivered, the £0.1m saving to reduce outstanding unsecured debt is at risk of being delivered.

Children's Services

121. The 2024/25 budget includes planned savings of £12.3m. 59% of these savings are forecast to be delivered, there remains £6.1m of savings to deliver through activities during the year to manage demand and cost of care which includes agency costs which are at risk of delivery. 88% of planned investments of £6.7m are forecast to be delivered, there is a risk to the delivery of a £0.5m investment

Environment & Highways

122. The 2024/25 budget includes planned savings of £8.1m. 57% are forecast to be delivered. The savings at risk of being delivered include the £2.2m lane rental income underachievement, £0.2m to reduce the amount of waste that is sent to the Energy Recovery Facility, £0.1m reduction in fleet management costs, and £0.5m contracts savings. 94% of planned investments of £2.5m are on track to be delivered.

Economy and Place

123. The 2024/25 budget includes planned savings of £1.0m. 100% are forecast to be delivered. 100% of planned investments of £0.3m are on track to be delivered.

Public Health & Communities

124. The 2024/25 budget includes planned savings of £0.5m. 100% are forecast to be delivered.

Oxfordshire Fire & Rescue Service and Community Safety

125. The 2024/25 budget includes planned savings of £0.5m. 46% are forecast to be delivered, £0.3m staffing savings is at risk of being delivered.

Resources and Law & Governance

126. The 2024/25 budget includes planned savings of £1.9m. 94% of these savings have been delivered and 98% are forecast to be delivered. 100% of planned investments of £0.6m are expected to be achieved.

Transformation, Digital & Customer Experience

127. The delayering staffing savings of £1.5m has been reallocated from service areas to the Transformation service. Budgets for senior managers have been adjusted to reflect the new structure. £0.4m of the £1.5m saving has been achieved so far and it is anticipated that this will increase later in the year as the programme progresses.

Debt Management

Corporate Debtors

128. The combined collection rate, based on invoice volumes up to September 2024 is 97%, 2% above the 95% target. The collection rate based on value of invoices for the same period is 94%.
129. Debt requiring impairment at the end of September is £0.5m, £0.2m above the year-end target of £0.3m. The top five debt cases account for 37% of all bad debt; two of those cases relates to companies in liquidation so will remain through the year.

Adult Social Care Debtors

130. The combined 120-day invoice collection rate up to September 2024 is 92%, equaling the target collection rate of 92%. The collection rate based on value of invoices for the same period is 82%.

131. The 2023/24 year-end adults care contribution impairment for bad debt was £4.5m. The current projected 2024/25 year-end bad debt position is £5.2m, £0.7m higher. In addition, there is a 2024/25 £0.1m saving linked to reducing social care debt, as reported in the Adults' service section this is not expected to be delivered. The cumulative impact this period is a total projected pressure of £0.8m. Financial services continue to work with the service to support activity to reduce the debt.

Budgets Held Centrally

132. After taking account of the use of contingency and additional interest on balances to support the forecast service areas overspend, there is a combined underspend of £7.4m against budgets held centrally.

Capital Financing Costs

133. The borrowing costs and minimum revenue provision (MRP) for capital projects funded by Prudential Borrowing are either recharged to service areas where savings arising from the scheme are expected to meet them or met corporately from the budget for capital financing costs. It is anticipated that after taking account of recharges to service areas costs will be in line with budget.
134. Interest payable is currently forecast to be £11.9m, £3.4m below budget. This reflects the early repayment of two LOBO loans and actual interest costs being lower than budgeted. This is expected to be one – off in 2024/25 as interest payable is expected to increase in 2025/26.

Interest on Balances

135. The forecast for in house interest receivable is £25.7m, £6.5m above the budget. The additional interest is a result of higher than forecast cash balances coupled with higher than forecast deposit rates. Of the £6.5m, an estimated £2.6m of this will be applied to developer contribution balances.
136. Cash balances for the year are forecast to be £81.9m lower than they would otherwise have been as a result of negative DSG balances. The impact of this is an estimated opportunity cost of £3.4m in unearned interest during 2024/25.

Pay Inflation and Contingency

137. Ongoing funding for pay inflation in 2024/25 total £14.4m and the contingency budget for 2024/25 totals £7.4m. This is held to meet potential risks around pay inflation and potential winter pressures in Adults and Children's services later in the financial year.
138. The pay inflation budget includes funding for an estimated pay award equivalent to 5.0% for all green book staff.
139. Agreement to the green book pay award applicable from April 2024 was reached on 22 October 2024. The increase is £1,290 on all pay points up to SCP 43 and 2.50% for all other pay points Agreement has also been reached for a 2.5%

140. After taking account of the number of staff employed on different points on the pay scale the current pay offer is estimated to cost £6.5m which equates to an overall estimated increase equivalent to 3.5%. As a result of the pay award being lower than budgeted, there will be an underspend of at least £3.0m which will be confirmed and reflected in the forecast in the next report.
141. Cabinet is recommended to approve the transfer of budgeted funding for inflation held centrally to directorates as set out in Annex 2a to meet the additional cost relating to staff in post.
142. Further virements will be transacted to add funding for the pay award to vacant posts when those are recruited to.

Reserves

143. As set out in Annex B - 3 Earmarked Reserves are forecast to be £174.0m at 31 March 2025.

Transformation Reserve

144. £10.0m funding was agreed to be added to the Transformation Reserve as part of the budget agreed in February 2024. £2.3m of this funding is being used to support revenue budget investments, with £1.5m supporting the 2024/25 budget and a further £0.8m in 2025/26.
145. As stated in the monitoring report to Cabinet in September, £5.3m of this funding is expected to be used in 2024/25. To date £4.5m has been transferred to the Transformation service to support Transformation priorities.

Redundancy Reserve

146. The balance held in the Redundancy Reserve was £2.4m at 31 March 2024. Reflecting the need to reduce the size of the council to be sustainable in future £5.0m was agreed to be added to the reserve as part of the 2024/25 budget. To date the redundancy costs to be funded from this reserve are £1.4m.

Dedicated Schools Grant (DSG) Unusable Reserve

147. An unusable reserve was created in 2020/21 to hold **negative High Needs DSG balances** in line with a change to the CIPFA code of practice on DSG High Needs deficits. The net deficit of £26.1m for 2024/25 will increase the total High Needs deficit held in the reserve to £81.9m as at 31 March 2025. The regulations which require the negative balance to be held in an unusable reserve will come to an end on 31 March 2026. The impact of the unusable reserve on the council's ability to set a balanced budget over the medium term will need to be considered through the Budget & Business Planning Process for 2025/26.

Grants

148. As set out in Annex B - 4 government grants totalling £513.1m are expected to be received by the Council during 2024/25. This includes £18.9m in schools' grants for additional mainstream funding, early years funding and pupil premium,

Homes for Ukraine

149. Following the launch of the Homes for Ukraine (HfU) scheme by the UK government in March 2022, upper tier councils have been in receipt of a tariff fund for individual arrivals in their area of responsibility as well as funding for thank you payments for hosts. Funding for the tariff element was originally provided as a one-off payment at the level of £10,500 per guest, falling to £5,900 for all new arrivals from 1 January 2023. For eligible minors the tariff continues at £10,500.
150. Based on the position as at the end of September 2024, £27.7m of the grant funding received to date has now been allocated and £3.3m remains unallocated. A further £0.8m funding is expected to be received following the quarter 1 claim and the quarter 2 2024/25 claim has been submitted.

General Balances

151. The risk assessed level of balances for 2024/25 is £30.2m.
152. As set out in the Provisional Outturn Report for 2023/24, a one-off balance of £2.3m has been held in balances pending a decision about future use.
153. After taking account of the forecast underspend and the additional £2.3m, balances are currently forecast to be £3.6m above the risk assessed level at 31 March 2025.

Business Management & Monitoring Report
Position to the end of September 2024
Budget Monitoring

Directorate	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Projected Year End Variance	Variance Last Reported (July Position) Reporting Month	Change in Variance	Projected Year End Traffic Light
	£000	£000	underspend- overspend+	%	£000	£000	Red > 1.5% Amber >1.1% <1.5% Green on track
Adult Services	250,201	250,201	0	0.00%	0	0	G
Children's Services	200,448	203,963	3,515	1.75%	2,254	1,261	R
Environment & Highways	69,707	70,307	600	0.86%	900	-300	G
Economy and Place	1,778	1,778	0	0.00%	0	0	G
Oxfordshire Fire & Rescue Service and Community Safety	28,676	29,326	650	2.27%	650	0	R
Public Health & Communities	12,600	12,600	0	-1.03%	0	0	G
Resources and Law & Governance	57,769	59,089	1,320	2.28%	1,320	0	R
Transformation, Digital & Customer Experience	7,704	7,704	0	0.00%	0	0	G
Directorate Total Net	628,883	634,968	6,085	0.97%	5,124	961	G

Business Management & Monitoring Report
Position to the end of September 2024
Budget Monitoring

Directorate	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Projected Year End Variance	Variance Last Reported (July Position) Reporting Month	Change in Variance	Projected Year End Traffic Light
	£000	£000	underspend- overspend+	%	£000	£000	Red > 1.5% Amber >1.1% <1.5% Green on track
Budget held Centrally							
Capital Financing							
Capital Financing - Principal	14,933	14,933	0	0.00%	0	0	
Prudential Borrowing Recharges	-9,557	-9,557	0	0.00%	0	0	
Capital Financing - Interest	15,351	11,900	-3,451	-22.48%	-3,051	-400	
Interest on Balances	-10,673	-14,620	-3,947	36.98%	-2,507	-1,440	
Contingency	7,364	7,364	0	0.00%	0	0	
Pay Inflation held corporately	14,375	14,375	0	0.00%	0	0	
Unringfenced Specific Government Grants	-55,264	-55,264	0	0.00%	0	0	
Insurance	1,737	1,737	0	0.00%	0	0	
Contribution from COVID-19 Reserve	-3,756	-3,756	0	0.00%	0	0	
Contribution from Budget Priorities Reserve	-1,396	-1,396	0	0.00%	0	0	
Contributions to (+)/from (-)reserves	11,487	11,487	0	0.00%	0	0	
Total Budget held Centrally	-15,399	-22,797	-7,398	48.04%	-5,558	-1,840	
Net Operating Budget	613,484	612,171	-1,313	-0.21%	-434	-879	
Business Rates & Council Tax Funding	-613,483	-613,483	0	0.00%	0	0	
Forecast Year End Position	0	-1,312	-1,313	-0.21%	-434	-879	

Business Management and Monitoring Report: Adult Services
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
SCS1	Adult Social Care	27,209	27,509	300	300	0
SCS2	Other Adult Social Care Services	5,531	5,231	-300	-300	0
SCS3	Housing & Social Care Commissioning	1,378	1,378	0	0	0
SCS4	Business Support Service	1,141	1,141	0	0	0
SCS5	Pooled Budget Contributions	214,942	214,942	0	0	0
Total Adult Services		250,201	250,201	0	0	0

Business Management & Monitoring Report: Children's Services
Forecast Position at the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend-overspend+	£000	£000
CEF1	Education & Learning	52,891	53,891	1,000	0	1,000
CEF2	Early Help, Front Door + Social Care	87,023	84,934	-2,089	1,439	-3,528
CEF3	Provider Services & Safeguarding	51,557	51,622	65	0	65
CEF4	Schools	215	215	0	0	0
CEF5	Children's Services Central Costs	8,762	13,301	4,539	815	3,724
CEF9	Children's Services Corporate Overheads	0	0	0	0	0
Total Children's Services		200,448	203,963	3,515	2,254	1,261
MEMORANDUM: DEDICATED SCHOOLS GRANT - DSG Funded Expenditure (Gross)						
	Schools DSG	129,099	129,099	0	0	0
	High Needs DSG	88,440	114,588	26,148	21,262	4,886
	Early Years DSG	74,767	74,767	0	0	0
	Central DSG	5,154	5,154	0	0	0
Total DSG Funded Expenditure		297,460	323,608	26,148	21,262	4,886

Business Management & Monitoring Report : Oxfordshire Fire & Rescue Service and Community Safety
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
CDA3	Community Safety					
COM4-1	Community Safety Management	0	0	0	0	0
COM4-2	Fire & Rescue	26,987	27,637	650	650	0
COM4-3	Emergency Planning	309	309	0	0	0
COM4-5	Trading Standards	1,381	1,381	0	0	0
Total Community Safety		28,676	29,326	650	650	0

Business Management & Monitoring Report : Public Health & Communities
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Reported	Change in Variance
		£000	£000	underspend- overspend+	£000	£000
PH1	PH - Mandatory Functions	19,470	19,370	-100	-100	0
PH2	PH - Non Mandatory Functions	19,180	19,080	-100	-100	0
PH3	Public Health Recharges	577	577	0	0	0
PH4	Grant Income	-34,401	-34,401	0	0	0
	Transfer to Public Health Reserve	0	200	200	200	0
	Total Public Health	4,826	4,826	0	0	0
COD1-2	Homes for Ukraine	0	0	0	0	0
COD5-3	Libraries & Heritage	7,774	7,774	0	0	0
COD9-3	Migration	0	0	0	0	0
	Total Libraries & Heritage	7,774	7,774	0	0	0
	Total Public Health & Communities	12,600	12,600	0	0	0

Business Management & Monitoring Report: Economy and Place
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend-overspend+	£000	£000
EP1	OXLEP	0	0	0	0	0
EP2	Economy	0	0	0	0	0
EP3	Strategic Planning	696	696	0	0	0
EP4	Climate Action	1,184	1,184	0	0	0
EP5	Place Making	-1,881	-1,881	0	0	0
EP6	Innovation	303	303	0	0	0
EP7	Senior Management Team	980	980	0	0	0
EP8	Business Performance & Services Improvement	496	496	0	0	0
Total Economy & Place		1,778	1,778	0	0	0

Business Management & Monitoring Report: Environment & Highways
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend-overspend+	£000	£000
EH1	Infrastructure Delivery	1,243	1,243	0	0	0
EH2	Environment	37,066	37,066	0	0	0
EH3	Transport Policy	13,170	13,170	0	0	0
EH4	Highways & Maintenance	20,740	19,140	-1,600	-1,300	-300
EH5	Network Management	-6,361	-4,161	2,200	2,200	0
EH6	Supported Transport	1,875	1,875	0	0	0
EH7	Senior Management Team	279	279	0	0	0
EH8	Data Intelligence & Business Support	1,695	1,695	0	0	0
Total Environment & Highways		69,707	70,307	600	900	-300

Business Management & Monitoring Report: Resources and Law & Governance
Position to the end of September 2024
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Cabinet Reporting Month	Change in Variance
		£000	£000	underspend-overspend+	£000	£000
HRCCDIR	HR & Cultural Change	5,076	4,896	-180	-180	0
FCSDIR	Financial & Commercial Services	9,506	9,506	0	0	0
PADIR	Property & Assets	19,318	19,318	0	0	0
PAPPDIR	Public Affairs, Policy & Partnership	4,330	4,330	0	0	0
CORPDIR	Corporate Services	10,661	11,561	900	900	0
LGCRDIR	Law & Governance	8,878	9,478	600	600	0
Total Resources and Law & Governance		57,769	59,089	1,320	1,320	0

Business Management & Monitoring Report: Transformation, Digital & Customer Experience
Position to the end of September 2024
Revenue Budget Monitoring

		Change in Variance	Variance Last Cabinet Reporting Month	Projected Year End Variance	Projected Full Year Spend	Net Budget (Latest Estimate)
		£000	£000	£000	£000	£000
				underspend-		
				overspend+		
TDCE1	Delivery Unit	0	0	0	3,415	3,415
TDCE2	Customer Experience	0	0	0	3,437	3,437
TDCE3	Digital	0	0	0	0	0
TDCE4	Insight & Corporate Programmes	0	0	0	676	676
TDCE5	TDCE Management	0	0	0	176	176
Total Transformation, Digital & Customer Experience		0	0	0	7,704	7,704

Business Management Report
Position to the end of September 2024

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate (CD = Cross Directorate)	Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CD	Nov	Sept	Green Book Pay Award 2024/25 (back dated to 1 April 2024)	SCSMGT	Adults	P	1,496	
				CEFMGT	Children's	P	1,853	
				EHMGT	Environment & Highways	P	841	
				EPMGT	Economy & Place	P	297	
				FRCSMGT	OFRS & Community Safety	P	184	
				PHMGT	PH & Communities	P	332	
				RLGMGT	Resources, Law & Governance	P	1,273	
				TDCMGT	Transformation, Digital & Cust Exp	P	236	
				VSMMGT	Strategic Measures	P	-6,512	
CD	Nov	Sept	Reallocation of Children's Services demography to reflect current demand pressures between social care and transport	CEF1-4	Access to Learning	T	1,300	0
				CEF2-3	Childrens Social Care	T	-1,300	0
				EH6	Supported Transport	T	1,300	-1,300
Grand Total							1,300	-1,300

Business Management Report
Position to the end of September 2024

NEW VIREMENTS THAT HAVE BEEN ACTIONED FOR CABINET TO NOTE

Directorate (CD = Cross Directorate)	Month of Cabinet Meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CS	Nov	Aug	Social Work Apprentices - Budget realignment - Move investment budget from holding code	CEF2-3	Childrens Social Care	P	-300	0
				CEF3-2	QA Safeguarding + Recruit + Retention	P	300	0
		Sept	Early Years SEN Intervention Team salaries	CEF1-2	SEND	P	124	-124
				CEF4-2	Early Years Funding Formula	P	-124	124
			To fund "Evaluate My School" for extending our Oxfordshire PRO licence to include EY settings	CEF1-2	SEND	T	10	-10
				CEF4-2	Early Years Funding Formula	T	-10	10
				CEF3-1	Provider Services	P	-154	154
			YJB grant and PCC funding budget realignment	CEF3-1	Provider Services	T	48	-48
			NRM Grant 24.25	CEF3-1	Provider Services	T	-77	77
			A4C Contract - Reserve drawdown	CEF3-1	Provider Services	T	-77	77
AS	Nov	Aug	ASC Inflation Budget Reallocation 24/25 (Panel)	ACSNPOOL	Live Well Pool	P	190	-190
				BCFPOOL	Age Well Pool	P	11	-11
				SCS5	Pooled Budget Contributions	P	0	0
			DOLs assessment Adjustment	SCS1-2	Safeguarding & Mental Health	P	150	0
				SCS5	Pooled Budget Contributions	P	-150	0
			Panel Meeting Inflation reallocation	ACSNPOOL	Live Well Pool	P	117	-117
				BCFPOOL	Age Well Pool	P	56	-56
				SCS5	Pooled Budget Contributions	P	0	0
			Uplift to 24/25 budget for ECH Central costs	BCFPOOL	Age Well Pool	P	86	-86
				SCS5	Pooled Budget Contributions	P	0	0
		Sept	Panel Meeting Inflation reallocation & HIA uplift	ACSNPOOL	Live Well Pool	P	172	-172
				BCFPOOL	Age Well Pool	P	30	-30
				SCS5	Pooled Budget Contributions	P	0	0
EP	Nov	Aug	Realign budgets based on Accountable Officer assessment of activity.	EP5	Place Making	P	-407	407
SM	Nov	Sept	Strategic Measures Un-ringfenced grant budgets	VSMMGT	Strategic Measures	T	41	-41
CD	Nov	Aug	Head of Change move from CSI A21011 to HR BCE001	PAPPDIR	Public Affairs, Policy & Partnership	P	-94	0
				TDCEdir	Transformation, Digital & Customer Service	P	94	0
			Transformation projects and programs to cost centres from V00025 as agreed as part of the 24/25 budget setting	TDCEdir	Transformation, Digital & Customer Service	T	4,448	0
				VSMMGT	Strategic Measures	T	-4,448	0
		Sept	Allocate 25hrs post3259889 G8/9 scp26	CEF3-1	Provider Services	T	-30	0

Business Management Report
Position to the end of September 2024

NEW VIREMENTS THAT HAVE BEEN ACTIONED FOR CABINET TO NOTE

Directorate (CD = Cross Directorate)	Month of Cabinet Meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
				SCS2	Health Ed. & Social Care Commissioning	T	30	0
			Teacher Pay Award 2024-25	CEF1-2	SEND	P	6	0
				CEF1-9	Attendance	P	1	0
				VSMMGT	Strategic Measures	P	-7	0
			Top up of 22/23 pay award for Cleaning & Catering Staff	PADIR	Property & Assets	P	164	0
				VSMMGT	Strategic Measures	P	-164	0
EH	Nov	Aug	Budget Tidy NTH370	EH4	Highways & Maintenance	P	-640	640
		Sept	Move of OxTog team	EH2	Environment	T	-57	0
				EH4	Highways & Maintenance	T	57	0
PH & C	Nov	Aug	Local stop smoking services and support update	PH2	Public Health - Non-Mandatory Functions	P	5	-5
RLG	Nov	Aug	24-25 Virement CSI A21011 to HR ICOM001 - £5k Training	HRCCDIR	HR & Cultural Change	P	5	0
				PAPPDIR	Public Affairs, Policy & Partnership	P	-5	0
			Membership Subscription for New Local as agreed by Lorna & Martin to fund from A23000	CORPDIR	Corporate Services	P	-20	0
				PAPPDIR	Public Affairs, Policy & Partnership	P	20	0
Grand Total							-521	521

Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves

	2024/25			Description
	Balance at 1 April 2024	Forecast Movement	Forecast Balance at 31 March 2025	
	£m	£m	£m	
Revenue Grants Unapplied				
Grants and Contributions Reserve	33.7	-13.4	20.2	This reserve holds unspent ring-fenced grants and contributions committed to be spent in future years. This includes Public Health ringfenced grant and funding for the Homes for Ukraine Scheme in Oxfordshire.
Covid-19 Reserve	7.9	-3.8	4.1	This reserve is set up to meet ongoing and emerging pressures and longer term service demands arising from the COVID-19 Pandemic. The use of £6.1m funding from the reserve is built into the council's Medium Term Financial Plan agreed in February 2024. After taking account of the position at the end of 2023/24 £1.4m is uncommitted and available to support pressures.
Government Initiatives Reserve	3.2	-0.5	2.7	This reserve is used to hold underspends on budgets funded by unringfenced grants held that relate to specific agreed outcomes or the implementation of Government initiatives.
Subtotal Revenue Grants Unapplied	44.7	-17.6	27.1	
Corporate Priorities				
Budget Priorities Reserve	10.7	-9.2	1.6	This reserve is being used to support the implementation of the Council's priorities and the Medium Term Financial Strategy.
Transformation Reserve	1.8	3.2	5.0	This reserve is needed to fund the implementation costs of the Council's Transformation programme.
Zero Emissions Zone (ZEZ)	1.2	0.0	1.2	This reserve holds surpluses generated by Network Coordination for the development and expansion of the ZEZ in the future years.
Youth Provision Reserve	0.0	0.0	0.0	Funding for locality based youth provision
Commercial Pump Priming Reserve	0.0	2.0	2.0	This reserve is being used to support the Council's Commercial Strategy
Subtotal Corporate Priorities	13.8	-4.0	9.8	

Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves

	2024/25			Description
	Balance at 1 April 2024	Forecast Movement	Forecast Balance at 31 March 2025	
	£m	£m	£m	
Funding for Risk				
Insurance Reserve	10.3	0.0	10.3	This reserve covers the County Council for insurance claims that, based on the previous experience of the County Council, are likely to be received, as well as a number of insurance related issues.
Demographic Risk Reserve	17.0	4.0	21.0	In light of the significant pressures relating to High Needs DSG and other budgets with demographic volatility this reserve is being held to help manage demographic risk. The MTFS includes a budgeted contribution of £4.0m in each year.
Council Elections	0.6	0.2	0.8	This will be used to fund future elections. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.
Redundancy Reserve	2.4	2.5	4.8	This reserve is available to fund redundancy costs arising from Transformational Change.
Trading Accounts	0.1	-0.1	0.0	This reserve holds funds relating to traded activities to help manage volatility year to year or future investments.
Council Tax Collection Fund Reserve	3.0	-3.0	0.0	This reserve holds any surplus/ deficit as a result of income from council tax being more or less than originally estimated. This reserve has been replaced with the Collection Fund reserve in 2024/25.
Business Rates Reserve	11.7	-11.7	0.0	This reserve is to smooth the volatility of Business Rates income and to mitigate risk around future changes to Business Rates. This reserve has been replaced with the Collection Fund reserve in 2024/25.
Collection Fund Reserve	0.0	8.4	8.4	Create one new collection fund reserve and remove balances from Business Rates and CT reserves. Total includes £4.0m planned balance + additional Business Rates funding of £2.0m received in 2023/24 and a further £2.2m forecast additional funding in 2024/25.
IFRS 9 (Changes in the Value of Treasury Management Pooled Funds)	0.0	5.0	5.0	New reserve created as part of the 2024/25 budget to smooth the potential impact of IFRS9 (changes in the value of Treasury Management Pooled Funds at year end) which may otherwise impact on the revenue account if the statutory override which removes changes in their value from the accounts ends on 1 April 2025.
Subtotal Risk	45.0	5.3	50.2	

Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves

	2024/25			Description
	Balance at 1 April 2024	Forecast Movement	Forecast Balance at 31 March 2025	
	£m	£m	£m	
Capital & Equipment				
Capital Reserves	80.8	-16.2	64.7	<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>
Vehicle and Equipment Reserve	4.1	-1.0	3.1	
Investment Pump Priming Reserve	0.1	0.0	0.1	
Subtotal Capital & Equipment	85.1	-17.2	67.9	
Other Reserves				
Schools' Reserves	13.0	0.0	13.0	<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>
Partnership Reserves	2.1	-0.3	1.7	
On Street Car Parking Reserve	6.5	-2.2	4.3	
Subtotal Other Reserves	21.6	-2.5	19.0	
Total Earmarked Reserves	210.1	-36.2	174.0	

Business Management & Monitoring Report
Position to the end of September 2024
Earmarked Reserves

	2024/25			Description
	Balance at 1 April 2024 £m	Forecast Movement £m	Forecast Balance at 31 March 2025 £m	
DSG Unusable Reserve *	-45.6	-26.1	-71.7	* total excluding postive balances (eg. new schools set up fund offset by High Needs Deficit)
DSG High Needs deficit within Unusable Reserve *	-55.8	-26.1	-81.9	
Total Earmarked Reserves after DSG Unusable Reserve	164.5	-62.3	102.3	

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
R	Adult Services					
	Improved Better Care Fund	DHSC	10,705	0	0	10,705
	Adult Social Care Market Sustainability and Improvement Fund	DHSC	10,026	0	0	10,026
	Adult Social Care Discharge Fund	DHSC	1,501	1,000	0	2,501
	TOTAL ADULT SERVICES		22,232	1,000	0	23,232
R	Children's Services					
	Dedicated School Grants					
	Dedicated Schools Grant (DSG) - Schools Block	DfE	132,163	-3,721	0	128,442
	Dedicated Schools Grant (DSG) - Central Block	DfE	5,153	1	0	5,154
	Dedicated Schools Grant (DSG) - Early Years Block	DfE	73,221	386	0	73,607
	Dedicated Schools Grant (DSG) - High Needs Block	DfE	89,405	81	0	89,486
	Subtotal DSG Grants		299,942	-3,253	0	296,689
	School Grants					
	Pupil Premium	DfE	8,194	-122	0	8,072
	Education Funding Agency - Sixth Form Funding and Threshold	DfE	321	0	0	321
	PE and Sport Grant	DfE	2,217	0	0	2,217
	Universal Infant Free School Meals	DfE	4,047	0	0	4,047
	Teacher's Pay Grant	DfE	0	0	0	0
	Teacher's Pension Grant	DfE	10	0	2,342	2,352
	Recovery Premium Grant	DfE	0	0	137	137
	National Tutoring Grant	DfE	0	0	96	96
	Teacher's Pay Additional Grant	DfE	0	0	1,684	1,684
	ESFA Training Grant	DfE	0	0	19	19
	Early Years Supplement Grant	DfE	0	0	0	0
	Subtotal School Grants		14,789	-122	4,278	18,945

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
	Other Children's Services Grants					
	<u>Education</u>					
R	Role of Virtual School Heads to children with a social worker	DfE	0	0	88	88
R	Multiply	DfE	0	0	717	717
R	Music Service	AC	844	0	0	844
R	<u>Social Care</u>					
R	Youth Justice Grant	YJB	704	0	9	713
R	Asylum (UASC and Post 18)	HO	4,636	1,335	0	5,971
R	Extended Personal Adviser Duty Grant - Care Leavers Staffing	DfE	112	0	0	112
R	Staying Put Implementation Grant - Fostering Main	DfE	288	0	0	288
R	Remand Framework	YJB	37	0	0	37
R	Reducing Parental Conflict Workforce Development Grant	DWP	0	60	0	60
R	Matching project - Adoption Grant	DfE	0	114	0	114
R	Holiday Activities and Food Programme	DfE	0	1,547	0	1,547
R	Family Group Conferences	DfE	0	178	0	178
R	Turnaround Programme	YJB	0	150	20	170
R	Child Decision Making Pilots (NRM)	HO	0	48	0	48
R	Fostering Recruitment Support Hub Mobilisation	DfE	0	42	0	42
R	Employer Support Fund - Social Work Apprenticeships	DfE	0	2	0	2
U	Implementation of Supported Accommodation Reforms	DfE	299	691	-990	0
	Subtotal Other Children's Services Grants		6,920	4,167	-156	10,931
	TOTAL CHILDREN'S SERVICES		321,651	792	4,122	326,565

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
R	Economy & Place					
	Zero Emissions Transport City		0	0	187	187
	LEP		0	0	615	615
	OBS		0	0	205	205
	TOTAL ECONOMY & PLACE		0	0	1,007	1,007
R	Environment & Highways					
	Bus Service Operators Grant	DfT	309	0	0	309
	Natural England	DEFRA	227	0	0	227
	PMO	H&GD	70	0	0	70
	LNRS Natural Environment	NE	0	111	0	111
	Active travel	ATE	0	90	0	90
	Capability & Ambition Fund	ATE	0	1,136	0	1,136
	Bus Service Improvement Plan	DfT	0	0	3,564	3,564
	TOTAL ENVIRONMENT & HIGHWAYS		606	1,337	3,564	5,507
R	Public Health & Communities					
	Public Health Grant	DHSC	34,401	0	0	34,401
	Local Stop Smoking Grant	DHSC	790	5	0	795
	Homes for Ukraine	DLUHC	0	0	0	0
	TOTAL PUBLIC HEALTH & COMMUNITIES		35,191	5	0	35,196

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
R	Fire & Rescue Service and Community Safety					
	Fire Fighter's Pension Fund Grant	DLUHC	1,061	0	0	1,061
	Fire Fighter's Pension Fund Admin Grant	DLUHC	75	0	0	75
	Fire Protection Uplift Grant	DLUHC	303	-51	0	252
	Fire Fighter's New Dimensions Grant	DLUHC	40	0	0	40
	TOTAL FIRE & RESCUE and COMMUNITY SAFETY		1,479	-51	0	1,428
	Resources and Law & Governance					
	TOTAL RESOURCES and LAW & GOVERNANCE		0	0	0	0
	Transformation, Digital & Customer Experience					
	TOTAL TRANSFORMATION, DIGITAL & CUSTOMER EXPERIENCE		0	0	0	0
U	Strategic Measures					
	Lead Local Flood Authority	DEFRA	45	-45		0
	Extended Rights to Free Travel	DfE	278	707		985
	Firelink	DLUHC	213	-126		87
	New Homes Bonus	DLUHC	1,700	-26		1,674
	Local Reform & Community Voices Grant	DfE	328	0		328
	Social Care in Prisons Grant	DfE	183			183
	War Pensions Disregard Grant	DfE	4			4
	Social Care Support Grant (including Independent Living Fund)	DLUHC	42,443			42,443
	Services Grant	DfE	444	58		502
	Supplementary Substance Misuse Treatment & Recovery Grant	OHID	635	501		1,136

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced	Directorate	Issued By	Estimate 2024/25	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
U	Supplementary Substance Misuse Treatment & Recovery Housing Grant	OHID	622			622
U	Supplementary Substance Misuse Inpatient Detox & Rehabilitation	OHID	80			80
U	Rough Sleeping Drugs & Alcohol Grant	DLUHC	1,140			1,140
U	Domestic Abuse Duty Grant	DLUHC	1,151	38		1,189
U	Individual Placement and Support in community drug and alcohol treatment	OHID	228			228
U	Supporting Families - previously Troubled Families	DfE	1,048	245		1,293
U	Leaving Care Allowance Uplift Grant	DfE	0	136		136
U	Rough sleeping strategy - Care Leavers	DfE	0	95		95
U	Implementation of Supported Accommodation Reforms	DfE	0	0	990	990
U	Wraparound Childcare Programme	DfE	0	0	2,110	2,110
U	Financial Reporting Grant	DLUHC	0		41	41
	Subtotal Strategic Measures		50,541	1,583	3,140	55,264
	Business Rates					
U	Section 31 Grant for Business Rate Compensation	DLUHC	19,945	1,289		21,234
U	Business Rates S31 Grant Top-Up	DLUHC	42,128			42,128
U	Revenue Support Grant	DLUHC	1,394	141		1,535
	Subtotal Business Rates		63,467	1,430	0	64,897
	Grants held on behalf of Local Enterprise Partnership					
R	Dept for Business & Trade funding	BEIS	261		-261	0
R	DfE Skills Bootcamp funding	DLUHC	2,696		-2,696	0
	Subtotal Grants held on behalf of Local Enterprise Partnership		2,957	0	-2,957	0
	TOTAL STRATEGIC MEASURES		116,965	3,013	183	120,161
	Total All Grants		498,124	6,096	8,876	513,097

Business Management Report
Position to the end of September 2024
Government Grants 2024/25

Ringfenced			Esimate 2024/25	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
	Directorate	Issued By	£000	£000	£000	£000

R Ringfenced grant
U Un-ringfenced grant

Issued by

HO Home Office
DHSC Department of Health & Social Care
DfT Department for Transport
DfE Department for Education

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

Business Management & Monitoring Report
Position to the end of September 2024
General Revenue Balances

	Forecast 2024/25	
	£m	£m
General Balances: Outturn 2023/24	42.026	
County Fund Balance		42.026
Planned Contribution from Balances (February 2024)		-3.700
Planned Contribution from Balances (June 2024)		-5.800
Original forecast outturn position 2023/24		32.526
Additions		0.000
Calls on balances deducted		0.000
Automatic calls on/returns to balances		0.000
Additional Strategic Measures		0.000
Net General Balances		32.526
Calls on / returns to balances requested in this report		0.000
Forecast Variation at Year End		
Less forecast (overspend)/underspend (as set out in Annex 1)		1.313
Forecast Outturn position		33.839
Risk Assessed Level of Balances for 2024/25		30.200
Surplus/(deficit) balances compared to risk assessed level		3.6

Annex C – Overview of Climate Action Programme 2024/25 Delivery Plan

The table below provides an overview of the actions included in the 2024/25 delivery plan for the Climate Action Programme, across its three pillars:

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

Climate Action Programme 2024/25 delivery plan		
Becoming a climate active council		RAG
Expand Carbon Literacy training – targeting silver status	Head of Climate Action / Organisational Development	A
<ul style="list-style-type: none"> • OCC is currently behind in its ambition to reach Silver Accreditation as a Carbon Literate Organisation. • 367 staff have now completed the nationally recognised Carbon Literacy Training since 2021. • 8 staff are now trained to deliver Carbon Literacy Training, up from 7 in 2023/24. • A scoping paper has been prepared to chart a pathway to attaining Silver Accreditation. • Staff capacity has been allocated following filling a vacancy and 12 training sessions will be delivered in Q4. 		
Decarbonising our estate and operations by 2030		RAG
Deliver Carbon Management Plan 2022-30: planned actions for 2024/25 (estate, fleet, highway assets and staff travel)	Director of Property and Assets / Head of Climate Action	A
<ul style="list-style-type: none"> • The Carbon Management Plan 2022-30 is being reviewed following conversation with portfolio member to update projections of residual emissions. • The majority of carbon savings to date have come from the streetlighting LED conversion programme which is now complete. • The property decarbonisation works – delayed in 23/24 - have now entered a design and build contract to deliver nearly all of the works. These are currently in the design stage with substantial activity taking place across the summer and output for the first 19 sites expected to be coming to the relevant governance process in October and November, with delivery to start following relevant approval. • £30 million of capital investment is agreed in the capital programme (this includes external capital grant funding) to support the decarbonisation and resilience of the council's fleet and property. This investment will reduce emissions by a further 64% compared to 2019/20 over the next three years. • Currently a second phase of property decarbonisation works of £20 million is in the capital pipeline (unfunded) and will be requested to come forward into the capital programme. This cost is now around £25.5 million, as we have more detailed information from energy audits. It is predicted to help reduce corporate emissions by a further 38% compared to 2025/26. • Options to fast-track delivery for property and fleet decarbonisation works by 2028 are being explored. This will not increase the overall funding envelope for the programme but would require front loading of funding allocations from 2025-2027. • Electrification of our fleet vehicles has continued and there are now 55 fully electric vehicles in the fleet. 99 vehicles are due to be exchanged in year. 		

<ul style="list-style-type: none"> The key risks identified include delays in the property decarbonisation and fleet replacement programmes (which is currently reporting an amber status against the 99 vehicle deliveries in 24/25) and the need for additional funding. 		
Developing a carbon insetting/offsetting strategy and action plan for the council's own estate	Head of Climate Action	G
<ul style="list-style-type: none"> Work is underway to assess the council's offsetting requirements. This has identified a range of offset options with significant variability in pricing. It has also identified that the market around offsets is very constrained. A number of options including commercial investments in schemes such as biochar, solar generation and our ability to allocate these credits to our estate will be investigated. An early budget proposal for 2025/26 has been submitted for limited forward purchasing of offset credits through a nationally accredited schemes like the Woodland Carbon Code (WCC). The key risks identified are the limited availability of accredited offsets in the market and underdeveloped options for insetting using carbon reduction schemes. Mitigation of these factors will be central to the completed Strategy and Action Plan. There is also work taking place with the Local Nature Partnership to look how partners can catalyse more woodland carbon code accredited schemes coming to market in Oxfordshire. 		
Support schools through providing Action on Carbon and Energy in Schools (ACES) programme and deliver and evaluate success of loan scheme	Head of Climate Action	G
<ul style="list-style-type: none"> The ACES programme funded by the Council is now in its third year. It continues to provide valuable support to schools in implementing energy-saving measures to reduce carbon emissions. Since April 2024, the programme has completed 8 energy assessments, with 3 more scheduled for November, working toward the annual target of 15. Additionally, ACES has completed 1 detailed energy assessment, with 2 more planned, aiming to reach their target of 5 for the 2024/25 period. For the coming school year, ACES will focus on providing 1-to-1 support for 12 schools to further improve energy efficiency efforts. The Schools Energy Efficiency Loan Scheme has seen strong demand, with all funding (£800k) now allocated in principle. This funding will support energy efficiency improvements and energy generation projects across 14 schools. During the summer of 2024, 5 schools completed installations of photovoltaic (PV) panels and LED lighting to boost energy efficiency and provide energy generation. The remaining 9 schools are scheduled to carry out similar projects in Q3 and Q4 of the 2024/25 period, further contributing to carbon reduction efforts. A capital budget proposal to expand the energy efficiency schools loan scheme has been submitted, which would allow roll out across the majority of maintained schools providing energy efficiency upgrades and renewable energy installations. The key risks identified are limited school staffing capacity, which may prevent schools from utilising ACES support or completing loan scheme projects. ACES is due to be retendered this year. 		

Expand Scope 3 greenhouse gas reporting (supply chain emissions) and develop emissions reduction roadmaps with key suppliers (Scope 3)	Head of Procurement Contract Management	G
<ul style="list-style-type: none"> We are working to increase the number of suppliers within the greenhouse gas reporting for OCC. Four suppliers have been included in 2023/24 year's report Annex 3. An activity-based data approach has been taken. An initial supply chain emission estimation was made for 2020/21 expenditure data, which allowed for the identification of emissions hotspots within the supply chain, and higher emitting suppliers. Top emitting suppliers are being targeted to provide actual emissions, which then replace the expenditure-based estimation. Our ability to progress in including more suppliers in our reporting largely depends on the relative readiness different suppliers (and sectors) have for collecting the required data and the capabilities they have to calculate the corresponding emissions. One particular success has been the acquisition of activity-based data from the Oxford Bus Company. This has allowed the team to reflect the transition of the Oxford Bus Company's fleet over to fully electric, which reduces emissions, rather than using emissions data from an average bus company in the UK as a proxy. A more efficient way of collecting this activity-based data is being developed (e.g. an online questionnaire) and reporting is also being encouraged among SMEs within Oxfordshire that are part of the OCC supply chain (approximately 12% of OCC suppliers are registered in Oxfordshire). 		
Develop process and toolkit to manage carbon in infrastructure projects	Director of Environment and Highways / Head of Climate Action	G
<ul style="list-style-type: none"> Since June we have conducted a series of workshops with transport infrastructure, highways, property, procurement, planning, policy and leadership teams to understand OCC's position in relation to PAS2080 (framework principles of whole life carbon management in OCC's capital programme) which have been summarised in a PAS2080 Gaps report. An implementation plan will be developed as part of the gap analysis exercise, which will be finalised and submitted for OCC leadership approval by December 2024. 		
Enabling Oxfordshire's transition to net zero (linked to PAZCO)		
Transport and connectivity		RAG
Implement Local Transport and Connectivity Plan (LTCP), including embodied carbon policy	Director of Environment and Highways	A
<ul style="list-style-type: none"> Following adoption of the LTCP in July 2022 work has been ongoing to progress and implement the policies in the LTCP. This has included the following since Q1 of 2024: <ul style="list-style-type: none"> Approval of the Strategic Active Travel Network Progressing Phase 2 School Streets at 5 schools Adoption of the Vision Zero Strategy and Action Plan Adoption of the New Bus Service Improvement Plan Launch of the new countywide, multi-operator MyBus ticket Ongoing work to deliver a Horizon Europe funded project (Green-log) for a freight consolidation pilot in Oxford, with demonstration commencing in Winter 2024 		

<ul style="list-style-type: none"> ○ Central Oxfordshire Movement and Place Framework and development commenced. • Ongoing delays to the reopening of the Botley Road have impacted the rollout of traffic filters and other central Oxford schemes within the LTCP. • Overall, the LTCP monitoring report shows that there has been some positive progress against KPIs compared to last year. This includes an increase in bus and rail usage and a reduction of car trips and road fatalities or serious injuries. • However, cycle trips have declined, and cycle, bus and rail usage all remain lower than the 2019 baseline. Similarly, private car related measures such as vehicle miles have continued to increase following the COVID-19 pandemic. This has been accompanied by a small increase in road transport emissions. • The LTCP monitoring report also notes challenges around government's approach to funding delivery, which requires significant work to identify and bid for individual opportunities, thus impacting OCC's ability to deliver on the LTCP. 		
Evaluate and extend car-share schemes enabling reduced vehicle ownership, subject to receiving grant funding	Lead Technologist – EV Integration	A
<ul style="list-style-type: none"> • OCC launched an Electric Vehicle (EV) car club pilot in April 2024 with 10 shared EVs based at Park and Charge hubs in towns and villages around the county (plus one in Oxford) • The project received no council or grant funding and car clubs have been delivered at the risk and cost of car club operators Co Wheels, Zimbl, Enterprise CarClub and Thame EV Hire • Some cars saw little usage and were removed during the pilot, others have seen significant usage and have remained in place, and EVs have also been added at new locations. • Overall, the first year saw 1,000 new car club members/users join, more than 3,000 individual hiring sessions take place and over 165,000 electric miles driven. As a result, pilot was extended by 6 months. • Recent conversations with partner councils and car club providers suggest that 11 of the car club vehicles will continue beyond the pilot end date in October, with 4 new locations also being added. • The main stumbling block with the project is a lack of funding and dedicated resource to continue work on this beyond the pilot and scale up an equitable roll out of car clubs across the county. • As the pilot has proven demand for car clubs outside of the city, next steps should be that we put a project/programme of works together and identify resources and funding to further expand the car club network as part of achieving our Net Zero goals and LTCP target of reducing 1 in 4 car trips. 		
Delivery of Oxfordshire Electric Vehicle Infrastructure Strategy through the OxLEVI programme	Team Leader – EV Integration	A
<ul style="list-style-type: none"> • The OXLEVI programme is set to deliver at least 1,200 public EV chargers and 500 cable gullies across Oxfordshire by the end of 2026 • Procurement is underway with final ITT documents near completion and awaiting final sign off from all partners and the funders, the Office for Zero Emission Vehicles (OZEV) • Pending OZEV approval, we are due to tender for two chargepoint operator (CPO) concession contracts and a cable gully supplier in October 2024, leading to contract award in February 2025 and contract start in March 2025 • Procurement of CPOs has been delayed due to the need to use open tender approach rather than the Oxford DPS, due to a legal challenge around the legitimacy 		

<p>of using frameworks to procure high value concession contracts. This has affected many other local authorities and their LEVI plans.</p> <ul style="list-style-type: none"> The greatest risk at present is a delay in getting sign off from OZEV and the tender having to go out under new procurement regulations after 28 October. 		
Buildings		RAG
Delivery of retrofit innovation programmes – Clean Heat Streets, Oxfordshire Energy Insights Project	Head of Climate Action	A
<ul style="list-style-type: none"> OCC's Energy Systems & Investment team has been working on the Alternative Energy Markets programme, funded by DESNZ. The Energy Saver App was launched in July 2024, offering energy insights to residents across Oxfordshire with a smart meter, plus the offer of smart technology to a select group of app users later in the year. The project is built on an innovative Intelligent Smart Energy Engine that is able to assess and recommend a combined tariff and technology offer, personalised for app users to their energy profile. The project aims to see c. 500 households be offered heat pumps, batteries, and solar PV, testing the impact of modelled tariffs not currently available on the market on the take up of energy smart appliances. The offer will be on a monthly fee basis, removing a significant barrier to adoption. The app has surpassed 1,000 downloads, however, we require many more active users in order to drive the other innovative elements of the trial. This therefore continues to be promoted both internally and externally to increase uptake. On the Clean Heat Streets project, part of the Heat Pump Ready programme, funded by DESNZ, a celebration event was held at Rose Hill community centre to update the local community and stakeholders with progress one year on from the start of the programme. Clean Heat Streets is the only one of the original four projects in the programme which is continuing to successfully deliver heat pumps to local communities. 150 homes registered for a free survey, of which 130 qualified. Heat pumps have been installed in 20 homes to date. 		
Expand retrofit delivery to homes in fuel poverty – complete Home Upgrade Grant 2 and apply for Local Authority Retrofit Scheme	Head of Climate Action	G
<ul style="list-style-type: none"> OCC was awarded over £6 million of capital retrofit grants through a government-backed scheme, Home Upgrade Grant phase 2 (HUG2). The purpose of this scheme is to tackle fuel poverty by upgrading the worst performing off-gas grid domestic properties. We are currently in the second, and final year of the HUG2 scheme. Delivery has scaled in year two and we have distributed £1.2 million since April. The next phase of funding from central government the 'Local Warmth fund' has now been announced with further detail expected in the autumn statement. Officers intend to put in an Expression of Interest to this scheme which is due to run for 3-5 years. 		
Input into the development of strong local planning policy driving environmental outcomes	Head of Strategic Planning	G
<ul style="list-style-type: none"> OCC is currently responding to the emerging District and City Local Plans, and also providing advice to strategic sites and Nationally Significant Infrastructure Projects. Since September 2024 the Climate Team has responded to the National Planning Policy Framework Consultation and the South East Strategic Reservoir Option 		

<p>consultation, and worked with the Strategic Planning team to promote the inclusion of climate action in the delivery of various strategic sites.</p> <ul style="list-style-type: none"> OCC is responsible for the production of the Local Nature Recovery Strategy for Oxfordshire by July 2025. The Biodiversity & Nature Recovery team has taken the lead in its production. The document is at an advanced stage and we are preparing to undertake a final consultation with partners prior to full public consultation. The Biodiversity & Nature Recovery team continues to work through the planning process on an ongoing basis to ensure positive outcomes for biodiversity, protected spaces and Biodiversity Net Gain. The Strategic Planning team coordinated submission of OCC's statements to the Oxford City Local Plan Examination Hearing Sessions. This reiterated our position that the Examination needs to carefully review the proposed spatial strategy to ensure the most sustainable patterns of development are brought forward, which will have positive implications on climate action. The Strategic Planning team also submitted responses to highlight the need for improved governance with the City's Community Infrastructure Levy allocations to support delivery of OCC projects such as active travel and other sustainable transport modes. 		
Energy		RAG
In partnership, delivery of Local Energy Oxfordshire Neighbourhoods (LEO-N) expanding our work on smart community energy systems	Head of Climate Action / Consortium	R
<ul style="list-style-type: none"> This is currently rated as red as the partners submission for a follow up programme to LEO programme: LEON, to the Strategic Infrastructure Fund of OfGEM was not successful. Deliverables intended to be funded by LEON that are critical to the Oxfordshire Local Area Energy Plan (OxLAEP), such as the integration of neighbourhood-level energy plans and community energy focus were strengthened in the LAEP tender specifications prior to going to market. The LEO-N project partners remain committed to the project, and OFGEM has confirmed that a resubmission is possible. This will be explored in line with feedback received from the bid submission. OCC and Oxford City Council have carried out a gap analysis to determine alternative pathways for the delivery of strategic LEO-N outputs, including opportunities under council service planning, and alternative funding sources. This work is ongoing. 		
Development and delivery of Local Area Energy plan for County	Head of Climate Action / FOP Infrastructure Advisory Group	G
<ul style="list-style-type: none"> The Future Oxfordshire Partnership agreed to allocate OxLAEP a budget of £600,000, in alignment with OxLAEP Outline Business Case Option 4: five district level LAEPs plus County-wide report, to be delivered by December 2025. Following the FOP decision at the end of July 2024 and permission to go to market through the Oxfordshire Commercial Board, OCC hosted two pre-procurement Open Days, attended by over 20 organisations. Officers from the OCC Climate Action Team worked with the County Procurement and Legal teams to issue the tender documentation on 21 August 2024. The ITT will close on 30 September 2024, and the contract is expected to start in mid-December 2024. 		

Development of green finance workstreams including Oxfordshire green prospectus, finance strategy, Green Bond and 2025 100together green finance conference	Head of Finance / Various	G
<ul style="list-style-type: none"> OCC has been working with Abundance Investment to explore green bonds. The development of a Green Prospectus is also underway, led by OxLEP. 31Ten have been appointed as the leaders of a small consortium which will support with the development of the prospectus. The 100together programme is continuing, with a networking event hosted by Lady Margaret Hall taking place in early September 2024. A date has been confirmed for the next conference, which will be held in June 2025. 		
Waste and consumption (circular economy)		RAG
Develop Oxfordshire circular economy strategy	Head of Environment and Circular Economy	A
<ul style="list-style-type: none"> Work on the Circular Economy Strategy was stalled for a while due to a lack of resource, although restarted in October 2024. A final strategy is expected to be ready for approval in May 2025 		
Delivery of strong climate outcomes in the Minerals and Waste Local Plan	Head of Strategic Planning	G
<ul style="list-style-type: none"> The adopted Minerals and Waste Local Plan, and its policies have been used in the determination of 17 Minerals and Waste planning applications which includes policies to ensure strong climate outcomes A review is underway to assess progress alongside a proposed new system for plan making. The team have been successful in bidding for Central Government funding for a new Sustainability Officer role within the team A Climate Impact Assessment tool is being explored which can be used to strategically assess minerals and waste sites. 		
Adaptation and resilience		RAG
Convene multiagency underwater summit to review 2023-24 Oxfordshire flooding to scope pre-emptive action to reduce harm from future recurrence	Director of Public Affairs, Policy and Partnerships	G
<ul style="list-style-type: none"> We are organising a round table with stakeholders in late November on water and flood resilience. It follows on from the water summit hosted by the county council in November 2022 and is designed to develop a shared understanding across different sectors about approaches to flood resilience in Oxfordshire, including how we can reduce incidents of flooding through nature-based and landscape-scale solutions. 		
Develop an adaptation strategy which incorporates the role of people, nature and technology in adapting and building resilience	Head of Climate Action	G
<ul style="list-style-type: none"> Sustainability West Midlands was commissioned in May 2024 to support the development of the Oxfordshire Climate Adaptation Route Map. The specification for the Route Map was agreed with the FOP Environment Advisory Group which is part-funding the Route Map. Two workshops were held as part of the Route Map development process both in terms of capacity building, and to engage stakeholders directly on the issues facing the county and the content of the Route Map 		

<ul style="list-style-type: none"> Approximately 20 one-to-one interviews with internal and external stakeholders were also held to obtain information on adaptation activities which are already underway across the county, and candid views of the scope of the Route Map. A survey was also shared with a wider stakeholder group. The draft Climate Adaptation Route Map has been received and reviewed internally and by stakeholders. A risk on the effects on Climate Change has been added to the council's Strategic Risk Register A Storymap has been developed to summarise the Extreme Value Analysis carried out by Atkins, and provides a visual indication of the hazard exposure and risks facing communities across Oxfordshire under different future warming scenarios. This tool will be used to help local groups understand the risks they face in their areas (extreme heat, flooding, and what mitigation steps they can take. An Adaptation Summit is scheduled for February 2025, with the intention of discussing and disseminating the actions from the Adaptation Route Map among a wider range of stakeholders. 		
Extend pilot flood wardens' engagement programme	Principal Officer – Flood Risk Management	G
<ul style="list-style-type: none"> A flood warden pilot scheme was established by the Flood Risk Management Team following approvals from the Steering Group and ran for 6 months up to the end of March 2024. This involved three areas across the county that identified groups that could be trained to undertake flood warden duties. The three areas were Witney, Ascott Under Wychwood and Sunningwell. At the end of the pilot scheme a survey was sent to all the flood wardens to provide feedback. 100% positive feedback was received, and in July 2024 approval was given to move the scheme to business as usual and roll the scheme out to other areas across the county. Following this a list of potential areas for initial rollout was developed, the first being Abingdon. This will involve approaching parish/ town councils/ local flood groups in the areas to help advertise for volunteers. Training will then be arranged with the volunteers and link into any other community-based work. Advertisements for volunteers in Abingdon have already been released, and a training session will run September – October 2024. 		
Natural environment		RAG
Develop Local Nature Recovery Strategy (LNRS) for Oxfordshire, integrating with adaptation strategy	Principal Biodiversity Officer	G
<ul style="list-style-type: none"> From February to March 2024 the team held 12 workshops, 2 engagement events, and 1 online survey covering a 40-day period, involving over 1,000 people. The responses from this engagement have been analysed to get an understanding of top priorities from nature recovery in the county. In May 2024 a public webinar was held to present a summary of the outcomes from the survey and workshops. Over 120 people joined the call and more watched the recording. LNRS launched a mapping tool to identify local places where landowners and organisations were willing to improve or create habitats so the strategy can align with 'willingness' to increase the likelihood that the future recommendations are delivered. Over 170 individual locations were added and 15-20 emails were sent to us with mapped areas that covered larger areas of the county. 		

<ul style="list-style-type: none"> The LNRS partnership has developed the maps, and statutory documents based on local priorities and strategies and these are being prepared to be sent to local authorities, Natural England, and OCC for approval to go online for public consultation between October – November 2024. 		
Develop biodiversity net gain policy	Principal Biodiversity Officer	G
<ul style="list-style-type: none"> This work stream has been on hold since April 2024 due to insufficient staff resource. Work has begun again from September 2024 onwards. Next steps are to report against Biodiversity Actions in 2024, finish drafting the Biodiversity Action Framework and to develop a Biodiversity Action Plan for 2025 these work areas will be the focus up to December 2024. 		
Working with Natural Capital Investment Group for LNP to develop offset model for Oxfordshire	Oxfordshire Local Nature Partnership Manager	G
<ul style="list-style-type: none"> Draft nature market principles and framework draft are substantially progressed, drawing on British Standards Institution (BSI) nature markets framework and existing Oxford Offset Principles; currently assessing inseting strategy (whether to create in-house or utilise potential future BSI/market standard). Expecting to be in near final form (subject to stakeholder review) by end of October 2024. Two potential sites identified and discussions progressing with landowners; one site to test application of nature-based Wilder Carbon standard and another for potential woodland creation project delivering carbon benefits alongside biodiversity and flood protection benefit. Developing an investment fund that would stimulate revenue-generating, financially self-sustaining projects that deliver measurable benefits to biodiversity in alignment with the LNRS. 		
Deliver tree replacement programme, including development of County-wide partnerships and collaborations to increase tree cover.	Head of Environment and Circular Economy / Principal Officer - Arboriculture	G
<ul style="list-style-type: none"> As of April 2024 all Tree Aftercare & Planting Service (TAPS) posts have been fully recruited. The Sutton Farm workshop refurbishment has been completed, providing a viable storage and workspace for the TAPS team. Between May and August 2024, in-house aftercare and watering visits were undertaken by TAPS (>700 trees) and Tree Guardians / Community Groups (>80 trees). The Tree Planting feedback form was launched and promoted, and shows that 95% of respondents were pleased to see that OCC is planting trees, and that 96% of respondents who have seen trees being planted give the quality of planting a 4+ rating out of 5. Tree planting locations have been identified for this season (December 2024 – March 2025) and shared with internal stakeholders (OCC staff) and external stakeholders (parish councils, town councils, and OCC councillors). Letter drops have been made to residents with more than 10 trees planted on their street to raise awareness of the scheme. 		
Community support and engagement		RAG
Develop new climate engagement and comms strategy and activity	Head of Climate Action	G
<ul style="list-style-type: none"> The Climate Engagement Route Map is currently in development. A desktop/literature review has been completed to understand existing policies, partnerships and climate engagement/ survey results. 		





<ul style="list-style-type: none"> We are currently in the participatory phase of information gathering to provide an evidence-base for the route map. This phase consists of: <ul style="list-style-type: none"> A Knowledge, Attitudes and Practices (KAP) survey which was produced and circulated, and now has over 1,000 responses. Policy Lab research on minority groups in climate action Internal Geographical Information Systems mapping of second language data Embedding ourselves within the community at events and meetings with the Community Action Groups (CAG) and Oxfordshire Local Nature Recovery Partnership Oxfordshire Local Nature Partnership (OLNP) to listen and understand. This will launch us into the route map drafting in early 2025. 		
Continue to support scale up of Community Action Group (CAG) network	Head of Environment and Circular Economy	G
<ul style="list-style-type: none"> The CAG annual report for 2023/24 has been delivered. The report showed doubling of events and volunteer hours, indicating that the network continues to grow from strength to strength. 		
Partnership and Strategy		RAG
Support the creation of a Zero Carbon Oxfordshire Climate Partnership	Head of Climate Action	G
<ul style="list-style-type: none"> Work is underway to expand the Zero Carbon Oxford Partnership to a county-wide partnership. A Steering Group meeting was held in October 2024 to make key decisions about the formation of the new partnership, including name, branding and governance structure. 		
Play an active role in networks to promote OCC's work and lobby government	Various	G
<ul style="list-style-type: none"> OCC was nominated for the National Council or Local Authority of the Year at the Energy Efficiency Awards 2024. Members of the Climate Action Team have attended and spoken at a number of different external events, including the Heat Pump Summit, Local Authority Retrofit Forum, UK Real Estate Investment and Infrastructure Forum and the Installer Show. The team have also run a number of workshops to support various programmes including climate engagement, adaptation and off-setting/in-setting with attendees from the district councils and other local organisations. The potential for locally led Climate Action has been a core theme in the council's engagements with central government on devolution. The council continues to work jointly in a number of formal and informal forums on activity to tackle the climate emergency, including through the Greater South East Net Zero Hub, Local Nature Partnership, Future Oxfordshire Partnership, LEO and the Low Carbon Hub, and actively leading a number a workstreams under the Zero Carbon Oxford Partnership (ZCOP). Partnership with Oxfordshire businesses has continued through the Oxfordshire Greentech network, with the council supporting their Climate Solutions Conference in March 24. The council is an active member of the following key national networks through which it shares best practice with other local authorities and lobbies government on national climate policy: UK100, Association of Directors of Environment, Planning and Transport Climate Change and Environment Boards (ADEPT), Local Government Association Sustainability Action Network, Association of Public Service Excellence Energy (APSE) network. 		

Annex D - Equality, Diversity and Inclusion - September 2024


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Key

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

Employer of Choice

Status of Indicators	30/09/2024
EDI01 - Employer of Choice	

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
02. Ensure our workforce is representative of the population and attract diverse candidates	Review the diversity of our workforce and engage with corporate activity to ensure that our workforce is representative of the Oxfordshire population and take more direct action to attract a diverse range of potential candidates	Adult Social Care	Karen Fuller		Delivering to plan	Delivering to plan	★	A corporate action plan is in place to increase our attraction of diverse candidates.	Delivering to plan	Delivering to plan	★
03. Promote programmes that promote diversity in leadership in social care	Promote programmes such as Skills for Care's Moving Up that promote diversity in leadership in social care	Adult Social Care	Karen Fuller		Delivering to plan	Delivering to plan	★	4 candidates are undertaking the Moving Up programme and we are considering a further cohort for next year - DLT to consider. The Principia OT and Principal SW are exploring EDI training for the workgroup.	Delivering to plan	Delivering to plan	★
04. Continue to recruit from diverse ethnic backgrounds including foster carers and volunteers	We aim to recruit a diverse workforce. This will also apply to foster carers and volunteers. We will continue to target recruitment on employees from diverse ethnic backgrounds (currently 10.8 of staff across CEF.	Children's Services	Lisa Lyons		Delivering to plan	Delivering to plan	★	There is a long lead in time with recruitment of foster carers (about nine months) but the action is on track. 25 new social workers have recently been recruited internationally and will be joining the team soon.	Delivering to plan	Delivering to plan	★
11. DTFT Champions & Team Leaders to promote e-learning re: awareness of EDI	DTFT Champions & Team Leaders to promote e-learning re: awareness of EDI	Transformation Digital and Customer Experience	Clare Martin		Delivering to plan	Delivering to plan	★	The need for new starters in the Customer Service Centre has been low, however we have embedded e learning and ongoing training in our induction training. Our CSC staff Focus Group recently celebrated National Customer Services week (7th - 14th October) which included topics such as Service with Respect and Celebrating Success.	Delivering to plan	Delivering to plan	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
12. More DTFT champions engagement in relevant awareness events highlighting in huddles and VMBS	More DTFT champions engagement in relevant awareness events (e.g. south Asian week, EID etc) highlighting in huddles and VMBS	Transformation Digital and Customer Experience	Clare Martin		Delivering to plan	Delivering to plan	★	We continue to encourage DTFT champions to work across the CSC to promote engagement and awareness. The recent National Customer Services week focused on Service with Respect and Customer Success. We continue to hold daily huddles to discuss and communicate relevant events	Delivering to plan	Delivering to plan	★
13. Advertise vacancies to wide diverse audiences to attract diverse applicants	Advertise vacancies to wide diverse audiences to attract diverse applicants	Resources	Cherie Cuthbertson		Delivering to plan	Delivering to plan	★	We are continuing to review our EDI recruitment audit and develop actions plans to increase advertising vacancies to a wider audience. Part of this will be to seek Disability Leader status and the finalisation of procurement of Diversity Jobs Group and links with advertising with our new in-house ATS.	Delivering to plan	Delivering to plan	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
14. Ensure diversity in our apprenticeship cohorts	Ensure diversity in our apprenticeship cohorts	Resources	Cherie Cuthbertson		Delivering to plan	Delivering to plan	★	<p>Apprenticeships</p> <ul style="list-style-type: none"> Supported apprenticeships – allows candidates with an EHCP Plan the flexibility to achieve the lower qualification of entry level 3 functional skills as part of the apprenticeship Ring fenced apprenticeship posts for Children in Care or Leaving Care <p>Work Experience</p> <ul style="list-style-type: none"> Tailored OCC work taster days for children and young people up to the age of 18 with complex special educational needs and disabilities. <p>Internships</p> <ul style="list-style-type: none"> Supported Internships – we provide unpaid work placements for young people aged 16 to 24, whose disability could be a barrier to employment. Change 100 – we offer paid summer internships for university students and recent graduates with any disability or long-term condition this expands our awareness and experience of how we provide inclusive working environments to people with disabilities.. Targeted Internships – paid internships for candidates from but not limited to the following: <ul style="list-style-type: none"> Care leavers. Young people not in education, employment, or training (NEET). Armed forces families. People with disabilities, learning disabilities, EHCPs, or special educational needs. People in our 10 priority wards. People returning to work after long-term unemployment. 	Delivering to plan	Delivering to plan	★
15. Deliver EDI training and learning across the council	Deliver EDI training and learning across the council	Resources	Cherie Cuthbertson		Delivering to plan	Delivering to plan	★		Delivering to plan	Delivering to plan	★
16. Ensure recruitment advertising processes is extended to include BAME & LGBTQ	Ensure recruitment advertising processes is extended to include BAME & LGBTQ	Environment and Highways	Paul Fermer		Slightly behind schedule	Delivering to plan	●	Continue to be proactive on recruitment channels to be inclusive and reach as wider audience as possible.	Ahead of schedule	Ahead of schedule	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
19. Ensure we have a representative workforce and opportunities reach all potential candidates	Review the diversity of our workforce and engage with corporate activity to ensure that our workforce is representative of the Oxfordshire population and that our employment opportunities within the sector are reaching all potential candidates.?	Law and Governance	Anita Bradley		Delivering to plan	Delivering to plan	★	Working with corporate centre on actions related to diverse recruitment	Delivering to plan	Delivering to plan	★
25. Creation of improvement actions for EDI following the findings from our reviews and inspections	Creation of improvement actions following the findings from our independent cultural review in March 2024 and the HMI inspection in early 2024 we will be considering any findings or recommendations relating to inclusion, equality and diversity to ensure improvement in this area.	Community Safety	Jo Bowcock		Delivering to plan	Delivering to plan	★	actions relating to EDI have formed part of our Fire improvement Pipeline and we have considered impact and opportunities for each area. We are now developing the timescales for the work to enable a clear implementation program	Ahead of schedule	Ahead of schedule	★
26. Creation of a reach and attraction framework for Wholetime Firefighter recruitment	Creation of a reach and attraction framework for Wholetime Firefighter recruitment to ensure that we are able to reach potential candidates that represent our communities. Review of Wholetime Firefighter recruitment assessments and undertaking EIA's for each assessment.	Community Safety	Jo Bowcock		Delivering to plan	Delivering to plan	★	We have a draft reach and attraction framework for Firefighter recruitment and now looking to consult with a wider group of stakeholders including our Talent Acquisition officer for further input.	Ahead of schedule	Ahead of schedule	★

Partner of Choice

Status of Indicators	30/09/2024
EDI02 - Partner of choice	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
01. Include social value requirements when tendering contracts	Include social value requirements when tendering contracts such as creating apprenticeship opportunities to maximise benefit for local community?	Adult Social Care	Pippa Corner		Delivering to plan	Delivering to plan	★	Any contract over £100,000 will either be subject to social value, or have an exemption agreed through the formal process. This is now managed by Procurement so the action is complete.	Ahead of schedule	Ahead of schedule	★
05. Work with our partners to increase the number of SNAs	We will work with our partners to increase the number of Strengths & Needs Assessments (SNAs) particularly in areas of relative deprivation.	Children's Services	Lisa Lyons		Delivering to plan	Delivering to plan	★		Delivering to plan	Delivering to plan	★
07. Build partnership links and contacts for the single database, to share assets and information	Build partnership links and contacts for the single database, to share assets and information	Public Affairs, Policy and Partnerships	Susannah Wintersgill		Delivering to plan	Delivering to plan	★	Stakeholder database maintained. Team managing relationships with key EDI cohorts across county, and uses this to make introductions to other council services.E.g. as with the Autism Strategy. Also looking at opportunities for introducing SLT to community groups.	Delivering to plan	Delivering to plan	★
20. Engage with The Network and learn from best practice across UK and further afield	Engage with The Network and learn from best practice across UK and further afield.	Law and Governance	Anita Bradley		Delivering to plan	Delivering to plan	★		Delivering to plan	Delivering to plan	★

Placeshaper of Choice

Status of Indicators	30/09/2024
EDI03 - Placeshaper of choice	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
06. Support the council's commitment to addressing inequality with hard to reach communities	Help support the council's commitment to addressing inequality through greater engagement with hard to reach communities and those who are excluded from the main council communications channels (evidencing inclusion in engagement and consultation practice).	Public Affairs, Policy and Partnerships	Susannah Wintersgill		Delivering to plan	Delivering to plan	★	When designing engagement exercises, ensure stakeholder mapping undertaken to inform this. Putting EDI at the front of the work, rather than at the end.	Delivering to plan	Delivering to plan	★
08. Using Oxfordshire conversation events for residents to ask questions of cabinet	Using Oxfordshire conversation events that will offer opportunities for residents to hear from and ask questions of members of the cabinet, including outreach activities to ensure the inclusion of seldom heard groups and those who are digitally excluded.	Public Affairs, Policy and Partnerships	Susannah Wintersgill		Delivering to plan	Delivering to plan	★	Focus of this work is on SEND and creating opportunities for senior leaders across the wider system to engage with seldom heard and target groups.	Delivering to plan	Delivering to plan	★
09. Support services to complete EIAs alongside budget and business planning	Support services to complete EIAs alongside budget and business planning		Susannah Wintersgill		Delivering to plan	Delivering to plan	★	EIA's were completed during budget and business planning, offering comments and feedback during the process. We have also provided equalities statements for capital budget proposals. Whilst that period has come to a close, we will continue to offer EIA advice and steer across the organisation, as well as creating the overarching EIA.	Delivering to plan	Delivering to plan	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
17. Policy team create accessible documentation	The policy team carry out consultation on key stages of the plan and consultees can respond electronically or on hard copy. The documents we produce are checked for accessibility. We also carry out face to face meetings with organisations and residents for the areas in which preferred sites are proposed to be located. We also try to involve hard to engage groups.	Environment and Highways	Paul Fermer		Delivering to plan	Delivering to plan	★	Continue to use corporate systems for consultation making an effort to use accessible material/documents. It is not always possible to carry out face to face engagement but this is promoted where possible.	Ahead of schedule	Ahead of schedule	★
21. Ensure the design of school buildings consider accessibility so that buildings are inclusive	Ensure the design of school buildings consider accessibility; medical and therapy support; sensory needs; flexibility and adaptability; health and well-being and safety and security so that buildings are inclusive and pupils are not disadvantaged by facilities or services.	Resources	Vic Kurzeja		Delivering to plan	Delivering to plan	★		Ahead of schedule	Ahead of schedule	★
22. Completion of annual domestic abuse needs assessment	Completion of annual domestic abuse needs assessment	Public Health and Communities	Kate Holburn		Delivering to plan	Delivering to plan	★	Following the needs assessment, quarterly contract monitoring of commissioned Domestic Abuse Services includes a review data about service access and use of safe accommodation by individuals with protected characteristics. This allows us to monitor who is or is not engaging with the service to promote access.	Ahead of schedule	Ahead of schedule	★
23. Deliver phase 3 grants for community profiles	Deliver phase 3 grants for community profiles		David Munday		Delivering to plan	Delivering to plan	★	Following the setting up of grant schemes for phase 3 profile areas, the majority of grant funds have now been disbursed with just £5k remaining to be disbursed in one of the areas. The scheme is on track to have disbursed the remaining funds by the end of the financial year.	Ahead of schedule	Ahead of schedule	★
24. BHBH services offer support to residents living in poor quality housing in all areas	Better Housing, Better Health services offer support to residents living in poor quality housing in urban and rural areas	Public Health and Communities	Rosie Rowe		Delivering to plan	Delivering to plan	★	Measure Completed	Ahead of schedule	Ahead of schedule	★

Measure	Measure description	Directorate	Measure Owner	Portfolio Holder	Period Actual	Period Target	Status	Comment	YTD Actual	YTD Target	YTD
27. Continue to develop innovations and technologies with inclusion at the heart of our work	We will continue to develop innovations and technologies with inclusion at the heart of our work, to benefit all residents of Oxfordshire.	IT Operations	Laura Peacock		Delivering to plan	Delivering to plan	★	This approach has been embedded into business a usual processes. Please note that this responsibility now sits in Economy and Place, following the restructure.	Delivering to plan	Delivering to plan	★

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Work Programme 2024/2025

Education and Young People Overview and Scrutiny Committee

Cllr Nigel Simpson, Chair | Richard Doney, Scrutiny Officer, richard.doney@oxfordshire.gov.uk

COMMITTEE BUSINESS

Topic	Relevant strategic priorities	Purpose	Type	Report Leads
22 November 2024				
Draft EOTAS Policy	Create Opportunities for children and young people to reach their full potential.	To consider the policy before its submission to Cabinet	Overview and Scrutiny	Lisa Lyons, Jo Goodey
Annual report on Holiday Activities and Food Programme (HAF)	Create Opportunities for children and young people to reach their full potential.	To receive the annual report	Overview and Scrutiny	Lisa Lyons, Jessie Dobson
Annual Corporate Parenting Report	Create Opportunities for children and young people to reach their full potential.	To receive the annual report	Overview and Scrutiny	Lisa Lyons, Charlotte Davey
Annual adoption report from Adopt Thames Valley	Create Opportunities for children and young people to reach their full potential.	To receive the annual report	Overview and Scrutiny	Lisa Lyons, Teresa Rogers
28 February 2025				
Attendance and Exclusions	Create Opportunities for children and young	To receive a report on attendance and exclusions data across the	Overview and Scrutiny	Lisa Lyons, Jo Goodey

	people to reach their full potential	county and to identify any concerns		
Local Area SEND Partnership	Create Opportunities for children and young people to reach their full potential	To receive an update on progress made across the partnership	Overview and Scrutiny	Lisa Lyons; Dan Leveson
Outcome of all exams results, year 6 SATs, GCSEs, and A levels, attendance [and admissions data]	Create Opportunities for children and young people to reach their full potential.	To monitor the progress and outcomes since the previous outcomes	Overview and Scrutiny	Lisa Lyons, TBC
Annual report of workforce data and Principal Social Worker's report	Create Opportunities for children and young people to reach their full potential.	To receive the annual report	Overview and Scrutiny	Lisa Lyons, TBC
28 March 2025				
Annual report of the virtual school	Create Opportunities for children and young people to reach their full potential.	To receive the annual report	Overview and Scrutiny	Lisa Lyons, TBC
Progress of capital projects (schools and children's homes)	Create Opportunities for children and young people to reach their full potential.	To review the progress made on capital projects	Overview and Scrutiny	Lisa Lyons, Kate Reynolds, Martin Goff
Post 16 data	Create Opportunities for children and young people to reach their full potential.	To review the Post 16 data	Overview and Scrutiny	Lisa Lyons, TBC

SUB GROUP / WORKING GROUP

SUB GROUPS / WORKING GROUPS				
Name	Relevant strategic priorities	Description	Outcomes	Members

BRIEFINGS FOR MEMBER INFORMATION

BRIEFINGS				
Name	Relevant strategic priorities	Description	Outcomes	Members
Education Data	Create Opportunities for children and young people to reach their full potential	To receive information on education data.	To identify any areas that need to be referred to the Committee	Members of the Committee

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Divisions Affected – All

EDUCATION AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE 22 NOVEMBER 2024

Co-optee Recruitment Update

Report by Director of Law and Governance and Monitoring Officer

RECOMMENDATION

1. The Committee is RECOMMENDED to: -

1.1 **NOTE** the update on activity undertaken to fill the Committee's vacant co-optee posts.

1.2 **NOTE** that in the absence of additional parent governor representatives coming forward and subject to confirmation of their eligibility and necessary formalities, one parent governor co-optee vacancy will be filled for two years from the committee's February 2025 meeting.

1.3 **AGREE** to appoint Katie N and Hana G as co-opted young people members, subject to completion of the necessary formalities for two years from the committee's February 2025 meeting

Executive Summary

2. Co-opted members have a dual function to the operation of a Scrutiny committee. Not only do they bring specific, relevant expertise but, coming from outside both the Council and the party-political system they provide greater public assurance of the independence and non-political output of the Scrutiny function. This report seeks to update the Committee on efforts made to date to identify nominees for co-option onto the Committee, to recommend the appointment of two co-opted young people.

Background

3. Within the Council's constitution it is outlined that the Education and Young People Overview and Scrutiny Committee membership includes space for six co-opted members, four of whom relate to education, and two to young people.

4. When the Education and Young People Overview and Scrutiny Committee was established by Council in December 2023, its terms of reference included the following in relation to co-opted members:

“In addition to the county councillors the Education and Young People Overview & Scrutiny Committee shall include in its membership the following voting representatives: (a) one Church of England representative appointed by the Oxford Diocesan Board of Education; (b) one Roman Catholic representative appointed jointly by the Archbishop of Birmingham and the Bishop of Portsmouth to represent the Roman Catholic Church; (c) two persons who shall be parent governors of maintained schools elected in accordance with a procedure approved by the Council. (d) two persons who, at the time of their original appointment, shall be aged 25 or under and either living in Oxfordshire or working for an organisation in Oxfordshire supporting or representing children and young people.”

5. The committee currently has filled the co-optee positions for the Church of England and Roman Catholic representatives, but has vacancies for parent governor and younger people co-optees.
6. The use of the word ‘shall’ in reference to the membership of the Committee means that the Committee does not have discretion to do otherwise, and must seek to fill these vacancies. Officers have been seeking to do so.

Progress Updates

Parent Governor Nominees

7. The need to include co-opted members from parent governors is set out in legislation. Under s. 3 of the Parent Governor Representatives (England) Regulations 2001 it is a requirement that ‘a local education authority shall appoint at least two but not more than five parent governor representatives to each of their education overview and scrutiny committees and sub-committees.’ Since its inception, the Education and Young People Overview and Scrutiny Committee has become the scrutiny committee responsible for education and therefore must include opportunity for at least two parent governor representatives.
8. The 2001 Regulations prescribe the process for selecting these representatives, which is to hold an election amongst parent governors between those who are eligible and have put themselves forward for nomination.
9. All parent governors were contacted using the Council’s communication tool, Governor Hub, to publicise the opportunity. In May and October 2024 parent governors were given via Governor Hub and Schools News a month in which to respond with the supplied expression of interest form in order to be part of the election. No expressions of interest were received in May. As such, no eligible governors were able to be put forward for an election, and no election took place. However, one parent governor has put themselves forward in response to the October recruitment drive. In the absence of further applicants it would not be necessary under the 2001 Regulations to run an election. Subject to

formally establishing their eligibility and completing formalities around becoming a co-opted member, this individual will become a co-opted member of the committee.

10. It is unlikely given the historic and national challenges in securing parent governor co-opted members, but if more governor representatives come forward before the deadline than there are vacancies, an election will have to be run amongst parent governors to establish the nominees.
11. Under the 2001 Regulations, if no or insufficient numbers of nominees are received, the Council must attempt to fill the vacant position(s) every six months.

Young People

12. Adverts for the role of co-opted young people onto the committee were originally developed and publicised in Schools News on 3 May 2024. However, following internal requests to review the process to ensure sufficient safeguards were in place for what is a pioneering step in involving young people, interviews were delayed until November 2024. Originally three young people put themselves forward, but only two wished to pursue their original interest following the delay. These candidates were Katie N, and Hana G.
13. The two remaining candidates were interviewed by a panel made up of the Chair, Cllr Simpson, the Scrutiny Manager, and a member of the Engagement and Consultation team. Questions were agreed between the Scrutiny and Comms & Engagement teams, and a scoring matrix developed. The interviews took place on 06 and 08 November.
14. The unanimous view of the panel was that both candidates were very strong and would bring considerable enthusiasm to the committee and deepen the level of scrutiny it provides. As such, the panel's recommendation to the committee is to agree to appoint Katie N and Hana G to the vacant positions of co-opted young people to the committee.

Next Steps

15. A co-optee is not merely an external advisor to the Committee, but a full member of it. This means they have access to the same information provided to other committee members, and can participate on equal terms. The only difference is that in the rare instances that the Education and Young People Overview and Scrutiny Committee wishes to vote on an issue, unless that topic relates to education provided by the Council, the Constitution determines they will be unable to do so. As a consequence of this status, it is necessary that co-opted members are bound by the Members' Code of Conduct, and sign a Declaration of Interest form.

16. Subject to the committee's agreement and the necessary paperwork being satisfactorily completed, Katie N and Hana G will be co-opted members from the next committee meeting (scheduled for 28 February 2025).
17. The agreed terms of reference for the Education and Young People Overview and Scrutiny Committee state that 'Co-opted Members shall normally serve for a period of 2 years. Co-opted members may serve for one further consecutive period of 2 years with the agreement of the Committee. After this, the Committee must run an open recruitment process for any further two-year extensions. No co-opted member may serve for longer than eight years in total.' Any appointment made, therefore, should be for 2 years in the first instance.
18. As referenced above, the specific inclusion of younger people on a committee is novel, and it not without risks. This is particularly the case as one of the recommended co-optees is presently a minor. A full schedule of safeguarding measures, some of which will apply to members, is being developed and will be finalised if the panel's recommendation is accepted.
19. In addition to the issues of safeguarding, support to understand and fully participate in the formal and rule-based environment of a committee is also being explored. An external organisation, Oxfordshire Youth, who have provided support to young people involved in the Youth Parliament, have been contacted to scope a support package to cover: co-optee and member training on working with one another; support in understanding the papers, drawing up lines of enquiry and ways to express those views safely in a public environment; attendance at pre-meets in support of the co-optees, attendance at committee meetings as a source of support, and support in helping the co-optees reach out to groups of young people to understand their views better (something which both co-optees have expressed a desire to do). This scope has been put together with the input of the Consultation and Engagement team, who have experience of working with young people through youth engagement.

Corporate Priorities

20. The primary corporate priority served by the appointment of co-optees to the committee is 'Play our part in a vibrant and participatory local democracy'. However, in strengthening the quality of Scrutiny provided towards the Education and Young People Overview and Scrutiny Committee's remit it is expected that there will be positive impacts on 'Prioritise the health and wellbeing of residents', 'Support carers and the social care system' and 'Create opportunities for children and young people to reach their full potential'.

Financial Implications

21. The role of co-optee is not a paid position, but co-optees do qualify for the same rights to travel and subsistence as Councillors, as detailed in Part 10.1 Sch 1 of the Constitution.

22. Any decision to appoint a co-opted member of the committee under the age of 18 or additional support needs will require additional services to help them understand, navigate and be safe in a public environment, as detailed above. Owing to underspends elsewhere, these costs can currently be absorbed from within the existing Governance budgets but are expected to cost approximately £800 per meeting with a typical yearly schedule of 5 meetings total £4,000. However, long-term support would require budgetary provision.

Comments checked by:

Drew Hodgson,
Strategic Finance Business Partner for Law and Governance.
drew.hodgson@oxfordshire.gov.uk

Legal Implications

23. The legal implications are detailed within the body of this report. There are no further implications to highlight.

Comments checked by: Anita Bradley

Anita Bradley, Director of Law and Governance and Monitoring officer.
Anita.Bradley@oxfordshire.gov.uk

Staff Implications

24. Support for new co-opted members will create additional demands around understanding, navigating and remaining safe. However, as referenced, it is planned that additional, specialist support will be brought in to support this work. Beyond this, there will be some limited coordination work involving the Scrutiny Manager, who will also need to attend Education and Young People meetings. However, the level of additional work can be absorbed.

Equality & Inclusion Implications

25. As younger people, potentially with additional support needs, it is incumbent on the Council to ensure that adequate support is provided. The package of support and work coming out of it, training for members for instance, is expected to provide such support.

Risk Management

26. As alluded to elsewhere in the report, co-opting young and potentially vulnerable young people onto the committee is not without risk. The primary risk being safeguarding and support of their welfare. The primary steps being taken to

mitigate these risks are the provision of an external support package (as detailed above) and the development of specific safeguarding protocols for the delivery of the Education and Young People Overview and Scrutiny Committee.

27. The final details of the protocols are to be agreed, but are expected to include:
- DBS checks for all Scrutiny staff
 - Enhanced training for all Scrutiny staff on safeguarding
 - A named safeguarding lead (the Scrutiny Manager) and an escalation point (their line manager)
 - Training for members on working with vulnerable young people in a committee environment
 - A 'no phone call' policy for staff and members with young people
 - Only staff holding co-optee e mail addresses and all communications going through them. For minors, e mails to copy in a parent or other nominated person.
 - No one to one engagement with members and the co-optees
28. Failure to fill the co-optee vacancies on Education and Young People Overview and Scrutiny Committee would not only reduce the experience and knowledge available to the Committee and impair the public's confidence in the apolitical nature of Scrutiny, but it would also mean the Committee would be operating outside the membership determined by Council in the Constitution.

Consultations

29. None arising from this report.

Anita Bradley
Director of Law and Governance and Monitoring Officer

Annex: None

Background papers: None

Other Documents: None

Contact Officer: Tom Hudson, Scrutiny Manager

November 2024

Divisions Affected – All

EDUCATION & YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE November 2024

Holiday activities and Food Report

Report by the Director of Children's Services

RECOMMENDATION

1. **Education & Young People Overview & Scrutiny Committee is RECOMMENDED to**

Note the Holiday Activities and Food offer and the efforts being made to extend the reach in future delivery periods.

Executive Summary

2. Oxfordshire County Council has been delivering the Holiday Activities and Food programme across the County since 2020 and has received an annual grant to provide opportunities to children eligible for free school meals at Easter, summer and Christmas school holidays.
3. The past three years shows a mixed picture in terms of attendance patterns and uptake of different groups of young people.
4. There has been a focus over the past year to increase uptake of children with Special Educational Needs and Disabilities (SEND), although the actual number accessing is still very low. We have also seen a low uptake in children from more vulnerable groups this summer although have seen an increase in adolescents attending provision which was an area for development previously.
5. A number of steps are being taken to explore uptake and expand reach further with a focused campaign of work taking place in advance of Christmas holiday delivery this year including additional time offered to schools and internal council services to ensure children who are eligible are identified and understand how to access the offer.

Background

6. Oxfordshire County Council has been delivering Holiday Activity and Food programmes (HAF) since 2020 and receives a grant from DfE annually to meet a specific set of criteria. The allocation to the County Council for the period 2024-25 is £1,546,630. A staff team of two co-ordinate and manage the programme with oversight from our Partnership Youth Development Manager within Children's Social Care.
7. The programme provides benefits-related free school meal eligible (reception – Yr 11) children and young people with free holiday activities and food during Easter, Summer and Christmas school holidays. Eligible children are entitled to 4 activity sessions at Easter and Winter and 16 activity sessions over the summer school holiday. There are currently 16,419 FSM eligible children across Oxfordshire. This Summer, there were 28 providers delivering across 59 sites throughout Oxfordshire offering 23,587 places with 20,246 being booked.

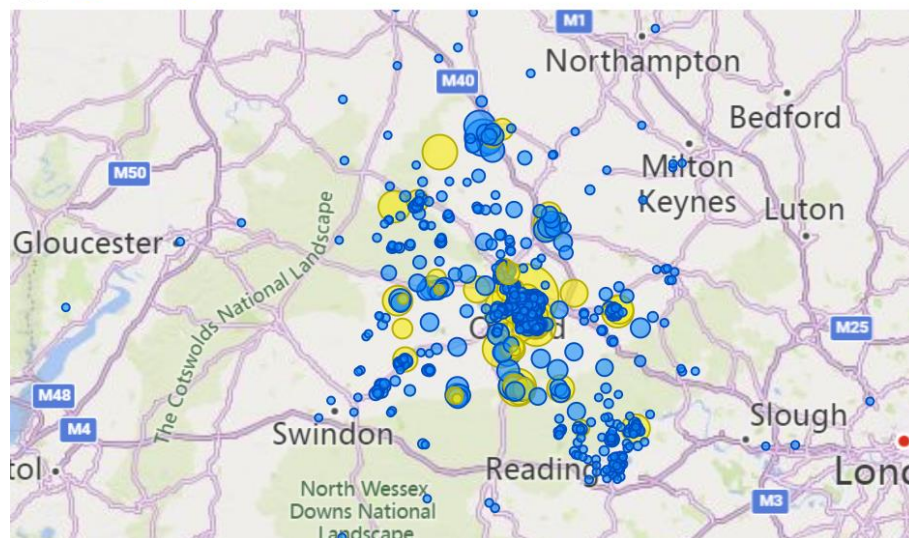
The aims of the programme:

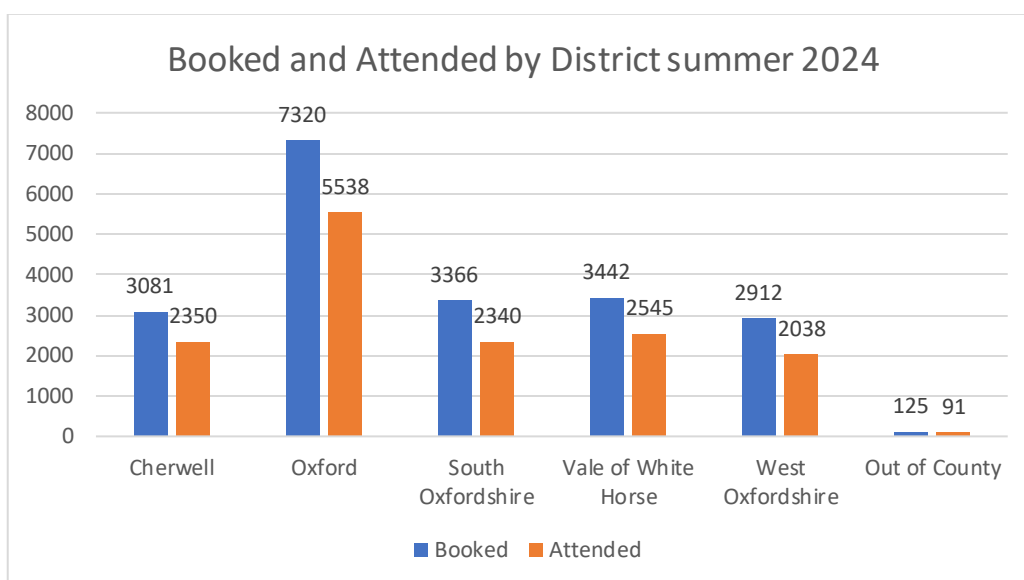
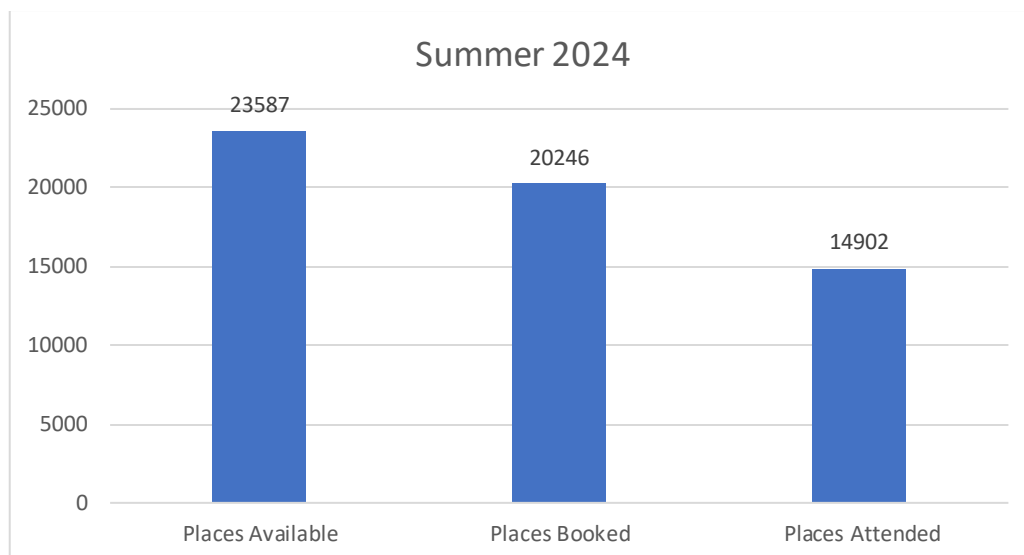
8. **For children**
 - a. Eat healthily over the school holidays
 - b. Be active during the school holidays
 - c. Take part in engaging and enriching activities which support the development of Build resilience, character and wellbeing along with their wider educational attainment
 - d. Be safe and not to be socially isolated
 - e. Have a greater knowledge of health and nutrition
 - f. Be more engaged with school and other local services
9. **For families**
 - a. To develop their understanding of nutrition and food budgeting
 - b. To signpost towards other relevant information and support, for example, health, employment, and education, financial support
10. Activities must last a minimum of 4 hours, include nutritious food, a minimum of hour of physical activity, enriching activities and nutritional education.
11. Our provision is largely multi-activity, including free play, educational input such as GCSE revision sessions, life skills such as cooking and nutritional education. Providers include local football, boxing and Rugby clubs. However, we also have STEM-specific camps in addition to unique provision within a local Theatre where children are able to take on roles in productions and in Museums where new cultural learning experiences can take place. There are young leadership opportunities and dance, Bike ability (teaching children how to cycle), 'Grow your own' sessions including seed kits and vegetable gardens, 'bug gardens' – incorporating environment and sustainability, archery, lacrosse, camping, foraging and bushcraft, as well as specialist SEN facilities including sensory rooms, simulation rooms, interactive outdoor activities and camping pods.



12. Summer 2024

Type ● Child ● Provider





	YP	Sessions Booked	Sessions Attended
Looked After	11	95	78
Child Protection Plan	7	110	51
SEND	272	2369	1702

13. Children Attending - Comparisons

		FSM non-SEND	FSM SEND	Non-FSM Non-Send	Non FSM/SEND	Total
Summer 2024	Primary	1144	136	143	16	2,307
	Secondary	632	95	116	25	
Summer 2023	Primary	1102	772	110	57	2,489
	Secondary	206	176	44	22	

Summer 2022	Primary Secondary	1562 194	230 54	234 14	57 16	2,361
Easter 2024	Primary Secondary	1052 313	196 61	104 22	10 3	1,761
Easter 2023	Primary Secondary	1087 170	393 96	110 50	39 19	1,964
Easter 2022	Primary Secondary	1281 260	132 31	256 42	14 3	2,019
Winter 2023	Primary Secondary	1127 512	340 110	52 40	14 8	2,203
Winter 2022	Primary Secondary	970 243	125 55	44 20	9 4	1,470

*Categories as recorded by DfE

14. The past three years shows a mixed picture in terms of attendance patterns.
15. Although there has been a focus over the past year to increase uptake for children with SEND, the actual number accessing is still very low. There has been a large drop in attendance of primary aged children with SEND who are FSM this summer compared to the previous year.
16. Summer 2024 data shows that although 20,246 sessions were booked, 5,344 sessions were not then attended.
17. In terms of places being available, there is sufficient capacity in place across the County, but we need to focus on increasing the uptake.
18. Summer 2024 sees an increase in adolescents attending HAF provision which was an area for development previously, but overall is still relatively low.
19. We know that those who attend continue to attend, the gap is in increasing new uptake and reach.
20. We have had a very low uptake of children on Child Protection Plans as well as those who are looked after currently this summer.
21. Although Local Authorities are required to produce an annual report each year, there are huge differences in the levels of content shared and it is therefore difficult to draw benchmarked comparisons. However, when looking at comparative neighbours, Oxfordshire is in line with others.
22. **Quality Assurance**

To become a HAF provider, organisations must apply to the Council's Approved Provider List. Applications undergo an evaluation process, ensuring the highest quality providers and most effective use of resources. A range of organisations

have successfully applied, allowing a rich and diverse offer of HAF opportunities for children in receipt of free school meals.

23. In order to offer the highest quality provision to children, the offer may change over time dependant on our scoring system. All providers are expected to attend mandatory training around safeguarding processes, inclusion, Natasha's Law and we also work with them to be responsive to need by offering a wider range of training as appropriate. We work closely with networks of other Local Authorities to share practice, learning and opportunities.
24. To ensure providers are operating according to DfE quality standards, a quality visit is conducted at each site during each delivery window. The HAF team utilise a comprehensive assessment form which assesses quality across 7 domains (Food quality, nutrition education, enriching activities, physical activity, accessibility and inclusiveness, signposting and referrals, environment and sustainability). Should a provider score low on a particular domain, the HAF Team follow this up with the provider. We also collect qualitative data with the view of demonstrating impact. Anecdotal reports from camp staff and HAF children highlight the impact of the programme; from trying new food and activities, making new friends and reducing isolation over the holiday periods.

Challenges and responses

25. Parental feedback has informed us that there has been some difficulty navigating the booking process for their children. There has also been an increase in incidences this year where adults have booked more than their allocated spaces which means that they are blocking others from booking on. We have had issues where places have been booked by people who are not eligible to access the programme who are then turned away, but the space is then wasted. The current online booking system has been unable to provide high quality data which had led to the need for manual processing and a huge time commitment from the team. We have therefore reviewed this system and have commissioned a more advanced booking system for this Christmas delivery. The benefits of this are that we will be able to run in depth data reporting requirements without huge time commitment, as well as providing restrictions from over booking and ineligible bookings.
26. This summer there were 5344 places booked but not used. To mitigate this where possible in the future we will be introducing a 'No show' policy to increase the value of the free places and ensure that blocks to attending are removed from those who wish to attend and would otherwise be held on a waiting list. We have done some work to explore what is behind this and understand that although we 'went live' with the offer and shared information with schools at the same time, some schools shared at a different rate to others which has led to some families being unable to book their preferred camps due to places already being filled. Parental feedback has told us that some parents have therefore booked places even if they were not sure whether they would use, to enable them to have an option rather than not. In order to prevent this at our winter programme, we will be work with providers to encourage courtesy calls as well

as closely monitoring uptake on the new booking system and following up contact with families in a timely manner to understand barriers to attendance.

27. Through detailed mapping, we aim to ensure that provision is available as close to eligible families as possible. However, due to the number of eligible children, the price of provision and delivery premises available, not all families will have an offer within close walking distance. We are exploring options around transport to improve accessibility as well as considering how we can use school sites to deliver, as these provide familiar environments which children are usually able to get to and this may help increase uptake. We are aware that rurality also continues to be a barrier to accessibility. We will continue to explore ways to support uptake in this area including consideration of providers providing transport. We will continue to gather feedback from parents/carers to guide our programme planning, encourage consistent participation and help ensure that all children have access to the full benefits of these sessions.
28. We have seen a lower number of providers offering to deliver to adolescents, particularly post 13 years as well as a lower number attending what is available. As a response to this our inhouse Targeted Youth Support Service has delivered its own HAF programmes this summer, where we have seen attendance of 114 young people attending across the County. Going forwards, we aim to further target specific groups of young people such as those looked after, those on child protection plans, youth justice and others supported by social workers to increase reach and uptake through this offer. We are also approaching community youth providers to encourage their sign up to our Approved Provider List enabling them to deliver programmes as well as receive funding for doing so.
29. Increasing access to HAF provision for SEND children is a key priority and we currently have two SEND-specific providers who accommodate a range of needs. Our mainstream providers can apply for funding to cover additional costs, including SEND support, such as additional staffing and resources which has improved overall accessibility. We also commission SEND training for our providers, and we look to further develop this in the coming months. We have begun to work more closely with colleagues in the Short Breaks team to offer specific training to all providers enabling a more inclusive approach, as well as using disability bursaries to enable children with more complex SEND needs to access HAF provision in the future whether funding transport, additional staffing or equipment as well as improving the overall reach in this area.
30. The DfE permits Local Authorities to utilise 15% of the overall funding for discretionary places for 'vulnerable' children not in receipt in benefit-related free school meals. A professional may refer a vulnerable child to the HAF programme utilising an online form. Referrals are assessed using set criteria which includes refugee status, children with an EHCP, looked after children, those considered at risk, children who have low attendance rates at school or who are at risk of exclusion and children living in areas of high deprivation or from low-income households who are not in receipt of free school meals. We continue to increase engagement with schools and attended school forum events to raise the profile of the discretionary places.

31. We are working hard to explore why there was low take up from children receiving support from Children's Social Care. This may be because there were other services provided over the summer especially for Children We Care For.
32. Promotion for the programme takes place via schools and social care. We currently contact all social work teams who have an eligible child within their service as well as sending direct information to all eligible families across the County. There is currently an inconsistent response from schools in terms of sharing information with families as well as the timing of this. To improve this, we have recently requested all schools have a HAF link member of staff to provide more efficient channels of communication and more consistent approach. We also have a campaign ready to recruit young HAF Ambassadors who can promote information within their school settings and have a feedback role to us to improve the HAF offer in the future. We advertise our programmes through the council's Family Information Service and will begin a focused campaign immediately to raise the profile through our internal teams, particularly for children supported by our social work colleagues as we know the importance of being in touch with these children, particularly during school holidays. We will also increase efforts when working with schools to ensure that all children eligible for Free School Meals's are identified and offered the opportunities available fairly.
 - a. We will continue to use a platform called Wonde to send emails and texts with HAF information to eligible families attending schools. A booking link is included [HAF Activity Providers | Oxfordshire County Council](#)
 - b. Information can also be found on the Oxfordshire County Council website [Family Information Service | Holiday Activities and Food Programme \(HAF\): Information for Families](#)
 - c. A referral form for children who aren't on FSM but meet **vulnerability criteria** and would benefit from the programme is shared across professional networks including schools and community organisations <https://intranet.oxfordshire.gov.uk/cms/content/haf-referral-form-professionals>
 - d. Information is also shared on Facebook, Instagram, TikTok, OXME [Holiday Activities and Food Programme | OXME.INFO](#)
33. This winter we are aiming to increase reach through the programme via the Household Support Fund grant. We are currently exploring the option of offering fuel vouchers to all households with children attending HAF to prevent pressures on households and improve accessibility further.

Corporate Policies and Priorities

34. This programme of work aligns with the current Council's Corporate plan in relation to tackling inequalities as well as connecting to The Oxfordshire Way

which seeks to provide preventative solutions and increase the independence of residents.

Financial Implications

35. Our allocation this year is £1,546,630. Continuation of the grant post March 2025 is anticipated to be confirmed either way by end November 2024. If the HAF programme is agreed post March 2025, exploration of further staffing allocation will be considered to increase focus and drive of the programme.

Checked by: Jane Billington, Strategic Finance Business Partner

Legal Implications

36. There are no current legal considerations to take account of in relation to this area of work.

Checked by Craig Cochrane, Head of Law and Legal Business Partner, Children and Families

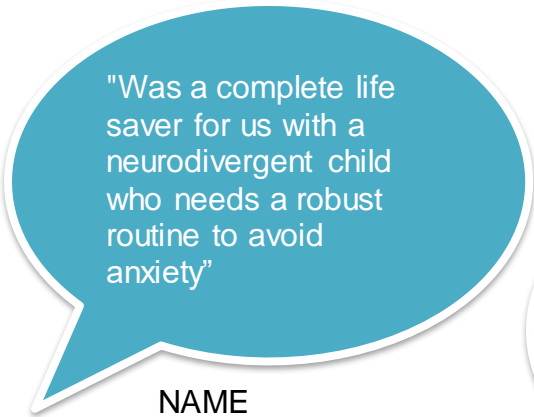
Staff Implications

37. Staffing for this programme is on a fixed term contract basis which currently ends end of March 2025 and is funded from the DfE HAF Grant. These contracts can be extended in line with any future DfE grant.
38. If we are awarded future a further HAF grant following March 2025, consideration will be given to increasing the staffing capacity from the eligible element of the grant award as stated above.
39. A focus on further connecting staff from the Short Breaks programmes and HAF team will be implemented to increase awareness, reach, accessibility and consistent communications.

Risk Management


40. If the Council does not receive a further grant award following March 2025, it is highly likely that there will be a number of families now reliant on this holiday provision. We will therefore raise issues for consideration in the future if this situation arises

41. Examples of feedback from parents



"Was a complete life saver for us with a neurodivergent child who needs a robust routine to avoid anxiety"


NAME
Lisa Lyons



"My children love it & gives me a break & reduces my worry surrounding food over the school breaks"

Annex:

Nil



"Please please keep this one running! Honestly I cannot express how this club has helped my son."

Contact Officer: Jessie Dobson
Partnership Youth Development Manager
Jessie.dobson3@oxfordshire.gov.uk

November 2024

Divisions Affected -

EDUCATION & YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE 22 November 2024

EOTAS POLICY (Education other than at School)

Report by: Lisa Lyons, Director of Children's Services

RECOMMENDATION

1. **The Committee is RECOMMENDED to consider the attached draft policy and provide comments in readiness for presentation at Cabinet.**

Executive Summary

2. Oxfordshire County Council (OCC) is required to have a policy for the delivery of Education Other Than At School (EOTAS) which has been noted as an outcome of the recent SEND inspection in 2023. EOTAS aims to ensure that all children and young people, especially those with special educational needs and/or disabilities (SEND), receive an efficient and effective education, even if they cannot attend traditional schools.
3. A policy has been drafted and is attached to this report for the consideration of the Committee. Feedback is sought on the policy and the intention is to then present this to Cabinet in January 2025.

Background

4. The number of children and young people in receipt of EOTAS is increasing, with a 64% increase from 2022-23 to 2023-24. As stated above, EOTAS aims to ensure that all children, especially those with special educational needs and/or disabilities (SEND), receive an efficient and effective education, even if they cannot attend traditional schools. The recent SEND inspection noted the absence of a policy and recommended that the Council put one in place for the delivery of EOTAS. Given the increase of the number of children and young people in receipt of EOTAS the introduction of a policy is also necessary to formalise the Council's approach in this area and ensure we are working collaboratively with children and young people, and their parents, taking into account their views, wishes and feelings.

5. The policy is guided by several acts, including the Children and Families Act 2014, the Education Act 1996, and the Equality Act 2010. These laws mandate that local authorities ensure the provision of special educational needs as outlined in Education, Health & Care Plans (EHCPs)
6. EOTAS is education provision to meet specific needs of pupils with an EHCP who cannot attend mainstream or specialist schools.
7. Local authorities are responsible for arranging EOTAS. This provision is typically short-term, with the goal of reintegrating the child or young person into a mainstream education setting as soon as possible however, for a small group of children or young people with complex needs they may require an EOTAS package for an extended period.
8. EOTAS is funded by local authorities and is considered only after all other options to support the child within a traditional school setting has been exhausted. The current spend on EOTAS as of November 2024 is £2.1 million.
9. The EOTAS policy lays out Oxfordshire County Council's legal standing and commitment to those children and families in receipt of EOTAS. It sets out aims and objectives of the policy.
10. EOTAS is funded via Direct Payments, or Oxfordshire County Council securing the provision identified, or it can be a combination of both Direct Payments and secured provision.
11. To ensure the governance of funds, the policy states that Oxfordshire County Council will seek to carry out due diligence on all personal payments made as part of an EOTAS package to support the monitoring of public funds, and, planning and amendments to the agreed package on an annual basis via the EHCP review process. Section 9 of the Education Act 1996 places a duty on the local authority to avoid unnecessary public expenditure.
12. Safeguarding arrangements will comply with DfE statutory guidance 'Keeping Children Safe in Education 2024 and Working Together to Safeguard Children 2023.

Corporate Policies and Priorities

13. The policy will support the Vision, Values, Objectives and Strategic Priorities of the County Council, as having a clear EOTAS policy in place will specifically help to support and create opportunities for certain individual children and young people with SEND to enable them to reach their full potential. Having a transparent policy in place will also enable a more joined up approach to this work with partner agencies across the Local Area.

Financial Implications

14. The number of families in receipt of EOTAS packages is relatively low, however the cost of providing bespoke packages of support for those awarded can be high.
15. The financial implication is met by the local authority via the High Needs Block. Payments for EOTAS packages can be made direct to the parent, directly by the LA or a combination of both.
16. Implementing an EOTAS policy is unlikely to have an impact on forecast expenditure. However, we know that the number of students with EOTAS packages is increasing at a faster rate than our numbers are rising overall and that the cost of these packages are usually very high, so we would fully expect the spend to continue to increase year-on-year.
17. The implementation of the policy alongside the guidance and information and the work being carried out regarding personal budgets will help to ensure better monitoring of the spend. The policy includes the governance of those packages, so that these packages are appropriately monitored and audited.
18. The annual spend as of November 2024 is £2.1 million for 52 children and young people.

Comments checked by: Jane Billington, Strategic Finance Business Partner – Children's Services. Jane.billington@oxfordshire.gov.uk

Legal Implications

19. The main body of this report and the attached policy set out the Council's legal duties and responsibilities in this area of work. The introduction of a policy will mean that the Council have a clear indication of how it should approach this issue and officers will need to apply the policy when making decisions in order that these are robust in the face of any potential legal challenge.

Comments checked by: Leanne Schrouder Locum SEN and Education Solicitor leanne.schrouder@oxfordshire.gov.uk

Staff Implications

20. Currently the number of students in receipt of EOTAS packages is growing within Oxfordshire and many of these packages are complex. As the students are not on roll at a setting there is an increased demand on the EHCP Casework Team to monitor and support the coordination of the provision. This will have an ongoing impact on the team which may mean that additional staff roles need to be created to ensure the packages are set up, managed and monitored effectively and appropriately.

Equality & Inclusion Implications

21. It is considered that there would be no negative implications in relation to equality and diversity in the approval of this policy. EOTAS is part of the Local Authority's offer to support vulnerable children across Oxfordshire. Having a formal policy in place will help to ensure equality and inclusion and that that children's needs are met.

Sustainability Implications

22. There are no sustainability matters arising in the proposal.

Risk Management

23. There is a risk currently across the Council in not having a clear policy in place which sets out the Council's position on EOTAS. Having a new policy will present some operational risks in implementation and effective communication with all stakeholders will be vital, but having a policy in place will ensure that there is better consistency of practice and clarity for professionals, parents/carers and children and young people.

Consultations

24. We have consulted with parents and carers, through a listening event in September 2024 which was attended by parents/carers in receipt of EOTAS and those new to EOTAS. More recently we have sought comment from PCF on the drafted EOTAS policy and made amendments.

NAME: Lisa Lyons
[SLT Member]

Annex:	EOTAS policy 2024
Background papers:	NIL
[Other Documents:]	NIL

Contact Officer: Joanna Goodey, Education Inclusion Manager,
Joanna.goodey@oxfordshire.gov.uk 07785 762391

November 2024

OCC

Education Otherwise Than At School (EOTAS) Policy 2024

Note: EOTAS can be referred to as Education Otherwise Than In School (EOTIS or EOTiSC)

Document Summary: This policy details the arrangements through which the LA meets the Statutory requirement to ensure that children and young people with an Education Health, Care Plan (EHCP), who are unable to be educated in school receive suitable education.

It is applicable to those seeking EOTAS packages as well as those currently in receipt of EOTAS packages.

Introduction

1. Oxfordshire County Council (OCC) is committed to ensuring that it carries out its responsibilities relating to the provision of education with the aim of promoting high standards, ensuring fair access to education and supporting all children and young people to achieve their potential. We strive to work collaboratively with children and young people, and their parents, considering their views, wishes and feelings.
2. Sometimes, children and young people with special educational needs and/or disabilities (SEND) require education outside of conventional settings such as schools or colleges. To ensure that all children/young people can receive an efficient and effective education, the Children and Families Act 2014 allows for education outside of traditional education settings.

What is Education Otherwise Than at School?

3. EOTAS stands for Education Otherwise Than At School and is education provision to meet specific needs of pupils who have an Education Health & Care Plan (EHCP) where the LA is satisfied that it would be inappropriate for some, or all, of the assessed provision to be made in a school or post-16 setting.
4. EOTAS is the legal mechanism whereby a child or young person with an EHCP can receive special educational provision when it is inappropriate for them to attend an educational setting. Under a formal EOTAS arrangement, the child or young person will not be required to be on the roll of, or in attendance at, an educational setting.
5. The child or young person will receive their education and special educational provision either at home, or in some circumstances, within an external setting that is not a registered educational setting.

The Law relating to EOTAS

6. EOTAS allows for a Local Authority (LA), under Section 61 of the Children and Families Act 2014, to devise a package of special educational provision to be delivered in a setting such as the home where it would be inappropriate for it to be made in a school, post-16 institution or place at which relevant early years education is provided. The threshold for this legal test should be noted as high, as it can only be made where it would be inappropriate for the provision to be made at any school (or post-16 institution etc), this includes specialist, or independent settings tailored to meet high levels of need.
7. There must be appropriate consultation with the child's parents or the young person before a LA can make this decision.
8. It is important to emphasise that EOTAS is not the same as a parental decision to home educate their child (as is their right under Section 7 of the Education Act 1996), Elective Home Education ("EHE").
9. *It is very important to remember that EOTAS can only be agreed if it is "inappropriate" for a child to attend school. The presumption, therefore, is that a child should attend a school setting, unless it is inappropriate for them to do so. (Special Needs Jungle)*

Vision and values

10. The council is committed to enabling all children and young people in Oxfordshire to aspire to and achieve their full potential.
11. Children and Young Peoples Services will:
 - Aim for every child and young person to achieve their aspirations, to be healthy and stay safe, to contribute successfully to their community, and to have a successful transition to adulthood through a multi-agency working together approach.
 - Provide support to vulnerable children and young people and those who have additional needs.
 - Involve children and young people, and parents and carers, in the design and delivery of services, to ensure co-production and the voice of the child or young person is central to our approach.
 - Promote working with children and young people across all organisations to develop a shared culture and ethos of inclusive practice.
 - Look to secure provision from public rather than private services wherever possible, where these meet the needs of the child. e.g. Local Swimming pools/leisure centres.
 - Ensure that a focus on preparation for adulthood is woven through the children and young person's EHCP to enable them to receive a well-balanced educational offer that enables them to reach their full potential and achieve their aspirations.

Aims

12. It is a key priority for the LA to ensure that children have appropriate learning opportunities and are effectively safeguarded.
13. EOTAS arrangements will be regularly reviewed, and no later than the next Annual Review of the EHCP. Annual Reviews of EHCPs where EOTAS arrangements are being made will always consider if EOTAS continues to be the **only** suitable way to secure a child or young person's education and special educational provision or whether it may be appropriate for the child or young person to return to an educational setting
14. As part of the Annual Review process and having considered the appropriateness of current provision with the child and family and all professionals involved, OCC may consult with education settings if it is felt that the legal test for EOTAS may no longer be met,
15. EOTAS provision in Oxfordshire is not necessarily seen as a long-term solution for most children and young people and will be robustly monitored through the annual review process.
16. OCC will seek to ensure access to full time education unless to do so would be detrimental to the health and wellbeing of the child or young person.

Process of identifying EOTAS

17. When a review of the EHCP is held, or during the drafting of a new EHCP, if it is identified that the provision necessary to meet a child or young person's needs cannot be delivered in an educational setting, an EOTAS package will be considered under Section 61 of the Children and Families Act 2014.

18. This process must include the views of the child or young person and their families and professionals across agencies.
19. OCC consider all proposals for EOTAS on a case-by-case basis at the Complex Case Panel, which meets virtually and fortnightly, considering the individual circumstances for each child or young person.
20. These will include:
 - a child or young person's background and medical history (including mental health needs).
 - the child or young person's Special Educational Needs and Disabilities (SEND).
 - formal consultation to educational settings and consideration of responses received.
21. If there is a setting, which the LA feels is appropriate, that can offer a placement, meet assessed need and deliver the provision as recorded in an accurate and up to date EHCP, the LA is unable to consider EOTAS.
22. If a parent/carer or young person does not agree with the decision, they have the right to appeal to Tribunal (SENDIST) and can seek advice and support from the Special Educational Needs and Disability Service (SENDIASS) who provide impartial information, advice and support to parents and carers of children with SEND, and children and young people themselves through the CHYPSS (Children and Young People's Partnership Service) element of SENDIASS.

The process that OCC will follow will be outlined in separate co-produced guidance. If EOTAS is agreed the following will apply

23. The LA will decide how the package is to be delivered and to secure the provision in the EHCP which should include a transition plan in Section F to support progression and transition into an educational setting where appropriate.
24. From the date the EHCP is finalised, OCC will have arranged all provision set out in section F, and will fund providers directly, **or** a personal budget may be agreed and paid to the parent/carer in agreed sums. This gives parents/carers greater autonomy and flexibility about what professionals are used, and how the provision in the EHC Plan is delivered (the specifics of the EHCP itself must being followed).
25. If a personal budget is agreed, it is for the parent/carer or young person to commission the provision directly using the direct payments **or**, an educational provision will be put in place which is a combination of direct funding and a personal budget. The budget will be sufficient to provide adequate education and special educational provisions only, comparable in quality to that provided to children or young people in its state funded education settings. OCC will ensure that there is efficient use of resources and therefore any EOTAS provision set out in an EHCP will be delivered in the most efficient way possible.
26. Agreeing to receive a direct payment comes with responsibilities for families, such as contracting with or employing staff, arranging pre-contracting checks with professional bodies and by the Disclosure & Barring Service (DBS), arranging testing of any specialist equipment, providing regular financial returns to the Council to demonstrate appropriate spending, and ensuring the quality of the service provided.

27. The LA is required to avoid unreasonable public expenditure. Personal budgets for children or young people with EOTAS arrangements may be smaller than if the child or young person was attending an education setting, as it is unnecessary to account for costs and overheads associated with running an education setting such as staff national insurance and pension contributions, building maintenance and repair, lighting, heating, and cleaning etc. Personal budgets cannot be used to pay fees for placements in non-maintained education settings (private schools) and must only be spent on the agreed education and support arrangements listed in sections F and J of EHCPs.
28. Once the personal budget has been agreed, a referral will be made to the Direct Payment Advice team to ensure the relevant information is shared and support can be offered.

Additionally

29. Section I of the EHCP: (where a school or college should be named) Where the LA has agreed EOTAS, if a child or young person will not be attending a school or institution at all, their EHCP should clearly describe their special educational provision in section F and section I should be left intentionally blank.
30. Section J will detail the special educational needs and outcomes to be met by any agreed direct payments relating to section F.
31. Educational provision will be offered for 38 weeks per year only, any provision taking place in recognised school holidays will be the responsibility of the parent/carer unless agreed otherwise, for example, at Tribunal
32. All EOTAS packages must include Maths, English and Science education as part of the offer.
33. Post 16 packages should include English and Maths if the CYP has not yet achieved a grade 4 or equivalent in these subjects and where a young person is studying for GCSEs.
34. Any funding decisions will be made at Complex Cases panel unless further information is required- all funding decisions require the approval of the Head of Service for Special Educational Needs and Disabilities
35. Consideration will be given to proposals that include transport; however, OCC does not have a legal duty to provide transport or help with transport costs.
36. Alternative arrangements will be made for Children and Young people entitled to free school meals via the EOTAS package.
37. OCC preference will be to use providers who passed the Council's Compliance, Quality and Financial Standards under its own Alternative Education Provision requirements to deliver EOTAS packages.
38. EOTAS provision in Section F of an EHCP is legally treated the same as provision which is delivered within a school setting. The law relating to specificity applies to EOTAS just as it does to provision delivered within educational institutions. All provision should be written into the EHCP with such a level of specificity that it leaves no room for doubt regarding exactly what provision should be delivered.

Transport

39. None of the scenarios where the LA has a duty to provide home to school transport will apply if a child or young person is being educated under Section 61. EOTAS. The LA transport team does not have a legal duty to provide transport (or help with transport costs) to the various activities and places a child or young person may be receiving their provision, for example transport to swimming or gymnastics, a therapy centre or social groups.
40. Transport costs/requests for mileage will only be considered in exceptional circumstances on a case-by-case basis. Priority will be given to those children and young people eligible for free school meals and those families accessing universal credit.

Safeguarding

41. OCC are committed to the safeguarding of all children and young people. Therefore, safeguarding arrangements and expectations on all parties will be outlined as part of the EOTAS process.
42. Safeguarding arrangements will comply with DfE statutory guidance 'Keeping Children Safe in Education 2024 and Working Together to Safeguard Children 2023.

Monitoring

43. EOTAS will be monitored by the child's and young person's allocated EHCP Casework Officer with strategic oversight from the SEND Operations Manager.
44. The EOTAS package must be reviewed at least annually through the Annual Review process as with any EHCP. The LA will convene and chair this meeting. The Parent/carer or the child or young person themselves can also request an annual review.
45. OCC will seek to carry out due diligence on all personal payments made as part of an EOTAS package to support the monitoring of public funds, and, planning and amendments to the agreed package on an annual basis via the EHCP review process.

Combining other types of Personal Budgets

46. If a child or young person with EOTAS arrangements is eligible for medical treatment or therapy in section G of their EHCP, and/or social care provisions in section H of their EHCP, they may be eligible for other personal budgets for those parts too. When eligible for more than one personal budget, families may wish combine budgets to arrange the education, health, and social care provisions in their child/young person's EHCP more flexibly. This arrangement gives families the most control and creativity over those arrangements.
47. OCC may only consider parent(s)/carer(s) requests for personal (education) budgets when a draft EHCP has been issued or as part of an Annual Review of an EHCP. Requests for personal health or social care budgets may be made and considered at other times to the responsible organisations. Parent(s)/carer(s) may not appeal the Council's decisions about whether they award a direct payment or not, but they may ask to review their decisions.

EOTAS and Elective Home Education (EHE)

48. EOTAS is not a form of EHE, with EHE the parent/carer has full responsibility for the educational provision for the child or young person. Parents/carers must ensure access to a suitable education in accordance with their legal duty under section 7, Education Act 1996.
49. Suitable education: this means efficient full-time education suitable to your child's age, ability and aptitude, and to any special educational needs or disabilities he or she may have.

Further Information

Local Offer Website

Relevant legislation

Section 61 of the Children and Families Act 2014,

Section 42 of the Children and Families Act 2014

Section 7, Education Act 1996.

Keeping Children Safe in Education 2024

Working Together to Safeguard Children 2023.

Responsible officer:

Responsible Service Area:

Review Date:

To be reviewed annually.

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Action and Recommendation Tracker

Education and Young People Overview and Scrutiny Committee

Cllr N Simpson, Chair | Richard Doney, Scrutiny Officer, richard.doney@oxfordshire.gov.uk

The action and recommendation tracker enables the Committee to monitor progress against agreed actions and recommendations. The tracker is updated with the actions and recommendations agreed at each meeting. Once an action or recommendation has been completed or fully implemented, it will be shaded green and reported into the next meeting of the Committee, after which it will be removed from the tracker.

KEY	No progress reported	In progress	Complete
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Recommendations

Meeting date	Item	Recommendation	Responsible person	Last reviewed	Update/response
02/10/2023	Oxfordshire Education Commission	That the Council should prepare itself to provide officer resource and expertise in the expectation of a deep dive into early years provision.	Cllr Howson, Cllr Gregory, Lisa Lyons	23/04/2024	Partially Accepted Clarity is required on the scope and scale of a deep dive into early years provision, so that resource can be prepared.
02/10/2023	Oxfordshire Education Commission	That the Council should ensure regular updates are issued to each meeting of Cabinet on educational outcomes and that these are provided to the Committee for noting.	Cllr Howson, Cllr Gregory, Lisa Lyons	23/04/2024	Partially Accepted We will provide updates to Committee on the academic cycles at the times they are validated and published. These will be regular within the year but may not match each scheduled

KEY		No progress reported	In progress	Complete
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Meeting date	Item	Recommendation	Responsible person	Last reviewed	Update/response
					EYPS because of the academic cycle.
02/10/2023	Oxfordshire Education Commission	That the Council should explore how to establish and manage panels, such as a children's panel, a parents/carers' panel, and an educational providers' panel, to ensure the insights of key stakeholders are heard to build collaborative and clear partnership working.	Cllr Howson, Cllr Gregory, Lisa Lyons	23/04/2024	Accepted Panels across children and young people, parents and carers and with educational establishments already exist. Information about those panels can be provided and summary reports outlining insights and work plans can be provided. As vehicles already exist in many places, we are further strengthening those partnerships.
02/10/2023	Oxfordshire Education Commission	That the Council should consider whether a professional-led board for educational improvement should be established.	Cllr Howson, Cllr Gregory, Lisa Lyons	23/04/2024	Accepted We are in the process of establishing this in partnership with lead professionals.
02/10/2023	Oxfordshire Education Commission	That the Council should consider the adoption of a long-term plan for educational improvement in the county under an heading such as Oxfordshire Charter for Future Generations	Cllr Howson, Cllr Gregory, Lisa Lyons	23/04/2024	Accepted The council are working in partnership to produce an education and Inclusion strategy with key partners, of which school improvement will be an element. The role of the Council will be to support partners on the development of a self-supporting system in line with the legal roles of the LA.
02/10/2023	Oxfordshire Education Commission	That the Leader should continue to work with the leaders of other councils to	Cllr Howson, Cllr Gregory, Lisa Lyons	23/04/2024	Accepted The Leader of the Council and Cabinet continues to work with other

KEY	No progress reported	In progress	Complete
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Meeting date	Item	Recommendation	Responsible person	Last reviewed	Update/response
		address the problems associated with key worker recruitment and retention.			Councils and examples of best practice and innovation. Cabinet has a focus upon 'place based' developments for residents and key workers.
02/10/2023	Oxfordshire Education Commission	That the Council should ensure there is sufficient budgetary capacity for the Commission's report's proposals to be implemented.	Cllr Howson, Cllr Gregory, Lisa Lyons	23/04/2024	Accepted Budgetary capacity has been accounted for to address the Commission's proposals.
/01/2024	Update on the Priority Action Plan	That the Council should ensure that the voice of children and young people should be sought and heard more clearly within the Priority Action Plan and within the work arising from it.	Cllr Howson, Cllr Gregory, Lisa Lyons	22/07/24	Accepted The priority action plan has a workstream dedicated to supporting the participation, engagement and co production with children and young people. A youth SEND forum has been established as an advisory/steering group linking to the SEND Improvement and Assurance Board and to other activity for children and Young People with SEND across the Council and partnerships. A wider mechanism for consultation to reach children and young people to participate and provide feedback and views on a wide range of matters that matter to them, has been developed. This mechanism will be fully operational in the Autumn 2024.

KEY	No progress reported	In progress	Complete
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Actions

Meeting date	Item	Action	Responsible person	Last reviewed	Update/response