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To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 20 December 2022 at 2.00 pm

Council Chamber - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this Live Stream Link.

Stephen Chandler
Interim Chief Executive   December 2022

Committee Officer: **Colm Ó Caomhánaigh**
Tel: 07393 001096; E-Mail:
colm.ocaomhanaigh@oxfordshire.gov.uk

Membership

Councillors

Liz Leffman	Leader of the Council
Liz Brighouse OBE	Deputy Leader of the Council
Glynis Phillips	Cabinet Member for Corporate Services
Dr Pete Sudbury	Cabinet Member for Climate Change Delivery & Environment
Tim Bearder	Cabinet Member for Adult Social Care
Duncan Enright	Cabinet Member for Travel & Development Strategy
Calum Miller	Cabinet Member for Finance
Jenny Hannaby	Cabinet Member for Community Services and Safety
Mark Lygo	Cabinet Member for Public Health & Equality
Andrew Gant	Cabinet Member for Highway Management

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

Date of next meeting: 24 January 2023

recycled paper

Declarations of Interest

The duty to declare…..

Under the Localism Act 2011 it is a criminal offence to

(a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or

(b) provide false or misleading information on registration, or

(c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

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

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

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

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

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

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

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

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

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

List of Disclosable Pecuniary Interests:

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

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

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

AGENDA

1.   Apologies for Absence

2.   Declarations of Interest

- guidance note opposite

3.   Minutes (Pages 1 - 24)

To approve the minutes of the meetings held on 15 November 2022 (**CA3a**) and 29 November 2022 (**CA3b**) and to receive information arising from them.

4.   Questions from County Councillors (Pages 25 - 26)

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

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

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

5.   Petitions and Public Address

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

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Wednesday 14 December 2022. Requests to speak should be sent to colm.ocaomhanaigh@oxfordshire.gov.uk .

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

6.   Reports from Scrutiny Committees (To Follow)

Cabinet will receive two scrutiny reports:

- From the Place Overview & Scrutiny Committee on the Local Transport & Connectivity Plan

- From the Performance & Corporate Services Overview & Scrutiny Committee on the Consultation Budget Proposals

7.   Financial Monitoring Update October 2022 (Pages 27 - 80)

Cabinet Member: Finance
Forward Plan Ref: 2022/217
Contact: Kathy Wilcox, Head of Financial Strategy, 07788 302163

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

Note the report and agree any specific recommendations.

The Cabinet is RECOMMENDED to

a)   note the report and annexes
b)   agree the virements in Annex B-2a
c)   note the virements in Annex B-2b
d)   agree the use of a further £1.0m from the COVID-19 reserve to offset pressures in Children's Services.

8.   Capital Programme Monitoring Report - October 2022 (Pages 81 - 102)

Cabinet Member: Finance
Forward Plan Ref: 2022/094
Contact: Kathy Wilcox, Head of Financial Strategy, 07788 302163

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

Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.

The Cabinet is RECOMMENDED to:

OCC Capital Programme

1.   Approve the latest capital monitoring position for 2022/23 (Annex 1) and the associated updated capital programme at Annex 2, incorporating the changes set out in this report
2.   Note the approval made under delegated authority of the Leader of the Council for:
        a)   New Heyford Primary School (paragraph 26)
        b)   Heyford Park School Expansion (paragraph 28)
3.   To note:

c) increase of £0.360m to the Active Travel Programme (Tranche 2) funded from the Budget Priorities Reserve (paragraph 34)
d) the inclusion of the Department for Transport (DfT) grant of £32.8m into the capital programme following the Cabinet Report on 18 October 2022 as funding towards the Zero Emission Bus Regional Area (paragraph 37).
e) progress on the Structural Maintenance 2022/23 Milestones (Annex 3):
f) funding of £0.185m towards the Highway Tree Planting programme funded from the Budget Priorities Reserve (paragraph 52)

Re-profiling

4.   Agree the in-year re-profiling as identified in the report and (Annex 1 and 2)

Funding

5.   Note the following grant funding updates and allocations:

a)   Housing & Growth Deal (paragraph 39)
b)   Children Homes (paragraph 66),
c)   Safer Roads (paragraphs 71),

9.   Workforce Report and Staffing Data - Quarter 2 - July to September 2022 (Pages 103 - 128)

Cabinet Member: Corporate Services
Forward Plan Ref: 2022/095
Contact: Karen Edwards, Director of Human Resources

Report by Corporate Director Customers, Organisational Development & Resources (**CA9**).

Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.

The Cabinet is recommended to note the report

10.   Annual Council Greenhouse Gas Emissions Report & Climate Action Programme - Biannual Update (Pages 129 - 162)

Cabinet Member: Climate Change Delivery & Environment
Forward Plan Ref: 2022/162
Contact: Rose Sutton, Principal Officer (Service Improvement),
rose.sutton@oxfordshire.gov.uk

Report by Corporate Director Environment & Place (**CA10**).

This report updates Cabinet on the delivery of the 22/23 Climate Action Programme delivery plan and the annual greenhouse gas report.

The Cabinet is RECOMMENDED to

a) **Approve the annual Greenhouse Gas Emissions report for 2021/2022 for publication on the County Council website, set out in Appendix 1.**

b) **Note the biannual update on the delivery of the Climate Action Programme agreed by Cabinet in May (Appendix 2).**

c) **Note the success of the Carbon Literacy Training programme and ambition to achieve bronze accreditation by March 2023 and develop a business case to move to silver accreditation.**

11. Infrastructure Funding Statement (Pages 163 - 222)

Cabinet Member: Travel & Development Strategy
Forward Plan Ref: 2022/106
Contact: Christine Stevenson, Planning Obligations Manager, 07825 052782

Report by Corporate Director Environment & Place (**CA11**).

The Infrastructure Funding Statement is a statutory statement of fact to be reported annually, by 31 December 2022 on developer contributions secured, spent or received during the previous financial year, 1 April 2021 – 31 March 2022.

The Cabinet is RECOMMENDED to

a) **Consider the content of the Infrastructure Funding Statement 2021/22;**

b) **Approve the publication of the report onto the Oxfordshire County Council website.**

12. Report from Local Government and Social Care Ombudsman (To Follow)

Cabinet Member: Deputy Leader (inc. Children, Education & Young People's Services)
Forward Plan Ref: 2022/247
Contact: Deborah Bell, Head of Learner Engagement, deborah.bell@oxfordshire.gov.uk

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

For consideration by Cabinet.

13. Local Government Association Communications Peer Review: feedback report (Pages 223 - 246)

Cabinet Member: Corporate Services
Forward Plan Ref: 2022/186
Contact: Susannah Wintersgill, Director of Communications, Strategy and Insight, tel: 07554 103526

Report by Corporate Director for Customers, Organisational Development & Resources (**CA13**).

Cabinet members to approve the report from the July 2022 LGA communications peer review.

Cabinet is RECOMMENDED to note the report from the July 2022 LGA communications peer review, which is attached as Annex 1, and the council's actions taken in response to the recommendations in the report.

14. Oxfordshire Minerals and Waste Local Plan Process (Pages 247 - 256)

Cabinet Member: Climate Change Delivery & Environment
Forward Plan Ref: 2022/111
Contact: Kevin Broughton, Minerals and Waste Local Plan Team Leader, 07979704458

Report by Corporate Director Environment & Place (**CA14**).

A report to Cabinet seeking authority to pursue a new Minerals and Waste Local plan and to withdraw the current Minerals and Waste Local Plan Part 2 and the update of the Minerals and Waste Local Plan Part 1.

The Cabinet is RECOMMENDED to:

a) **Approve the Oxfordshire Minerals and Waste Development Scheme (Thirteenth Revision) December 2022 at Annex 1, in order to have effect from 1st January 2023.**

b) **Delegate any final detailed amendment and editing to the Corporate Director Environment and Place, in consultation with the Cabinet Member for Climate Change and Environment.**

15. Forward Plan and Future Business (Pages 257 - 266)

Cabinet Member: All
Contact Officer: Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include "updating of the Forward Plan and proposals for business to be conducted at the following meeting". Items from the Forward Plan for the immediately forthcoming meetings of the Cabinet appear in the Schedule at **CA15.** This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

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

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

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CABINET

MINUTES of the meeting held on Tuesday, 15 November 2022 commencing at 2.00 pm and finishing at 3.05 pm

Present:

Voting Members: Councillor Liz Leffman – in the Chair
Councillor Liz Brighouse OBE (Deputy Chair)
Councillor Glynis Phillips
Councillor Dr Pete Sudbury
Councillor Tim Bearder
Councillor Calum Miller
Councillor Jenny Hannaby
Councillor Mark Lygo
Councillor Andrew Gant

Other Members in Attendance: Councillors David Bartholomew, Donna Ford, John Howson, Kieron Mallon, Nigel Simpson, Liam Walker

Officers:

Whole of meeting   Stephen Chandler, Interim Chief Executive; Lorna Baxter, Director of Finance; Anita Bradley, Director of Law & Governance; Colm Ó Caomhánaigh, Committee Officer.

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

140/22 APOLOGIES FOR ABSENCE
(Agenda Item. 1)

Apologies were received from Councillor Duncan Enright.

141/22 DECLARATIONS OF INTEREST
(Agenda Item. 2)

There were no declarations of interest.

142/22 MINUTES
(Agenda Item. 3)

The minutes of the meeting held on 18 October 2022 were approved and signed as an accurate record.

143/22 QUESTIONS FROM COUNTY COUNCILLORS
(Agenda Item. 4)

See Annex

144/22 PETITIONS AND PUBLIC ADDRESS
(Agenda Item. 5)

Petition on Traffic Filters and the Botley Road Area: Paul Lenz

8 Climate and Natural Environment Policy Statement
Cllr John Howson

9 Property Strategy
Cllr David Bartholomew

Petition
Paul Lenz stated that he believed most residents in West Oxford supported the goals of the traffic filters but had grave concerns about making the Botley Road the only access to the Westgate Centre, the railway station and Oxpens. This residents believed will be detrimental to some of the stated goals, such as improving bus times in West Oxford. The petition had been signed by 1856 people.

Councillor Andrew Gant, Cabinet Member for Highway Management, thanked Mr Lenz for organising the petition and bringing it to Cabinet. He responded that he could not prejudge the decision to be taken by Cabinet at the meeting on 29 November 2022 but he could say that the recommendation was expected to be for an Experimental Traffic Regulations Order. If Cabinet agrees to that, there will be monitoring of the effects and changes can be made later if it is not found to achieve the goals.

145/22 BUSINESS MANAGEMENT & MONITORING REPORT - AUGUST/SEPTEMBER 2022
(Agenda Item. 6)

Cabinet considered a report presenting the September 2022 performance, risk and finance position for the council.

Councillor Calum Miller, Cabinet Member for Finance, summarised the report. The remaining red indicators could be mostly grouped as relating to two particular areas: children's services and financial management. The Council faced considerable headwinds which were reflected in the red indicators in the report: notably the ability to make savings and to handle outturn variations in the dedicated schools grant

Councillor Miller drew attention to the expected £6.6m deterioration in the financial position – a large part was driven by the considerable financial pressures facing children's services. He noted that the Leader had written to the Chancellor of the Exchequer on the significant financial challenges facing

the Council and that other councils have indicated that they were on the brink of bankruptcy.

Councillor Liz Brighouse, Cabinet Member for Children, Education & Young People's Services noted that the issue of the deficit in the High Needs Block had been around since 2014. Consultants were looking at a project called "Delivering Better Value" but other similar projects around the country were finding it difficult to achieve their goals. She hoped that the government would soon realise that it needed to address the deficit of £3.4bn across the country in relation to Special Educational Needs and Disability.

Councillor Brighouse added that all services across the system were also stretched for resources. However, it has been possible to bring down the numbers of children being taken into care and provide more support to families when they need it.

Councillor Glynis Phillips, Cabinet Member for Corporate Services, addressed the rate of abandoned calls to the Council. This had increased to 24% where the target was 10%. She apologised to those who had not been able to obtain an answer. Staff turnover, and in particular the loss of very experienced staff, had contributed to the problem. However, they were recruiting as quickly as possible and there was already improvement in the October statistics.

Councillor Pete Sudbury, Cabinet Member for Climate Change Delivery & Environment, commented on three red indicators under his portfolio:

- The difficulties in the number of electric vehicle recharging points related to technical problems at a Park & Charge site.
- Retrofitting in low income households was running behind target because the Council received the money for it late.
- The drop in garden waste for composting this dry summer has contributed to the reduction in recycling. It might be worth reconsidering what is measured as this gives a misleading impression.

The recommendations were moved by Councillor Miller, seconded by Councillor Sudbury and agreed.

RESOLVED to:

a)   **note the report and annexes**

b)   **agree the virements in Annex B-2a and the supplementary estimate request in Annex B-2c.**

c)   **write off a debt of £0.3m for advance payments and the cost of arranging alternative provision in relation to a home care provider that went into administration in early 2017.**

146/22 TREASURY MANAGEMENT MID TERM REVIEW (2022/23)
(Agenda Item. 7)

Cabinet received a report covering the treasury management activity for the first half of 2022/23 in compliance with the CIPFA Code of Practice on Treasury Management 2021.

Councillor Calum Miller, Cabinet Member for Finance, introduced the report. He noted how turbulent the recent months had been in the world of finance. However, the Council was holding more cash than expected and higher interest rates led to interest receivable being £1.4m higher than expected.

Councillor Miller had discussions with officers about possible restructuring of the Council's debt but the Treasury's charge on restructuring made it a rather high hurdle. Together with the fact that it is not anticipated that the Council will need to borrow more in this financial year, it is not proposed at this time to restructure.

Councillor Miller highlighted a new commentary in paragraphs 37 and 38 which outlined the real costs of the deficit in the High Needs Block amounting to £0.5m in lost interest this year rising to £2.7m annual loss by 2025/26.

Finally, he noted that the Treasury Management activity was predicted to contribute a £1.6m improvement over what was initially forecast. He was grateful to officers for managing the finances so well during a difficult period.

Councillor Miller moved the recommendations which were seconded by Councillor Sudbury and agreed.

RESOLVED to
note the report, and to RECOMMEND Council to note the Council's treasury management activity the first half of 2022/23.

147/22 CLIMATE AND NATURAL ENVIRONMENT POLICY STATEMENT
(Agenda Item. 8)

Cabinet had before it a report on the new Climate and Natural Environment Policy Statement which supports and strengthens the ambition of the Council's Corporate Plan to include a policy focus on environmental resilience and nature recovery.

Before considering the report, the Chair had agreed to a request to speak.

Councillor John Howson welcomed the statement and accompanying recommendations but believed that the role of the school sector was under-played in the policy. Maintained schools received a mention in the objectives but he asked for academies and private schools to be brought into the fold as key stakeholders. There was also the question of school transport and the buses and taxis that the Council uses to bring children to school.

Nick Mottram, Environment & Heritage Manager, introduced the report. It was built on the Oxford-Cambridge Arc Environmental Principles. Officers had sought to expand those to include, for example, climate adaptation where appropriate.

It brought together a well-developed Oxfordshire Climate Action Plan with previously less-well-developed natural environment aspirations. The ambitions of the Policy Statement were to be delivered through more detailed strategies and plans some of which exist and some of which were to be developed, and through partnership working. The list of services, organisations and partners was indicative and many other partners were likely to be involved, such as the school sector identified by Councillor Howson. The detailed wording of the principles would be reviewed in response to feedback from Council services, partners and future changes in legislation and guidance, and progress monitored. However, he noted that there was nothing in the recommendations to cover updates to the Policy Statement and asked Cabinet to consider adding such a clause.

Councillor Pete Sudbury, Cabinet Member for Climate Change Delivery & Environment, thanked officers for their work on the Policy Statement. He noted that the Policy Statement was bringing forward the date for decarbonisation in Oxfordshire to the early 2040s instead of 2050. It was also setting targets on decarbonisation for suppliers. It addressed how Oxfordshire would be affected by various different global warming scenarios.

Councillor Sudbury added that there was a commitment to the circular economy and the need for Oxfordshire to become much more sustainable. One area that he could see needed to be added was resilience to adverse weather. He supported the proposal to add a clause relating to updates to the Policy Statement.

Other Cabinet Members welcomed the Policy Statement and made the following points:

- The reference to the precautionary principle was crucial as it can be very difficult to predict the impact of changes.
- Cabinet should be updated on progress in a year's time to ensure that the Policy Statement was put into action.
- The reference in recommendation b) to the Future Oxfordshire Partnership should be replaced by Oxford Cambridge Arc.

The Chair proposed an amendment to allow changes to the Policy Statement to be agreed by the Corporate Director Environment & Place.

The recommendations as amended were proposed by Councillor Sudbury and seconded by Councillor Hannaby.

RESOLVED to

a) **Agree this Climate and Natural Environment Policy Statement to ensure environmental considerations are placed at the heart of policy and decision-making across the County Council.**

b) **Re-affirm commitment to the shared environment principles of the ~~Future Oxfordshire Partnership~~ <u>Oxford-Cambridge Arc</u>, set out in Appendix 1.**

c) **Lead positive change through a new County-wide strategic framework, detailed in Appendix 2, to ensure the principles for climate action, environmental resilience and nature recovery are embedded in the breadth of County Council partnership activity across Oxfordshire.**

d) <u>**delegate authority to make amendments to the Policy to the Corporate Director Environment & Place.**</u>

148/22 PROPERTY STRATEGY

(Agenda Item. 9)

Cabinet discussed a paper presenting a property strategy for Oxfordshire County Council, setting out the long-term strategic framework for the development and delivery of economic, social and environmental objectives that relate to the Council's property and assets portfolios.

Before considering the report, the Chair had agreed to a request to speak.

Councillor David Bartholomew, Shadow Cabinet Member for Finance, stated that he would support the recommendations with some reservations. There had been a succession of directors, consultants and cabinet members with responsibility over the last ten years and then the local elections changed the administration and the pandemic impacted on the use of property.

Councillor Bartholomew believed this document was among the best produced in his experience. However, he criticised the lack of reference to One Public Estate which encourages cooperation among public bodies in the use of property. The important thing was that the strategy should be brought into an Action Plan that would have cross-party support given the long term nature of the strategy.

Councillor Calum Miller, Cabinet Member for Finance, thanked Councillor Bartholomew for his comments and confirmed that the proposed Cabinet Advisory Group would include all political parties in the Council. He also thanked the Place Overview & Scrutiny Committee for its comments on the strategy and looked forward to on-going dialogue in the future.

The Council had a number of empty properties and it was necessary to get moving on either finding uses for those or disposing of them. There were also significant challenges in decarbonisation and financial efficiency. The immediate priorities were listed in paragraph 10 of the report. Officers had

already taken an opportunity to give up one lease that would free up around £600,000.

Councillor Miller added that the Council was committed to the One Public Estate programme. The administration wanted to create community hubs to ensure that people could access services locally. However, there would be times when the Council may need to move on its own.

Councillor Jenny Hannaby welcomed the proposal to move on vacant properties, which had been a frustrating issue for local Members. She asked that Members and residents be consulted on any proposals in their area.

The recommendations were proposed by Councillor Miller, seconded by Councillor Lygo and agreed.

RESOLVED to:

a)   **Adopt the strategy as set out at annex 1.**

b)   **Request that the Director of Property establishes a cross party Cabinet Advisory Group to oversee the development of the options and business cases for the city centre accommodation review, part of the operational assets portfolio (annex 2).**

c)   **Request officers provide regular updates with regards to the implementation of the strategy against a suite of key performance indicators.**

d)   **Note the feedback provided by the Performance and Corporate Services Overview and Scrutiny Committee.**

e)   **Delegate authority to the Corporate Director for Customers, Organisational Development and Resources, in consultation with the Cabinet Member for Finance and Property to make minor amendments to the strategy in response to feedback from the cross party Cabinet Advisory Group (recommendation b).**

149/22 APPOINTMENTS
(Agenda Item. 10)

Cabinet was asked to confirm the appointment of a partner governor to Oxford Health NHS Foundation Trust.

The Leader proposed that this item be deferred so that it could be considered alongside a similar appointment to Oxford University Hospitals NHS Foundation Trust.

It was agreed to defer to the Cabinet meeting on 29 November 2022.

150/22 FOR INFORMATION: CABINET RESPONSE TO SCRUTINY REPORT - CITIZENS' JURY
(Agenda Item. 11)

The Cabinet's positive response to the People Overview & Scrutiny Committee report on the Citizens' Jury was noted.

151/22 FORWARD PLAN AND FUTURE BUSINESS
(Agenda Item. 12)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet.

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

………………………………………………….in the Chair

Date of signing ………………………………………….

ANNEX

ITEM 4 – QUESTIONS FROM COUNTY COUNCILLORS

Questions	Cabinet Member
1. COUNCILLOR CHARLIE HICKS Can the Cabinet Member confirm if the forecast HIF2 costs have been recalculated based on the latest inflationary figures, whether it is considered fully funded, and whether the CPOs for it have been dropped? And connectedly, can the Cabinet Member confirm whether or not the forecast HIF1 costs have been recalculated based on the latest inflationary pressures and whether the Director of Finance still has confidence that the project is fully funded, and therefore whether the basis for the CPOs for this project is still lawful?	**COUNCILLOR DUNCAN ENRIGHT, CABINET MEMBER FOR TRAVEL & DEVELOPMENT STRATEGY** The HIF2 costs are regularly recalculated to include the latest inflationary cost estimates. Should this result in a need to withdraw the current Compulsory Purchase Order – and Side Road Order - this will follow the statutory process for informing stakeholders but OCC's commitment to improve the transport options along the A40 corridor remains. The same would apply to HIF1 and any other schemes with CPOs.
2. COUNCILLOR MICHAEL O'CONNOR Could the Cabinet member please let me know whether there has been a change in parking policy or personnel in the Park Town area, and	**COUNCILLOR ANDREW GANT, CABINET MEMBER FOR HIGHWAY MANAGEMENT** We are aware of complaints received from some local residents in the Park Town Area about enforcement of 'no waiting at any time' restrictions (double yellow lines) for vehicles parked off the carriageway.

Questions	Cabinet Member
clarify whether the land adjacent to the highway is owned by the County? By this, I mean land such as that where the highway meets the smaller lanes which run behind the houses. I have received complaints from a number of long-term residents about a recent spate of parking tickets, which have been met with confusing responses from County officers. Could he also please undertake to carry out a dialogue with residents, who have been taken aback by the changes, which have come out of the blue, and who are being penalised in a way that does not benefit anybody?	For reference, double yellow lines are painted adjacent to the edge of the carriageway, but the enforceable area applies from centre of the road to the back of the highway boundary. This often includes footways and verges adjacent to the carriageway and vehicles parking behind the lines maybe issued with a penalty charge notice for being in contravention of the restrictions. In responses sent to residents, we have confirmed the extent of the highway boundary and that a valid traffic regulation order is in place for the no waiting restrictions. It is not uncommon for our enforcement teams to take action in response to complaints received, but in terms of a change of policy, I can confirm that our parking policies have been in place for a number of years and have not recently changed. Details can be found on our website: https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-parking/parking-policy.pdf I would draw particular attention to our enforcement procedures section (appendix 13) which states that; 'Do not assume that by parking behind yellow lines you are not parking in contravention of a traffic regulation order. Areas where you think you may be legally allowed to park will in fact be part of the highway and will be enforced as such.' Any motorists who feels a PCN has been wrongly issued has the right to make an appeal and any challenges will be carefully considered in line with our normal procedures. Our enforcement teams are always open to

Questions	Cabinet Member
	dialogue with residents and businesses and we recommend that enquiries are directed to our parking inbox; parking@oxfordshire.gov.uk
3. COUNCILLOR MICHAEL O'CONNOR Could the Cabinet member please let me know whether residents are entitled to blue badges if they have acute immune deficiencies and if not, why not? I ask because I understand that County Councils such as Cambridgeshire County Council provide blue badges to those with such conditions, who are often unable to mix with large groups, provided they have a medical recommendation.	**COUNCILLOR ANDREW GANT, CABINET MEMBER FOR HIGHWAY MANAGEMENT** All residents are entitled to apply for a blue badge, however the guidance set by the Department for transport indicates that to be eligible for a blue badge, an individual should have a permanent and substantial condition that causes them considerable difficulty when undertaking a journey meaning. All local authorities follow the same guidance set by the Department for transport and do not issue on condition alone however, assess eligibility of applicants based on the affect the condition has on an individual, which may including one of the following factor/s: • They are unable to walk • Experience very considerable difficulty whilst walking which may include very considerable psychological distress • They are at risk of serious harm when walking, or pose when walking a risk of serious harm to any other person. Applicants with a diagnosis of Acute immune deficiency can apply under the non-visible criterion if they are at risk of serious harm when walking (likely to catch diseases by being in close proximity to others). Evidence is required to support all blue badge applications and I would

Questions	Cabinet Member
	encourage individuals applying under the non-visible criterion to find a Consultant or Expert who is known to them and specialises in their condition to complete our expert assessment form on our website. [Expert assessment form	Oxfordshire County Council](#) A PDF version is also available to print directly from our website. Alternatively, an applicant can provide a letter/s from a Consultant or Expert stating their condition and the affect/s it is having on them. Below is a list of Experts we can accept information from (this list is not exhaustive): • Clinical Psychologist • Educational Psychologist • Gastroenterologist • Neurologist • Occupational Therapist • Physiotherapist • Psychiatrist • Rheumatologist • Special educational needs co-ordinator • Social Worker
4. COUNCILLOR JOHN HOWSON Have any Members of Council failed to attend a meeting of Full Council since May 2022 and not sent apologies and, if so, how many occurrences of this has there been?	**COUNCILLOR LIZ LEFFMAN, LEADER OF THE COUNCIL** Records show that Members who have not attended meetings of Full Council in this period have either sent apologies in advance or their apologies have been reported by the relevant Group Leaders at each meeting.

Questions	Cabinet Member
Supplementary As you know, some councils publish annual statements, similar to those in other areas of public life, detailing attendance records at meetings. I wonder what your view is of such arrangements and if they have any place in assisting in increased transparency in the work of this Council.	**Response** I think you have raised a very good question and indeed I know that some of the councils in Oxfordshire do that and I think it's something we probably ought to investigate. If you are elected as a councillor there is a responsibility to attend meetings and we need to know that councillors are doing that. So I am happy to take that away and discuss it with officers.
5. COUNCILLOR SUSANNA PRESSEL While supporting the traffic filter scheme, I am very concerned that it proposes to give 100 permits a year to everyone who lives in Botley, North Hinksey and Cumnor, although they are outside the City. This adds an extra 18,000 people! It would encourage people to drive past Seacourt park and ride car park. It would greatly increase congestion and pollution in Botley Road. It is totally against our policies. Please can the Cabinet Member explain the reasoning behind this ludicrous proposal?	**COUNCILLOR ANDREW GANT, CABINET MEMBER FOR HIGHWAY MANAGEMENT** The key point of the trial traffic filters is that they would allow us to monitor the effect of the filters, including changes in ring road traffic and on roads leading to it such as Botley Road. If the trial of the traffic filters goes ahead, the results of the monitoring including traffic levels across the city will be reported to a subsequent meeting of the County Council Cabinet to inform a decision about whether to make the scheme permanent. Having said that, we understand your concerns and officers are recommending a change to the scheme that allows a limited number of people living outside of the permit area to be able to apply for a limited number of day passes to drive through the filters. You can read about this in the Place Overview & Scrutiny Committee agenda (item 7 here). If this is approved and taken forward, this will help to take pressure off the

Questions	Cabinet Member
	Botley Road as people from the south and east can approach from Abingdon Road and people from the north and east can approach from St Giles. We expect this change to the scheme to increase the benefits for Botley Road. The 100 day passes for residents living in Oxford and its immediate surrounds is a change to the proposals that we shared with the public and stakeholders in February this year. It is in response to concerns that were expressed about the impact that the filters would have on people's day to day journeys. The boundary of the day pass area was drawn in such a way as to include the people who were considered to be most affected by the traffic filters.
Supplementary This question of the extent of the boundary for the passes is not just vitally important for people in my division, it's also a matter of principle. On no account should we be encouraging people to drive past a Park and Ride car park. Botley, North Hinksey and Cumnor are beautiful fifteen-minute neighbourhoods outside the city like Kidlington and Kennington. So my question is: please will you decide to redraw the boundary of the day pass area to exclude Botley, North Hinksey and Cumnor.	**Response** The recommendations that will form part of the report have evolved, as the councillor will know, and the proposal to include residents' permits and the geographical area in which they are given is in response to concerns that have been expressed and the professional judgement of officers. It is coming to a Cabinet report so I cannot, of course, prejudge what the Cabinet report might finally say or, indeed what Cabinet might say about it, and it certainly is not my decision to give a direct yes or no answer to the question that the councillor has asked. But I hope she will come along to that Cabinet meeting and make that point then.

CABINET

MINUTES of the meeting held on Tuesday, 29 November 2022 commencing at 10.30 am and finishing at 2.05 pm

Present:

Voting Members: Councillor Liz Leffman – in the Chair
Councillor Liz Brighouse OBE (Deputy Chair)
Councillor Glynis Phillips
Councillor Dr Pete Sudbury
Councillor Tim Bearder
Councillor Duncan Enright
Councillor Calum Miller
Councillor Jenny Hannaby
Councillor Mark Lygo
Councillor Andrew Gant

Other Members in Attendance: Councillors David Bartholomew, Charlie Hicks, John Howson, Dan Levy, Susanna Pressel, Nigel Simpson, Liam Walker

Officers:

Whole of meeting   Stephen Chandler, Interim Chief Executive; Lorna Baxter, Director of Finance; Anita Bradley, Director of Law & Governance and Monitoring Officer; Colm Ó Caomhánaigh, Committee Officer.

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

152/22 APOLOGIES FOR ABSENCE
(Agenda Item. 1)

Councillor Calum Miller apologised that he would have to leave the meeting at Noon – which was the original expected end time of the meeting – as he had an unavoidable commitment to attend another meeting.

153/22 DECLARATIONS OF INTEREST
(Agenda Item. 2)

There were no declarations of interest.

154/22 PETITIONS AND PUBLIC ADDRESS
(Agenda Item. 3)

The Chair had agreed to the following 51 requests to speak and invited all speakers to address the meeting at this point so that they could speak on any of the items on the agenda.

Speakers were invited to submit one A4 page with their speech and those that have been received have been published alongside the minutes.

Petition
Sajjad Malik presented a petition against the proposed traffic filter at Hollow Way, signed by 3,100 people, mostly living the Temple Cowley area.

Speakers
Zuhura Plummer, Campaign Director of Oxfordshire Liveable Streets
Patrick Davey, Chair, Walton Manor East West Roads Coalition
City Cllr Ajaz Rehman
Richard Parnham
Cllr Jerry Patterson, Kennington PC
Dr Alison Hill, Chair of Cyclox
Patrick Lyons for Ken Pelton
David Deriaz, Vice-Chairman of Oxfordshire Transport & Access Group
Emma de la Chapelle
Cllr Louise Upton
Bernadette Evans, Jericho Traders Assoc
James Salter
City Cllr Anna Railton
Zaheer Iqbal
Clinton Pugh
Danny Yee
City Cllr Emily Kerr
Cllr Charlie Hicks
Fraser Jones
Emily Scaysbrook, Oxford High Street Assoc
Jamie Hartzell, Jericho LTN group
John Skinner
Robin Tucker
Tara Beattie
Duncan Parkes
City Cllr Katherine Miles
City Cllr Mohammed Altaf-Khan
David Wyatt
Jeremy Mogford
City Cllr Linda Smith
City Cllr Mary Clarkson
Ian Green
Alison Cadle
Mick Haines
Hannah Kirby
Judith Harley
Philippa Jackson

Scott Urban
Peter West
Laura Soden
Chris Benton
Naomi Gray
Tim Warner
Margaret Brown
Graham Jones
Cllr Susanna Pressel
Cllr David Bartholomew
Cllr Dan Levy
Cllr John Howson
Cllr Liam Walker

155/22 REPORTS FROM SCRUTINY COMMITTEES
(Agenda Item. 4)

Councillor Calum Miller left the meeting at 12.00.

Cabinet received two reports from the Place Overview & Scrutiny Committee relating to items on the agenda for this meeting.

Tom Hudson, Principal Scrutiny Officer, gave apologies from the Chair and Deputy Chair of the committee and provided a summary of the reports.

On the Central Oxfordshire Travel Plan and Traffic Filters, the following were believed to be key points:
- Do the plans contribute to the ambitions of the Local Transport and Connectivity Plan?
- What measurements will be used to monitor success?
- What will the Council do if the plans are found not to be working?
- There was a need to bring the various interest groups with Cabinet – for example business groups, disability groups.
- Scrutiny emphasised the importance of transparency and accountability.

The Chair thanked the scrutiny committee for their input. Cabinet will respond formally in due course.

156/22 CENTRAL OXFORDSHIRE TRAVEL PLAN
(Agenda Item. 5)

The Central Oxfordshire Travel Plan (COTP) was the first area travel plan to have been produced. The report before Cabinet set out the results of a public consultation on the draft COTP document and recommended approval of the plan. The report also set out a number of recommended amendments to be made to the plan following public consultation.

Councillor Duncan Enright, Cabinet Member for Travel & Development Strategy, introduced the report. He noted that all parties in the Council had

supported the Local Transport and Connectivity Plan which was designed to ensure the greatest access to every part of the County.

The Plan took account of the climate emergency, the city's heritage in car manufacture and the huge congestion problems. The routes in and out of Oxford were included in the consideration. Local Plans would need to take account of this Plan. The changes were needed to support public transport services to be more affordable and reliable.

Other Cabinet Members added comments:

- There was a need to flesh-out the idea of mobility hubs quickly as they could make a significant contribution to connectivity.
- The plans for tens of thousands of houses around Oxford, approved by the previous administration, have meant that doing nothing was not an option.
- Most of the discussions around this have been between the city and council councils. The districts need to be represented too.
- The poor are the most reliant on public transport and we must reduce congestion to allow the buses to run reliably.
- The proposals on new railway branches were very welcome, particularly for areas of population growth.
- Were the various proposals being implemented in the correct order? If the workplace parking levy had been brought in sooner, it would have alleviated some of the concerns around the other measures.

A number of amendments were proposed:

Councillor Enright proposed an amendment to the report: on Agenda Page 7, delete the first bullet point titled "Wider commitment to/ a better balance on 20mph speed limits". This was seconded by Councillor Sudbury and agreed.

Councillor Bearder proposed an additional recommendation:
"Request that the Corporate Director for Environment and Place brings to the December Cabinet meeting a programme for the other measures mentioned in COTP."

Following discussion with officers as to when they could produce such a report, Councillor Enright proposed that such a report be brought to the January 2023 meeting. This was seconded by Councillor Sudbury and agreed.

Councillor Glynis Phillips proposed an amendment to recommendation b) to append "and for Cabinet to be informed of any changes". This was seconded by Councillor Enright and agreed.

Councillor Sudbury left the meeting.

Councillor Andrew Gant proposed a further amendment to recommendation b): insert after 'graphical format', "and amendments to bring the document in

line with any Scrutiny recommendations subsequently agreed to by the Cabinet". This was seconded by Councillor Enright and agreed.

The recommendations as amended were proposed by Councillor Enright and seconded by Councillor Gant and agreed.

RESOLVED:

On Agenda Page 7, delete the first bullet point titled "Wider commitment to/ a better balance on 20mph speed limits"

a) **APPROVE THE CENTRAL OXFORDSHIRE TRAVEL PLAN INCLUDING RECOMMENDED CHANGES LISTED IN THIS REPORT.**

b) **Delegate the decision on the final Central Oxfordshire Travel Plan document, including graphical format <u>and amendments to bring the document in line with any Scrutiny recommendations subsequently agreed to by the Cabinet</u>, to the Corporate Director for Environment and Place in consultation with the Cabinet Member for Travel and Development Strategy <u>and for Cabinet to be informed of any changes</u>.**

c) <u>**Request that the Corporate Director for Environment and Place brings to the January 2023 Cabinet meeting a programme for the other measures mentioned in COTP.**</u>

157/22 CORE SCHEMES - TRAFFIC FILTERS ETRO APPROACH
(Agenda Item. 6)

Councillor Duncan Enright left the meeting.

Cabinet was asked to approve an Experimental Traffic Regulation Order to introduce six new traffic filters which the report stated would:
- make walking and cycling safer and more attractive
- make bus journeys quicker and more reliable
- enable new and improved bus routes
- support investment in modern buses (including the ZEBRA project to fund up to 159 electric buses)
- help tackle climate change, reduce local air pollution and improve the health and wellbeing of our communities

Councillor Andrew Gant, Cabinet Member for Highway Management, introduced the report. He proposed an amendment to recommendation a): Insert after 'minor changes', "(including adopting any Scrutiny recommendations)". This was seconded by Councillor Phillips and agreed.

Responding to speakers on this item, he emphasised that this was a democratic process – the decision was being made by democratically elected councillors. He did not accept suggestions that he had not met with

opponents to the scheme. He noted that some of the objectors had previously opposed the High Street traffic filters but nobody was suggesting to remove them now as they had been very effective.

Councillor Gant stated that Cambridge had introduced similar measures decades ago. There was nowhere in the city that you will not be able to drive to after the introduction of the filters. Changes have been made following the consultation process. The effects of the filters will be monitored, including the effects on businesses. The aim was to open up the city and enhance public transport.

The Chair read a statement from Councillor Calum Miller who had to leave the meeting before the speakers had concluded. The statement is included in the collection of statements published with the minutes.

Other Cabinet Members commented on the proposal:

- The Low Traffic Neighbourhoods (LTNs) that have been introduced should have been one of a series of measures to deal with traffic problems but other important measures such as the workplace parking levy have been delayed and this endangers the LTNs.
- The biggest problem was that there were just too many cars in the city. In many cases, several cars to one house.
- Given the climate emergency, everybody has to change and tread as lightly as possible.

Councillor Mark Lygo stated that he would not vote for this proposal. He believed that there had been many failings in the process. He called on Cabinet to pause, even at this late stage and reconsider the proposals, avoiding blame.

Councillor Gant summed up, thanking officers for all their work in very difficult circumstances. He welcomed the support from Oxford City Council's Cabinet.

Councillor Liz Brighouse proposed an amendment to recommendation b) to append: "and for Cabinet to be informed of any changes". This was seconded by Councillor Phillips and agreed.

The recommendations as amended were proposed by Councillor Gant and seconded by Councillor Hannaby. The recommendations were approved with 6 votes in favour and 1 against.

The Chair reminded Cabinet Members that there was a duty under collective responsibility to take these proposals forwards.

RESOLVED to:

(a)   **approve the making of an Experimental Traffic Regulation Order (or Orders) introducing six traffic filters in Oxford as described in**

Annex 8, subject to further minor changes <ins>(including adopting any Scrutiny recommendations)</ins> to allow the scheme to operate as intended without affecting the scheme outcomes;

(b)   authorise delegation to the Corporate Director for Environment and Place to make and implement the necessary Experimental Traffic Regulation Order(s) and make and implement any relevant adjustments to the scheme once it is in force <ins>and for Cabinet to be informed of any changes</ins>;

(c)   noting that an Experimental Traffic Regulation Order allows the council to adjust the scheme once it is in force, authorise the Corporate Director for Environment and Place (in consultation with the Director for Law and Governance and the Cabinet Member for Travel and Development Strategy) to make changes to the experimental scheme before it comes into force, provided that these changes do not materially alter the scheme's impacts, particularly in relation to bus journey time savings and

(d)   approve the development and implementation of the infrastructure and supporting systems required for the traffic filters, at an estimated cost of £6.458m.

Councillor Enright re-joined the meeting.

158/22 HIF2 UPDATE
(Agenda Item. 7)

Cabinet received an update report on the HIF2 Scheme. As part of the ongoing delivery of the HIF2 A40 Programme and in light of the global inflationary pressures being experienced in all sectors, a detailed review had been undertaken of the HIF2 Scheme. As a result of this review, cost pressures had been identified that result in the HIF2 Scheme exceeding its current budget. This had made it necessary to obtain Cabinet approval to withdraw the current CPO and SRO from the ongoing statutory process to allow further time to review the scheme in detail and consider mitigations to these cost pressures.

Councillor Duncan Enright, Cabinet Member for Travel & Development Strategy, summarised the report. In light of the current difficulties around inflation, availability of materials and workforce pressures, governance and finance staff had been monitoring progress on all major infrastructure projects.

Compulsory Purchase Orders and Side Road Orders had been approved by Cabinet for this scheme which was aiming to improve connectivity for newly planned development. Having reviewed this project, it was proposed to

withdraw these Orders and return with a new scheme that fits the current financial and legal situations.

Councillor Enright proposed the recommendations. They were seconded by Councillor Gant and agreed.

RESOLVED to:

a) **Approve Officers recommendations that The Oxfordshire County Council (Highways Infrastructure - A40 HIF2 Smart Corridor (Hill Farm to Dukes Cut)) Compulsory Purchase Order 2022 ("the CPO") and The Oxfordshire County Council (Highways Infrastructure - A40 HIF2 Smart Corridor (Hill Farm to Dukes Cut)) (Side Roads) Order 2022 ("the SRO") must be withdrawn from the ongoing statutory process to allow time to further review the scheme.**

b) **Authorise the Director of Law & Governance to write to the Secretary of State for Transport to formally withdraw The Oxfordshire County Council (Highways Infrastructure – A40 HIF2 Smart Corridor (Hill Farm to Dukes Cut)) (Side Roads) Order 2022 ("the SRO") and The Oxfordshire County Council (Highways Infrastructure - A40 HIF2 Smart Corridor (Hill Farm to Dukes Cut)) Compulsory Purchase Order 2022 ("the CPO") (including the related Order Maps, Plans, Schedules and Joint Statement of Reasons) and noting that this will result in a formal non-confirmation decision from the Secretary of State;**

c) **To authorise the Director of Law and Governance to include in the letter to the Secretary of State that it is not considered that any objections to the current Orders can carry to any fresh orders as the timescale for fresh orders is imprecise at this stage, and because it is unclear whether the amended proposal in fresh orders might attract those same objections, and to authorise the settlement of any professional fees that may have been incurred by objectors to the Orders in relation to the production of such objections.**

d) **As soon as the CPO and the SRO have received a non-confirmation decision from the Secretary of State, to authorise the Director of Law & Governance to comply with all associated requirements in respect of personal, site and press notices of non-confirmation and to take all other relevant actions required thereon to ensure the withdrawal of the CPO and the SRO.**

159/22 APPOINTMENTS
(Agenda Item. 8)

It was agreed to defer this item to the next Cabinet meeting on 20 December 2022 to allow for further discussions.

………………………………………….…………in the Chair

Date of signing …………………………………………..

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CABINET – 20 DECEMBER 2022

ITEM 4 – QUESTIONS FROM COUNTY COUNCILLORS

Questions	Cabinet Member
1. COUNCILLOR SALLY POVOLOTSKY In 2022 (from January), how many hours / days / permits were granted to Thames Water so far for "emergency work", and how many of these permits were classified as "emergency" in relation to leaks / broken network / households without water? How many of these permits resulted in enforcement measures and fines due to issues on the original permit issues, for example failure to "make good" the site they worked on in the Highway.	COUNCILLOR ANDREW GANT, CABINET MEMBER FOR HIGHWAY MANAGEMENT
2. COUNCILLOR SALLY POVOLOTSKY Project Leo has been a groundbreaking smart energy and hyper localised project alongside other countywide innovation. Can the Cabinet Member for Climate Change Delivery & Environment please update us on high level lessons learnt, an all Member briefing and will this Council be accelerating this learning to benefit some of our poorest communities to transition energy decarbonisation and benefit those residents and communities?	COUNCILLOR PETE SUDBURY, CABINET MEMBER FOR CLIMATE CHANGE DELIVERY & ENVIRONMENT

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COUNTY COUNCIL

CABINET REPORT

FINANCIAL MONITORING REPORT
October 2022
Report by the Director of Finance

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to**

   a) note the report and annexes
   b) agree the virements in Annex B-2a
   c) note the virements in Annex B-2b
   d) agree the use of a further £1.0m from the COVID-19 reserve to offset pressures in Children's Services.

Executive Summary

2. The Business Management and Monitoring report to the end of September 2022, which was considered by Cabinet on 15 November 2022, highlighted the risks and volatility around the forecast for children's social care. Reflecting the wider financial risk to the council the report explained that further work was required to validate and understand what is causing this. This report explains the updated forecast at the end of October 2022, incorporating the outcomes from that work, along with actions being taken.

Introduction

3. This is the fourth financial monitoring update for the 2022/23 financial year and is based on information to the end of October 2022. Key issues, as well as risks relating to inflation, demand and other factors, plus areas of emerging pressure are explained below.

4. Further annexes are attached as follows:

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

Overall Financial Position

5. As shown in the table on the next page there is a forecast Directorate overspend of £14.5m or 2.8%. The overall forecast variation is £10.4m or 2.0% after taking account of an increase in interest receivable on balances held by the council, the use of contingency and £1.0m funding from the COVID-19 reserve to offset

pressures in Children's Services.

Directorate	Latest Budget 2022/23 £m	Forecast Spend 2022/23 £m	Variance October 2022 £m	Variance October 2022 %	Variance September 2022 £m	Change Since Sept £m
Adult Services	211.1	210.5	-0.6	-0.3	-0.6	0.0
Children's Services	149.1	163.6	14.5	9.8	8.7	5.8
Environment and Place	62.5	61.1	-1.4	-2.2	-1.4	0.0
Public Health	2.4	2.2	-0.2	-8.3	-0.2	0.0
Community Safety	24.8	25.0	0.2	0.8	0.4	-0.2
Customers, Culture and Corporate Services	62.2	64.2	2.0	3.3	1.3	0.7
Total Directorate Budgets	**512.0**	**526.5**	**14.5**	**2.8**	**8.2**	**6.3**
Budgets Held Centrally						
Capital Financing Costs	26.1	26.1	0.0	0.0	0.0	0.0
Interest on Balances	-13.0	-14.8	-1.8	13.8	-1.6	-0.2
Inflation and Contingency	12.3	11.0	-1.3	-10.6	0.0	-1.3
Un-ringfenced Specific Grants	-33.6	-33.6	0.0	0.0	0.0	0.0
Insurance	1.4	1.4	0.0	0.0	0.0	0.0
Contribution from COVID-19 Reserve	-9.6	-10.6	-1.0	11.9	0.0	-1.0
Budgeted contributions to reserves	23.8	23.8	0.0	0.0	0.0	0.0
Budgeted Contribution to Balances	1.0	1.0	0.0	0.0	0.0	0.0
Total Budgets Held Centrally	**8.4**	**4.3**	**-4.1**	**-45.5**	**-1.6**	**-2.5**
Net Operating Budget	**520.4**	**530.8**	**10.4**	**2.0**	**6.6**	**3.8**
Business Rates & Council Tax funding	-520.4	-520.4	0.0	0.0	0.0	0.0
Forecast Year-End Position	**0.0**	**10.4**	**10.4**	**2.0**	**6.6**	**3.8**

6. In addition to the overspend against council budgets, the forecast 2022/23 deficit compared to Dedicated Schools Grant (DSG) funding for High Needs is £17.5m after taking account of £1.2m of COVID-19 costs being met from council resources. In line with the CIPFA code of practice on DSG High Needs deficits an unusable reserve, created in 2020/21 holds negative High Needs DSG balances. The forecast deficit will increase the total accumulated negative balance for High Needs held in this reserve to £47.3m at 31 March 2023.

7. As noted in the last two reports there remains real concern over the level of demand for children's social care and a lack of suitable care placements available in the system. The report to Cabinet on 20 September 2022, which was based on the position at the end of July 2022, noted that there was pressure of up to £11.5m requiring rapid and active intervention to achieve the forecast of £7.9m. The report to Cabinet on 15 November 2022 report explained that the underlying position had deteriorated further but required further work to validate and understand what was causing this. The outcome from that work is set out in this update.

8. After taking account of the £10.4m overspend, general balances would reduce to £25.6m. This is £3.3m below the risk assessed level for 2022/23.

Directorate Forecasts

Adult Services

9. Adult Services is forecasting an underspend of £0.6m (0.3%) against a budget of £211.6m.

Service Area	2022/23 Latest Budget £m	Variance October 2022 £m	Variance September 2022 £m	Change Since September £m
Age Well Pooled Budget	68.3	0.0	0.0	0.0
Live Well Pooled Budget	122.5	0.0	0.0	0.0
Non-Pool Services	13.9	-0.6	-0.6	0.0
Commissioning	6.4	0.0	0.0	0.0
Total Adult Services	**211.1**	**-0.6**	**-0.6**	**0.0**

Age Well Pooled Budget

10. The Age Well pool combines health and social care expenditure on care homes, activity relating to hospital avoidance and prevention and early support activities for older people.

11. A breakeven position is forecast for the council elements of the pool. This reflects the use of £1.1m one–off funding held in reserves to meet forecast pressures.

12. The underlying overspend reflects an increase in the use of residential short stay beds linked to the cessation of the hospital discharge scheme. There is also a forecast £0.5m contribution required to increase the council's provision in the accounts for the risk associated with the collection of adult social care service user income that is still due to be paid after six months.

13. The number of service users in a care home placement has increased over recent months, but this trend is expected to reduce over the winter months. This is consistent with past trends but there is a risk this won't be repeated therefore impacting negatively on the forecast. However, the average cost of new placements is higher than the average cost for existing placements. Funding for demographic growth added in the 2022/23 budget is currently being used to support this increase in unit costs. Reflecting inflation in the wider economy there is a continued risk of further pressure on the cost of care.

14. The forecast assumes that £2.6m savings built into the pooled budget contribution in 2022/23 are delivered.

15. The budget contributions for both pooled budgets in 2022/23 need be agreed by the Joint Commissioning Executive (JCE). The Oxfordshire Clinical Commissioning Group (OCCG) ceased to exist from 30 June 2022 and was replaced by the Integrated Care Board (ICB) for Buckinghamshire, Oxfordshire and Berkshire West. A three month budget to the end of June 2022 was agreed with OCCG following which the ICB have now confirmed their contribution for the remainder of

the financial year which is in line with the anticipated budget that OCCG had set out. The expectation is that each partner will continue to manage their own variations against the agreed contributions for the whole of the financial year.

16. The council's share of the Better Care Fund held within the pool is £27.8m in 2022/23, an increase of 5.66% compared to 2021/22.

Live Well Pooled Budget

17. The Live Well pool supports a mix of health and social care needs for adults of working age with learning disabilities, acquired brain injury or mental health needs and adults with physical disabilities.

18. A breakeven position is forecast for the council elements of the pool after taking into account the use of £1.5m one–off funding held in reserves. There are on-going risks and uncertainties around activity levels, complexity of new packages of care, the impact on the market of the continuing increase of inflation, and the position requires the delivery of £2.5m savings agreed as part of the 2022/23 budget.

19. The Learning Disability element of the pool is forecast to overspend by £1.8m, a £0.2m increase from the report to Cabinet in November 2022, as a result of an increase in the cost of supported living packages. An action plan is being developed to address the pressure linking to previously agreed savings plans and the forecast will be updated to reflect the outcome in future reports. The overspend is being offset by a £0.3m underspend within physical disabilities. The remaining £1.3m will be offset by one-off funding held in the Budget Priorities reserve.

20. There is a £3.5m forecast overspend on the social care costs contract for service users covered by the Outcome Based Contract (OBC) within the Mental Health element of the pool. £1.5m will be funded from on-going budget added as part of the 2022/23 Budget and Business Planning process. The remaining £2.0m is expected to be met from within the directorate or from one–off funding held in reserves.

21. An overspend of £0.8m relating to the cost of people with mental health needs falling outside the scope of the Outcome Based Contract with Oxford Health Foundation Trust (OHFT) is also included within the forecast. Under the current risk share arrangement, the council is responsible for £0.5m of this pressure.

22. Assuming the current level of activity is maintained until the end of the financial year the budget to support people with high functioning autism is forecast to underspend by £0.5m.

23. The council will continue to manage the majority of any variation for the whole of the financial year as was the case in previous years. In relation to Physical Disabilities, each partner will continue to manage their own variations against the agreed contributions. This will be confirmed as part of a new section 75 agreement with the Integrated Care Board.

Non-Pool Services

24. A £0.6m underspend is forecast for all non-pool services, linked to the number of staff vacancies held and the current workforce issues being encountered. This is in line with the national and regional position for Social Workers and Occupational Therapists. A targeted Adult Social Care recruitment campaign is due to be launched in Oxfordshire.

Reserves

25. £10.6m one – off funding held in the Budget Priorities reserve at the end of 2021/22 is available to support pressures in 2022/23 and the risks as outlined above. £5.5m of this total relates to additional contributions made by OCCG over the last three financial years. This funding has been committed in agreement with OCCG through the Joint Commissioning Executive, with the majority of the funding expected to be used during 2022/23.

26. The remaining £5.1m is available to meet cost pressures within Adult Social Care (ASC). £2.0m is earmarked against the pressure related to the Outcome Based Contract for Mental Health as noted in paragraph 20, with a further £2.7m expected to be used to meet variances forecast with the pool budgets. The remaining £0.4m will be used to support transformation activity.

27. £0.6m held within the Government Initiatives reserve relates to un-ringfenced grant funding allocated to Oxfordshire from the Omicron Support Fund in 2021/22. This is being used to provide further sustainability support to providers and an extension of the Recruitment and Retention scheme during this financial year.

Grants

28. The Improved Better Care Fund Grant is £10.7m in 2022/23. The conditions attached to the grant funding require it to be used for the purposes of meeting adult social care needs, including contributing to the stabilisation of local care markets and supporting the NHS in addressing pressures such as delayed discharges.

29. The Market Sustainability & Fair Cost of Care grant (£1.5m) must be used to implement the Fair Cost of Care which is part of the reforms of Adult Social Care announced by the Government in late 2021. Up to 25% of the funding can be used to carry out and implement the fair cost of care exercise, with the remaining 75% to be used to begin to increase rates where these fall below the fair cost for that service. The future of the Fair Cost of Care policy is currently unclear following the delay to the reforms set out in the Autumn Statement. The Council is expecting the DHSC to provide an update on both current and future years policies in this area shortly.

30. A further £0.1m non-ringfenced grant funding has also been received to cover the planning and preparation costs associated with charging reform to recruit additional staff to manage the increased demand for assessments and the implementation of the care account module.

31. The Adult Social Care Discharge Fund totalling £500m nationally was announced on 22 September 2022. The fund can be used flexibly on the interventions that best enable the discharge of patients from hospital to the most appropriate location

for their ongoing care. Funding should prioritise those approaches that are most effective in freeing up the maximum number of hospital beds and reducing bed days lost within the funding available, including mental health inpatient settings.

32. Oxfordshire County Council will receive £1.9m. The grant needs to be pooled into the Better Care Fund and will be provided in two tranches: 40% in December 2022 and 60% in January 2023, this needs to be spent by 31 March 2023 and cannot be carried forward. The council will need to provide a planned spending report and fortnightly activity data returns to meet the grant criteria.

Virements

33. Cabinet is asked to note the virements in Annex-2b to add the Adult Social Care Discharge Fund grant. Further virements are required to adjust budget allocations both within and outside the pools.

Children's Services

34. Children's Services has significant pressures in three of its budget areas – high needs (Dedicated Schools Grant); staffing (particularly agency staff) and placement costs. The overspend on Dedicated Schools Grant (DSG) budget remains unchanged at £17.5m and relates wholly to High Needs. The forecast overspend on council funded services is £14.5m (an increase of £5.8m since the position set out in the report to Cabinet on 15 November 2022).

35. The report to Cabinet in November 2022 noted that the underlying pressure in Children's Services appeared to have deteriorated since the forecast position set out in the report to Cabinet in September which was based on information to the end of July 2022. This required further work to validate and understand the underlying causes. The forecast overspend for the Directorate based on the position to the end of October 2022 reflects the outcome of this work and consequently, for this report, comparisons back to the forecasts based on July 2022 are included for Children's Social Care.

Service Area	2022/23 Latest Budget £m	Variance October 2022 £m	Variance September 2022 £m	Change Since September 2022 £m	Variance July 2022 £m
Education & Learning	36.5	0.6	0.6	0.0	-0.2
Children's Social Care[1]	36.1	2.2	0.0	2.2	0.0
Children's Social Care Countywide	71.5	11.7	8.1	3.6	8.1
Schools[2]	0.2	0.0	0.0	0.0	0.0
Children's Services Central Costs	4.8	0.0	0.0	0.0	0.0
Total Children's Services	149.1	14.5	8.7	5.8	7.9
Overspend on DSG	246.8	17.5	17.5	0.0	17.5

36. The report to Cabinet on 20 September 2022, which was based on the position at the end of July 2022, included a forecast overspend of £7.9m (5.3%). Within that total there was a forecast overspend of £8.1m for Children's Social Care Countywide. The report noted that work was on-going to validate the underlying pressures that were estimated at up to £11.5m.

37. Oxfordshire, in common with other authorities across the southeast and nationally, is financially exposed to the fractured national care market for children's placements and the workforce costs driven by recruitment and retention of children's social workers. The Association of Director of Children Services latest Safeguarding Pressures report collects information from 125 local authorities, 83% of all Councils nationally. The interim report findings indicate that, of the four funding pressures in the sector, placement costs for children in care, specifically independent fostering agencies and private residential children's homes placements as well as the cost of agency social workers and managed project teams are the top areas of concern. Those authorities that responded to the funding pressures element, report an average total shortfall of 7.5% of their children's services budget. Extrapolated to all 151 local authorities, the total required nationally just to stand still and close the budget gap is £778m.

38. Actions are being taken to manage down these pressures as much as possible. However, the mitigations may take some time to take effect and there are also risks and pressures set out below that may increase the forecast spend further.

39. The key risks that may still have a negative impact on the forecasts include:
   • High cost arrangements needed where appropriate provisions are not readily available in the market place. The forecast assumes that suitable alternative placements for some of the existing arrangements will be found by the middle of December 2022. However, if these all continue until the end of the financial

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[1] Forecast includes £2.2m transfer from Supporting Families reserve

[2] Maintained Schools are funded by Dedicated Schools Grant

year, the net additional cost could be about £1.3m. There is a £0.3m contingency provision in the forecast, which provides the flexibility of one placement for three months.

- Inflation uplifts have been agreed for the majority of the service. However, there are some providers requesting significant increases for 2022/23 which have not been agreed. This could add a further pressure of between £0.1m and £0.5m.
- The Home Office threshold of Unaccompanied Children and Young People (UCYP) is 0.1% of the child population in Oxfordshire target number, which equates to 148. The grant received for children under 18 is usually sufficient to cover the costs of placements, however the grant funding reduces significantly when a child reaches 18. As many UCYP are 17 years old, this means that there is a risk that there is insufficient grant to cover the cost. A reserve of about £0.1m has been established to help mitigate costs this year, but this may be insufficient and there is a risk of overspend as further placements are made.

40. Annex 1 provides updates on the performance measures that are used to assess the performance for Priority 7 – Create opportunities for children and young people to reach their full potential. Four monthly measures, the number of children with an Education, Health and Care Plan, the number of early help assessments completed by health visitors, the number of children we care for and the percentage of Education, Health and Care Plans completed within 20 have consistently been assessed as red during 2022/23. The financial impact is reflected in the forecast for Children's Services and in the wider financial position for the council.

Education & Learning

41. Within Education & Learning, the Home to School Transport and the Special Educational Needs (SEN) service continue to be high risk areas in terms of budget variance. Forecast pressures of £1.1m on transport costs are offset by staffing underspends of £0.5m, giving a net pressure of £0.6m.

42. The main variations are:

- Overspend on SEN Post-16 arrangements £0.8m
- Other SEN overspends £0.6m
- Mainstream – saving of -£0.3m
- Efficiencies in staffing budgets -£0.5m

43. Cost pressures included within the forecast for Home to School Transport include inflation for the last mainstream bus contract tranche, which started in April 2022. There is a risk that further inflationary pressures will emerge as contracts are renewed later in the year.

44. Within the Special Education Needs service there are considerable ongoing pressures on the SEN casework team and Educational Psychologists due to the continued high number of Education, Health and Care Plan (EHCP) requests. An additional £0.3m funding from the COVID-19 reserve and an extra £0.9m have

been included in the 2022/23 budget to meet the cost of additional staff to manage demand.

Children's Social Care

45. This service predominantly covers the cost of staffing. The continued workload pressure, increased vacancies and recruitment difficulties within front-line services has necessitated a higher use of agency staff within the teams undertaking assessment and safeguarding activity. This is essential to manage statutory case allocations and to maintain safe working practices.

46. An investment of £2.8m in managed teams in the Family Solutions Plus service to reduce the backlog of assessments and intervention measures from April to end of November. This is being funded from the COVID-19 reserve and the application of the Supporting Families reserve.

47. The overspend of £2.2m in social care includes:

- £2.7m in relation to Family Solutions Plus (FSP) teams, mostly relating to agency costs but also non-staff costs, especially transport.
- £0.7m on other costs, including legal expenses due to the increased number of cases. However, this is being reviewed with Legal Services to identify any efficiencies or changes in working practices that can be made to reduce the pressure.
- £1.4m savings on various other budgets arising from management reviews

48. A range of savings measures were planned but further reviews have identified that some are now deemed unlikely to be achieved. Further measures are being considered and, at best, may deliver savings of around £0.5m but this is considered too uncertain to include at this stage.

49. A target of 1,900 planned caseloads as at 31 March 2023 has been set, from a starting point of over 2,200. This, together with staff numbers and finances, is being tracked on a weekly basis to ensure the trajectory is maintained. The intention is to reduce the dependence on agency staff to a minimum, in order to stay within the 2023/24 budget.

Children's Social Care Countywide

50. This service covers a number of services but the most significant area of spend is the cost of placing Children We Care For. The budget for 2023/24 is £71.5m with a forecast overspend based on the positions to the end of October of £11.7m (16%). The table below sets out the service areas.

Service Area	2022/23 Latest Budget £m	Variance October 2022 £m	Variance July 2022 £m	Change Since July £m
Corporate Parenting	57.7	9.7	6.8	2.9
Disabled Children	9.2	2.0	1.3	0.7
Safeguarding Services	3.7	0	0	0
Youth Justice & Exploitation	0.9	0	0	0
Total Children's Services	**71.5**	**11.7**	**8.1**	**3.6**

51. The table below sets out that the total number of children we care for (excluding unaccompanied children) rose significantly from December 2021 until August 2022 but has now started to reduce. However, numbers are still higher than at the end of March 2022 and higher than the 2022/23 budget allows for.

	Sep -21	Dec -21	Mar -22	Apr -22	May -22	Jun -22	Jul -22	Aug -22	Sep -22	Oct -22
Mainstream	687	690	738	731	755	783	783	787	763	752
Disabled Children	51	52	58	61	61	60	62	62	66	66
Sub-total	**738**	**742**	**796**	**792**	**816**	**843**	**845**	**849**	**829**	**818**
Unaccompanied	51	51	57	62	65	71	71	75	83	84
Total	**789**	**793**	**853**	**854**	**881**	**914**	**916**	**924**	**912**	**902**

52. High level analysis shows that the number of children becoming looked after is slowing down, whereas the numbers of placements ending has remained relatively low. As well as the number of placements the mix of placement types will also impact on costs.

53. Because of the recent reduction in the number of Children We Care For, there is no provision built into the forecast for additional placements to the year end. There is a risk that numbers may increase, and if this happens, the forecast overspend may increase further.

54. The target is to reduce to 750 at 31 March 2023. Based on the trajectory since August 2022 this is potentially achievable.

Corporate Parenting

55. The following table sets out the number of placements and variance to the budget at the end of the 2021/22 financial year.

| | 2021/22 Year end | | |
	Budget £000	Variance £000	Number
Key Mainstream placements			
Children's Home - Main *	11,836	1,442	**63**
Foster Placement - allowances	3,176	-963	**123**
Foster – kinship	1,170	-66	**154**
Foster Placement - IFA	9,805	-27	**233**
Secure Unit	675	374	**6**
Crisis Arrangements	2,216	2,163	**5**
Sub-total	**28,878**	**2,923**	**584**
Other (including LA Homes, Block contracts, Kinship, Placed at Home, Placed for Adoption, SGO, Adoption allowances, Foster teams)	24,211	-569	**154**
Corporate Parenting total	**53,089**	**2,354**	**738**

* unit costs – gross

56. The year-end position for 2021/22 was an overspend of £2.4m against a budget of £53.1m. The number of placements increased significantly during the year. The full year cost of the placements at the end of March 2022 impact into 2022/23 and as a result the costs and anticipated numbers were higher when the 2022/23 budget was set. This means that the 2022/23 budget was already under pressure at the start of the year.

57. The Business Management & Monitoring Reports to Cabinet in 2021/22 referred to an increase in unit costs, with a 10%+ increase on mainstream residential placement costs between April 2021 and September 2021 (from about £4,600 per week to about £5,100 per week) noted. Part of this was due to the increasing complexity of children's needs, resulting in higher staff to child ratios and other support that was not readily available in the market. Consequently, significant additional costs were incurred in making 'bespoke' arrangements. As these issues became more prevalent, the costs were separately identified (referred to as 'Crisis arrangements' in the table). As the table above shows, by March 2022 the costs were £2.2m.

58. The table also shows that there was a significant increase (17) in Independent Foster Agency placements forecast at the end of the year – 233 compared with the forecast of 216. This equates to a full year additional cost of about £0.8m. However, there was a reduction (33) of in-house foster care placements – meaning an annual reduction of about £0.35m.

59. It should be noted that figures are 'snapshots' at a particular point in time, and there are significant changes (both in numbers and costs) throughout the year, resulting in average costs changing. These include:
   - Variability in numbers of new placements and placements which have ended.
   - Individual placement changes.
   - Specific support arrangements required.
   - Assumptions/estimates on placement end dates and 'growth'.
   - Delays in the system e.g. court orders.
   - Delays in information being input on the system, resulting in backdated numbers.

60. The table below sets out the budget for 2022/23 and the forecasts to year end based on the position at the end of July and October 2023.

	2022/23 Budget			July 2022		October 2022		Current
	Budget £000	Budget Nos***	Average cost (pw)	Variance £000	Actual No.	Variance £000	Actual No.	Average cost (pw)
Key Mainstream placements								
Children's Home - Main *	13,957	58	5,139	114	56	1,598	61	5,531
Foster Placement - allowances	4,123	156	430	-699	119	-702	122	430
Foster - kinship	1,236	173	201	-72	160	-76	154	205
Foster Placement - IFA	10,321	216	891	1,240	243	1,008	227	908
Secure Unit	301	1	n/a	2,027	5	1,627	4	7,800
Crisis Arrangements	71	2	n/a	6,662	14	7,084	8	18,000
Sub-total	**30,009**	**606**	**n/a**	**9,272**	**597**	**10,539**	**576**	**n/a**
Other (incl LA Homes, Block contracts, Kinship, Placed at Home, Placed for Adoption, SGO, Adoption allowances, Foster teams)	27,681	**	n/a	-1,544	186	-888	176	n/a
Corporate Parenting total	**57,690**	****	**n/a**	**7,728**	**783**	**9,651**	**752**	**n/a**

*Unit costs - gross
** Total not budgeted, also includes non-placement costs
*** Average number of placements spread across the whole year

61. The forecast overspend of £9.7m for 2022/23 based on projections at the end of October 2022, is made up of a number of elements in order of magnitude with further information and analysis in the ensuing paragraphs:
   - High-cost ('crisis') arrangements - £7.1m (a net increase of £1.0m since July)
   - Secure Unit costs - £1.6m
   - Children's Homes - Inflation £1.2m and increased numbers of placements compared to budget of £0.4m
   - Fostering - Independent Foster Agency placements - £1.0m, offset by savings of £0.7m on in-house foster placements
   - An underspend of £0.9m on other services -

62. High-cost arrangements: The most significant financial impact is in relation to the 'crisis arrangements', which are the high placement costs for children who need significant support, which is not readily available. As referred to in paragraph 55 and 56, this became an emerging issue in the latter half of 2021/22. These are

extremely high-cost placements due to the nature and complexity of children's needs and the national shortage of specialist placements. This includes children living in temporary high-cost arrangements and in secure accommodation, the highest cost for which is about £20,000 per week.

63. The table below sets out the number of these type of placements during 2022/23. There has been a reduction in the number of children living in these arrangements (to eight at the end of October, down from 14 in July). However, the cost continues to remain disproportionate due to the high levels of agency staffing required.

	Budget £'000	Forecast £'000	Variance £'000	Number Young People			
				Current	Ended	Additional Provision	Total
April 2022	71	4,783	4,712	8	3	1	12
May 2022	71	4,712	4,641	8	3	1	12
June 2022	71	4,946	4,875	13	3	2	18
July 2022	71	6,773	6,702	14	5	1	20
August 2022	71	6,371	6,300	9	10	1	20
September 2022	71	6,613	6,542	8	14	1	23
October 2022	71	7,848	7,777	8	16	1	25

64. Forecast costs are based on service planned 'move on' dates and, where the subsequent placement is known, a provision is made in the forecast for that service area (usually a residential placement).

65. Placements are reviewed daily, and weekly reports and financial forecasts are updated. There is a further provision of £300,000 in the forecast, which equates to about one extra placement for the rest of the year.

66. There is significant effort being applied to ensure that these young people move on as soon as possible. The 2023/24 budget proposals include growth of £1.0m to provide for two such placements for a full year.

67. Secure Unit costs: An overspend of £1.6m is forecast due to the average number of placements being higher, at five, than the budgeted number of one. As with the high cost placements, this increase in numbers became an emerging issue in the latter half of 2021/22 and continues into 2022/23.

68. Children's Homes: As shown in the table at paragraph 60, mainstream residential costs have continued to increase – from about £5,100 per week included in the budget to around £5,500 per week currently, an 8% increase. This accounts for around £1.2m pressure in the budget. In addition, the average forecast number of placements for the financial year is 61 compared to a budget of 58, causing a pressure of £0.4m.

69. Fostering: As set out in paragraph 58, there was a significant increase in the numbers of Independent Foster Agency placements forecast at the end of the 2021/22 financial year which had an ongoing impact into 2022/23. There is a

forecast overspend in 2022/23 of £1.0m based on the current placement numbers of 227 compared to the budget of 216. Conversely, there are less internal foster-care placements compared to the budget assumptions, at 122 compared to 156 leading to an underspend of £0.7m. The ambition is to increase the numbers of in-house foster placements.

Disabled Children

70. An overspend of £2.0m is forecast based on the position to the end of October 2022, an increase of £0.7m from July 2022. The overspend comprises £0.8m on staffing costs, mainly agency staff costs and £1.2m on placement and contract costs. These increased costs relate to a higher number of placements than budgeted for, with 66 placements at the end of October 2022 compared to a budget of 58.

Actions being taken to reduce the pressure

71. The following actions are being taken, in addition to those already in place (including vacancy management, use of reserves etc):

- Review of all high cost placements by a dedicated senior officer to ensure that suitable alternative, and less costly, arrangements are made as a matter of urgency;
- Review of all contracts to ensure that maximum use is being made (e.g. reduction of voids) and that maximum income is being recovered;
- Review of all children's placements to ensure permanency plans are prioritised and potential savings are identified;
- Prioritising work within the re-unification hub to maximise the potential for children to return home, thus achieving better outcomes and reducing costs;
- Review of all planned placement moves so that more accurate costs can be provided;

72. A brokerage action plan has been implemented to ensure more timely, suitable, and cost-effective placements are sourced. The forecast includes provision for the current arrangements for the highest cost placements to be replaced by new placements during the rest of the year, with further provision for potential new arrangements to March 2023.

73. A 'LEAN' review is being carried out on the whole process for placement arrangements and will address efficiencies that can be made. This is a priority to address the shortfalls in processes and it will improve financial forecasting.

Schools' Costs (other than DSG)
74. There are no significant variances to report

Children's Services Central Costs
75. There are no significant variances to report.

Dedicated Schools Grant (DSG)

76. The Dedicated Schools Grant (DSG) budget, which is ring-fenced specifically for schools, has a forecast variance of £17.5m overspend, due to continuing pressures on High Needs. This is £2.8m lower than the planned deficit.

Summary of DSG funding	2022/23 Budget £m	2022/23 Projected Outturn £m	Variance September 2022 £m
Schools block	127.3	127.3	0.0
Central Services Schools block	4.8	4.8	0.0
High Needs block	75.1	92.6	17.5
Early Years block	39.2	39.2	0.0
Total	246.4	263.9	17.5

77. The forecast deficit for High Needs has reduced from the £20.3m deficit agreed at Cabinet in January 2022 to £17.5m and is unchanged from previous reports. This reduction is due to a lower number of expected independent placements than initially budgeted, due to lower numbers of young people in schools in 2021/22 and the expansion of resource bases. In addition, funding set aside for contract pressures is expected to be lower.

78. Key risks to the forecast are the number of additional placements in September (over and above those currently planned), tribunal challenges to placement decisions and the impact of inflation on providers' fees.

Environment & Place

79. Environment and Place is forecasting an underspend of £1.4m (2.2%) against a budget of £62.8m. Including an underspend of £1.6m arising from reduced waste tonnages, the aim is to temporarily reduce spend compared to the budget by around £2m by the end of 2022/23 to aid the overall council position.

Service Area	2022/23 Latest Budget £m	Variance October 2022 £m	Variance September 2022 £m	Change Since September £m
Transport & Infrastructure	1.8	0.0	0.0	0.0
Planning, Environment & Climate Change	33.9	-1.6	-1.6	0.0
Highways & Operations	25.2	0.2	0.2	0.0
Directorate Support	1.6	0.0	0.0	0.0
Total Environment & Place	62.5	-1.4	-1.4	0.0

Transport & Infrastructure

80. The Transport & Infrastructure service area is forecasting a breakeven position. However, there is a growing risk that it will not be possible to capitalise staffing

costs associated with Homes England recharges, which would result in pressure of £0.3m.

Planning, Environment & Climate Change

81. The Planning Environment & Climate Change service area is forecasting an underspend of £1.6m.

82. Climate Change is forecasting an underspend of £0.2m due to the impact of restructuring and recruitment.

83. Strategic Planning is forecasting an overspend of £0.2m due to pressures in Development Management around planning income.

84. Environment & Circular Economy is forecasting an underspend of £1.6m due to reduced waste disposal tonnages. The level of waste has not recovered to levels prior to the COVID-19 pandemic and appears to be impacted by the national economic situation and increases in the cost of living. The forecast assumes that waste tonnages broadly remain at current levels for the rest of the year. If tonnages increase the forecast underspend will reduce.

Waste Stream	Underspend £m	Annual Forecast tonnage 2022/23	Annual Budgeted tonnage 2022/23	Tonnage Variance 2022/23
Recycling / composts	-1.0	159,763	171,637	-11,874
Energy recovery	-0.3	104,843	105,758	-915
Landfill	-0.3	9,082	10,471	-1,389

Highways & Operations

85. Highway & Operations service area is made up of Highway Maintenance, Network Management and Supported Transport. The service is forecasting an overspend of £0.2m.

86. In Highways & Operations there is a £0.7m pressure on Highway Maintenance relating to the Street Lighting and Furniture energy budget where it is estimated that increases in energy costs will increase expenditure by up to £1.2m. Highway Operations are also reporting pressure due to abnormal contract inflation in highway maintenance for the current financial year. This pressure is being mitigated within the existing highway operations budget. However, the ability to do this could be impacted if the number of safety, incident and severe weather events over the winter means expenditure increases.

87. Network management is currently forecasting an underspend of £0.5m. This is due to Parking and Network Coordination activity being greater than expected and generating more income with parking returning to pre-pandemic levels and new sources of parking income are now being realised.

88. Network Coordination is also seeing a greater level of work on the network,

generating more permit income and network enforcement is bringing in greater returns than previously forecasted.

89. Supported Transport is currently forecasting a breakeven position. Within this is a £1.1m overspend on home to school transport which is unchanged from the last report. Transport arrangements for school students for the 2022/23 academic year are recharged to Children's Services and this is included in the forecast for Education and Learning. There has been a significant increase in the number of Special Educational Needs (SEN) students eligible for home to school transport which has increased the volume of contracted services. This has been offset by an increase in income generated by more students applying to the Spare Seat Scheme.

Directorate Support

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

Public Health & Community Safety

91. Public Health and Community Safety are forecasting a breakeven position. Within that total Public Health are forecasting a £0.5m underspend relating to public health activity. £0.3m of that will be transferred to the Public Health reserve at year end. Community Safety is now forecasting a £0.2m overspend, which is a reduction of £0.2m from last month.

Service Area	2022/23 Latest Budget £m	Variance October 2022 £m	Variance September 2022 £m	Change Since September £m
Public Health Functions	34.3	-0.5	-0.5	0.0
Public Health Recharges	0.6	0.0	0.0	0.0
Grant Income	-32.5	0.0	0.0	0.0
Transfer to Public Health Reserve		0.3	0.3	0.0
Total Public Health	2.4	-0.2	-0.2	0.0
Total Community Safety	24.8	0.2	0.4	-0.2
Total Public Health & Community Safety	27.2	0.0	0.2	-0.2

Public Health

92. There is a £0.3m forecast underspend on services funded by the Public Health ringfenced grant.

93. The sexual health service is continuing to forecast an underspend of £0.2m. A £0.3m underspend arising as a result of reduced activity linked to COVID-19 and the impact of providers managing the outbreak of Monkeypox, is partly offset by a £0.1m overspend due to an increase in activity within the long-acting reversible contraception service.

94. The remaining £0.1m underspend relates to Health Checks and reflects lower uptake of the service and the level of General Practitioner staffing capacity available to support this.

95. Comprehensive services for Domestic Abuse meeting the needs of the local population and in line with the Oxfordshire Domestic Abuse Strategy are being recommissioned for commencement in April 2023. Ahead of that current service levels are being maintained. The availability of grant funding (see paragraph 99) means there is a £0.2m forecast underspend against council funded budgets.

Community Safety

96. The Fire and Rescue Service are forecasting an overspend of £0.1m. This reflects an increase in operational activity within the On-Call (Retained) Firefighter budget linked to the unprecedented demand during the dry weather over the summer and an increase in diesel costs.

97. A large court case in Trading Standards is contributing to a forecast overspend of £0.1m.

Government Grants

98. The ringfenced Public Health grant totals £32.6m in 2022/23. This includes £0.2m to support the delivery of routine commissioning in relation to pre-exposure prophylaxis (PrEP) for HIV.

99. £1.2m un-ringfenced grant is available to support the provision of accommodation-based support to victims of domestic abuse and their children.

100. The council has been notified that it will receive £0.6m un-ringfenced grant in relation to Supplementary Substance Misuse Treatment and Recovery. This is the first year of a three-year scheme where the Office for Health Improvement and Disparities (OHID) is working alongside other government departments to support a process of investment in a whole system approach to tackling illicit drug use, including enforcement, diversion and treatment and recovery interventions.

101. £1.1m un-ringfenced grant in relation to Rough Sleeping Drug and Alcohol Grant is being used to provide specialist support for rough sleepers and those at risk.

102. The council will receive £1.3m in relation to the Firefighter's Pension Fund Grant and £0.1m from the New Dimensions Fund.

Reserves

103. Public Health earmarked reserves are expected to total £5.3m at 31 March 2023. Annex 1b of the Budget & Business Planning report to Performance & Corporate Services Overview and Scrutiny Committee on 9 December 2022 includes plans to use this funding in line with the grant conditions over the medium term.

104. The council is holding £0.2m in reserves to expand the Making Every Contact Count work programme in Oxfordshire. £0.03m will be spent in 2022/23 with the remaining balance being used over the following two financial years.

105. £0.1m of the Community Outbreak Management Fund (COMF) was allocated to Public Health, this has been used to part fund the healthy homes and moving together projects with funding still being held to contribute to the wayfinding enhancement scheme.

106. £2.2m will be held in reserves at the year-end for the renewal of fire and rescue vehicles. This reflects an in-year increase of £0.7m with a larger scale of renewal expected from 2023 onwards.

107. The Fire Uplink Grant reserve is expected to be £0.5m at 31 March 2023. This is being held to fund employee costs expected to be incurred over the next three to five years.

108. £0.5m is expected to be held at the year-end in relation to the replacement of Airwave for Oxfordshire Fire and Rescue Service.

109. The council has been notified that the Firelink grant will be £0.2m in 2022/23 a 20% reduction from the previous year, this an un-ringfenced grant. The level of grant will continue to reduce by 20% in each of the next five years.

Virements

110. The Cabinet is asked to note the virement for the Protection Funding Uplift Grant.

Customers, Culture & Corporate Services

111. The Customers, Culture and Corporate Services division brings together the services under the responsibility of the Corporate Director of Customers, Organisational Development and Resources, the Director of Finance and the Director of Law and Governance. The division is forecasting an overspend of £2.0m or 3% of the £62.2m budget. This is an increase of £0.7m from the previous month.

Service Area	2022/23 Latest Budget £m	Variance October 2022 £m	Variance September 2022 £m	Change Since September £m
Corporate Services	1.4	0.2	0.2	0.0
Human Resources & Organisational Development	3.9	-0.3	-0.6	0.3
Communications, Strategy & Insight	2.9	-0.1	-0.2	0.1
IT, Innovation & Digital	11.8	-0.1	0.0	-0.1
Culture & Customer Experience	10.8	0.4	0.3	0.1
Finance & Procurement	8.2	0.3	0.1	0.2
Property, Investment & Facilities Management	16.1	0.9	0.8	0.1
Law & Governance	6.6	0.7	0.7	0.0
Delivery & Partnership	0.5	0.0	0.0	0.0
Total Customers, Culture & Corporate Services	**62.2**	**2.0**	**1.3**	**0.7**

112. Corporate Services is forecast to overspend by £0.2m. This is mainly due to staffing pressures and recruitment costs.

113. Human Resources & Organisational Development is forecasting to underspend by £0.3m. The underspend has reduced due to a review of the previous forecast and the recent successful recruitment to new posts starting in November and December.

114. Communications, Strategy and Insight is forecasting an underspend of £0.1m due to staff vacancies and difficulties in recruiting in a challenging external market.

115. IT, Innovation and Digital is now reporting an underspend of £0.1m from not renewing some IT support licenses as contracts are being reviewed.

116. Culture and Customer Experience is forecasting an overspend of £0.4m. This is attributed to an unachievable income target in Libraries due to changes in the market conditions including the loss of the DVD rental income stream. Higher income expected by the Registration Service has mitigated some of the shortfall in Library income.

117. Finance and Procurement is forecasting an overspend of £0.3m due to an increased use of agency staff for backfilling and contracting out Internal Audit activity as result of vacancies.

118. Property, Investment and Facilities Management is forecasting a £0.9m overspend. Utility costs for the council's buildings are forecast to be £0.5m above the budget based on latest estimates from suppliers. Higher costs and lower income are contributing to a £0.2m overspend relating to joint use arrangements for sports facilities. There is also a £0.2m overspend in School Catering as result of higher food prices.

119. Law and Governance is forecasting an overspend of £0.7m which is made up of £0.6m in Legal Services and £0.1m agency costs in Governance. Increased childcare cases have led to the number of locums doubling compared to last year and at a significantly higher hourly rate due to the national shortage of childcare solicitors.

120. Delivery & Partnership includes the delivery of COVID-19, Ukraine and Transformation programmes. The service is currently forecasting a breakeven position.

Medium Term Financial Strategy Savings

121. The 2022/23 budget includes planned directorate savings of £17.4m. 62% (£10.7m) are expected to be delivered and 26% (£4.6m) are assessed as amber so work is on-going to ensure these are achieved by year end. £2.1m (12%) are assess as red:

- Children's Services: £1.0m relating to Home to School Transport
- Environment and Place: £0.4m relating to Home to School contract management, £0.2m relating to fleet management efficiencies plus a delay in the delivery of savings to reduce the reliance on agency staff.
- Customers, Culture and Corporate Services: four savings totalling £0.5m relate to

the council's cleaning contract and efficiency savings arising through digital solutions.

122.   The anticipated delivery of the savings is built into the forecast for the relevant directorate.

Budgets Held Centrally

123.   There is a forecast underspend of £4.1m against budgets held centrally.

Capital Financing Costs

124.   The borrowing costs and minimum revenue provision for capital projects funded by prudential borrowing are either recharged to directorates where savings arising from the scheme are expected to meet them or met corporately from the budget for capital financing costs. It is anticipated that after taking account of recharges to directorates the actual costs of the capital financing will be broadly aligned with the budget in 2022/23.

125.   The budget for interest payable assumed new external borrowing of £46m would be taken during 2022/23. Slippage in the capital programme and an increase in the level of cash balances mean that it is unlikely any new external borrowing will be needed to be taken during the year.

Interest on Balances

126.   The current forecast outturn position for in house interest receivable is £5.2m, which is £3.6m above budget. Of the £3.6m overachievement, an estimated £2.4m will need to be applied to Developer Contribution balances held by the council. The reference rate at which interest is applied to Developer Contribution balances will be above zero during 2022/23 for the first time since 2019/20.

127.   Interest payable is currently forecast to be £13.8m, which is £0.6m below the budgeted figure of £14.4m. This is due to £46m of new external borrowing not required during the year.

128.   The overachievement of interest receivable to revenue is £1.2m (£3.6m overachievement less £2.4m applied to Developer Contributions). Together with the underspend of £0.6m on interest payable, means the forecast outturn position for treasury management is an underspend of £1.8m.

129.   Cash balances for the year are forecast to be £42.3m lower than they would otherwise have been as a result of negative DSG balances. The impact of this is an estimated opportunity cost of £0.5m in unearned interest during 2022/23. An update on the future impact will be included as part of the Budget & Business Planning reports for 2023/24.

130.   The forecast outturn position for external fund returns is £3.8m, in line with the budget.

Inflation and Contingency

131.   Contingency budget is held to cover:

- the risk that demographic pressures are higher than forecast;
- any unfunded new burdens or unfunded elements of government grant;
- any potential pay awards beyond budgeted assumptions plus other inflationary risk; and
- the risk that proposed savings are not achieved in full, based on the performance targets set out in the Financial Strategy.

132. The inflation and contingency budget for 2022/23 totals £12.3m. Of this, £4.4m was being held for the 2022/23 local government pay award, estimated at 2.5%. £11.0m is proposed to be used to fund pay inflation following the agreement that all local government staff would be offered a £1,925 pay rise, equating to a 10.5% rise for the lowest paid staff and 4% for the highest paid. This is backdated to 1 April 2022. Cabinet is asked to approve the virements to move contingency budget to directorates in Annex B-2a. The underspend against the remaining £1.3m of the contingency budget will be used to offset the directorate overspend.

133. The Fire Brigade's Union is currently considering an offer of 5%. When agreed, this will also be funded from contingency.

Reserves

134. As set out in Annex B - 3 Earmarked Reserves are forecast to be £169.2m at 31 March 2023. The main changes since the last report include an £8m reduction to the schools' reserve representing forecast changes in school balances by year end. A further £2.5m is forecast to be drawn down from the Grants and contributions reserve to fund expenditure in 2022/23. As explained elsewhere in this report, £1.0m from the COVID-19 reserve will be used to offset pressures in Children's services.

135. **Budget Priorities Reserve** – This includes £7.7m one - off funding to support the council's priorities that was agreed as part of the 2022/23 budget in February 2022. £0.250m has been agreed to be used to support the implementation of "Vision Zero". A further £0.250m has been agreed to be used to support partners in the delivery of a food strategy action plan. This will seek to address food poverty, inequality, access to healthy food, and supporting/enhancing local food supply. As set out in the Responding to the Cost of Living report to Cabinet on 20 September 2022, funding of up to £0.380m will used to support the cost of Council Tax hardship schemes across each of the district councils.

136. £0.360m will be used to fund Active Travel Tranche Two. This funding will enable the continuation of active travel schemes and pay for staff time and costs associated with Low Traffic Neighbourhoods. £0.185m has been agreed to be used to plant 450 replacement trees on highways over the winter period.

137. £10.6m of the total held in the reserve relates to Adult Social Care. £2.0m is earmarked against the pressure related to the Outcome Based Contract for Mental Health as noted in paragraph 20. A further £5.5m was released from the council's contribution to the Better Care Fund Pool as a result of additional contributions from OCCG over the last three financial years. As noted in paragraph 25 the majority of this funding is expected to be used during 2022/23. The remaining balance is being used to support forecast overspends within the pooled budgets and transformation costs as set out above.

138. **COVID-19 Reserve** - The balance held in the reserve after taking account of £8.4m agreed to be used to support directorate budgets in 2022/23 is £17.8m. A further £0.4m has been agreed to be used to extend the funding for the managed teams in the Family Solutions Plus (FSP) service. A further £1.0m contribution towards the overspend in Children's Services, on the basis that some of the additional cost and activity for Children we Care For is likely driven by the on-going impact of the COVID-19 pandemic, is proposed.

139. £11.6m has been agreed to be used to fund COVID-19 related pressures in future years as part of the Medium Term Financial Strategy. £0.5m is being used to fund IT equipment delivered in April 2022 that was originally agreed to be spent in 2021/22 and £0.2m has been previously committed for additional costs within the Coroner's and Legal services. An additional £0.17m is now requested to meet the higher legal agency professional costs arising from the residual impact of COVID-19.

140. The use of a further £1.2m is proposed as part of the 2023/24 Budget and Business Planning process. This is detailed in the report being considered by Performance & Corporate Services Overview and Scrutiny Committee on 9 December 2022 (Annex 1c Proposals funded from COVID-19 Reserve).

141. The balance of £2.7m is available to support further pressures related to COVID-19 on a one–off basis either in 2022/23 or future years.

142. 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 £17.5m for 2022/23 (see paragraph 76) will increase the total deficit related to High Needs held in the reserve to £47.3m as at 31 March 2023. The overall forecast balance including all DSG funding held in the reserve is £42.3m as at 31 March 2023.

Grants

143. As set out in Annex B - 4 government grants totalling £414.9m are expected to be received by the Council during 2022/23.

Homes for Ukraine

144. The Homes for Ukraine scheme was launched on 14 March 2022. The scheme is open to Ukrainian nationals who were residents in Ukraine prior to 1 January 2022 and their immediate family members.

145. Grant funding of £10,500 per guest is being provided to upper tier councils to enable them to work with district councils and other partners to provide support to families to rebuild their lives and fully integrate into communities. This funding is un-ringfenced but has a number of conditions attached which are continuing to evolve as the scheme develops.

146. £16.2m grant funding has been received to date and is being used to support costs related to the scheme incurred by both the county and district councils. Work is continuing to identify and assess future costs and risks related to the scheme generally and particularly the impact of guests moving on to alternative accommodation. The next data return is due to be submitted in December.

147. Funding for 'thank you' payments of £350 per month per sponsoring household

is being provided through a separate ringfenced grant totalling £0.5m to date.

148. The Department for Education (DfE) is allocating funding to councils on a per pupil basis to provide education services and support for children with special educational needs and disabilities (SEND) for children from families arriving from Ukraine.

General Balances

149. General Balances at 1 April 2022 were £37.2m. Calls on balances previously agreed include £0.5m to fund a schools' condition survey and £0.7m to fund the Children's Services Recruitment and Retention Strategy.

150. After taking account of the £10.4m projected overspend, balances will be £25.6m. This is £3.3m below the risk assessed level of £28.9m for 2022/23

Financial Implications

151. 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 2022. On-going impacts are being considered through the Budget & Business Planning process for 2023/24.

Comments checked by: Lorna Baxter, Director of Finance

Legal Implications

152 There are no direct legal issues arising from the recommendations in this report.

153 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 Council's authority to charge Council Tax comes from the Local Government Finance Act 1992 and other related legislation.

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

LORNA BAXTER	
Director of Finance	

Contact Officers: Kathy Wilcox, Head of Financial Strategy

Business Management & Monitoring Report
Position to the end of October 2022
Budget Monitoring

Directorate	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend-overspend+	Projected Year End Variance	Variance Last Month	Change in Variance	Projected Year End Traffic Light Red > 1.5% Amber >1.1% <1.5%
	0	£000	£000	£000	£000	£000	Green on track
Adult Services	211,121	210,521	-600	-0.28%	-600	0	G
Children's Services	149,113	163,613	14,500	9.72%	8,700	5,800	R
Environment and Place	62,488	61,088	-1,400	-2.24%	-1,400	0	G
Public Health	2,376	2,176	-200	-8.42%	-200	0	G
Community Safety	24,767	24,967	200	0.81%	400	-200	G
Customers, Culture and Corporate Services	62,157	64,187	2,030	3.27%	1,300	730	R
Directorate Total Net	**512,022**	**526,552**	**14,530**	**2.84%**	**8,200**	**6,330**	**R**
Budget held Centrally						0	
Capital Financing	26,119	26,119	0			0	
Interest on Balances	-13,007	-14,825	-1,818		-1,600	-218	
Contingency	12,284	10,984	-1,300			-1,300	
Unringfenced Specific Government Grants	-33,603	-33,603	0			0	
Insurance	1,364	1,364	0			0	
Contributions to (+)/from (-)reserves	14,191	13,191	-1,000			-1,000	
Contribution to (+)/from(-) balances	1,000	1,000	0			0	
Total Budget held Centrally	8,348	4,230	-4,118		-1,600	-2,518	
Net Operating Budget	520,370	530,782	10,412	**2.00%**	6,600	3,812	
						0	
Business Rates & Council Tax Funding	-520,370	-520,370	0			0	
Forecast Year End Position	0	10,412	10,412	0	6,600	3,812	

Business Management and Monitoring Report: Adult Services
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
		£000	£000	£000	£000	£000
SCS1	**Adult Social Care**					
SCS1-1A	**Age Pool Contribution**	**68,272**	**68,272**	**0**	**0**	**0**
SCS1-1B	**Live Well Pool Contribution**	**122,472**	**122,472**	**0**	**0**	**0**
SCS1-2 to 9	**Other Adult Social Care Services**					
SCS1-2	Adult Protection & Mental Capacity	4,082	4,082	0	0	0
SCS1-3	Provider & Support Services	3,286	3,286	0	0	0
SCS1-4	Domestic Violence & Abuse Support Service	0	0	0	0	0
SCS1-5	Housing Related Support	1,368	1,368	0	0	0
SCS1-6	Other Funding	-9,051	-9,051	0	0	0
SCS1-8	Adult Social Care Recharges	6	6	0	0	0
SCS1-9	Adult Social Care Staffing & Infrastructure	14,276	13,676	-600	-600	0
	Total Other ASC Services	**13,967**	**13,367**	**-600**	**-600**	**0**
	Total Adult Social Care	**204,711**	**204,111**	**-600**	**-600**	**0**
SCS2	**Commissioning**	**6,410**	**6,410**	**0**	**0**	**0**
	Total Adult Services	**211,121**	**210,521**	**-600**	**-600**	**0**

Business Management & Monitoring Report: Children's Services
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
		£000	£000	£000	£000	£000
CEF1	**Education & Learning**					
CEF1-1	Management & Central Costs	1,209	1,809	600	600	0
CEF1-2	SEND	6,704	6,704	0	0	0
CEF1-3	Learning & School Improvement	1,165	1,165	0	0	0
CEF1-4	Access to Learning	27,023	27,023	0	0	0
CEF1-5	Learner Engagement Service	365	365	0	0	0
	Total Education & Learning	**36,466**	**37,066**	**600**	**600**	**0**
CEF2	**Children's Social Care**					
CEF2-1	Management & Central Costs	5,248	5,248	0	0	0
CEF2-2	Social Care	30,891	33,091	2,200	0	2,200
	Total Children's Social Care	**36,139**	**38,339**	**2,200**	**0**	**2,200**

Business Management & Monitoring Report: Children's Services
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Month	Change in Variance
				underspend- overspend+		
		£000	£000	£000	£000	£000
CEF3	**Children's Social Care Countywide Services**					
CEF3-1	Corporate Parenting	57,690	67,390	9,700	8,100	1,600
CEF3-2	Safeguarding	3,739	3,739	0	0	0
CEF3-3	Services for Disabled Children	9,195	11,195	2,000	0	2,000
CEF3-4	Youth Offending Service	876	876	0	0	0
	Total Children's Social Care Countywide Services	**71,500**	**83,200**	**11,700**	**8,100**	**3,600**
CEF4	**Schools**					
CEF4-1	Delegated Budgets	0	0	0	0	0
CEF4-2	Nursery Education Funding (EY)	0	0	0	0	0
CEF4-3	Non-Delegated School Costs	216	216	0	0	0
CEF4-4	School Support Non-Negotiable Recharges	-46	-46	0	0	0
CEF4-5	Capitalised Repairs & Maintenance	0	0	0	0	0
	Total Schools	**170**	**170**	**0**	**0**	**0**

Business Management & Monitoring Report: Children's Services
Position to the end of October 2022
Revenue Budget Monitoring

	Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
	£000	£000	£000	£000	£000
CEF5 **Children's Services Central Costs**					
CEF5-1 Management & Administration	995	995	0	0	0
CEF5-2 Premature Retirement Compensation	3,243	3,243	0	0	0
CEF5-3 Commissioning Recharge	600	600	0	0	0
Total Children's Services Central Costs	**4,838**	**4,838**	**0**	**0**	**0**
Total Children's Services	**149,113**	**163,613**	**14,500**	**8,700**	**5,800**
MEMORANDUM: DEDICATED SCHOOLS GRANT - DSG Funded Expenditure (Gross)					
Schools DSG	127,343	127,343	0	0	0
High Needs DSG	75,463	92,963	17,500	17,500	0
Early Years DSG	41,263	41,263	0	0	0
Central DSG	4,820	4,820	0	0	0
Total DSG Funded Expenditure	**248,889**	**266,389**	**17,500**	**17,500**	**0**

Business Management & Monitoring Report: Environment and Place
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
		£000	£000	£000	£000	£000
EP1	Transport & Infrastructure	1,795	1,795	0	0	0
EP2	Planning, Environment & Climate Change	33,911	32,311	-1,600	-1,600	0
EP3	Highways & Operations	25,194	25,394	200	200	0
EP4	Directorate Support	1,588	1,588	0	0	0
	TOTAL ENVIRONMENT AND PLACE	**62,488**	**61,088**	**-1,400**	**-1,400**	**0**

Business Management & Monitoring Report : Public Health & Community Safety
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
		£000	£000	£000	£000	£000
PH 1 & 2	**Public Health Functions**					
PH1-1	Sexual Health	6,440	6,240	-200	-200	0
PH1-2	NHS Health Check Programme	645	545	-100	-100	0
PH1-3	Health Protection	8	8	0	0	0
PH1-4	National Child Measurement Programme	154	154	0	0	0
PH1-5	Public Health Advice	150	150	0	0	0
PH1-6	0 - 5 year olds	8,848	8,848	0	0	0
PH2-1	Obesity	1,104	1,104	0	0	0
PH2-2	Physical Activity	390	390	0	0	0
PH2-3	Public Health General	2,161	2,161	0	0	0
PH2-4	Smoking and Tobacco Control	615	615	0	0	0
PH2-5	Children's 5-19 Public Health Programmes	2,297	2,297	0	0	0
PH2-6	Other Public Health Services	1,592	1,592	0	0	0
PH2-7	Drugs and Alcohol	8,303	8,303	0	0	0
PH2-8	Domestic Violence	1,605	1,405	-200	-200	0
	Total Public Health Functions	**34,312**	**33,812**	**-500**	**-500**	**0**
PH3	**Public Health Recharges**	**633**	**633**	**0**	**0**	**0**
PH4	**Grant Income**	**-32,569**	**-32,569**	**0**	**0**	**0**
	Transfer to Public Health Reserve	**0**	**300**	**300**	**300**	**0**
	Total Public Health	**2,376**	**2,176**	**-200**	**-200**	**0**

Business Management & Monitoring Report : Public Health & Community Safety
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance	Variance Last Month	Change in Variance
				underspend- overspend+		
		£000	£000	£000	£000	£000
EE4	Community Safety	24,767	24,967	200	400	-200
	Total Community Safety	**24,767**	**24,967**	**200**	**400**	**-200**

Business Management & Monitoring Report: Customers, Culture & Corporate Services
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
		£000	£000	£000	£000	£000
CC&CS1	Corporate Services	1,440	1,654	214	167	47
CC&CS2	Human Resources & Organisational Development	3,875	3,553	-322	-633	311
CC&CS3	Communications, Strategy & Insight	2,879	2,763	-116	-271	155
CC&CS4	ICT & Digital	11,804	11,689	-115	0	-115
CC&CS5	Culture & Customer Experience	10,775	11,175	400	300	100

Business Management & Monitoring Report: Customers, Culture & Corporate Services
Position to the end of October 2022
Revenue Budget Monitoring

		Net Budget (Latest Estimate)	Projected Full Year Spend	Projected Year End Variance underspend- overspend+	Variance Last Month	Change in Variance
		£000	£000	£000	£000	£000
CC&CS6	Finance	8,151	8,433	282	150	132
CC&CS7	Property, Investment & FM	16,097	17,040	943	843	100
CC&CS8	Law & Governance	6,636	7,380	744	744	0
CC&CS9	Delivery & Partnership	500	500	0	0	0
	Total Customers, Culture & Corporate Services	**62,157**	**64,187**	**2,030**	**1,300**	**730**

Business Management & Monitoring Report: Adult Services
Position to the end of October 2022
Revenue Budget Monitoring

		BUDGET 2021/22		
		Original Budget	Movement to Date	Latest Estimate
		£000	£000	£000
SCS1	**Adult Social Care**			
SCS1-1A	Age Pool Contribution			
	Gross Expenditure	65,069	3,203	68,272
	Gross Income	0	0	0
		65,069	3,203	68,272
SCS1-1B	Live Well Pool Contribution			
	Gross Expenditure	120,077	2,395	122,472
	Gross Income	0	0	0
		120,077	2,395	122,472
SCS1-2 to SCS1-9	Other Adult Social Care Services			
	Gross Expenditure	40,141	-2,855	37,286
	Gross Income	-19,869	-3,450	-23,319
		20,272	-6,305	13,967
	Total Adult Social Care	**205,418**	**-707**	**204,711**
SCS2	**Commissioning**			
	Gross Expenditure	6,761	1,960	8,721
	Gross Income	-765	-1,546	-2,311
	Total Commissioning	**5,996**	**414**	**6,410**
	Expenditure Total	232,048	4,703	236,751
	Income Total	-20,634	-4,996	-25,630
	Total Adult Services Net Budget	**211,414**	**-293**	**211,121**

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Business Management & Monitoring Report: Children's Services
Position to the end of October 2022
Revenue Budget Monitoring

			BUDGET 2021/22	
		Original Budget	Movement to Date	Latest Estimate
		£000	£000	£000
CEF1	Education & Learning			
	Gross Expenditure	114,885	1,832	116,717
	Gross Income	-78,560	-1,691	-80,251
		36,325	141	36,466
CEF2	Children's Social Care			
	Gross Expenditure	38,041	4,170	42,211
	Gross Income	-2,680	-3,392	-6,072
		35,361	778	36,139
CEF3	Children's Social Care Countywide Services			
	Gross Expenditure	76,190	766	76,956
	Gross Income	-4,994	-462	-5,456
		71,196	304	71,500
CEF4	Schools			
	Gross Expenditure	200,279	6,462	206,741
	Gross Income	-200,063	-6,508	-206,571
		216	-46	170
CEF5	Children's Services Central Costs			
	Gross Expenditure	5,168	69	5,237
	Gross Income	-386	-13	-399
		4,782	56	4,838
	Expenditure Total	434,563	13,299	447,862
	Income Total	-286,683	-12,066	-298,749
	Total Children's Services Net Budget	**147,880**	**1,233**	**149,113**

MEMORANDUM: DEDICATED SCHOOLS GRANT - DSG Funded Expenditure (Gross)

		Original Budget	Movement to Date	Latest Estimate
	Schools DSG	127,190	153	127,343
	High Needs DSG	75,095	-577	75,463
	Early Years DSG	39,160	2,103	41,263
	Central DSG	4,506	314	4,820
	Total Gross	**245,951**	**1,993**	**248,889**

Business Management & Monitoring Report: Environment and Place
Position to the end of October 2022
Revenue Budget Monitoring

		Original Budget £000	Movement to Date £000	Latest Estimate £000
		BUDGET 2021/22		
EP1	Transport & Infrastructure			
	Gross Expenditure	0	8,485	8,485
	Gross Income	0	-6,690	-6,690
		0	1,795	1,795
EP2	Planning, Environment & Climate Change			
	Gross Expenditure	0	36,004	36,004
	Gross Income	0	-2,093	-2,093
		0	33,911	33,911
EP3	Highways & Operations			
	Gross Expenditure	0	73,381	73,381
	Gross Income	0	-48,187	-48,187
		0	25,194	25,194
EP4	Directorate Support			
	Gross Expenditure	0	1,938	1,938
	Gross Income	0	-350	-350
		0	1,588	1,588
	Expenditure Total	**0**	**119,808**	**119,808**
	Income Total	**0**	**-57,320**	**-57,320**
	Total Environment and Place Net Budget	**0**	**62,488**	**62,488**

Business Management & Monitoring Report: Public Health & Community Safety
Position to the end of October 2022
Revenue Budget Monitoring

		BUDGET 2021/22		
		Original Budget	Movement to Date	Latest Estimate
		£000	£000	£000
PH 1 & 2	Public Health Functions			
	Gross Expenditure	33,296	534	33,830
	Gross Income	-650	388	-662
		32,646	922	33,168
PH3	Public Health Recharges			
	Gross Expenditure	633	0	633
	Gross Income	0	0	0
		633	0	633
PH4	Grant Income			
	Gross Expenditure	0	1,144	1,144
	Gross Income	-32,569	0	-32,569
		-32,569	1,144	-31,425
	Expenditure Total	33,929	1,678	35,607
	Income Total	-33,219	388	-33,231
	Total Public Health Net Budget	**710**	**2,066**	**2,376**

Business Management & Monitoring Report: Public Health & Community Safety
Position to the end of October 2022
Revenue Budget Monitoring

		BUDGET 2021/22		
		Original Budget	**Movement to Date**	**Latest Estimate**
		£000	**£000**	**£000**
EE4	Community Safety			
	Gross Expenditure	27,929	332	28,261
	Gross Income	-3,226	-268	-3,494
		24,703	64	24,767
	Expenditure Total	27,929	332	28,261
	Income Total	-3,226	-268	-3,494
	Total Community Safety Net Budget	**24,703**	**64**	**24,767**

Business Management & Monitoring Report: Customers, Culture & Corporate Services
Position to the end of October 2022
Revenue Budget Monitoring

		BUDGET 2021/22		
		Original Budget	Movement to Date	Latest Estimate
		£000	£000	£000
CC&CS1	Corporate Services			
	Gross Expenditure	1,548	-108	1,440
	Gross Income	0	0	0
		1,548	-108	1,440
CC&CS2	Human Resources & Organisational Development			
	Gross Expenditure	4,909	12	4,921
	Gross Income	-1088	42	-1,046
		3,821	54	3,875
CC&CS3	Communications, Strategy & Insight			
	Gross Expenditure	4,350	-446	3,904
	Gross Income	-1,025	0	-1,025
		3,325	-446	2,879
CC&CS4	ICT & Digital			
	Gross Expenditure	14,115	1,054	15,169
	Gross Income	-3,341	-24	-3,365
		10,774	1,030	11,804

Business Management & Monitoring Report: Customers, Culture & Corporate Services
Position to the end of October 2022
Revenue Budget Monitoring

		BUDGET 2021/22		
		Original Budget	Movement to Date	Latest Estimate
		£000	£000	£000
CC&CS5	Culture & Customer Experience			
	Gross Expenditure	16,350	662	17,012
	Gross Income	-7,382	1,145	-6,237
		8,968	1,807	10,775
CC&CS6	Finance			
	Gross Expenditure	10,867	-20	10,847
	Gross Income	-2,803	107	-2,696
		8,064	87	8,151
CC&CS7	Property, Investment & Facilities Management			
	Gross Expenditure	23,463	664	24,127
	Gross Income	-8,070	40	-8,030
		15,393	704	16,097
CC&CS8	Law & Governance			
	Gross Expenditure	7,315	152	7,467
	Gross Income	-831	0	-831
		6,484	152	6,636

Business Management & Monitoring Report: Customers, Culture & Corporate Services
Position to the end of October 2022
Revenue Budget Monitoring

		Original Budget	Movement to Date	Latest Estimate
		BUDGET 2021/22		
		£000	£000	£000
CC&CS9	Delivery & Partnership			
	Gross Expenditure	0	500	500
	Gross Income	0	0	0
		0	500	500
	Expenditure Total	82,917	2,470	85,387
	Income Total	-24,540	1,310	-23,230
	Total Customers, Culture & Corporate Services Net Budget	**58,377**	**3,780**	**62,157**

Business Management Report
Position to the end of October 2022

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
			Allocate 2022/23 Pay Award from Contingency to the Directorates	SCS	Adults	P	2,218	0
				CEF	Children	P	3,732	0
				EP	Environment & Place	P	1,512	0
				EE	Community Safety	P	106	0
				CCCS	Customer,Culture,Coporate Services	P	2,929	0
				VSMMGT	Strategic Measures	P	-10,497	0
			Supporting Families Budget tidy 22.23 - Temp	CEF3-2	Safeguarding	T	37	-27
				VSMMGT	Strategic Measures	T	0	-10
Grand Total							638	-638

Business Management Report
Position to the end of October 2022

NEW VIREMENTS THAT HAVE BEEN ACTIONED FOR CABINET TO NOTE

Directorate (CD = Cross Directorate)	Month of Cabinet Meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CD	Dec	Oct	Align SMT Budgets with new Structure for Enviroment & Place	COD4	ICT & Digital	P	17	0
				EP1	Transport & Infrastructure	P	-51	0
				EP2	Planning, Environment & Climate Change	P	34	0
				EP3	Highways & Operations	P	-113	0
				EP4	Directorate Support	P	113	0
			vire £1500 from ER0900 to K10223 GL 5091	CDAI1	Property & Community Facilities Management	P	2	0
				EP3	Highways & Operations	P	-2	0
CS	Dec	Oct	Adjustment re virement 2022001334 (2022-23) and 2023000072 (2023-24)	CEF1-2	SEND Service	P	8	0
				CEF1-5	Learner Engagement	P	-8	0
			Supplementary Funding & OHS	CEF1-2	SEND Service	P	-16	16
				CEF4-1	Delegated Budgets	P	16	-16
AS	Dec	Oct	To correct coding on previous virement	BCFPOOL	Age Well Pool	P	273	-273
			Budget Amendments	ACSNPOOL	Live Well Pool	P	-43	43
				SCS1-1B	Live Well Pool Contribution	P	-43	0
				SCS1-3	Provider & Support Services	P	0	55
				SCS1-6	Other Funding	P	-43	0
				SCS2	Commissioning	P	32	0
			Adult Social Care Discharge Grant	BCFPOOL	Age Well Pool	T	1,910	-1,910
				SCS1-1B	Live Well Pool Contribution	T	1,910	-1,910
CC&CS	Dec	Oct	Movement of staffing costs	CDAI2	Law & Governance	P	-65	0
				COD5	Culture & Customer Experience	P	65	0
PH&CS	Dec	Oct	Protection Funding Uplift Grant	EE4-1	Fire & Rescue	T	304	-304
Grand Total							4,298	-4,298

Business Management & Monitoring Report
Position to the end of October 2022
Earmarked Reserves

	2022/23			Last reported forecast as at 31 March 2023	Change in closing balance to last forecast	Commentary
	Balance at 1 April 2022	Movement	Balance at 31 March 2023			
	£m	£m	£m	£m	£m	
Schools' Reserves	14.6	-8.4	6.2	14.6	-8	In accordance with the Education Reform Act 1988, the scheme of Local Management of Schools provides for the carry forward of individual schools surpluses and deficits. These reserves are committed to be spent on schools. Other School Reserves cover a number of miscellaneous education activities, including amounts loaned to individual schools against school reserves, and School Partnership Accounts which are operated in respect of inter-school activities.
Vehicle and Equipment Reserve	2.7	-0.1	2.6	2.7	-0.1	This reserve is to fund future replacements of vehicles and equipment.
Grants and Contributions Reserve	24.7	-8.5	16.2	18.7	-2.5	This reserve has been set up to hold unspent grants and contributions committed to be spent in future years. This includes the Public Health Grant
Government Initiatives	3.4	-3.0	0.4	0.6	-0.2	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.
Trading Accounts	0.4	-0.2	0.2	0.2	0.0	This reserve holds funds relating to traded activities to help manage investment.
Council Elections	0.1	0.2	0.3	0.3	0.0	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.
Partnership Reserves	2.4	0.0	2.4	2.4	0.0	This relates to funding for the Growth Deal
On Street Car Parking	4.0	0.0	4.0	4.0	0.0	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.
Transformation Reserve	2.2	-1.5	0.7	0.7	0.0	This reserve is needed to fund the implementation costs of the Council's Transformation programme.
Demographic Risk Reserve	9.0	4.0	13.0	13.0	0.0	In light of the significant pressures relating to High Needs DSG and other budgets with demographic volatility. This reserve will help to manage demographic risk.
Youth Provision Reserve	0.2		0.2	0.2	0.0	£1.0m allocated over 2019/20 and 2020/21 to provide seed funding for locality based youth provision

Business Management & Monitoring Report
Position to the end of October 2022
Earmarked Reserves

	2022/23			Last reported forecast as at 31 March 2023	Change in closing balance to last forecast	Commentary
	Balance at 1 April 2022	Movement	Balance at 31 March 2023			
	£m	£m	£m	£m	£m	
Budget Prioritisation Reserve	18.5	-9.5	9.0	11.8	-2.8	This reserve is being used to support the implementation of the Council's proirities and the Medium Term Financial Strategy.
Budget Equalisation Reserve	0.0	1.6	1.6	1.6	0.0	
Insurance Reserve	11.8		11.8	11.8	0.0	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.
Business Rates Reserve	4.1	5.4	9.5	9.5	0.0	This reserve is to smooth the volatility of Business Rates income.
Capital Reserves	47.9	19.3	67.2	67.2	0.0	This reserve has been established for the purpose of financing capital expenditure in future years.
Investment Pump Priming Reserve	2.0		2.0	2.0	0.0	
Council Tax Collection Fund Reserve	6.0	-3.0	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
Redundancy Reserve	3.3		3.3	3.3	0.0	This reserve is available to fund redundancy costs arising from the Medium Term Financial Strategy
Covid-19 Reserve	26.3	-10.7	15.6	16.8	-1.2	This reserve is set up to meet ungoing and emerging presures and longer term service demands arising from the COVID-19 Pandemic. £20.2m funding from the reserve is built into the council's Medium Term Financial Plan agreed in February 2022.
Total Reserves	**183.6**	**-14.4**	**169.2**	**184.4**	**-15.2**	

Business Management Report
Position to the end of October 2022
Government Grants 2022/23

Ringfenced	Directorate	Issued By	Esimate 2022/23 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
	Adult Services					
R	Improved Better Care Fund	DHSC	10,391	314	0	10,705
R	Market Sustainability and Fair Cost of Care Fund	DHSC	0	1,547	0	1,547
R	Adult Social Care Discharge Fund	DHSC	0	0	1,910	1,910
	TOTAL ADULT SERVICES		**10,391**	**1,861**	**1,910**	**14,162**
	Children's Services					
	Dedicated School Grants					
R	Dedicated Schools Grant (DSG) - Schools Block	DfE	127,190	152	-250	127,092
R	Dedicated Schools Grant (DSG) - Central Block	DfE	4,506	314	0	4,820
R	Dedicated Schools Grant (DSG) - Early Years Block	DfE	39,160	2,103	0	41,263
R	Dedicated Schools Grant (DSG) - High Needs Block	DfE	75,095	368	5	75,468
	Subtotal DSG Grants		**245,951**	**2,937**	**-245**	**248,643**
	School Grants					
R	Pupil Premium	DfE	7,073	590	0	7,663
R	Education Funding Agency - Sixth Form Funding and Threshold	DfE	191	89	0	280
R	PE and Sport Grant	DfE	2,265	0	3	2,268
R	Universal Infant Free School Meals	DfE	3,867	22	0	3,889
R	Teacher's Pay Grant	DfE	98	-2	-1	95
R	Teacher's Pension Grant	DfE	278	-5	1	274
R	Supplementary Funding	DfE	0	3,558	0	3,558
R	Coronavirus (COVID-19) Workforce Fund	DfE	0	23	0	23
R	Coronavirus (COVID-19) Catch Up Premium	DfE	0	0	0	0

Business Management Report
Position to the end of October 2022
Government Grants 2022/23

Ringfenced	Directorate	Issued By	Esimate 2022/23 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
R	Coronavirus (COVID-19) Recovery Premium	DfE	0	979	198	1,177
R	Coronavirus (COVID-19) National Testing Programme	DfE	0	8	0	8
R	Coronavirus (COVID-19) Free School Meals Additional Costs	DfE	0	0	0	0
R	Coronavirus (COVID-19) School Let Tutoring Grant	DfE	0	398	230	628
R	Coronavirus (COVID-19) Alternative Provision Y11 Transition	DfE	0	0	5	5
R	Coronavirus (COVID-19) Education Recovery NQT	DfE	0	126	0	126
R	Coronavirus (Covid-19) Schools Fund	DfE	3,083	-3,083	0	0
	Subtotal School Grants		**16,855**	**2,703**	**436**	**19,994**
	Other Children's Services Grants					
R	School Improvement Monitoring & Brokering Grant	DfE	0	224	10	234
R	Youth Justice Board	YJB	548	0	126	674
R	Asylum (USAC and Post 18)	HO	1,904	0	2,093	3,997
R	Afghan Resettlement Education Grant	DfE	0	0	0	0
R	Extension of Virtual School Heads - children with social worker	DfE	0	135	0	135
R	Extension of Virtual School Heads - previously looked after children	DfE	0	66	0	66
R	Pupil Premium Plus Post 16 pilot	DfE	0	0	91	91
R	Extended Personal Adviser Duty Grant	DfE	103	0	0	103
R	Staying Put Implementation Grant	DfE	271	0	17	288
R	Remand Framework	YJB	77	0	-5	72
R	Reducing Parental Conflict Workforce Development Grant	DWP	0	0	0	0
R	Supported Internships for young people with SEND	NDTi	0	0	26	26
R	Holiday Activities and Food Programme	DfE	0	0	1,263	1,263
R	Attach ASF	DfE	0	0	6	6
R	Intervention Delivering Better Value in SEND - Grant for Data Analysis	DfE	0	0	45	45

Business Management Report
Position to the end of October 2022
Government Grants 2022/23

Ringfenced	Directorate	Issued By	Esimate 2022/23	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
R	Family Group Conferences	DfE	0	0	36	36
R	Multiply	DfE	0	0	778	778
R	Home for Ukraine Education	DfE	0	0	4,189	4,189
R	Turnaround Programme	YJB	0	0	64	64
	Supporting Families	DFE	**2,903**	**425**	**8,739**	**12,067**
	TOTAL CHILDREN'S SERVICES		**265,709**	**6,065**	**8,930**	**280,704**
	Environment & Place					
R	Bus Service Operators Grant	DfT	559	236	0	795
R	COVID-19 Bus Support Grant	DfT	0	0	109	109
R	Natural England	DEFRA	227	0	0	227
R	Energy Mapping	DEFRA	0	47	0	47
R	Zero Emission Zone Pilot	DEFRA	0	229	0	229
	TOTAL ENVIRONMENT & PLACE		**786**	**512**	**109**	**1,407**
	Public Health					
R	Public Health Grant	DHSC	32,569	0	0	32,569
	TOTAL PUBLIC HEALTH		**32,569**	**0**	**0**	**32,569**
	Community Safety					
R	Fire Fighter's Pension Fund Grant	DLUHC	1,361	0	0	1,361
R	Fire Protection Uplift Grant	DLUHC	0	0	303	303
R	Fire Fighter's New Dimensons Grant	DLUHC	40	0	0	40
	TOTAL COMMUNITY SAFETY		**1,401**	**0**	**303**	**1,704**

Business Management Report
Position to the end of October 2022
Government Grants 2022/23

Ringfenced	Directorate	Issued By	Esimate 2022/23 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
	Customers, Culture & Corporate Services					
R	Music Service	AC	1,045	-201	0	844
R	MaaS:CAV	Innovate UK	313	0	-313	0
R	OmniCAV	Innovate UK	1	0	116	117
R	Park & Charge	Innovate UK	206	0	0	206
R	Virgin Park & Charge	Innovate UK	7	0	0	7
R	Data Driven Safety Tool	Innovate UK	91	0	-91	0
R	Quantum Gravitometer	Innovate UK	69	0	-69	0
R	Resilient CAV	Innovate UK	25	0	-25	0
R	Heart Park Project	DfT	90	0	-90	0
R	GTC DfT Congestion Tool	DfT	59	0	-59	0
R	CAVL4R	DfT	11	0	-11	0
R	Vectors	Innovate UK	0	0	14	14
R	FFLIP	Innovate UK	0	0	98	98
R	Road To Recovery	Innovate UK	0	0	9	9
R	Project Iris	Innovate UK	0	0	37	37
R	Harmony	Innovate UK	0	0	144	144
R	5G heart	Innovate UK	0	0	98	98
R	Frontier	Innovate UK	0	0	140	140
R	HySPERT Project	Innovate UK	0	0	27	27
R	Oxfdshire Public Space Innovation Netwk		0	0	50	50
R	Health & Care Innovation	Innovate UK	0	0	16	16
R	Designed For Ageing Medication Management		0	0	37	37

Business Management Report
Position to the end of October 2022
Government Grants 2022/23

Ringfenced	Directorate	Issued By	Esimate 2022/23	In year Adjustments / New Allocations previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
R	GovTech (NM2)	DfT	0	0	210	210
R	Schemes Monitoring Cost iHUB	DfT	0	0	212	212
	TOTAL CUSTOMERS, CULTURE & CORPORATE SERVICES		**1,917**	**-201**	**550**	**2,266**
	Strategic Measures					
U	Lead Local Flood Authority	DEFRA	45			45
U	Extended Rights to Free Travel	DfE	278			278
U	Fire Revenue Grant	DLUHC	213			213
U	Supporting Families - previously Troubled Families	DLUHC	915			915
U	New Homes Bonus	DLUHC	2,923			2,923
U	Local Reform & Community Voices Grant	DfE	515			515
U	Independent Living Fund	DfE	3,454			3,454
U	School Improvement and Brokering Grant	DfE	0			0
U	Social Care Support Grant	DLUHC	17,343			17,343
U	COVID-19	DLUHC	0			0
U	New Social Care Grant	DLUHC	572			572
U	Local Council Tax Support Grant	DLUHC	0			0
U	Services Grant	DfE	4,960			4,960
U	Section 31 Grant for Business Rate Compensation	DLUHC	5,327			5,327
U	Business Rates Top-Up	DLUHC	40,546			40,546

Business Management Report
Position to the end of October 2022
Government Grants 2022/23

Ringfenced	Directorate	Issued By	Esimate 2022/23 £000	In year Adjustments / New Allocations previously reported £000	In year Adjustments/ New Allocations reported this time £000	Latest Allocation £000
U	Substance Misuse Treatment & Recovery Grant	OHID	0	620		620
U	Domestic Abuse Duty Grant	DLUHC	0	1,144		1,144
U	Charging Reform Implementation Grant	DHSC	0	102		102
U	Rough Sleeping Drugs & Alcohol Grant	OHID		1077		1,077
U	Community Discharge Grant			484		484
	Subtotal Strategic Measures		**77,091**	**3,427**	**0**	**80,518**
	Grants held on behalf of Local Enterprise Partnership					
R	Oxford Innovation Business Support	BEIS	205			205
R	European Regional Development Fund		900			900
R	DCLG (Local Enterprise Partnership Funding)	DLUHC	500			500
	Subtotal Grants held on behalf of Local Enterprise Partnership		**1,605**	**0**	**0**	**1,605**
	TOTAL STRATEGIC MEASURES		**78,696**	**3,427**	**0**	**82,123**
	Total All Grants		**391,469**	**11,664**	**11,802**	**414,935**

R	Ringfenced grant	**DLUHC**	Department for Levelling Up, Housing and Communities
U	Un-ringfenced grant	**BEIS**	Department for Business, Energy & Industrial Strategy
	<u>Issued by</u>	**OHID**	Office for Health Improvement and Disparities
HO	Home Office	**DEFRA**	Department for Environment, Food and Rural Affairs
DHSC	Department of Health & Social Care	**AC**	Arts Council
DfT	Department for Transport	**YJB**	Youth Justice Board
DfE	Department for Education	**NDTi**	National Development team for Inclusion

Business Management & Monitoring Report
Position to the end of October 2022
General Revenue Balances

| | Forecast 2022/23 | |
	£m	£m
General Balances: Outturn 2021/22	39.200	
County Fund Balance		**39.200**
Planned Contribution to Balances	1.000	
Planned Contribution from Balances	-3.000	
Original forecast outturn position 2022/23		**37.200**
Additions		
		0.000
Calls on balances deducted		
Schools Condition Survey (Supplementary Estimate)	-0.500	
Children's Services Recruitment and Retention strategy	-0.700	
		-1.200
Automatic calls on/returns to balances		
		0.000
Additional Strategic Measures		
Forecast Strategic Measures Overspend /Underpsend		
		0.000
Net General Balances		**36.000**
Total Gross Expenditure Budget		**793.111**
Balances as a % of Gross Expenditure		**4.54%**
Net Balances		**36.000**
Calls on / returns to balances agreed but not actioned		
Forecast Overspend as at October 2022	-10.412	
		-10.412
Calls on / returns to balances requested in this report		
		0.000
Forecast Variation at Year End		
Less forecast overspend (as set out in Annex 1)		0.000
Forecast Outturn position		**25.588**
Risk Assessed Level of Balances for 2022/23		**28.900**
Surplus/(deficit) balances compared to risk assessed level		**-3.312**

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CABINET – 20 DECEMBER 2022

CAPITAL PROGRAMME UPDATE AND MONITORING REPORT

Report by the Director of Finance

Recommendations

1.   The Cabinet is RECOMMENDED to:

OCC Capital Programme

1. Approve the latest capital monitoring position for 2022/23 (Annex 1) and the associated updated capital programme at Annex 2, incorporating the changes set out in this report
2. Note the approval made under delegated authority of the Leader of the Council for:
    a) New Heyford Primary School (paragraph 26)
    b) Heyford Park School Expansion (paragraph 28)
3. To note:
    c) increase of £0.360m to the Active Travel Programme (Tranche 2) funded from the Budget Priorities Reserve (paragraph 34)
    d) the inclusion of the Department for Transport (DfT) grant of £32.8m into the capital programme following the Cabinet Report on 18 October 2022 as funding towards the Zero Emission Bus Regional Area (paragraph 37).
    e) progress on the Structural Maintenance 2022/23 Milestones (Annex 3):
    f) funding of £0.185m towards the Highway Tree Planting programme funded from the Budget Priorities Reserve (paragraph 52)

Re-profiling

4. Agree the in-year re-profiling as identified in the report and (Annex 1 and 2)

Funding

5. Note the following grant funding updates and allocations:

    a) Housing & Growth Deal (paragraph 39)
    b) Children Homes (paragraph 66),
    c) Safer Roads (paragraphs 71),

Executive Summary

2. The report sets out the monitoring position based on activity to the end of October 2022 and is the third update for 2022/23. It also includes an update to the Capital Programme approved by Cabinet in October 2022 taking into account additional funding and new and/or changes to schemes.

3. Forecast programme expenditure for 2022/23 is £195.9m (excluding earmarked reserves). This has decreased by £33.1m compared to the latest approved capital programme (Annex 1) and reflects the spend profile from the latest delivery timeframes as well as the inclusion of new grants received by the Council.

4. Due to a number of new inclusions and changes, the total ten-year capital programme (2022/23 to 2031/32) is now £1,378.0m. This has increased by £39.9m compared to the capital programme approved by Cabinet in October 2022. The updated capital programme summary is set out in Annex 2 and the main variations are set out in this report.

5. As highlighted in previous reports inflationary increases in contract prices are continuing to increase the risk to the deliverability and cost of capital schemes. This is reflected in several recent business cases that have been approved at programme board level. The impact on the capital programme is reflected in the updates in this report.

Introduction

6. Capital expenditure is defined as spending that creates an asset for the Council (e.g. buildings, vehicles and equipment), and spending which meets the definition in regulations specified under the Local Government Act 2003 which includes spend on non-current assets that are not owned by the Council such as academies and the award of capital grants and funding agreements.

7. The capital programme sets out how the council will use capital expenditure to deliver the council's priorities as set out in the Strategic Plan 2022-25. The programme is updated quarterly and fully refreshed annually as part of the Budget and Business Planning Process to ensure that it remains aligned to the latest priorities, reflects the latest cost projections and profile for delivery, and incorporates the current funding position.

8. The capital programme is structured as follows:

    - **Pupil Place Plan:** including basic need (new schools and expansion), maintenance, health and safety and improvements
    - **Major Infrastructure:** including Growth Deal Infrastructure programme
    - **Highways and structural maintenance:** including street lighting, and bridges
    - **Property and Estates:** including health & safety, maintenance, improvements and the Investment Strategy

- **ICT Strategy:** including broadband and End User equipment
- **Passported Funds:** including Disabled Facilities Grant and Devolved Schools Capital
- **Vehicles and Equipment:** including fire and rescue vehicles and equipment

9. The detailed investment profile for the 2022/23 Capital Programme is set out below and shows the forecast spend for the year by programme area based on the totals in the table in paragraph 15.

2022/23 Programme - Latest Spend Forecast

£67.3m Major Infrastructure

£51.6m Highways Asset Management Plan

£2.2m Vehicles & Equipment

£8.9m ICT

£10.9m Passport Funding

£15.6m Property & Estates, and Investment Strategy

£39.4m Pupil Places
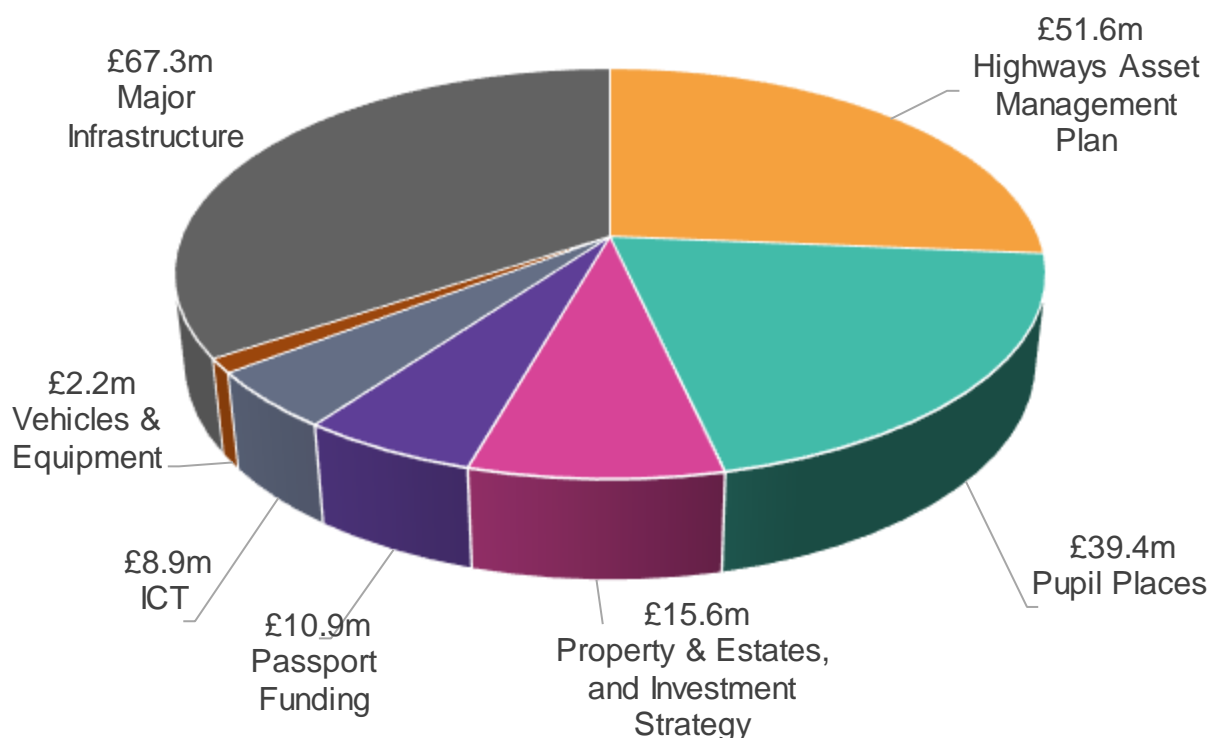
10. This is the third capital programme update and monitoring report for the year and focuses on the delivery of the 2022/23 capital programme based on projections at the end of October 2022 and new inclusions and changes within the overall ten-year capital programme.

Prioritisation Framework

11. The report to Cabinet in July 2022 highlighted significant pressure on the Council's Capital Programme due to the wider macro-economic climate. It also noted this pressure was expected to continue to place further demands on resources and the ability to meet the Council's ambitions, expected outcomes and benefits.

12. To help address this, a fundamental review of the current capital programme has been undertaken, prioritising the schemes and initiatives using the prioritisation framework endorsed by Cabinet in October 2022.

This framework has been used to review schemes to avoid future overspends while still delivering major projects for the benefit of Oxfordshire communities within the footprint of the finances available.

13. Changes impacting on 2022/23 were approved through the Capital Monitoring Report to Cabinet on 18 October 2022.

14. Proposals for 2023/24 onwards are included in the Budget & Business Planning Report to Performance & Corporate Services Overview and Scrutiny Committee on 9 December 2022.

2022/23 Capital Monitoring

15. The capital monitoring position set out in Annex 1, shows the forecast expenditure for 2022/23 of £195.9m (excluding earmarked reserves). This has reduced by £33.1m compared to the latest approved capital programme.

The table below summarises the changes by strategy area:

Strategy Area	Last Approved Programme 2022/23 *	Latest Forecast Expenditure 2022/23	Variation
	£m	£m	£m
Pupil Places	43.3	39.4	-3.9
Major Infrastructure	95.0	67.3	-27.7
Highways Asset Management Plan	50.8	51.6	+0.8
Property, Estates & Investments	17.3	15.6	-1.7
ICT	9.6	8.9	-0.7
Passport Funding	10.8	10.9	0.1
Vehicles & Equipment	2.2	2.2	0.0
Total Strategy Programmes	**229.0**	**195.9**	**-33.1**
Earmarked Reserves	0.00	0.0	0.0
Total Capital Programme	**229.0**	**195.9**	**-33.1**

* Approved by Cabinet 18 October 2022

16. Actual capital expenditure at the end of October 2022 was £73.2m. The combined spend to date and current forecasted in-year commitments for the Capital Programme is £155.0m or 79% of the revised estimate for the year but the rate of expenditure is expected to increase in the remaining part of the year due to several major infrastructure schemes reaching the construction stage.

Pupil Places

17. The forecast expenditure for the Pupil Places Programme in 2022/23 has decreased by £3.9m to £39.4m. This reflects the latest anticipated profile of expenditure against the delivery timeframe of projects within the programme.

18. The Basic Need Programme is expected to spend £15.2m in 2022/23 with no change from the previous forecast.

19. The Growth Portfolio Programme has forecast expenditure of £21.3m, a decrease of £1.5m compared the last update. The Shrivenham New Primary School project will start work on site during December 2022 with the expectation that the Academy Trust will take possession of the new school in February 2024. The forecast spend for 2022/23 has been revised based on an update from the contractor and a revised delivery timeframe reflecting a delay with the transfer of the new school site from the developer. The overall project budget has also increased by £0.486m to £10.983m as a consequence of inflation and market prices.

20. The new building for Folly View Primary School, Faringdon was recently completed. This provides a new school facility to support the relocation and change of age range of Faringdon Infant School, providing 420 primary pupil places, 90 nursery places.

21. Schools Structural Maintenance (SSM) is part of the schools' annual programme. The 2022/23 programme included 35 projects with a forecasted budget requirement of £5.7m towards the repair and upgrades to school buildings primarily consisting of the replacement of boilers with hybrid low carbon heat pump solutions and flat roof replacement projects.

22. Some SSM projects, including the installation of heat pumps, which were required to be delivered during the school summer holiday period have been moved into the following year. The programme is reporting a further £2.4m reprofile from 2022/23 to 2023/24. The latest forecast is £2.3m delivered in-year with £3.4m planned to be spent in 2023/24.

23. The current forecast is that 19 SSM projects will be completed in-year, 4 projects will be partially complete as several large flat roof projects are currently planned to commence in early March 2023. 12 projects will be carried forward into 2023/24.

24. The overall ten-year programme for the Pupil Places programme has increased by £8.1m since the last update. This reflects the additional Section 106 funding from the two new projects being included in the capital programme, as reported below. The remaining variation is from completed projects that have been funded from Section 106 contributions. As the projects are complete, the remaining budget has been removed from the capital programme.

Delegated Decisions – Pupil Places

25. New projects are identified through the Pupil Place Plan and included within the annual capital budget planning cycle. Recent Section 106 agreements have been completed for the following two schemes. To progress the projects in advance of the annual budget setting process, initial business cases have received delegated approval from the Leader of the Council and Section 151 Officer as per part 5.1.1 of the Financial Regulations.

New Heyford Primary School

26. A new 1.5 form entry primary school will be delivered by the developer of Upper Heyford Airfield. Based on current pupil modelling additional primary school places will be needed in around 2026. The current need is for a new school to provide 315 pupil places and 75 nursery places.

27. As part of the agreement, the Council will pass across to the developer the relevant Section 106 contributions towards primary infrastructure that we will receive from other contributing developments. The overall amount is capped, limited to amounts held and once the mid-point of construction of the school has been reached. The project is a new inclusion in the capital programme and the overall budget including the passing of Section 106 funding to the developer is £4.003m.

Heyford Park School - Expansion

28. The Heyford Park School is an all-through academy and is managed by the Eynsham Partnership Academy Trust. The project will extend the secondary provision from two forms of entry to three, providing 150 additional pupil places. The additional places are not expected to be required before 2026. The project is a new inclusion in the capital programme and the indicative budget is expected to be financed from the identified Section 106 contributions of £5.078m

Major Infrastructure

29. The Major Infrastructure Programme in-year expenditure is forecast to be £67.3m compared to the latest capital programme budget of £95.0m, a reduction of £27.7m. The programme is divided into 6 sub-programme areas as shown in the table below:

Major Infrastructure	Original Budget	Last Approved Budget	Latest Forecast	Variation
	£'m	£'m	£'m	£'m
Housing Infrastructure Fund 1 (HIF1)	21.2	6.5	3.6	-2.9

				CA8
Housing Infrastructure Fund 2 (HIF2) & A40	48.1	29.0	22.2	-6.8
Banbury & Bicester	19.3	6.9	6.5	-0.4
Oxford	28.7	27.1	20.2	-6.9
South & Vale	27.1	18.3	9.6	-8.7
Major Infrastructure Sub-total	**144.4**	**87.8**	**62.1**	**-25.7**
Countywide & Integrated Transport	6.5	7.2	5.2	-2.0
Major Infrastructure – Total	**150.9**	**95.0**	**67.3**	**-27.7**

HIF1

30. Forecast expenditure on HIF1 in 2022/23 has reduced by £2.9m. This reflects further rescheduling due to a range of factors that have changed the profile of in-year spend for the programme. The majority of detailed design will now start in March 2023. Land purchase agreements due this year will also move into early next year and the Network Rail asset agreement also moves a proportion of these costs into next year.

HIF2 & A40 Corridor

31. The HIF2 programme is forecasting a reduction of £6.8m in anticipated in-year expenditure. This is mainly due to the pausing of some elements for a further review of the programme including the recent cabinet agreement to withdraw the Compulsory Purchase Order, and a delayed start in the construction phase of the Dukes Cut Bridge project until February 2023. The re-phasing of utility diversion costs for the Access to Witney project will also now be incurred next year.

Banbury & Bicester

32. There is nothing significant to report in this programme.

Oxford

33. This programme is forecasting a reduction of £6.9m for 2022/23. There are significant in-year spend reductions in both the North Oxford Corridor [1b] Kidlington Roundabout (£4.7m) and North Oxford Corridor [1a&1d] A44 Loop Farm to Cassington Road projects (£1.5m). The Kidlington Roundabout scheme was paused post an initial public consultation in mid-2022 to allow for a re-design and this revised design is now intended to go to Cabinet Member Decision in January 2023. Subject to approval, the scheme would spend all of its remaining budget during 2023/24. The reduction in Loop Farm to Cassington is due to programme slippage associated with access to required land, including that owned by National Highways. The scheme is forecasted to be completed by Q3 2023/24.

34. The Active Travel Programme (Tranche 2 – City Schemes) involves a programme of work largely related to the Cowley and East Oxford Low Traffic Neighbourhoods and quickways cycle project. £0.360m from the Budget Priorities Reserve will be used to enable work to continue work up to March 2023. A further £0.610m required to complete the programme in 2023/24 is proposed to be met from the Vision Zero funding included in the Category 1 proposals (see Annex 4b of the Budget and Business Planning

Report to Performance and Corporate Services Overview and Scrutiny Committee on 9 December 2022).

South & Vale

35.   Forecast expenditure on this programme in 2022/23 has reduced by £8.7m and is primarily due to delays in the Watlington Relief Road project getting into the preliminary design stage, the construction phase of the Wantage Eastern Link Road requiring further assessment and ratification of the developer produced design before moving into a construction contract (construction is now programmed to begin in Summer of 2023) and the Benson Relief Road land acquisition requirements prior to construction causing delays and meaning most expenditure will now happen in early 2023/24.

Countywide and Integrated Transport

36.   The programme is reporting a reprofile of £2.0m from 2022/23 into 2023/24 due to a split year payment now expected for the Oxford Station project and anticipated timeframe for the A423 Improvements Programme.

37.   The overall ten-year programme for the Major Infrastructure programme has increased by £33.1m since the last update. This reflects the addition grant funding of £32.8m towards the Zero Emission Bus Regional Areas as noted in paragraphs 40-43 and the additional funding from the Budget Priority Reserve.

Housing & Growth Deal – Housing from Infrastructure (HfI) Programme

38.   The October Capital Monitoring Report to Cabinet highlighted that the final £30m instalment of the £150m grant funding for the Housing & Growth Deal that was expected to be received in 2022/23 was still outstanding.

39.   Following the decision by the Future Oxfordshire Partnership (FOP) to end the Oxfordshire Plan 2050, the Department for Levelling Up, Housing and Communities has reviewed the implications along with the availability of the final £30m instalment of the grant funding. Following an update on the availability of the funding received by the council in early December, the implications are being worked through and an update will be included in the next report.

Zero Emission Bus Regional Areas (ZEBRA)

40.   The Capital Investment proposals approved by Council in February 2022 included the inclusion of £6m funding into the capital programme to support the Governments Road to Zero Strategy for transition to zero emission transport by 2050. This financial assistance would support the purchase of 159 electric buses and associated charging infrastructure, as part of the ZEBRA programme.

41. The Department for Transport (DfT) will also pay the County Council grant funding of £32.8m towards the programme. The Council's contribution plus the DfT grant is expected to be passed over to the bus operators in accordance with the funding agreements. Bus operators are contributing £43.7m to the programme.

42. The Council's financial exposure under the funding agreements will be limited to the Councils £6m contribution and the £32.8m DfT grant.

43. The DfT grant of £32.8m has been entered into the capital programme and this follows the Cabinet report on 18 October 2022 which requested approval to enter into the funding agreements with the bus operators. The council has signed the Memorandum of Understanding with the DfT and the funding is expected to be received from DfT later in December.

Highways Asset Management Plan

44. The total in-year capital forecast for 2022/23 is estimated to be £51.6m and has increased by £0.8m. The programme is divided into 4 sub-programme areas.

Highways Asset Management Plan	Latest Capital Programme Budget	Outturn Forecast	Variation
	£'m	£'m	£'m
Structural Maintenance Annual Programme	31.7	32.1	+0.4
Improvement Programme	3.0	3.4	+0.4
Structural Maintenance Major Schemes	15.3	15.2	-0.1
Other Programmes	0.8	0.9	+1.0
Major Infrastructure – Total	**50.8**	**51.6**	**+0.8**

45. The Structural Maintenance Programme is forecasting to spend £32.1m, an increase of £0.4m. This reflects additional external funding and the reprofiling of future years budgets into the current year. Annex 3 shows the planned key structural maintenance deliverables for 2022/23.

46. The annual planned target total surfacing programme (excluding patching) for 2022/23 is calculated at 3% of the network. The expectation is that this would enable the council to maintain the 4,656km of network that it is responsible for in as close as possible to a 'steady state' within the funding available.

47. The annual Improvement Programme in forecast to spend £3.4m. This includes 62 road safety and traffic improvements including road markings, cycle provision improvements, pedestrian crossings, footway improvements and speed limit alterations. The programme also includes enhancement to support bus journey time reliability and aiding bus movements.

48. Structural Maintenance Major Schemes are forecast to spend £15.2m. Annex 3 shows the planned key major scheme deliverables for 2022/23.

49. The Street Lighting LED Replacement programme is on target to deliver an agreed increased number of units following previous programme delays, within the £12m in-year forecast. There is a small risk that the programme could underspend by the year end due to delivery timescales for materials needed to complete the works. However, there is greater level of certainty that the whole programme will now be delivered, primarily due to the focus of works being with a single supplier.

50. 74% (45,068 out of 60,6000) of the council's total street lighting assets have now been converted to LED.

51. The 20mph speed limit programme consists of 76 schemes for delivery by end of March 2023. The programme is progressing well, including the implementation of the new speed limit in the whole of Witney. A further 14 schemes have been approved, with the remainder going through the approval process through the remainder of the year. Some of the schemes planned to be approved in February 2023 for delivery by March 2023, may however slip into April 2023.

52. In April 2022, Cabinet approved a new Tree Policy for Oxfordshire. £0.185m funding from the Budget Priorities reserve will be used to be used to plant 450 replacement trees on highways over the winter period. The capital programme has been increased to reflect the addition of that funding. The capital proposals set out in Annex 4c of the report to Performance & Corporate Services Overview and Scrutiny Committee includes £3.0m funding for climate schemes with the option of trees. More detailed proposals for the use of this funding will be considered as part of the Budget and Business Planning Process in January 2023.

53. The overall ten-year programme for the Highways Asset Management Plan programme has decreased by £1.6m since the last update. This reflects budgets being returned as part of the budget prioritisation and capital budget planning process.

Property, Estates and Investments

54. The Property, Estates and Investment Programme for 2022/23 is forecasting to spend £15.6m and has decreased by £1.7m compared to the previous update.

55. The Investment Strategy budget has been used to support the relocation and closure of Nash Court, delivered at the end of October 2022 to achieve revenue savings (premises & waived dilapidations). Works were undertaken to Union Street to create a new working space to accommodate the council's fostering and adoption teams and there is further work planned to deliver additional space for agile working. This is currently being scoped and costed to create the business case which will also address net zero carbon targets at Union Street.

56. Following the approval of the Property Strategy by Cabinet in November, the focus is on the initial implementation of this strategy and establishing the sequencing of the overarching programme.

57. The overall ten-year programme for the Property, Estates and Investment programme has increased by £1.8m since the last update. This reflects the additional budget provision towards Banbury Library as identified in the Capital Programme Update and Monitoring Report to Cabinet on 18 October 2022.

ICT

58. Forecast expenditure for 2022/23 is estimated to be £8.9m and has decreased by £0.7m compared to the previous update. The main changes are within the Digital Infrastructure Programme relating to returned budgets from completed projects and a reprofile of £0.4m from the End User Programme used to purchase and replace laptops and other service ICT equipment needs.

59. The Businesses in Rural Oxfordshire programme (BiRO) completed delivery under both supplier contracts in the second quarter of 2022/23. The final position is £4.9m expenditure against the original budget of £6.3m. This investment has delivered 777 rural businesses and 818 residential premises with full fibre services, in some of the most isolated parts of the county, where they would not have had access to these services otherwise. The average infrastructure build cost per premises was £3,051. The programme is entirely grant funded from central government following a successful bid by the programme team into the Department for Environment, Food and Rural Affairs (Defra). Take up of services is already strong and expected to continue to grow, further benefitting local businesses and the wider Oxfordshire economy.

60. The overall ten-year programme has decreased by £1.5m as result of the removal of the unspent budget provision and grant funding provision on the BiRO programme.

Passported Funding

61. The total in-year capital forecast for 2022/23 is estimated to be £10.9m, with no change from the previous forecast. £6.7m of the total is Disabled Facilities Grant that is required to be passported to the district councils. A further £2.8m relates to the final elements of the Local Growth Fund and Getting Building Fund where the county council is acting as the accountable body.

62. There is no impact to the overall ten-year programme.

Vehicles and Equipment

63.   The total in-year capital forecast for 2022/23 is estimated to be £2.2m, no change from the previous forecast.

64.   There is no impact to the overall ten-year programme.

Ten Year Capital Programme Update

65.   The total ten-year capital programme (2022/23 to 2031/32) is now £1,378.0m (excluding earmarked reserves), an increase of £39.9m compared to the latest approved capital programme in October 2022. The main changes have been identified within the report.

Strategy Area	Last Approved Total Programme (2022/23 to 2031/32) * £m	Latest Updated Total Programme (2022/23 to 2031/32) £m	Variation £m
Pupil Places	233.6	241.7	+8.1
Major Infrastructure	714.1	747.2	+33.1
Highways AMP	266.8	265.2	-1.6
Property, Estates & Investments	74.2	76.0	+1.8
ICT	23.5	22.0	-1.5
Passport Funding	16.5	16.5	0.0
Vehicles & Equipment	9.4	9.4	0.0
Total Strategy Programmes	**1,338.1**	**1,378.0**	**+39.9**
Earmarked Reserves	63.8	63.6	-0.2
Total Capital Programme	**1,401.9**	**1,441.6**	**+39.7**

  * Approved by Cabinet 18 October 2022

Capital Funding Update

Potential new grant funding not yet included in the Capital Programme

Children's Homes

66.   Through a bid process the Council has received notification that it has been successful in a bid for grant funding of £5.2m (50% of the total cost) towards the purchase and conversion of four properties into Residential Children's Homes in Oxfordshire. The four properties would be as follows:

   a) Two four bedroom houses to accommodate and support 1-2 children who require at times solo provision or can only share with one other child

   b) One six bedroom house to accommodate and support four children with autistic spectrum disorder (ASD)

c) One six bedroom house to accommodate and support four children with who have experienced adverse childhood experiences who are now displaying elevated levels of dysregulated behaviours as a result of trauma and attachment.

67. These new homes would contribute to the existing portfolio of three high quality Children's Homes for Children We Care For, along with the new 4 bedroom children's home currently being constructed in the village of Aston, due for completion in Autumn 2023.

68. To utilise the grant funding, all four homes would have to be delivered by March 2025.

69. As the grant funding requires 50% match funding, council funding of £5.225m would be required to proceed with all four properties. The current capital proposals set out in Annex 4b of the report to Performance & Corporate Services Overview and Scrutiny Committee on 9 December 2022 include an estimated Council funding requirement of up to £4m.

70. The availability of the £1.2m council funding required to increase the match funding to £5.2m will be considered as part of the 2023/24 Budget and Business Planning process along with the £4m included in the existing proposals.

Safer Roads

71. Funding of £0.025m from the revenue Vision Zero funding from the Budget Priority Reserve is being used to support submission to the DfT to release funding for two out of three indicative grant allocations from the DfT from the Safer Roads Fund. The overall grant allocation is just under £4m.

Prudential Borrowing

72. The ten-year Capital Programme includes a requirement to fund £272.4m through prudential borrowing. This is unchanged from the last update. The latest borrowing requirement for 2022/23 is £42.6m and is expected to be taken as internal borrowing because of the level of cash balances. The majority of this relates to schemes that have already been delivered but have, until now, been funded temporality by borrowing from other funding sources within the Capital Programme to delay the need to apply the prudential borrowing. The borrowing in 2022/23 is expected to include a further £23m from the £120m agreed in 2018 (£16m relates to additional investment in the Highways Asset Management Plan and £7.0m to the Property defect liability programme). A further £6m (from the £41.7m) borrowing which supports the OxLEP City Deals programme with the remaining £13.6m from other agreed spending plans.

73. The use of prudential borrowing will increase the Council's Capital Financing Requirement. The Council is required under statute to set aside a Minimum Revenue Provision to pay down the Capital Financing Requirement. Prudential borrowing is generally paid over 25 years. The Medium Term Financial Strategy takes account of this cost. As the Capital programme includes the OxLEP City Deal Programme, the borrowing costs

relating to this scheme (for which the Council is the Accountable body) will be fully funded through Enterprise Zone 1 retained business rates.

Earmarked Reserves

74. The level of earmarked reserves have reduced by £0.2m from the previous reported position. The net impact relates to budgets being returned to the capital programme as part of the capital prioritisation framework and the release of additional funding towards the Banbury Library project.

Capital Reserves

75. The current level of capital reserves (including capital receipts and capital grants reserves) is approximately £184.4m. This is forecasted to reduce to £71m by the end of 2024/25 based on current spending and funding plans. The reduction is mainly due to the delivery of the Growth Deal Programme. Reserves can be used to temporarily fund schemes to delay the need for prudential borrowing or to help manage timing difference between the delivery of schemes and the receipt of Section 106 funding. The level of reserves impacts on the cashflow of the capital programme and the overall Council Balances and is already factored into the funding of the overall capital programme.

Risk Management

76. As explained in previous reports, there are a number of factors continuing to impact on the deliverability and cost of capital schemes. The combined impact of these factors has affected delivery across three key areas:

- Workforce – both skilled and unskilled
- Availability of materials
- Contract price (value and ability to maintain an agreed price)

77. These risks are continuing to be managed at both project and programme level and up to the Strategic Capital Board and where necessary action is being taken to adjust scheme deliverables and to use value engineering to maintain spend within the available funding.

78. There are two strategic risks being managed to mitigate impacts on the major infrastructure (Core Schemes and Major Infrastructure Programme more broadly). These are reported in the Business Management Monitoring Report, as part of the Strategic Risk Register.

79. As noted above at paragraph 39, the Department for Levelling Up, Housing and Communities have reviewed the final £30.0m instalment of the housing and growth deal grant funding. Following an update on the availability of the funding received by the council in early December, the implications and risks are being worked through and an update will be included in the next report.

Financial Implications

80. The paragraphs above set out the planned investment and available funding for the ten-year Capital programme including the risks associated with the delivery of the programme.

81. The following risks are inherent within the funding of the capital programme:

- Certainty over the timing and value of future capital receipts and Section 106 Contributions

- Certainty of the value of future grant funding

82. If capital receipts or Section 106 contributions are not received within the planned timeframe it may be necessary for the Council to temporarily fund capital expenditure through Prudential Borrowing. The Council has a Prudential Borrowing reserve to help manage the revenue impact of additional prudential borrowing.

83. Where additional funding is required to fund schemes on a permanent basis this will need to be addressed by reducing investment elsewhere within the programme (reprioritisation) or by permanently funding through prudential borrowing. This would require the identification of long term revenue funding as the Prudential Borrowing is usually repaid over 25 years through the Minimum Revenue Provision.

Comments checked by:
Lorna Baxter, Director of Finance

Staff Implications

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

Equality & Inclusion Implications

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

Legal Implications

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

87. In relation to paragraph 2 above, then paragraph 5.1.1 (v) of the councils Financial Regulations state that '*The Leader of the Council may, in*

conjunction with the Section 151 Officer, approve any proposed change to the Capital Programme in advance of a report to Cabinet where Cabinet approval is required. In these cases, funding must be agreed by the Section 151 Officer and reported to Cabinet in due course.'

Comments checked by: Kate Charlton, Head of Improvement Law and Governance

LORNA BAXTER
Director of Finance

Background papers:

Contact Officers: Kathy Wilcox, Head of Financial Strategy. Tel: 07788 302163
Belinda Dimmock-Smith, Capital Programme Manager
December 2022

Capital Programme Monitoring 2022/23

Strategy / Programme	Capital Programme (Cabinet Oct 2022)			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2022)		
	Current Year	Future Years	Total	Current Year	Future Years	Total	Current Year	Future Years	Total	Actual expenditure to date	Commit-ments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Pupil Places	43,280	190,311	233,591	39,400	202,237	241,637	-3,880	11,926	8,046	15,585	18,280	40%	86%	47,915	-8,515	-18%
Major Infrastructure	94,959	619,155	714,114	67,294	679,902	747,196	-27,665	60,747	33,082	24,415	30,733	36%	82%	150,868	-83,574	-55%
Highways Asset Management Plan	50,804	215,988	266,792	51,636	213,572	265,208	832	-2,416	-1,584	19,573	27,314	38%	91%	55,675	-4,039	-7%
Property & Estates, and Investment Strategy	17,335	56,822	74,157	15,635	60,322	75,957	-1,700	3,500	1,800	4,009	3,991	26%	51%	20,450	-4,815	-24%
ICT	9,592	13,892	23,484	8,900	13,144	22,044	-692	-748	-1,440	3,608	1,221	41%	54%	10,216	-1,316	-13%
Passport Funding	10,853	5,650	16,503	10,853	5,650	16,503	0	0	0	5,710	95	53%	53%	8,744	2,109	24%
Vehicles & Equipment	2,167	7,250	9,417	2,167	7,250	9,417	0	0	0	339	105	16%	20%	2,260	-93	-4%
Total Capital Programme Expenditure	228,990	1,109,068	1,338,058	195,885	1,182,077	1,377,962	-33,105	73,009	39,904	73,238	81,739	37%	79%	296,128	-100,243	-34%
Earmarked Reserves	0	63,757	63,757	0	63,628	63,628	0	-129	-129					1,000	-1,000	0%
OVERALL TOTAL	228,990	1,172,825	1,401,815	195,885	1,245,705	1,441,590	-33,105	72,880	39,775	73,238	81,739	37%	79%	297,128	-101,243	-34%

Annex 2

Updated Capital Programme 2022/23 to 2031/32

| Strategy/Programme | Capital Investment Programme (latest forecast) | | | | | | CAPITAL INVESTMENT TOTAL |
| | Current Year | Firm Programme | Provisional Programme | | | | |
	2022 / 23 £'000s	2023 / 24 £'000s	2024 / 25 £'000s	2025 / 26 £'000s	2025 / 26 £'000s	up to 2031 / 32 £'000s	£'000s
Pupil Places	39,400	47,052	46,755	21,014	12,728	74,688	241,637
Major Infrastructure	67,294	186,153	270,802	181,677	26,765	14,505	747,196
Highways Asset Management Plan	51,636	66,044	43,100	17,931	17,101	69,396	265,208
Property & Estates, and Investment Strategy	15,635	21,573	21,335	9,272	2,157	5,985	75,957
IST	8,900	5,535	2,312	250	250	4,797	22,044
Bassport Funding	10,853	1,000	950	750	750	2,200	16,503
Vehicles & Equipment	2,167	850	800	800	800	4,000	9,417
TOTAL ESTIMATED CAPITAL PROGRAMME EXPENDITURE	195,885	328,207	386,054	231,694	60,551	175,571	1,377,962
Earmarked Reserves	0	0	5,400	5,700	16,983	35,545	63,628
TOTAL ESTIMATED CAPITAL PROGRAMME	195,885	328,207	391,454	237,394	77,534	211,116	1,441,590
TOTAL ESTIMATED PROGRAMME IN-YEAR RESOURCES	191,196	285,220	325,723	189,512	72,223	193,279	1,257,153
In-Year Shortfall (-) /Surplus (+)	-4,689	-42,987	-65,731	-47,882	-5,311	-17,837	-184,437
Cumulative Shortfall (-) / Surplus (+) 184,437	179,748	136,761	71,030	23,148	17,837	0	0

SOURCES OF FUNDING	2022 / 23 £'000s	2023 / 24 £'000s	2024 / 25 £'000s	2025 / 26 £'000s	2025 / 26 £'000s	up to 2031 / 32 £'000s	CAPITAL RESOURCES TOTAL £'000s
SCE(C) Formulaic Capital Allocations - Un-ringfenced Grant	77,191	80,856	93,714	26,310	21,500	107,700	407,271
Devolved Formula Capital- Grant	700	650	600	400	400	400	3,150
Prudential Borrowing	42,622	86,099	59,816	38,385	42,760	2,745	272,427
Grants	33,646	92,559	159,127	110,190	-116	1,141	396,547
Developer Contributions	36,067	44,148	73,029	15,447	3,429	46,200	218,320
Other External Funding Contributions	293	0	350	720	0	0	1,363
Revenue Contributions	5,338	23,895	4,818	950	2,330	6,500	43,831
Schools Contributions	28	0	0	0	0	0	28
Use of Capital Receipts	0	0	0	39,033	1,920	28,593	69,546
Use of Capital Reserves	0	0	0	5,959	5,311	17,837	29,107
TOTAL ESTIMATED PROGRAMME RESOURCES UTILISED	195,885	328,207	391,454	237,394	77,534	211,116	1,441,590
TOTAL ESTIMATED IN YEAR RESOURCES AVAILABLE	191,196	285,220	325,723	189,512	72,223	193,279	1,257,153
Capital Grants Reserve C/Fwd (125,321)	118,328	72,461	4,810	0	0	0	0
Usable Capital Receipts C/Fwd (30,009)	32,313	35,193	37,113	0	0	0	0
Capital Reserve C/Fwd (29,107)	29,107	29,107	29,107	23,148	17,837	0	0

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Planned Annual Structure Maintenance Programme deliverables 2022/23

Programme	Schemes Original / Current	Schemes Completed / Remaining	Comments
Surface Treatments (schemes)	71 /121	99 / 22	Schemes to restore the condition or prolonging the life of existing carriageways. Additional schemes being delivered by accelerating 3yr programme
Carriageways (schemes)	17 / 17	10 / 7	Surfacing/reconstruction/strengthening of roads and embankments.
Structural Highways Improvements (schemes)	19 / 22	10 / 12	Additionally, there are "planned reactive" minor patching schemes delivered throughout the year (94 schemes scheduled to date)
Footways (schemes)	40 / 67	55 / 12	Repair/construction of footways and cycleways. Additional schemes planned due to additional £500k budget.
Drainage (schemes)	17 / 17	10 / 7	Repair/renewal of existing drainage infrastructure and provision of new infrastructure to resolve known drainage issues.
Bridges (schemes)	35 / 27	7 / 20	Strengthening/replacement/imposition of management measures on weak structures (scheme numbers include design work). Some slippages of programme.
Public Rights of Way	1 /1	1 / 0	New/Refurbished Kit Bridges (delivered as planned-reactive). Improved Pedestrian Access Points (delivered as planned reactive dependent upon need).
Section 42 contributions (schemes)	N/A	10 / 2	Full 2022/23 programme now agreed with the Coty Council for unclassified road network

Planned Structure Maintenance Major Schemes deliverables 2022/23

Programme	Schemes Original / Current	Units Completed / Remaining	Comments
Electrical	20,950 / 29,000	19,951 / 9,049	LED lantern conversions delivered
	8,600 / 7,610	2,610 / 5,000	Column replacements planned for later in the year
	9	8 / 1	Traffic Signal sites – refurbishment schemes for delivery in-year with additional LED conversions and smarter junction technology.
20mph Speed Limit (schemes)	75 / 76	6 / 70	Revised speed limit orders in towns and parishes

CABINET REPORT

20 December 2022

**WORKFORCE REPORT AND STAFFING DATA Q2 2022/2023
JULY TO SEPTEMBER 2022**

**Report by Corporate Director Customers, Organisational
Development & Resources**

RECOMMENDATION

1   The Cabinet is recommended to note the report

Executive Summary

2   Our workforce is the most valuable asset the council deploys. It is our people that make a difference to our residents and communities. The very nature of the services we provide, is people intensive. Our residents and our communities are reliant on the professionalism of our workforce to deliver high quality services and the future ambitions of the council.

3   This report provides an update on the key strategic workforce priority areas for Quarter 2 and a refreshed workforce profile at Appendix 1.

Quarter 2 – Strategic Workforce Priorities

Developing the Workforce of the Future

Workforce Planning

Resourcing Strategy

Cost of Living

Equalities, Diversity and Inclusion

Quarter 2 – Key Activity

Apprenticeships

Health and Safety

Occupational Health

Developing the Workforce of the Future

Workforce Planning

4   Workforce planning is a continual process used to align the needs and priorities of the organisation, with those of its workforce to ensure it can meet all Council objectives in the delivery and development of services for our residents.

5   Workforce planning promotes greater awareness of the importance of sound human resources planning throughout all levels of the organisation and must consider a range of workforce demographics such as an ageing workforce, increasing the diversity of our workforce and the need to grow our own talent, nurture the talent already within and take account of other workforce developments such as the move towards increased agile working.

6   Workforce Planning also provides a better basis for planning employee development and should be a key part of the Council's 12.3.2. conversations ensuring that the Council makes optimum use of everyone's skills and knowledge whilst identifying key areas for both team and individual development.

7   Workforce planning is a collaborative exercise between HR and the business, so to support this, the HR Business Partnering team have developed a workforce planning tool to help support and facilitate conversations with their Directorates to prompt and encourage strategic thinking about future workforce requirements and the associated benefits.

8   The approach has been developed to focus on challenges and issues, helping operations to prepare for the longer term, understand where the business area is, where it needs to be to deliver its service plans, what the gap is and solutions to bridge the gap which includes a focus on talent management and the potential likelihood of talent acquisition.

9   Key organisational benefits from effective workforce planning include reducing costs by helping to anticipate shortages or surpluses with the opportunity to correct imbalances before they become unmanageable and expensive for the organisation.

10   The latest research suggests that organisations who effectively workforce plan experience on average of 10% better business outcomes.

11   A guide and three questionnaires have been developed that follow the same process but with different questions targeted for each of the timeframes detailed below and these are aimed at Tiers 1, 2 and 3 within the management structure, as follows:

Operational Workforce Planning for all service managers which looks at the next 6/12 months ahead (all those under Head of Service, Tier 3 and below), supported by the HR Business Partnering and Advisory Team.

Strategic Workforce Planning - medium to long term to be undertaken by Heads of Service/Deputy/Directors of services (Tier 2

and below), considering the operational workforce plans from their direct reports and the next 1 – 2 years, supported by the HR Business Partnering and Advisory Team.

Cross Organisational Workforce Planning – long term (3-5 years) owned by SLT (Tier 1) and supported by the Director of HR & OD.

12   A pilot programme has been undertaken and the process is underway across all Directorates and in the future will work alongside the wider service planning arrangements within the Council.

Resourcing Strategy

13   Strategic Resourcing considers the integration of resourcing and business plans and should take into consideration the full resourcing function and corporate strategies for **workforce planning,** talent management, talent attraction and retention and the process of recruitment and selection.

14   Attracting and retaining talent is one of the key future challenges for organisations. With the changing environment of today, politically, externally, and internally it is one of rapid change and uncertainty. Changing economic direction, rapid technology advances and increased pressures to do more with less are just some of the factors leading to increased pressure on the organisation to ensure that required talent is in place to effectively respond to changing business priorities.

15   With predictions of shortages in the public sector workforce for the next seven years, unprecedented shortfalls in the social care sector, teaching and professional services and with the continued impact of Brexit and the COVID pandemic we are in an unknown position. This is a national crisis and a national challenge.

16   The focus of the council must be on identifying the talents and skills needed to meet business requirements; where and how to fill current gaps and how to fulfil our future talent needs: what future talent does the business require and more importantly where will these employees come from?

17   We need to proactively take back control of the way we bring our people into the organisation, driving and influencing our future workforce rather than be almost entirely reliant on current arrangements which are not fit for purpose. The current operating model is fragmented with significant parts of the recruitment process provided externally, severely restricting the council's ability to make any changes or service improvements in response to market demands.

18   The resourcing strategy will identify and focus on our unique offering, our Unique Selling Point (USP), and communicate this through our Employer Brand to attract a diverse audience, targeting unknown resources to attract talent form the private sector, youth, people living outside of Oxfordshire, returners,

changers and most importantly promoting the opportunities to grow our own talent.

19 Our strategy does not solely rely on attracting new talent, it works in balance to retain our current workforce. Truly engaging our current employees, managing our talent, offering realistic internal opportunities, utilising training and development as an identified progression tool, open flexible working arrangements and reward and recognition strategies that are transparent and fair are all key to retaining our workforce in today's climate.

20 In our current situation there is no short-term solution. There must be radical change to address the situation, implementing the core basics and building the foundations for our future workforce.

21 A fundamental part of the resourcing strategy addresses the need to significantly reduce the council's agency spend by identifying and establishing clear and sustainable commercial routes to market to source both our temporary and permanent workforce requirements.

22 It is acknowledged that there will always be a need for a contingent workforce within the council and a balance of permanent and temporary resource must be maintained. To address this there is a key workstream to focus on developing and procuring commercial, outsourcing contracts that are fit for corporate and directorate requirement. with the objective of reducing agency spend across the Council.

23 The programme of change required needs support and interaction at all levels and is outlined in detail within the draft resourcing strategy (appendix 1). The transformation requires several interdependencies as the process flows through various departmental responsibilities and accountabilities and includes the following recommendations.

> **Workforce planning strategy-** defining the requirement, understanding supply and demand, clearly identifying skills gaps, implementing strategic workforce interventions such as talent programmes, succession planning, academies, and defined career paths.

> **Resourcing model redesign -** move away from the current outsourcing model to a fully functioning corporate central service with an "in-house" resourcing team focused on "direct hire", supported by a commercial outsourcing structure fit for directorate and business requirement.

> **Resourcing function redesign -** move away from the current outsourcing model and replace with an in-house/hybrid resourcing model providing recruiting outputs required to support and add value to the business based on evidenced outcomes and supported by robust policies.

> **Digital Transformation -** Implement a standalone Applicant Tracking System (ATS) system with full functionality for automated processes

through the full 360process , from requisition approval to new starter set up providing a reporting function and digital dashboard that contributes to and drives data driven resourcing. Recapture of the vacancy landing page, career microsite and candidate journey.

Attraction methodology redesign

Employee Value Proposition (EVP) - Redesign, development, and implementation of our EVP under four key pillars clearly identifying the key drivers for our current workforce and our target audience and communicated through our Employer Brand.

Employer Brand - design, development, and implementation of our Employer Brand as "one offering, one Oxfordshire council" defining "our purpose" and ensuring we effectively influence all touch points through the employee lifecycle to become an employer of choice.

Recruitment Marketing Strategy -Define a clear commercial recruitment marketing strategy incorporating the social media element to complement our Employer Brand and influence, target and attract our required audience.

Retention - redefine our current development opportunities and upskill our current talent through our internal Organisational Development and Learning and Development offering such as talent management programmes, leadership programs and apprenticeships and realistic promotion opportunities.

24 The strategy is moving forward with programme management documentation prepared to support the delivery of the various workstreams outlined in the strategy document.

25 The programme of change and transformation incorporates six projects that will run in parallel to deliver the objectives and benefits associated with the strategy as follows:

> Project 1 – Resourcing Function
> Project 2 – Resourcing Model
> Project 3 – Process, Policy and Design
> Project 4 – Digital Transformation
> Project 5 – Employee Value Proposition
> Project 6 – Employer Brand

26 Equality, Diversity and Inclusion will run through all of the projects and members of the staff networks will be invited to join all of the project workstreams.

The Pay Award

27   The pay award for 2022/23 remained in negotiation and once the pay offer was made (£1,925 to be applied to all pay scales), the trade unions would need to consult with their members. Based on projected dates it was considered unlikely that the pay award would reach salaries until December 2022 some 9 months after it became effective, and this has proven to be the case.

28   The flat pay offer (rather than a % increase) was designed to ensure that the lowest pay scales in local government would see the biggest uplift in pay. This was especially important as the lowest pay scales had seen an erosion in value in recent years and had become equivalent to the National Living Wage, a position that Local Government had never intended to be in. The flat pay offer when converted to a percentage uplift provided staff within pay scales 1 – 3 with a pay uplift in excess of 10 % tapering to an increase of 2.86% for those paid at the top of Grade 18.

Cost of Living

29   In Quarter 2 and in light of the growing concerns regarding the cost of living crisis, the HR team commenced a piece of work to look at options to provide some extra support for our lowest paid members of staff. The costs of petrol and diesel were particularly concerning especially for those staff who were required as part of their job role to undertake high rates of business mileage and were some of our lowest paid members of staff in the organisation.

30   A range of options were presented to the senior leadership team for consideration which focussed on our lowest paid members of staff. The senior leadership team opted to make a 'one off' payment to the lowest paid staff incurring the highest level of business mileage. The payment was split into bands and scaled accordingly to pay grade and number of miles travelled set by a reference period, with the highest payment being £1,250 and the lowest payment £200.

31   The council has also implemented a staff benefits platform and a financial wellbeing service. The benefits platform provides a range of instant discounts to help save money across a range of major retailers, supermarkets, travel, dining out, entertainment and more. The financial wellbeing scheme provides financial advice and debt management, pay day advances to help staff with unexpected costs part way through the month enabling draw down on salary already earnt to help with emergencies and support better budgeting. The scheme also offers responsible borrowing rates, salary deducted savings accounts and the Help to Save scheme which enables any staff member in receipt of working tax credits (approximately 20% of the national workforce) to obtain a bonus of up to £1,200 on their savings over 4 years.

Equality, Diversity and Inclusion

32 We have taken out corporate membership of Inclusive Employers; a non-affiliated organisation providing best practice advice and guidance on EDI matters, training and development, benchmarking and networking. The membership provides unlimited access to all staff and members at OCC. About - Inclusive Employers. Inclusive Employers were commissioned to undertake a comprehensive review of our EDI training and development offer and to make recommendations for improvements. The report was well received and work is now taking place to implement the recommendations and develop learning pathways for all staff, all people managers, all leaders, HR and Policy staff and our BAME colleagues to support with career development.

33 The people managers pathway will be included in the essential core skills for managers programme.   It is planned for this programme will also have ILM accreditation.

34 Opportunities for all staff to gain English and Maths Level 2 qualifications (equivalent to GCSE) continue to be promoted and to be successful.

35 To date 18 people have successfully completed L2 English and 16 have completed L2 Maths. Fifty one people are currently studying for maths, English or both and of these 42 are female and 9 are male.   We have 48 active enrolments on the maths course and 31 on English. In addition we are working with the provider of the L2 qualifications to develop a refresher course for people who have already achieved GCSE maths and English but lack confidence in their skills which is potentially holding them back from career progression.

Quarter 2 – Key Activities

Apprenticeships

36 At the end of Q2 there were 271 Apprentices on programme, 63 of these were in schools. 79% of these are permanent staff undertaking an apprenticeship as CPD or career progression.

37 During Q2 22/23 there were a total of 30 new apprenticeship enrolments compared to 58 for the same period last year. Despite having less enrolments the actual spend has risen from £173,052 in Q2 2021/2022 to £207,914 in Q2 2022/23.

38 The committed spend for the Q2 2022/23 for new enrolments is £276,097. There has been a reduction with enrolments to apprenticeship posts this quarter as many areas who had planned within their structures to recruit apprentices have removed them as part of savings targets required within the budget planning process. However, a number of CPD apprenticeships for current staff in Facilities are in the pipeline but have been slightly delayed as the programme is new to the council and whilst the best provider for the programme can be procured. Environment and Place are also planning to enrol

a number of apprentices as part of their transformation programme in Civil Engineering, Transport/Town Planning and Business Administration and these are anticipated to progress in Quarter 4.

39 We are also currently in the process of enrolling 10 staff within Facilities management these are all CPD enrolments and have been delayed whilst ensuring we have procured the best provider as this is a new programme.

39 The Apprenticeship Hub continue to support all colleagues with identifying additional and appropriate apprenticeship opportunities. An organisation wide webinar was launched in Q2 with a focus of Data Apprenticeships which had a very healthy attendance. Leadership and Management is another area that will be focused on in Q3 to support with formal qualification and attainment of management qualifications for staff.

40 During Q2 22/23 there were 16 Completions and 6 withdrawals.

41 The Apprenticeship Hub is continuing to review all withdrawal data to assess where trends are occurring and how the strategy for 2022/2023 can be supported to minimise all withdrawals. We are continuing to undertake monthly reviews with all training providers to manage on programme progression of learners, and with managers to minimise withdrawals with early intervention.

42 Final applications for incentive funding allocated to any new apprenticeship start during COVID have now been submitted. Total funding received for these incentive payments in 2021/2022 was approximately £40,000 and it is estimated that we will receive a further £35,000 during 2022/2023. All COVID-19 apprenticeship incentive payments have or will be transferred back to the recruiting service.

43 Work continues with Adults and Children to develop a fit for purpose Social Care academy to support new career pathways at all levels, with the aim to attract, develop and retain Social Workers and Occupational Therapists. Five new Social Workers have been enrolled in Quarter 2.

44 With the presence and work of the Apprenticeship Hub becoming further embedded within the organisation we are further expanding on apprenticeship opportunities in all Directorates. Facilities, Climate Action group and Legal are three areas that are currently being reviewed with multiple apprenticeship posts being included within new structures.

45 In Quarter 2 the review of the apprenticeship procurement process has been completed with support from the Procurement and Legal teams. This piece of work is critical to the streamlining and efficiency of awarding contracts with an in-house designed framework.

46 A project created to formalise work experience opportunities within Oxfordshire County Council has also begun. The project is designed to evaluate potential work experience placements within the organisation whilst engaging with

schools across the county. The second phase is now underway to develop an accessible application process for school learners, whilst also ensuring clarity for service areas and teams. The purpose of this work is to further strengthen the appeal to school leavers to join the council and strengthen links with the community whilst promoting career and employment opportunities at the council for young people.

Apprenticeships and the Oxfordshire Virtual School

47   The Oxfordshire Virtual School works with care leavers from ages 16 to 25 years, providing support, education and information to achieve independence and employment. It has been agreed that the Apprenticeship Hub will start to provide some individual support with initial advice and guidance on apprenticeship opportunities with candidates that are seeking employment and learning opportunities, not only with the Council but also throughout the County. The purpose will be to create individual rapport with the learners who may have Educational Health Care Plans (EHCP's), challenging behaviours or learning difficulties to find exciting and meaningful apprenticeship opportunities for their personal career development.

48   The support will involve meeting with the learners on an individual basis to identify career interest, appropriate programmes and the most supportive providers available. The support will then continue in the form of working with potential employers, training providers and other services within the Council to achieve the best opportunities and outcomes available.

Corporate Health and Safety

Display Screen Equipment (DSE)

49   To date 2472 DSE Workstation Assessments have been completed. Where staff require more detailed assessment or significant adjustments are required then this may require referral to Occupational Health or the Health and Safety Team. Managers should ensure all staff have a suitable workstation including when working from home. Additional equipment e.g. screens, keyboards and chairs can be supplied. For more information How to set up your home workstation

New Training – Personal Safety and Lone Working for Social Care Staff

50   As part of our promotion of personal safety and lone working we have recently launched new training for all social care staff. The course content has been developed in conjunction with the Principle Social Workers and reflects scenarios social care staff may face. This 3hr course provides an overview and understanding of the practical issues around personal safety while lone working and will cover how to plan and implement a safe home visit, what causes conflict and de-escalation techniques.

51   Interest for this training is high and the initial 6 dates Oct – Feb have been fully booked and further dates have been added.

Essential Corporate H&S Training

52   All staff are required to complete the essential corporate H&S Training as a minimum. This training is auto assigned to learning profiles and forms part of Induction.   Staff are emailed regular reminders to complete the training by the specified deadline.

53   As of October, 505 out of 831 (63%) line managers have completed the managers training and 3454 or 3735) 92% of all staff have completed the introduction to H&S eLearning.

Health and Wellbeing

54   A total of 235 referrals were made to PAM Occupational Health in Q2 representing a decrease of 16% from the previous quarter. As per the previous two quarters, the age range of 51 – 60 accounted for the highest proportion of referrals made. The majority of referrals came from Children's Services, Adult Social care and Schools.

55   The top three reasons for referral to Occupational Health in Q2 are noted below along with the top reasons in each category.

1. Anxiety, Stress, Depression and Other Psychiatric illnesses	
Stress	17
Anxiety	11
Depression	17
Total	**54**
2. Musculoskeletal	
Inflammatory conditions	4
Lower body	11
Upper body	4
Total	**24**
3. Covid	
Long Covid	10
Post Covid	8
Total	**18**

Employee Assistance Programme

56   Calls made to VITA our Employee Assistance Programme provider include:-

         50 calls for emotional support
         18 for legal information
         8 for information and advice
         2 calls were made for career coaching

57   Of the 50 calls to the emotional support line, the main reasons for the calls are categorised below. As individuals often present with more than one reason, the number of issues exceeds the calls made.

        Personal reasons – 49
        Work/career - 9
        Family – 8

58   The highest users of the service in order are Children's services, Adult Social Care and Schools.

<u>Wellbeing initiatives.</u>

59   Webinars that have taken place over Q2 include the following: long covid, financial webinar, heart health, NHS checks, EAP awareness including line managers sessions, trauma sessions, neurodiversity in the workplace.

Q2 Staffing Data (1st July – 30th September 2022)

60   Appendix 1 of this report provides staffing data relating to the workforce profile including sickness absence, turnover, apprenticeship numbers and agency spend.

61   Workforce data and trends are published in more detail on the Council's intranet. This includes a breakdown of staffing numbers and trends over the past five quarters by Directorates and Schools, including temporary and part time employees, turnover and sickness rates along with diversity and salary profiles. This data provides information by service and includes the spend and use of agency workers.

Equality and Inclusion Implications

62   Equality and inclusion implications are considered across all our workstreams as identified in the section above.

Sustainability Implications

63   There are no sustainability implications arising from this report.

Risk Management

64   There are no risk management issues arising from this report.

CLAIRE TAYLOR
Corporate Director Customers, Organisational Development and Resources

Annex: Appendix 1 - Workforce Profile Q2
                      Appendix 2 – Resourcing Strategy

Background papers: Nil

Contact Officer: Karen Edwards, Director Human Resources

December 2022

Headcount and Full Time Equivalent (FTE) comparison

The overall headcount has increased during Q2 which is a continuing trend over the last year although for Q2 there has been larger increase, the majority of which is in Childrens and Adults, although there are smaller increases across all other Directorates too for Q2.

Headcount and FTE at the end of Q2 (2022/23) is 5205 and 4310.28 respectively, compared to 5129 and 4250.13 for Q1 (2022/23) and has shown a similar upward trend over the last 5 quarters which is spread across all Directorates.

A detailed workforce profile showing a 5-quarter trend for each Directorate Service area is available on the intranet on the Workforce Data webpages.

Headcount

Quarter	Headcount
Q2_2122	5087
Q3_2122	5099
Q4_2122	5116
Q1_2223	5130
Q2_2223	5205

Employee FTE

Quarter	FTE
Q2_2223	4310.28
Q1_2223	4250.73
Q4_2122	4212.35
Q3_2122	4193.2
Q2_2122	4169.18

Headcount as at 30 September 2022

(Bar chart — Adults, Children, CDAI, E&P, CODR, Public Health)

FTE as at 30 September 2022

(Bar chart — Adults, Children, CDAI, E&P, CODR, Public Health)
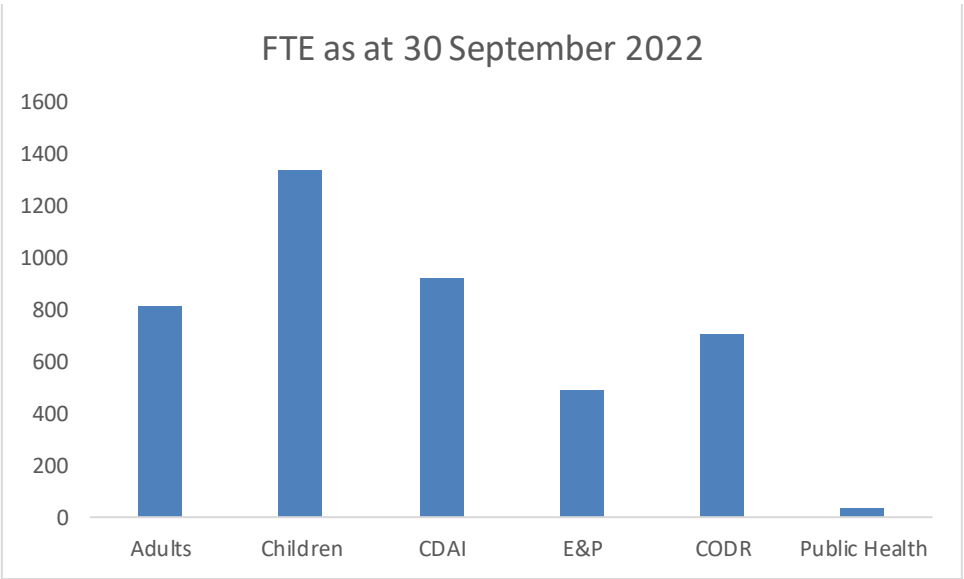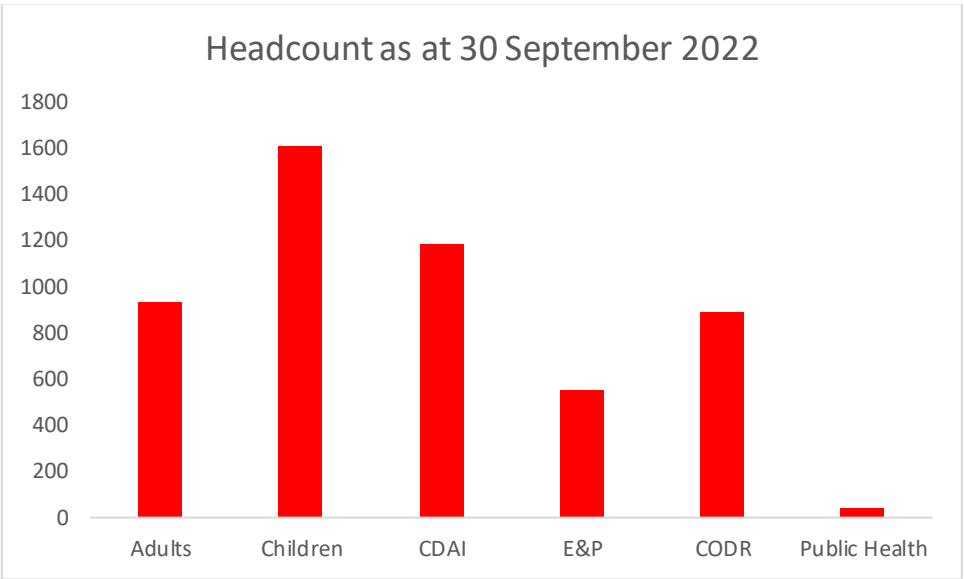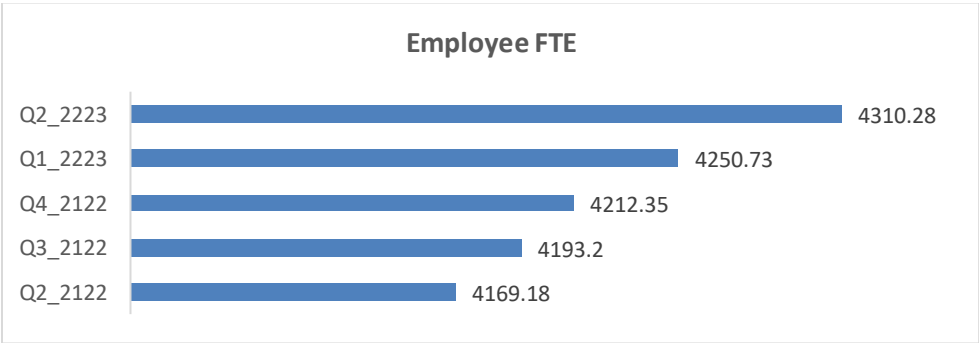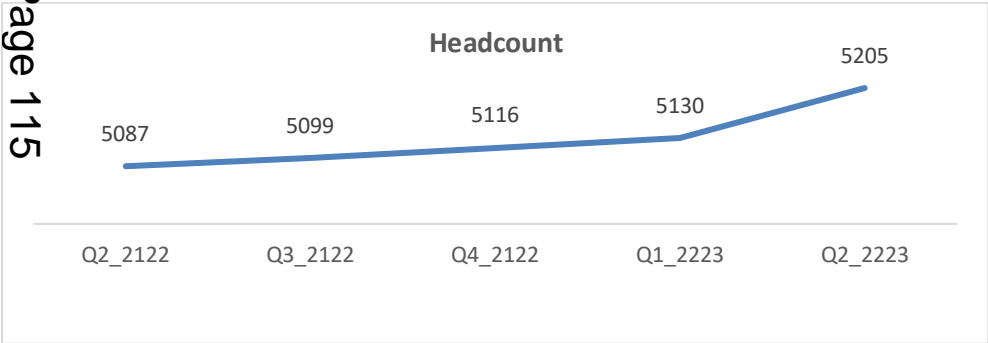
Age and Gender

The directorate workforce gender split remains consistent with two thirds women and one third men – a trend existing across both full and part time staff. 42.7% (2221) of the workforce are part-time. Numbers of part time staff dipped during Q1, but have slightly increased again during Q2, but numbers have decreased over the last year, with 2266 (44.5%) part time employees in Q2 last year. The workforce age profile remains stable and highlights a slightly older workforce with 52.51% of the workforce aged 45 years or older.

Of the 5205 staff employed across directorates, 296 have temporary contracts (5.7%). The profile of these staff continues to be slightly different from the above in that there is a slightly higher percentage (81%) of female employees in this group and a much higher proportion of employees aged under 45 (70%). 7.4% of these temporary contracts can be attributed to apprenticeships.

Ethnicity and Disability

The 2021 census data is expected to be available in October, but until this data is available we can still only compare our workforce with the 2011 census data for Oxfordshire. The working population of Black, Asian and minority ethnic (BAME) in Oxfordshire per the 2011 census data was 9.2%

Ethnicity: At OCC 9.91% of the directorate workforce are recorded as BAME, 83.54% are white (76.87% are white British and 6.67% white other), and 6.5% remain undeclared. The proportion of BAME employees remains higher within our social care workforce at 13.54%. 1.15% of the workforce have selected 'Prefer not to say' and there is no data held for 5.39% of the Directorate workforce.

Disability: 5.69% of the Directorate workforce are recorded as having a disability. The way in which equality and diversity data is recorded is changing in Q3, and it is hoped that the promotion of these changes will encourage employees to review and update their details, improving data quality and reducing the number of 'not known' entries.

Age band in All Directorates by quarter
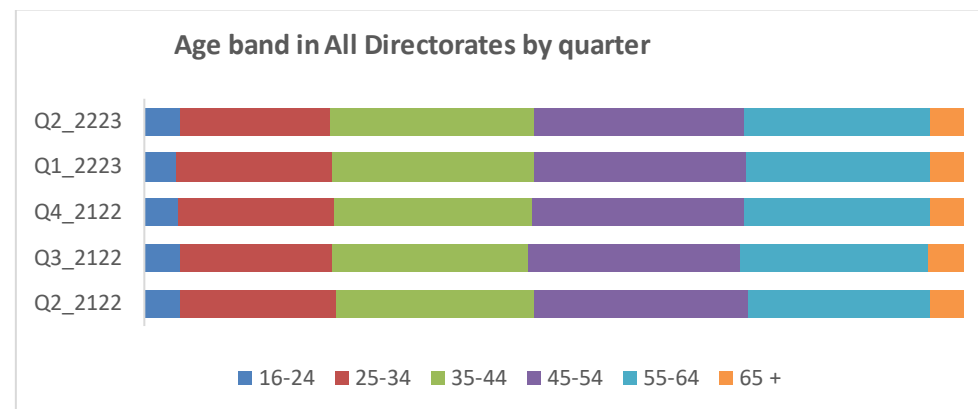
There are minimal changes to the ethnicity profile across all Directorates and the overall percentages remain the same as Q1
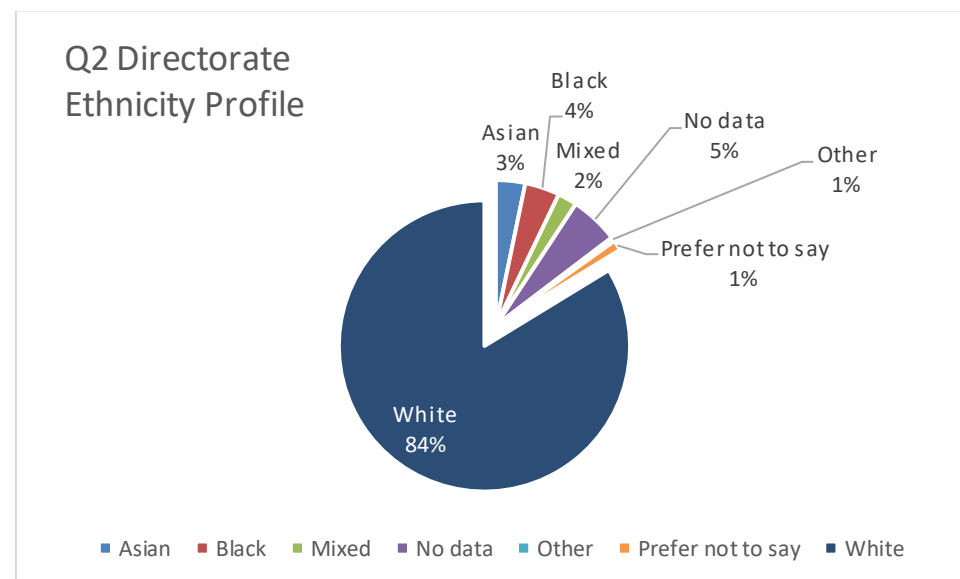
Q2 Directorate Ethnicity Profile

Apprenticeships

At the end of Q2 there were 258 Apprentices on programme, 63 of these were in schools. 79% are permanent staff undertaking an apprenticeship as CPD or career progression.

During Q2 22/23 there were a total of 30 new apprenticeship enrolments compared to 58 for the same period last year. 20 of these were for permanent staff undertaking CPD. The committed spend for Q2 22/23 for new enrolments is £276,097 compared to £540,786 in Q2 21/22, which reflects the reduction in enrolments for this quarter compared to last year. One potential contributing factor in this is the number of Directorates that have been undergoing transformation and are currently in the process of confirming new apprenticeship roles and career pathways to commence in the Autumn.

Number of new enrolments - Q2 2022-23

Directorate	Apprentice	CPD	Total
Adults	1	1	2
Children	6	7	13
CDAI	0	0	0
CODR	2	0	2
Env & Plc	0	0	0
PH	0	0	0
OCC Schools	1	12	13
Grand Total	**10**	**20**	**30**

Including 2 new apprentices who have since withdrawn from the scheme

During Q2 22/23 there were 16 Completions and 6 withdrawals

The Apprenticeship Hub is currently reviewing all withdrawal data to assess where trends are occurring and to take action to minimise the number of withdrawals. We are continuing to undertake monthly reviews with all training providers, line managers and learners to review progression and minimise withdrawals with early intervention.

Apprentices on Programme during Q1 2022/23

Rolling 12M No of New Apprentices on Programme

	Apprentice	CPD
Adults	3	16
Children	12	19
CDAI	3	9
Env & Plc	2	2
CODR	4	21
PH		1
OCC Schools	3	29
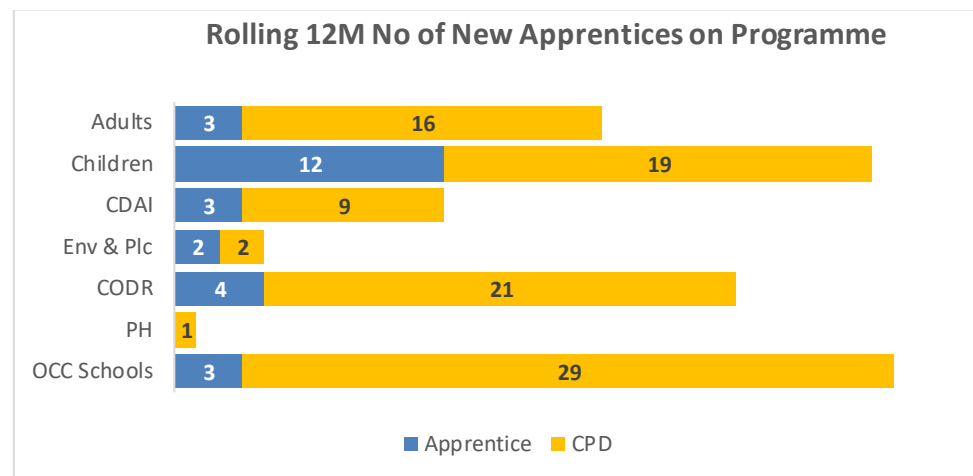
Number of new apprentices per year per quarter

Fiscal Period	17/18	18/19	19/20	20/21	21/22	22/23
Apr – Jun		6	43	5	41	29
Jul – Sep	16	46	33	37	58	30
Oct – Dec	6	44	17	28	29	
Jan – Mar	11	15	25	23	36	
Total	**33**	**111**	**118**	**93**	**164**	**59**

Committed spend on new apprentices per year per quarter

Fiscal Year	17/18	18/19	19/20	20/21	21/22	22/23
Apr – Jun		17,500	214,600	31,000	237,486	189,279
Jul – Sep	106,000	472,100	344,500	448,851	540,786	276,097
Oct – Dec	14,000	222,916	72,427	309,885	215,000	
Jan – Mar	25,000	69,500	142,000	172,454	350,618	
Total	**145,000**	**782,016**	**773,527**	**962,190**	**1,343,890**	**465,376**

Sickness Absence

Recorded sickness absence decreased again during Q2 across most Directorates and continues to be monitored along with referral rates to Occupational Health and usage rates of the Employee Assistance Programme. However the number of short term absences increased. 157 employees reported an absence due to stress during Q2, which is a slight decrease on the 161 reported absences during Q1.

There were 108 employees on long term sickness (20 days or more) in Q2, a decrease of 18 on Q1. Of those on long term sick in Q1 63% (80) returned to work in Q2, 29% (37) continued their absence into Q2. There were 63 new cases of long-term absence in Q2.

466 employees reported a covid related absence during Q2, (9% of all employees), which is a continued reduction on previous quarters, but of those absent, 52% were absent for more than 3 days which is a slight increase on Q1 (50% were absent for more than 3 days in Q1). Following a peak at the beginning of Q2, numbers of staff reporting absent with covid have reduced and remain relatively stable.

Covid by week in 2022 - all directorates
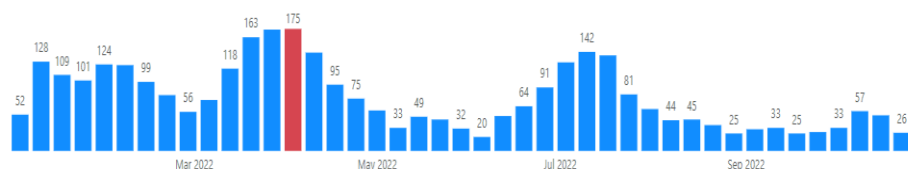
The top reason for absence during Q2 is stress, anxiety, depression at 25.34% (21.45% in Q1), with covid the second highest reason at 21.45% (27.35% in Q1). The other three reasons identified in the top five reasons were injury/fracture at 10.47%, operations/post op at 8.51% and gastrointestinal problems at 6.74%.

The rolling absence over the last 12 months is 9.06 days absence per fte which is a slight increase and continues to be higher than the target rate of 7 days per fte.

% working hours lost by quarter

| Q2_2122 | Q3_2122 | Q4_2122 | Q1_2223 | Q2_2223 |
| 3.35% | 4.05% | 3.92% | 3.42% | 3.23% |

Total sickness fte days by quater (long term, stress related and target)

| Q2_2122 | Q3_2122 | Q4_2122 | Q1_2223 | Q2_2223 |
| 1.99 | 2.41 | 2.36 | 2.08 | 1.97 |

- Days absence per fte
- Days absence per fte-long term
- Days absence per fte - stress related
- Target
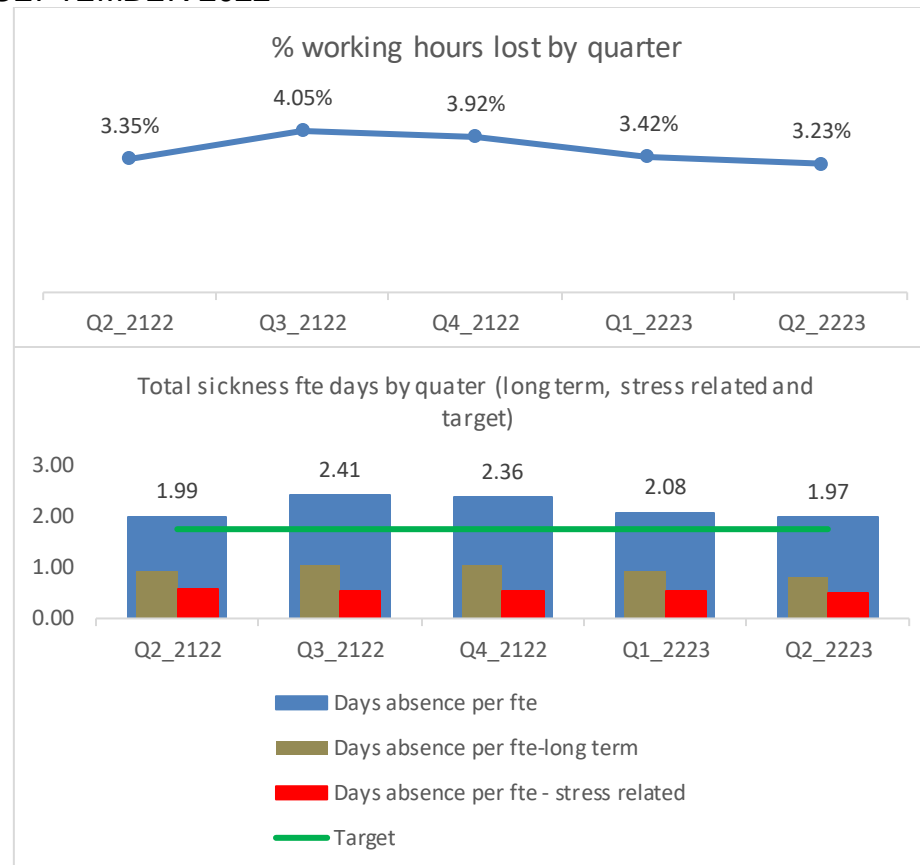
Short Term Sickness by Directorate for Q2	Headcount at end of Q2	No of staff on short term sickness Q2	% of staff on short term sickness Q2	
Children	1607	593	36.90%	⬆
Adults	935	543	58.07%	⬆
Environment and Place	550	174	31.64%	⬆
CODR	887	411	46.34%	⬆
CDAI	1183	341	28.83%	⬆
Public Health	40	12	30.00%	⬆

Grand Total	5205	2074	39.85%

Turnover

Turnover for Q2 for directorates was 4% which is an increase on Q1 and an increase over each quarter of the previous year. Directorate turnover for the rolling 12 month period also increased from 13.1% in Q1 to 13.4% in Q2.

All Directorates

	under 1yr	under 5yrs	under 10yrs	10 plus yrs
Q2_2223	61	84	20	40
Q1_2223	21	62	18	43
Q4_2122	31	88	19	43
Q3_2122	21	82	16	39
Q2_2122	21	85	21	60
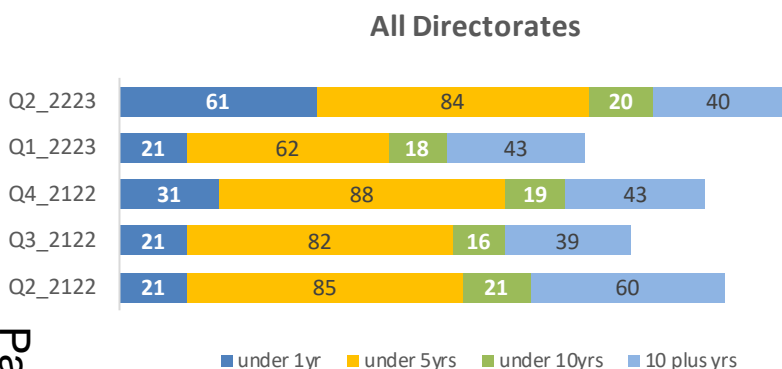
29.76% of leavers during Q2 left with less than 1 year's service, 40.98% had between 1-5 years' service, and 29.27% had more than 10 years' service. This shows that more than 70% of the leavers during Q2 left before completing 5 years' service which is a continuing trend and one apparent across all directorates.
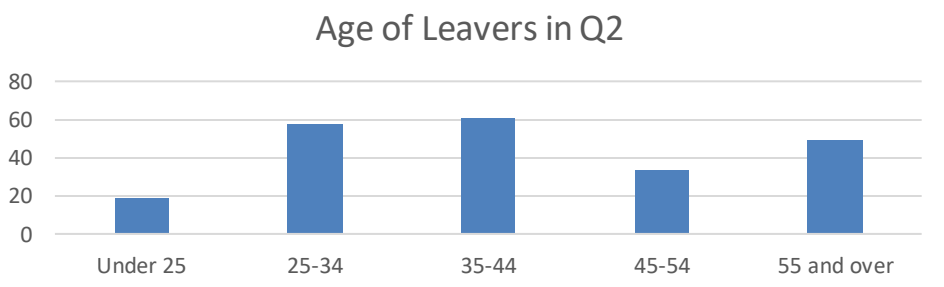
Age of Leavers in Q2

22% (49) leavers in Q2 were in the 55+ age group, of which 22 retired (voluntary, normal and over retirement age). The average length of services of our employees is relatively stable at 9.2 years with the average length of service for leavers during Q2 at 6.2 years which is considerably lower than in previous quarters.

% of Turnover Rate in All Directorates by quarter

Quarter	% total turnover rate
Q2_2122	3.7%
Q3_2122	3.1%
Q4_2122	3.5%
Q1_2223	2.8%
Q2_2223	4.0%

■ % total turnover rate   ■ % Turnover (involuntary)   ■ % Turnover (voluntary)
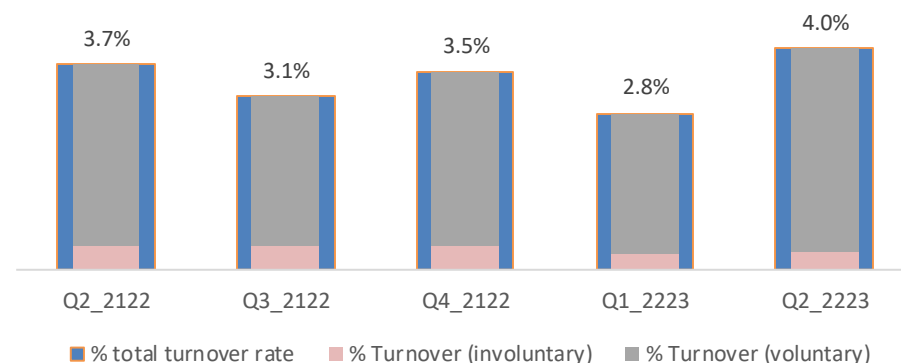
Length of Service - Leavers Q2 22-23

	under 1yr	under 5yrs	under 10yrs	10 plus yrs
Adults	14	5	6	10
CDAI	6	21	1	9
Children	26	38	9	14
CODR	12	14	3	6
Public Health		1		
Env & Plc	3	5	11	

■ under 1yr   ■ under 5yrs   ■ under 10yrs   ■ 10 plus yrs
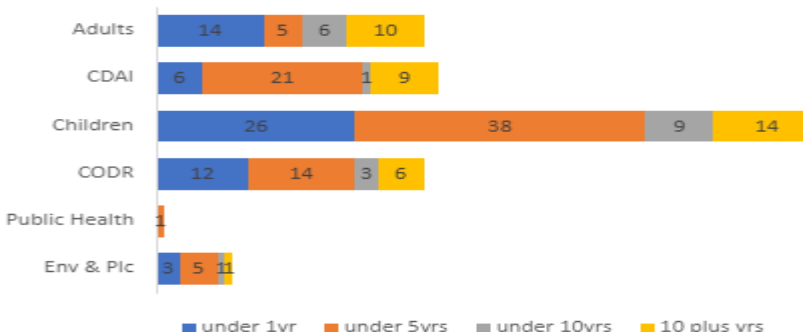
Leaving to take up alternative employment continues to be the main reason for leaving at 43.41%. Retirement, leaving to enter full time education, and family commitments continue to be in the top 5 reasons for leaving with 6.34% giving no reason.

We have received 139 exit questionnaire responses for Q1 and Q2, a 40% response rate. The questionnaire focuses on wellbeing, relationships, roles, workload, culture, training and development. We continue to promote the completion of these. A detailed report is being compiled for the Delivering the Future Programme.

Total Agency Spend (Comensura and Off Contract)
The total spend in Q2 for all agency expenditure (**Comensura and Off Contract**) was £9,762,489 – an increase of £820,874. This is the result of an increase in spend in most directorates, particularly Childrens, (an increase of £580k) and CDAI (228k) but there were overall reductions in Adults and Public Health.

Total Agency spend per quarter by Directorate Comensura and Off-Contract

Agency spend - All Directorates by quarter
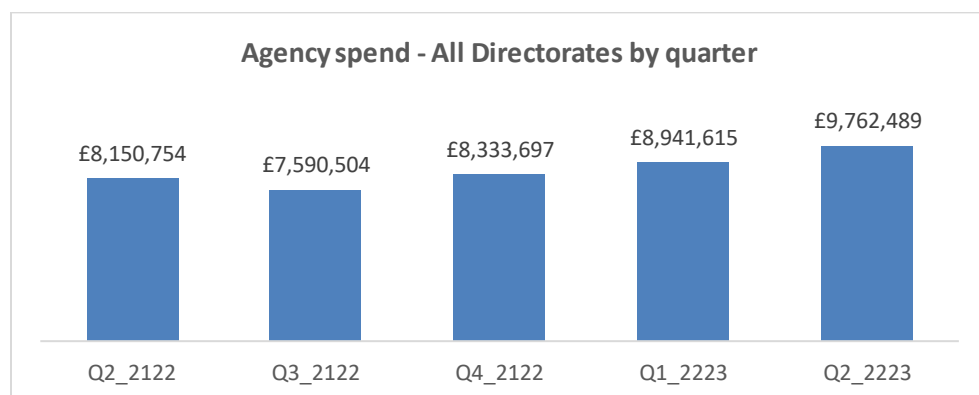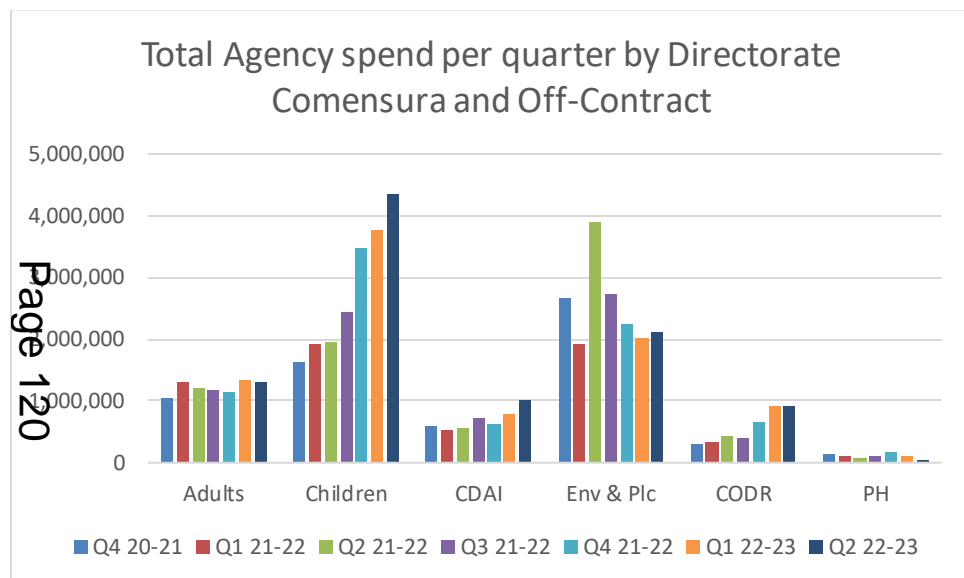
Comensura contract spend has increased again this quarter to £6,914,143 (an increase of £425,848), although the number of new and continued bookings decreased. Childrens' Directorate were again the heaviest user. Approximately 34% of Comensura spend relates to qualified Social and Health Care bookings, 21% for Interims (21%), and 17.5% for Engineering and Surveying There were 171 new positions requested during Q2. Of these 96 (56%) were to fill a vacancy, 36 (21%) related to project work, 19 (11%) for unplanned demand, and 10 (6%) for unplanned demand. Four bookings related to a covid absence. At the end of Q2 there were 423 active bookings on Comensura, a decrease of 6 on Q1.

Quarterly overview

Jul - Sep 2022
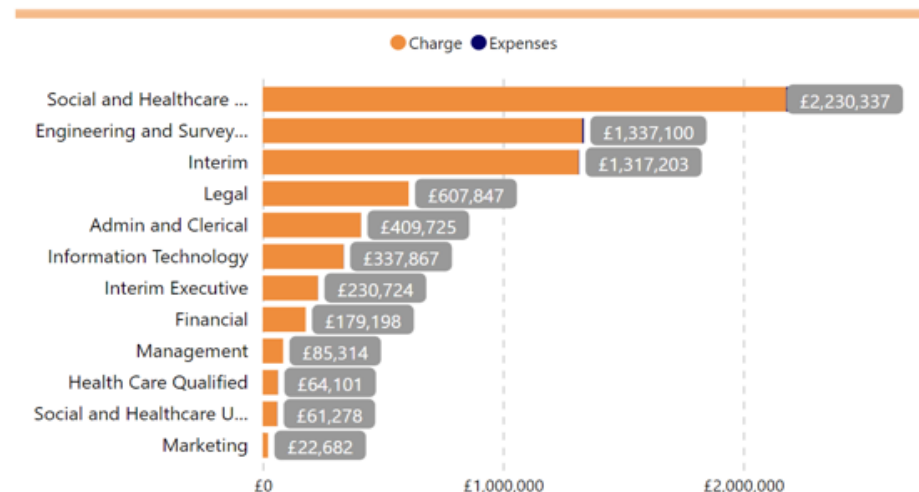
Off contract spend (agency usage outside of Comensura contract) has increased this quarter to £2,848,346 (an increase of £395,015 on Q1). £2,139,407 (75%) of all off contract spend relates to Childrens' Directorate (an increase on Q1 of £563,982). Off contract spend within E&P has reduced again in Q2 (by £167,437) and now accounts for just 18% of all off contract spend.

Oxfordshire County Council
Resourcing Strategy - Proposal 2022

Author: Lindsay Andrew
Position: Interim Resourcing Transformation Lead
Version: 0.1
Status: Final Copy

Issue date: 03/08/2022

OUR MISSION

To recruit, attract, develop, and retain talented individuals whose efforts support and progress the vision, mission, and corporate strategy of Oxfordshire County Council making it a fairer, greener place to live and work.

OUR COMMITMENT TO THE COUNCIL

To create a high-performance resourcing function delivering outstanding services and activities that support the effective recruitment and retention of our workforce, developing and implementing resourcing practices and solutions which produce positive outcomes for our staff, managers, and community. To contribute to a high-performance culture led by our core values, which is inclusive, diverse, and driven by best practice identifying us an employer of choice.

OUR APPROACH

Customer focused | Flexible & responsive | Innovative | Striving for continuous improvement | Solution and outcomes based

OUR STRATEGIC OBJECTIVES

Effectively forward plan with a proactive, solutions-based approach by continuous horizon scanning, identifying internal and external influences which positively affect our approach to resourcing allowing us to stay ahead of our competitors, have sight of potential challenges, be prepared for change and **always learning.**

To effectively recruit and retain the right quantity and quality of people who demonstrate the right values, skills, knowledge, and behaviours required to support the achievement of the organisation's strategic objectives and future proof our resourcing requirement, being accountable and **taking responsibility.**

Our recruitment processes will be among the very best in the sector delivering a positive recruitment experience for candidates, hiring managers and recruiters through a professional digital recruitment strategy, embracing new technology, systems, and innovative ways of working, **daring to do things differently.**

Develop and promote our offering as a market leader and employer of choice, defining our purpose, to ensure that our recruitment and selection processes reflect our culture and brand, embed our values, are inclusive and provide high quality and diverse candidates. **Be kind and care**

To create and implement policies that truly identify and support our processes and our commitment to best practice, inclusion, and diversity, whilst adhering to legislative requirement, ensuring **equality and integrity in all we do.**

OUR CORE PILLARS - Our strategy will incorporate three core pillars

Plan	Attract	Retain

Plan – Implement workforce planning interventions to understand and identify the requirement, aligning the strategy to the corporate growth strategy assessing future business needs and determining the numbers and types of people required.

Attract - Developing our Employee Value Proposition and Employer Brand based on the values, culture, and mission of the organisation. Develop a digital recruitment strategy ensuring the recruitment and selection processes reflect the brand and our Recruitment Marketing is targeted and relevant.

Retain -Develop reward and recognition initiatives to celebrate our workforce. Define career pathways, talent management and development programmes to engage and retain our talent to meet our present and future business requirements.

OUR KEY DRIVERS

➢ **Our Managers** will be supported through the resourcing process by subject matter experts. We will provide them with the training, expertise, and tools to successfully manage processes in a streamlined consistent, best practice approach to effectively plan, recruit, and retain.

➢ **Our Resourcing Team** will provide a proactive, solutions-based service with the tools, knowledge, and experience required to support and advise the organisation, focused on outputs and deliverables, providing evidenced outcomes to measure their success whilst always striving for continuous improvement.

➢ **Our Candidates** will experience a seamless process from awareness to onboarding, without barriers, that presents an attractive offering through our inclusive culture and identifies a real purpose for joining Oxfordshire County Council leaving them with the realisation that it is a great place to work and an employer of choice.

- **Our Employees** will feel appreciated, valued, and listened to. They will work in a culture with flexible working pattern's, opportunities to develop and progress to reach their potential, knowing their individual contribution is valued and they are our greatest asset, becoming advocates for the organisation.

- **Our Community** will be assured we have the right people to fulfil our service delivery promise and are dedicated to providing our strategic objectives delivering progressive outcomes on our nine priorities laid out in our strategic plan, delivering the agenda to make their community a greener, fairer, and healthier place to live.

OUR PRIORITIES

Priority 1. Plan and identify the requirement

Support directorates to **develop workforce plans** clearly identifying gaps, challenges, and improvement priorities, informed by high quality workforce information to ensure the right mix of skills are deployed to deliver an effective service.

Engage and empower leaders to clearly define and forward plan the **recruitment requirement**, ensuring all avenues are considered and discussed for alternative solutions to open a vacancy decision addressing the impulse to engage agency, driving cost efficiencies.

Understand business **requirement and growth plans** to identify the resourcing models required, what can be outsourced and what should be delivered in house clearly defining routes to market and reducing cost per hire.

Through effective workforce planning **identify skills gaps** to establish development and training programmes to upskill our current workforce and think innovatively about our job design.

Identify and establish new ways and initiatives to bring talent to the organisation such as returner programmes, career change pathways and develop strategies for international recruitment to broaden our talent pool and diversify people's skills and experiences.

Priority 2. Attraction

Develop our **Employee Value Proposition (EVP)** stressing the key benefits of working at the Council and taking into consideration the key drivers for our diverse and multi-disciplinary workforce establishing a balance to suit all demographics.

Create an **Employer Brand** to promote our EVP ensuring that the full Employee life cycle is taken into consideration influencing all touch points focusing on the candidate journey, showcasing the Councils' profile as a leading employer, locally, nationally, and internationally.

Define our **Recruitment Marketing Strategy** working with stakeholders to ensure that recruitment advertising is effective, targeted, uses language and imagery that maximises potential interest from a diverse range of candidates, and is legally compliant and cost efficient.

Create and implement a **Social Media Strategy** that targets the demographic required through vacancies, understanding how we can target, influence, and attract and the link between social media platforms, review sites and our brand.

Create a new **careers website** to truly reflect our brand. Develop a "one council "one offering approach of Oxfordshire County Council as our employer brand whilst taking into consideration and developing localised directorate brands.

Priority 3. Recruitment process, policy, and design

Deliver a positive recruitment experience for candidates, hiring managers and recruiters through professional **digital recruitment** processes. Implementing new technology and innovative ways of working. Understand what can and cannot be automated and put into practice what is achievable.

Streamline our processes to impact and influence our **candidate journey** both internal and external, influencing every touchpoint through the employee lifecycle to truly provide an automated digital approach, delivering a seamless 360 recruitment process.

Develop meaningful resourcing metrics and recruitment KPIS to understand, measure and report on our activity, through a digital dashboard, that will determine and drive improvement, efficiencies, and ROI to deliver our objectives and outcomes through **data driven recruitment.**

Create **policies** that truly represent our brand and support our processes considering current market trends, changes in environmental, political, and external influences, such as referrals, relocation, remote and flexible working.

Priority 4. Commitment to Diversity and Inclusion

Evaluate our recruitment activities to assess which are most effective in diversifying our talent pools, taking positive action through our activity to ensure we are unbiased and inclusive, and our job profiles reflect diversity, introducing initiatives to ensure unbiased decision making.

Identify our **positive action initiatives** ensuring they have the impact and the outcomes we desire, not focused solely on national programmes but engage with local initiatives to relay to our commitment to our Oxfordshire community and in line with our Corporate Social Responsibility Strategy.

Through meaningful data analysis measure and monitor our EDI success constantly evolving and incorporating new measures to create an equal and balanced workforce.

Critically evaluate our organisation brand, including a review of our social media presence to evaluate how attractive it is to diverse candidates helping us shape our brand to attract, develop, and retain diverse employees.

Critically review our end-to-end candidate experience with a diversity lens, ensuring that the entire process is accessible to all and represents our diversity objectives.

Ensure anyone involved in the hiring process has received the appropriate training and follow objective, structured assessment and selection processes that have been designed to maximise fairness and minimise adverse impact on different candidate groups.

Priority 5. Work in Collaboration

Work collaboratively, across all directorates, to promote Oxfordshire County Council as one offering incorporating our new values and behaviours realising our vision and elevating our corporate culture.

Create synergies and new ways of working with our internal colleagues in HR, Marketing and Communications, IT, Procurement, and the wider corporate support services offering understanding value added design.

Clearly identify, outline, and communicate roles and responsibilities through the resourcing process and be held accountable through meaningful, quality-based SLAs.

Identify build and maintain meaningful beneficial working relationships with external stakeholders, driving responsibilities by including stakeholders in the right conversations, ensuring they understand expectation and providing the tools for them to meet that expectation.

Re-educate and train our hiring managers by improving and creating new training programmes, workshops, and communication channels and fully support them through change initiatives.

<div style="background-color:red;color:white;padding:10px;">

Priority 6. Retain, develop, and engage our talent.

</div>

Identify and implement learning and development opportunities for employees wishing to further their careers or enhance their skills, matching individual's aspirations to workforce requirement and investing in internal skill development wherever possible to support retention.

Create career pathways to clearly identify succession planning pathways and ensure internal promotion opportunities become a realisation.

Grow our own talent through our apprenticeship offering and training and development plans.

Enable managers to provide a responsive local induction to ensure new starter needs are met as part of their on-boarding experience and that they feel valued and have the tools to do their job.

Redefine our current L&D offering and development opportunities to upskill our **current talent** through our internal L&D offering introducing Talent management programmes, leadership programs and apprenticeship offering.
.

Invest in ways for **young people** to access opportunities into the organisation, such as through apprenticeships, traineeships, industry placements, internships, and graduate programmes

This strategy will be a live document and will naturally be subject to amends in order to accommodate change and will be reviewed on a quarterly basis.
We will measure and evaluate our status and where we need, redefine, and develop our resourcing strategy to drive what we can achieve successfully to impact attracting, developing, and retaining talent to the organisation.

Each priority will include a series of projects with their own link to further information and milestones. A detailed implementation plan will be developed to accompany the strategy which will be the "wiring" behind the strategy on approval of the programme of change.

Divisions Affected - ALL

CABINET
20 DECEMBER 2022

ANNUAL COUNCIL GREENHOUSE GAS EMMISSIONS REPORT & CLIMATE ACTION PROGRAMME BIANNUAL UPDATE

Report by Corporate Director for Environment and Place

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to**

   a) Approve the annual Greenhouse Gas Emissions report for 2021/2022 for publication on the County Council website, set out in Appendix 1.

   b) Note the biannual update on the delivery of the Climate Action Programme agreed by Cabinet in May (Appendix 2).

   c) Note the success of the Carbon Literacy Training programme and ambition to achieve bronze accreditation by March 2023 and develop a business case to move to silver accreditation.

Executive Summary

2. The Greenhouse Gas Emissions 2021/2022 report is an annual report on the council's own operational greenhouse gas emissions and progress towards the target of net zero by 2030 for the council's own operations.

3. This report covers the financial year 2021/2022. Emissions within the scope of our operational target to be net zero by 2030 have reduced by 3.6% compared to the previous year.

4. Although there was only a 3.6% decrease in 2021/22 as compared to the previous year, there was an overall reduction of 21% since 2019/20.

5. The COVID lockdown in March 2020/21 resulted in a significant reduction in emissions due to building closures and other reductions in activities. In 2021/22 the emissions have increased as buildings and activities return to near normal operation. Emissions from staff mileage remain lower than the 2019/20 pre-COVID levels due to our continued agile strategy and the usage of virtual meetings.

6.	In response to the council's declaration of a climate emergency, a Climate Action Framework was developed to mobilise a cross-organizational Climate Action Programme. This report updates Cabinet on the delivery of the 22/23 Climate Action Programme delivery plan as approved at Cabinet in June 2022.

7.	The Council continues to prioritise Climate Action as an organisation and has increased its commitments to the natural environment as evidenced by the environment principles adopted at Cabinet on 15 November 2022.

8.	The financial position for the council and the overall economic landscape looks increasingly challenging. We will need to continue to proactively seek out funding opportunities at a national, regional and local level to support delivery that matches our ambitions.

Oxfordshire County Council's Operational Greenhouse Gas Report 2020/21

9.	The Council's operational Greenhouse Gas report for 2020/2021 is included at Appendix 1. The report presents data associated with the council's scope 1 and 2 emissions (emissions from the council's own electricity and fuel use). The report also captures some Scope 3 emissions (staff business mileage and some limited supply chain emissions). The council is working to increase the range of supply chain emissions captured in future reporting rounds.

10.	Headline figures for 2020/2021 are set out below:

	a) All carbon emissions covered by the report (which include those from maintained schools, the councils outsourced data centre and Milestone fleet fuel (highways maintenance contractor) increased 1.5% to 17,276 tCO2e. This is as anticipated, largely reflecting resuming of activities following the covid lockdown. There is an overall reduction of 11% since 2019/20 (Pre covid).

	b) Emissions within the scope of our carbon neutrality target footprint, decreased 3.6% to 10,652 tCO2e. Figure 1 identifies the scope of emissions included within our carbon neutrality target of net zero by 2030.

	c) Figure 2 shows the emissions reduction trend between 2010/2011 and 2021/2022.

	d) The reduction in emissions was due to a mix of streetlight LED conversion, a number of energy efficiency projects, the councils agile working strategy

maintaining a reduction in staff business travel compared to 2019, and grid decarbonisation.

e) Electricity usage in corporate buildings dropped by around 12%. Gas usage did not change owing, in part, to the need for additional air handling in our buildings.

f) During 2021/22 as part of our continuing improvement commitment to data reporting four additional sources were added to our data:

- Agency staff business miles and daily hire car miles

- Wallingford and Cherwell Depots – minibus fuel

- Fuel that OCC fleet obtain from depots managed by OCC's Highways maintenance contractor Milestone, has been moved from Scope 3 reporting to Scope 1 (and inside the scope of our carbon neutrality target).

To allow a direct comparison, 2019/20, 2020/21 and 2021/22 figures now include the new fuels.
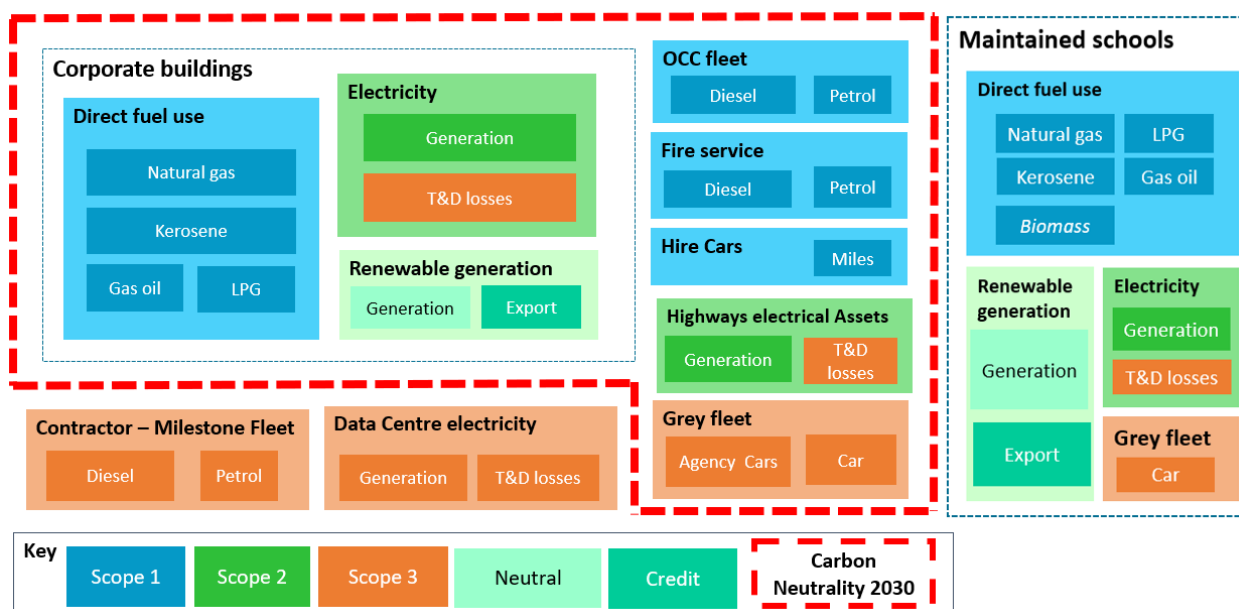
Figure 1 – Scope of Greenhouse Gas Report highlighting the emissions included in OCC's carbon neutrality target (red line)
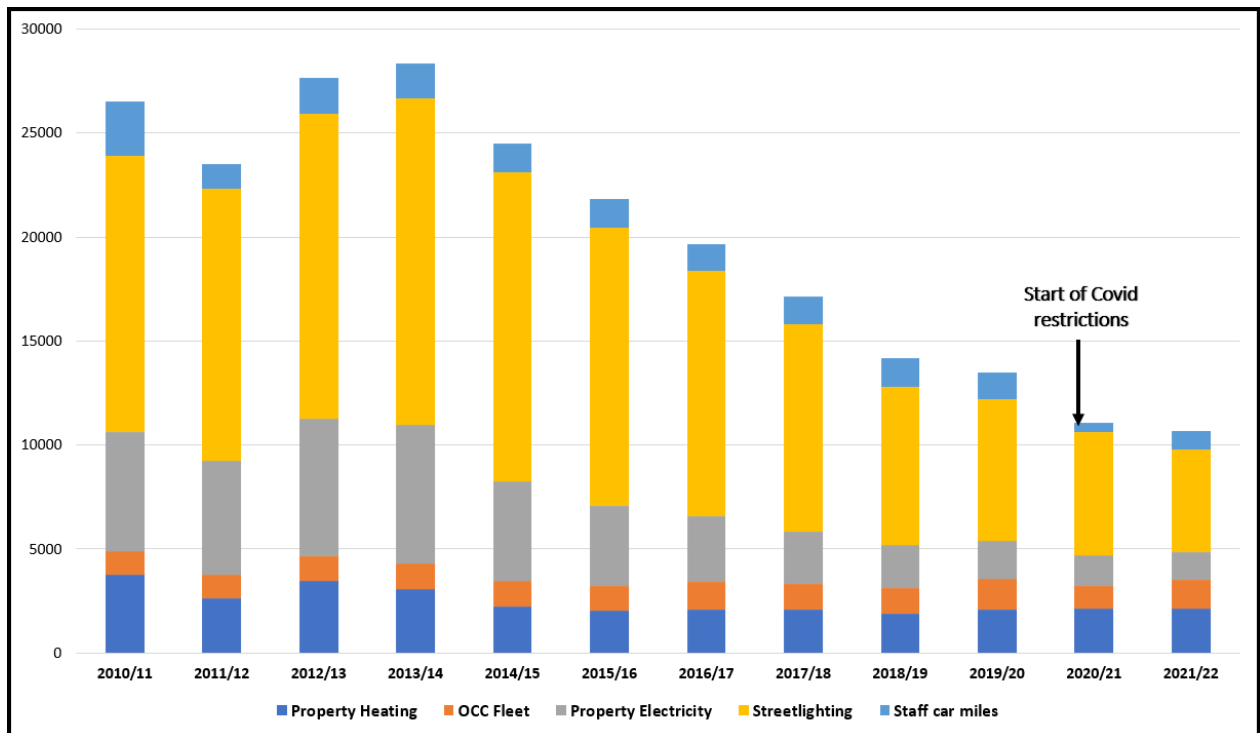
Figure 2 - OCC's carbon neutrality target emissions from 2010-11 to 2021/22

Climate Action Programme Update 22/23

Programme Overview

11. OCC's Climate Action Programme (CAP) delivery programme for 22/23 was agreed at Cabinet on 21 June 2022.

12. The 22/23 delivery plan includes OCC's priority actions across three pillars as set out in figure 3 below:

CLIMATE ACTION PROGRAMME

BECOMING A CLIMATE ACTIVE COUNCIL		DECARBONISING OUR ESTATE AND OPERATIONS BY 2030		ENABLING OXFORDSHIRE'S TRANSITION TO NET ZERO		
Decision making	Reporting	Highways assets	Buildings	Energy	Transport and connectivity	Buildings
Capacity building	Comms	Fleet	Staff travel	Nature	Resilience and adaptation	Waste and consumption
		Carbon management plan 2022-25		Community support and engagement	Partnership work	

Figure 3 - Three pillars of the Climate Action Programme

Programme Delivery

13.   An overview of programme delivery against the priority actions for 2022/23 is set out in Appendix 2. Overall the climate action programme remains on track against delivery plan.

14.   Delays have been reported against some workstreams linked to supply chain issues. Issues and delays are being actively managed by service leads.

15.   Highlights from the previous 6 months include: -

(a)   Additional funding of £160,000 over the next two years awarded to support Community Action Groups Oxfordshire. Supporting expansion of their current work to focus on the Circular Economy, Nature recovery and community wealth building.

(b)   Pathways to Zero Carbon Oxfordshire (PAZCO) Action Plan in development with Future Oxfordshire Partnership.

(c)   Approximately 100 staff have completed the nationally recognised Carbon Literacy Training across the Council, and we are on track to become a Bronze Accredited 'carbon literate' organisation by March 2023.

(d)   Launch of the Climate Action Oxfordshire website providing a countywide platform to increase awareness of the impact of climate change and inspire and signpost opportunities for action.

(e)   Launch of Action on Carbon and Energy for Schools (ACES) support programme to maintained schools to support with reducing energy bills.

(f)   DeveLopment of our energy futures work under Project LEO, engaging with Districts on use of the data to support their local planning process.

(g)   Facilitating £165K of funding to support business energy audits delivered by Low Carbon Hub and Oxford Brookes through the Community Renewal

Fund resulting in £1.6m investment by businesses in energy efficiency measures.

(h) Agreeing our Local Transport and Connectivity Plan to reduce private car use and encourage modal shift to walking, cycling, public and shared transport.

Next Steps

16. Working with Future Oxfordshire Partnership to look at partnership delivery routes for PAZCO joint workstreams

17. Work with partners to secure funding to continue the nationally leading clean energy systems work taking place under Project LEO (Local Energy Oxfordshire) and to expand our domestic retrofit programmes.

18. Continue to work closely with the corporate finance teams to ensure that we are working to put climate at the heart of everything we do.

19. Continue to proactively seek out national, regional, and local funding opportunities to support the climate action programme.

20. Seek opportunities to expand the current Carbon Literacy training programme to integrate with the Delivering the Future Together programme and to set an ambition for 15% of the workforce to be trained by December 2024 (Sliver accreditation).

Carbon Management Plan 2022-25 (CMP)

21. The Carbon management Plan 2022-25 (approved in May 2022) sets out our approach to reducing the emissions from our own buildings, highway assets, fleet, and staff business travel. These are the emissions that we committed to reduce to net zero by 2030. We are on track to deliver the workplan in the CMP for 2022/23.

22. We now have dedicated new roles to support decarbonisation of property and Strategic Fleet Management. This has enabled us to develop a decarbonisation programme for our estates (in line with OCC property strategy)

23. Investment grade energy audits of 36 major buildings have been completed using £76K of grant funding awarded through Low Carbon Skills Fund (LCSF). A multi-year investment programme (31 buildings in Phase 1) has been developed and capital bids have been put forward into the Budget and Business Planning process to mobilise delivery of decarbonisation projects in property, fleet and grey fleet from 2023/24 onwards (including seeking grant sources such as the Public Sector Decarbonisation Scheme). Table 1 shows the status of funding for the programme.

24. Figure 4 below shows emissions trajectory for the first year's impact of the multiyear capital bids submitted. These trajectories will be updated in Q4 based on the outcome of the capital bids.
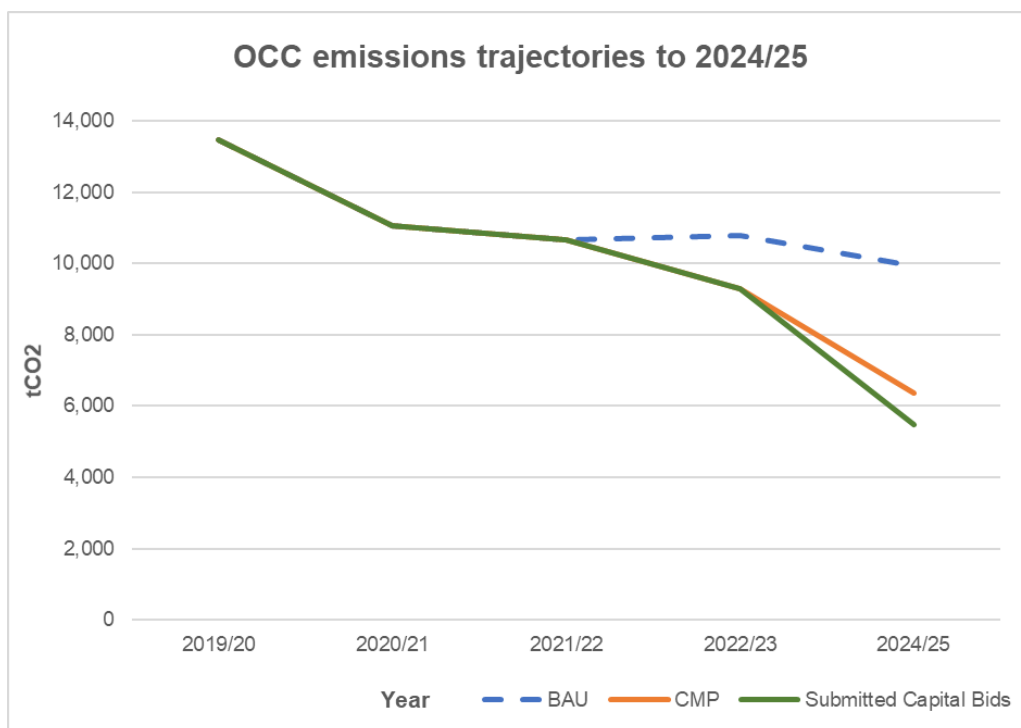
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Figure 4

25. The LED streetlighting programme is being delivered as programmed, with 47,192 (78%) of streetlights now converted.

26. The council has earmarked funding of £7 million to enable zero carbon new school builds where S106 agreements are already agreed and there is a gap in funding to meet this standard. New S106 requirements seek to take this cost uplift into account.

27. A project is in development to reduce carbon and support resilience for staff that are need to do significant essential travel as part of their roles.

28. The CMP will be reviewed as planned in Q4 2022/23 to update our programme for 2023/24 onwards following decisions on capital finance.

29. Our 'net zero by 2030' target does not include emissions from our supply chain. A policy position is in development to engage with current suppliers particularly developing reporting for high value contracts.

30. Supported Transport Service (STS) is currently carrying out a review of contracted Schools transport to understand how to transition the STS fleet to ultra-low or zero emission vehicles in line with the Climate Action Framework targets and the cost implications associated with different strategies.

Corporate Policies and Priorities

31. The Climate Action Programme supports the council's commitments to tackle the climate emergency, as expressed in the Strategic Plan 2022-25 and the Climate Action Framework.

Financial Implications

32. The financial position for the council and the overall economic landscape looks increasingly challenging. This will not change any agreed projects identified for 2021/22. Officers will review funding options following the outcome of the budget setting process.

33. The council is working with local stakeholders; building on the established partnership underpinning the national energy systems demonstrator - Local Energy Oxfordshire (LEO) which completes in March, to bid for emerging strategic funding to carry on this work.

34. The streetlighting LED conversion is fully funded and in progress.

Table 1 below summarises the current estimated capital spend within the programme including bids that have been put forward for funding for 2023/24 and beyond.

TABLE 1	Investment required	Status	Carbon savings (24/25 vs BAU)	Financial savings
Street lighting LED Replacement Programme	£40.8 million	Fully funded – prudential borrowing	2,783 t CO2e	£77m over 20 years
New Schools Zero Carbon Uplift	£7 million	Funding identified in current capital programme	TBD	TBD
Decarbonisation of the council's buildings - Phase 1 and Phase 2	Total £28.5 million Phase 1 & 2 (for ~70% of OCC estates) (Phase 1 – (£5m (capital pipeline + £3.7m (existing capital) = £8.7 million 2023/24 & 24/25 Phase 2 – £19 million (2025/26 to 2028/29)	Grants, recycling fund, capital and/or revenue bid This scheme is a proposed addition to capital pipeline with funding to be identified. There is £3.7m funding in the existing capital programme and external funding is being sought to contribute to the scheme cost.	663 t CO2e (not fully funded) TBD for Phase 2	Phase 1- £514K (excluding any borrowing cost if applicable) Phase 2 - TBD
Fleet Replacement Programme (not including Fire Rescue Service)	£18 million (6 million per year for 3 years)	High priority capital scheme to which indicative funding is proposed to be allocated	TBD	TBD
Low Carbon Business Travel Project (grey fleet)	--	Fully funded – staff time	71 tCO2e[1]	Revenue savings of c.£25k pa for three years vs.

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[1] *The estimated carbon emissions savings for staff travel included in the tables in the 2022-25 Carbon Management Plan, assumed that all directorates would agree to the proposed carbon reduction targets. However, only the Environment & Place and CDAI directorates and one service agreed to reduction targets.*

	£750K – essential car user	High priority capital scheme to which indicative funding is proposed to be allocated.	62 tCO2e	payment of mileage claims
Energy Efficiency Recycling Fund for OCC Maintained Schools	**£800K** (£400pa in 2023/24 & 2024/25	High priority capital scheme to which indicative funding is proposed to be allocated.	~66 tCO2e per year bills if all schools install PV	~£85K/year savings on energy bills if all schools install PV

Comments checked by:
Filipp Skiffins, Assistant Finance Business Partner: filipp.skiffins@oxfordshire.gov.uk

Legal Implications

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

Comments checked by:

Jennifer.Crouch@Oxfordshire.gov.uk

Staff Implications

36.   Staff involvement in current programme delivery is funded by agreed resource allocation and grant funding.

Equality & Inclusion Implications

37.   This paper does not raise any specific equalities implications. The Council's Climate Action Framework targets a 'just transition' in which all our communities and businesses are supported to participate, and costs and benefits are fairly shared.

38.   While acting on climate change will bring benefits to all, it is most likely to have additional positive impacts on several of the protected and disadvantaged groups considered within the Council's equality framework. As an example, the work being done to increase energy efficiency in homes in fuel poverty will help reduce energy bills.

Sustainability Implications

39. The Climate Action Programme is at the core of the council's response to the climate emergency. A number of its actions have a direct impact on our corporate emissions e.g., converting streetlighting to LED, while others, e.g., developing an adaptation strategy, aim to put in place the strategies, partnerships and initiatives that will help reduce carbon emission and increase climate resiliency across the county.

Risk Management

40. The following risks are identified:

   a) Competing investment priorities – the internal carbon management programme to be reviewed following decisions in Budget and Business Planning.

   b) The market for delivering domestic retrofit is particularly constrained. The council is working with its suppliers and partners to manage risks in delivery of its domestic retrofit programme.

   c) Changes to joint working following the end of Oxfordshire Plan 2050 (OP2050) – Decisions on net zero and adaptation in development will now be dealt with in local plans. Discussions are taking place with District officers on how the county can support with evidence particularly in relation to adaptation. Separate discussions are also taking place on taking forward a review of the County's Energy Strategy.

Bill Cotton, Corporate Director for Environment and Place

Annex: 1 – Annual Greenhouse Gas Emissions Report for 2021/2022

                                2 – Climate Action Programme Delivery Plan 2022/23

Contact Officer: Sarah Gilbert, Climate Action Team Leader, sarah.gilbert@oxfordshire.gov.uk, 07867467797

December 2022

Greenhouse Gas Report

Reporting Year 2021 - 2022

Oxfordshire County Council

Date: October 2022
Owner: Climate Action Team

Contents

1. Executive Summary

1.1. The council reports data from its own operational emissions (those included in our Net Zero by 2030 target), as well as a limited range of other data sources including maintained schools and some contractor emissions. The council intends to expand the range of emissions included in its reporting in future reports, particularly major suppliers.

1.2. Owing to resuming of activity following the Covid lockdown data 21/22 shows an upward trend in some areas. However, comparison with the pre-covid year continues to show an overall downward trend in emissions

1.3. Although there was a 1.5% increase in emissions in 2021/22 as compared to the previous year, there was an overall reduction of 11% since 2019/20 (Pre covid). This equates to an average reduction of 5.5% annually in the last two years and 74.6% reduction against our baseline in 2010/11.

1.4. The emissions from the scope of our net zero 2030 target (corporate estate and activities) reduced by 3.6% (402 tonnes CO_2e) in 2021/22 compared to the previous year. This is 21% since 2019/20 and a 58.9% reduction against our baseline in 2010/11.

1.5. It should be noted that the strict COVID lockdown from March 2020 through to spring 2021 resulted in a significant reduction in emissions due to building closures and other reductions in activities and cannot be attributed fully to carbon reduction progress. In 2021/22 the emissions have increased as buildings and activities returned to near normal operation. Emissions from staff mileage remain lower than the 2019/20 pre-COVID levels due to an increase in virtual meetings.

1.6. As part of the council's commitment to continuously improve and expand its data reporting, during 2021/22 four additional data sources were added:

- Agency staff business miles,
- Wallingford and Cherwell Depot – OCC fleet minibus fuel,
- Daily hire car miles,
- Fuel used in OCC vehicles from depots managed by OCC's Highways maintenance contractor Milestone has now been moved from Scope 3 contractors to Scope 1 fleet.

1.7. To allow a direct comparison 2019/20, 2020/21 and 2021/22 figures now include the new fuels.

1.8. In 2021/22 electrical grid decarbonisation resulted in a reduction of 774 tCO2e from electricity in 2021/22.

1.9. **Figure 1** shows comparison of tonnes of CO2 split by business sector during **2019/20, 2020/21** and **2021/22**.

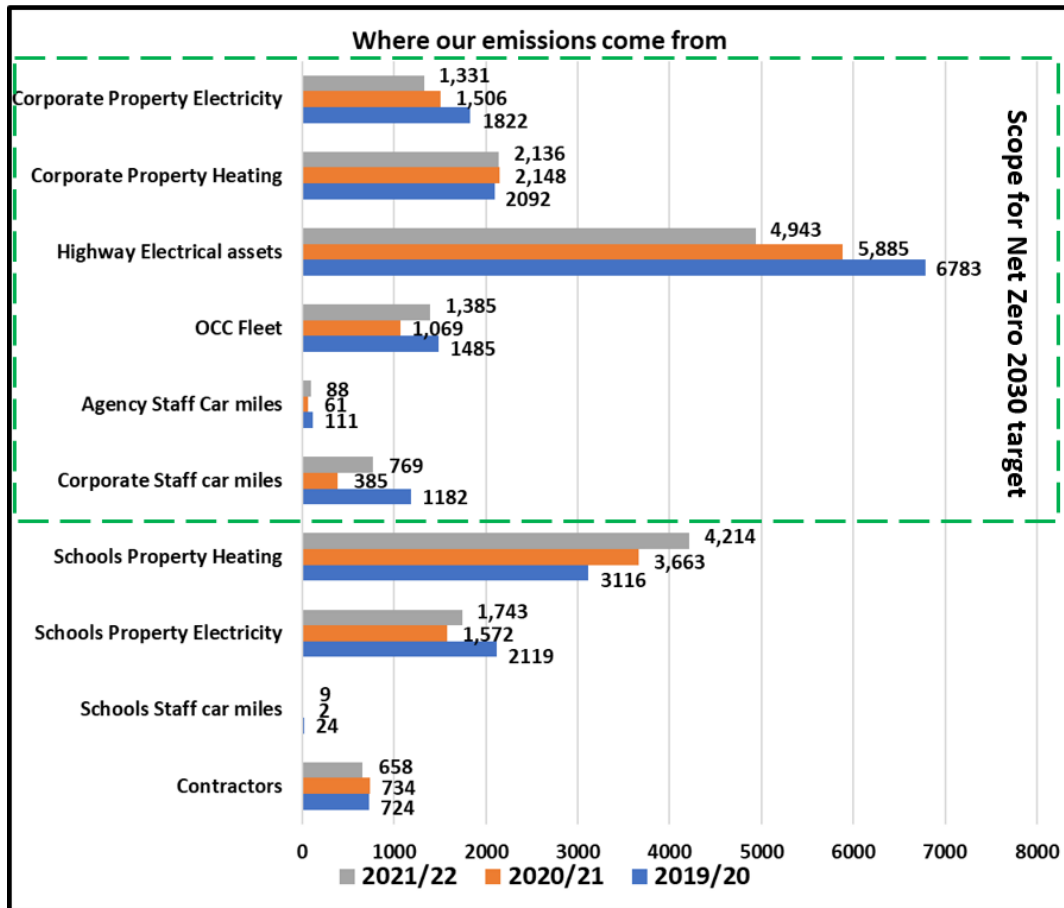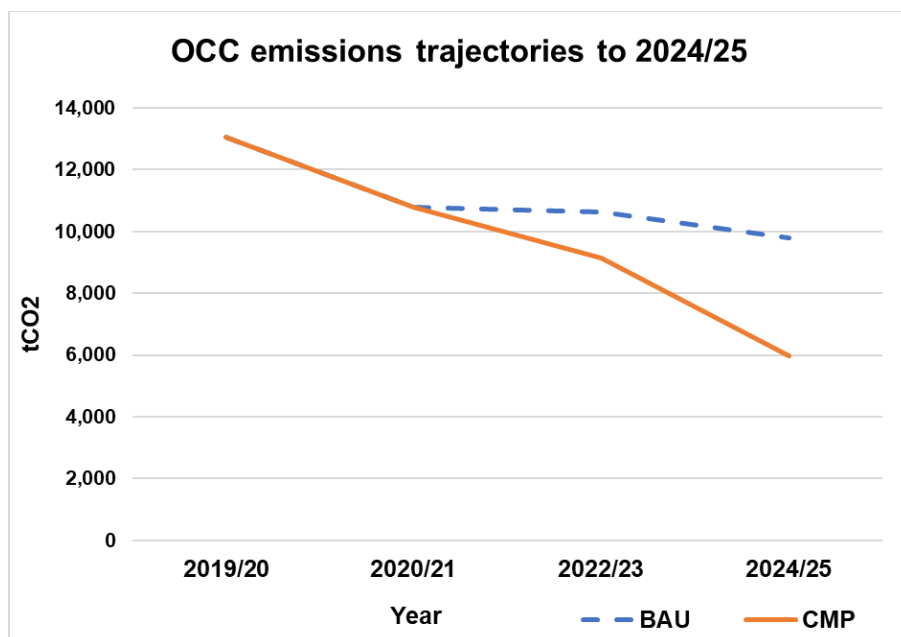*Figure 1: Emissions Breakdown during 2019/20, 2020/21 and 2021/22*

1.10. Oxfordshire County Council prepared a Carbon Management Plan to set out activities for property, highways electrical assets, fleet, and staff travel to reduce emission between **2022 and 2025**. It includes a trajectory of planned reduction up to 2025 against business as usual (figure 2 below).

2. Context

2.1. Oxfordshire County Council provides services to residents, businesses, and communities. We are responsible for around **80%** of local government spending in Oxfordshire. The following core services are provided by the Council:

- adult social care
- Children's Services
- services for public health including mental health
- fire and rescue
- roads and transport planning
- waste disposal
- libraries and museums
- coroners' and registration services
- trading standards

2.2. The Council either provides these services directly or commissions them from other organisations. Most of these services are statutory – things we are obliged by law to do.
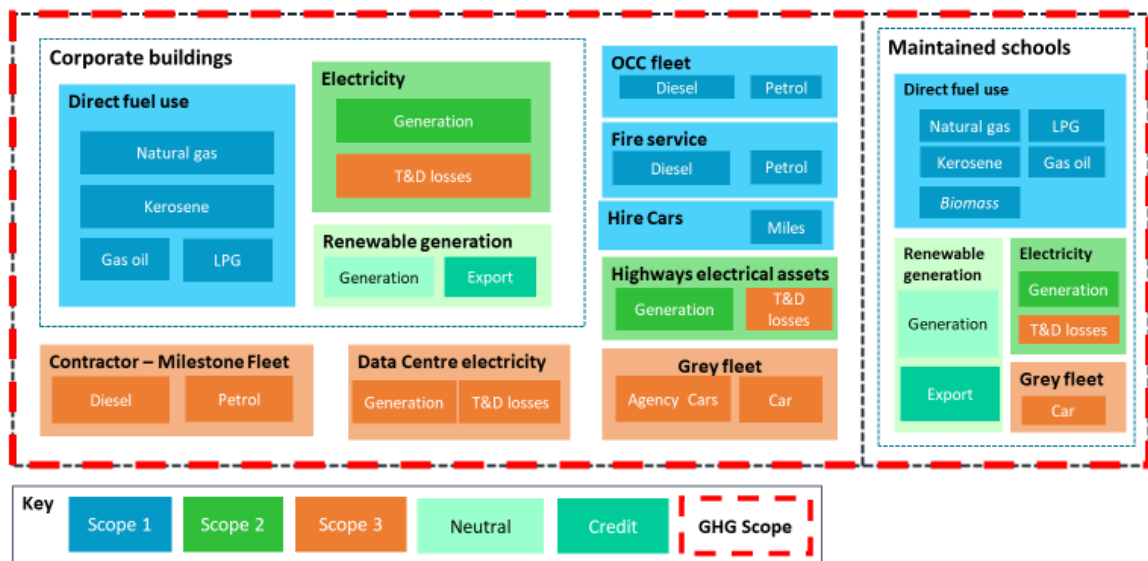
3. Reporting Period

3.1. This report covers GHG emissions from **April 2021** to **March 2022**

4. Introduction, boundary, and conversion factors

4.1. Each year, Oxfordshire County Council publishes details of its greenhouse gas (GHG) emissions in accordance with guidance published by the Department of Business, Energy, and Industrial Strategy (BEIS).

4.2. The Council is committed to improving our GHG reporting in line with the latest BEIS guidance.

4.3. Figure 3 shows the scope of our reported GHG emissions boundary. The council reports on emissions from its:
- corporate estate and activities (excluding contractors)
- maintained schools
- Limited data from Contractors - Milestone highway fleet fuel and outsourced Data Centre electricity consumption.

4.4. In 2019 the council committed to become carbon neutral for its corporate estate and activities (excluding contractor emissions) by 2030. This report shows progress against that scope in section 8.

4.5. The carbon factor methodology applied are the 2021 carbon factors for the emissions generated in financial year 2021/22 which can be found at: https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021

Figure 3: OCC GHG Emissions Boundary

5. Greenhouse Gas (GHG Emissions) 2021/22

5.1.   Table 1 shows that for 2021/22 reported gross emissions from Oxfordshire County Council were 17,276 tonnes of CO2e equivalent (CO2e) split across the three scopes. This includes offsetting from solar exports.

5.2.   Our corporate estate and activities (the scope of our carbon neutrality target for 2030) amounted to 10,652 tonnes CO2e (61.7%) of the total GHG emissions.

5.3.   Emissions from maintained schools were 5,966 tonnes CO2e (34.5% of the total emissions).

5.4.   Emissions from fleet used by our highways maintenance contractor (Milestone) and electricity consumption by our outsourced Data Centre servers were 658 tonnes CO2e, 3.8% of total emissions. The council intends to report a larger range of contractor emissions in its 22/23 reporting.

Table 1: Total GHG Emissions (Corporate estate and activities, Maintained Schools and Highways contractor fuel and data center)

	Corporate Estate & Activities	Maintained Schools	Contractors (Milestone Fleet & Datacenter ONLY)	Total
Scope 1	3,513	4,214	-	7,726
Scope 2	5,776	1,652	-	7,428
Scope 3	1,368	155	658	2,181
Total Emissions	10,657	6,020	658	17,335
Solar Export Corporate (offset)	-4.6	54.5	-	59.1
Total Emissions (after solar offset	10,652	5,966	658	17,276

6. Change from Previous Year

6.1. Total GHG emissions included in this report were 1.5% higher than in 2020/21, a total increase of 250 tonnes CO_2e. Electricity grid decarbonisation and annual changes to carbon factors reduced CO2e from electricity by 774 tonnes. This reflects the bounceback in emissions following the covid year particularly the reopening of schools. However, emissions remain lower than the 2019/20 pre-COVID levels.

New emissions for agency staff miles, hire car miles, fleet fuel from depot were added to the corporate estate this year along with some emissions from our highways maintenance contractor on discovering our fleet refill vehicle fuel at their depots.

6.2. Emissions from the Council's corporate estate and activities (excluding outsourced contractors and maintained schools) fell from 11,054 tonnes CO2e in 2020/21 to 10,652 tonnes CO2e in 2021/22, a reduction of 3.6% (402 tonnes CO2e). This includes offset from Solar PV exports from onsite generation. Electricity grid decarbonisation reduced CO2e from electricity by 600 tonnes CO2e as compared to the grid's carbon intensity for last year. This reflects the bounce back in non-electricity emissions sources following the covid year.

6.3. Emissions from maintained schools increased by 13.9% (728 tonnes CO2e) from 5,238 tonnes CO2e in 2021/22 to 5,966 tonnes CO2e in 2021/22 (this includes offset from schools Solar PV exports). An increase in emissions was expected after the lifting of all COVID restrictions resulting in schools fully reopening. Electricity grid decarbonisation reduced CO2e from electricity by 172 tonnes.

6.4. Emissions from the Council's Contractors (Milestone highway fleet fuel and outsourced data center electricity consumption) fell by 8.6% during this period from 734 tonnes in 2020/21 to 658 tonnes CO2e in 2021/22. 10% of this reduction is due to some fuel moving to the corporate emissions. Electricity grid decarbonisation accounted for 3 tonnes CO2e.

6.5. In addition to resuming of activities following the covid year a number of other activities have influenced our emissions:

- As buildings reopened gas consumption has increased from the pre-COVID levels due to legislative changes in air handling.

- Street lighting LED conversion has continued to reduce emissions.

- Electricity use from property has decreased

- Emissions from electricity will continue to reduce from grid decarbonisation.

- Staff mileage may remain lower than pre-COVID levels due to the use of virtual meetings on Microsoft Teams.

6.6. Gas consumption – annual weather data (degree day data) indicated heating fuel demand should not be significantly affected by weather changes in 2021/22. Gas consumption increasing by 303 tonnes CO2e was

due to schools reopening fully after COVID restrictions ended and changes in air handling requirements.

6.7. Table 2 below shows the comparison of emissions in 2021/22 against 2020/21. A further breakdown of consumption at source is detailed in Annex A, B, C, D & E.

Table 2: Emissions Comparison 2020/21 and 2021/22 (*tonnes CO₂e*)

2021/22 and 2020/21 Comparison (Tonnes CO2e)			
	2020 21	**2021/22**	**Reduction**
Corporate Estate & Activities	11,059	10,657	-3.6%
Solar Export Corporate (offset)	-5.3	-4.6	
Total Corporate Estate & Activities	**11,054**	**10,652**	**-3.6%**
Schools	5,301	6,020	13.6%
Solar Export Schools (offset)	-63.8	-54.5	
Total Schools	**5,238**	**5,966**	**13.9%**
(Milestone Fleet & Datacenter ONLY)	734	658	-10.4%
Total Net Emissions	**17,025**	**17,276**	**1.5%**

7. Comparison against baseline year and reduction target

7.1 Oxfordshire County Council tracks emissions against a baseline year of 2010/11. Total emissions for 21/22, against a baseline year were 17,276 tonnes CO₂e in 2021/22 and 68,041 tonnes of CO₂e in 2010/11; a decrease of 75%. An average annual reduction of 6.8% per year. This does not include the effect of purchasing green energy in 2010/11 or REGO[1] backed electricity in 2020/21. The 2010/11 figure does include schools prior to Academy conversions. This is addressed in 7.4.

7.2 Although we are purchasing REGO backed energy we have chosen not to count this as a carbon offset as we are committed to reduce our reliance on grid electricity. We have an energy hierarchy approach to energy reduction as set out in our 2020 Climate Action Framework.

7.3 Emissions from our corporate estate and activities excluding contractor emissions & maintained schools (the scope of our carbon neutrality target) have reduced by 72% since 2010/11, an average annual reduction of 6.6% per year. Note: If we include the effect of REGO backed electricity in 2010/11 accounting to 12,179 tonnes and 7,428 tonnes CO₂e in 2021/22 the reduction would have been 82% since 2010/11 (7.5% per year).

7.4 Emissions from 2010/11 list of 284 maintained schools have reduced by 79% since the baseline year 2010/11. This is largely an accounting effect of 158 schools converting to academies and therefore falling outside the Council's reporting. Emissions from the remaining 126 maintained schools (adjusted

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[1] *Renewable Energy Guarantees of Origin (REGO) show electricity has been generated from renewable sources. Electricity suppliers use REGOs to show customers the renewable content of electricity they've supplied to a customer each year*

to remove the effect of schools converting to academies) have reduced by an estimated 19.4% since 2010/11, an average of 1.8% per year.

7.5   The contractor emissions (Milestone fleet fuel and ICT Data Centers) currently shown in this report have reduced by 43% since 2010/11; an average annual reduction of 4% per year.

7.6   Table 3 shows the comparison of emissions in 2021/22 against baseline year 2010/11. A further breakdown of consumption at source is detailed in Annex F.

Table 3: Emissions Comparison 2021/22 and 2010/11

| 2021/22 and 2010/11 Comparison (Tonnes CO2e)			
	2010/11	**2021/22**	**Reduction**
Corporate Estate & Activities	26,510	10,657	59.8%
Solar Export Corporate (offset)	-	-4.6	-
Total Corporate Estates & Activities	**26,510**	**10,652**	**59.8%**
Academies	32,963	0	100%
Maintained Schools	7,404	6,020	18.7%
Solar Export Schools (offset)	-	-54.5	-
Total Schools	**40,368**	**5,966**	**85.2%**
(Milestone Fleet & Datacenter ONLY)	1,163	658	43.5%
Total Net Emissions	**68,041**	**17,276**	**74.6%**
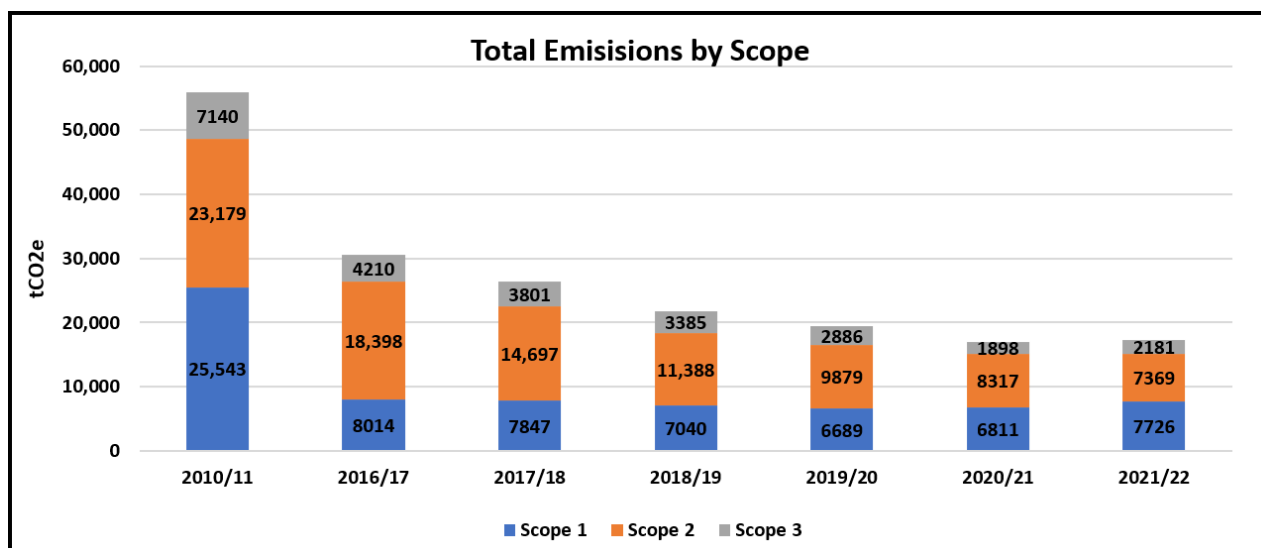
Figure 4: Emissions Comparison by scope from 2010/11 to 2021/22

8. Carbon Neutrality Target 2030

8.1. In 2019 the council committed to become carbon neutral for its corporate estate and activities (excluding contractor and maintained school's emissions) by 2030[2].

8.2. Figure 5 below shows the boundary of our Carbon Neutrality 2030 target.

8.3. Figure 6 shows carbon neutrality performance since baseline year 2010/11
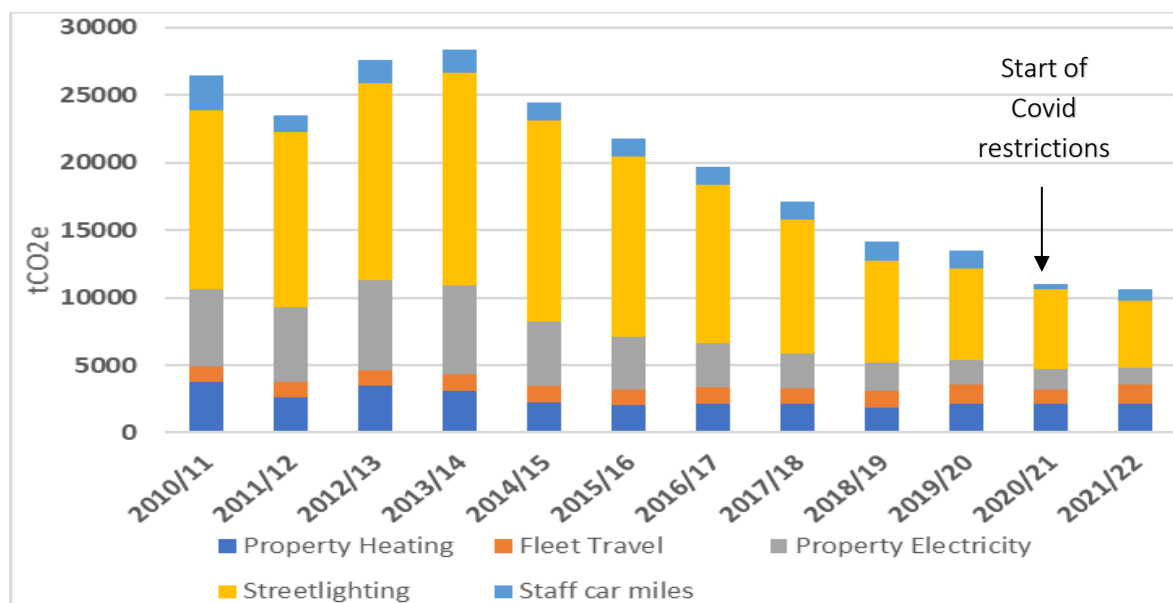

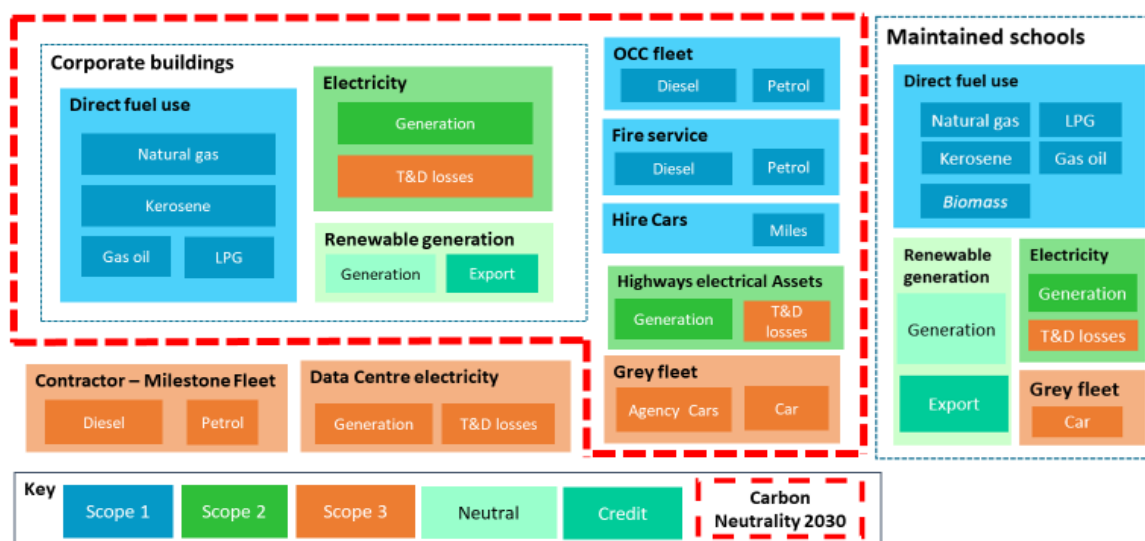Figure 5: OCC Carbon Neutrality 2030 Target Boundary

Figure 6: Carbon Neutrality performance

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[2] Further information about the council's carbon reduction strategy:
Climate action in Oxfordshire | Oxfordshire County Council
What we are doing to reduce our greenhouse gas emissions | Oxfordshire County Council
2020 Climate Action Framework (oxfordshire.gov.uk)

9. Measurement, data quality, methodology and refinements

9.1. Oxfordshire County Council wish to collect high-quality data and has invested in AMR (Automatic meter reading), loggers and meter upgrades.

9.2. Our data quality is as follows:

- 91% of our electricity data is from actual meter data and the remaining 9% is based on invoiced annual consumption.

- 100% of our oil data is from delivered fuel invoices/ Fuel card data

- 85% of our gas data is from actual meter data and 15% is based on invoiced annual consumption.

- Street lighting data is calculated from *Elexon BSCP520 –Unmetered supplies Registered in SMRS*

- Fleet fuel data is collected from petrol stations.

- Fire Service fuel is collected from both on site storage and petrol stations.

- Mileage data for business miles is collected from claim forms (as is cycle mileage) through staff expenses claims.

- We also collect motorbike business mileage through staff expenses claims.

- Agency staff mileage data is collected from the agencies expenses claims.

- Hire car mileage data is provided monthly by our contracted hire car company.

10. Energy Efficiency measures and carbon reduction projects 2021/22

Below is a list of some of the energy efficiency projects undertaken to reduce both energy and carbon emissions.

- 7,610 street lighting lanterns have been replaced with LEDs as part of an ongoing programme to convert 51,000 lanterns by 2025/26. This will result in savings 4,183,397 kWh in electricity usage (967 tonnes CO2e) during 2022/23.

- New energy efficient boilers were installed at 4 schools. Based on a 10% reduction in gas consumption a reduction of 9.69 tonnes CO2e is expected in 2022/23.

- Projects funded by the Public Decarbonisation Fund are expected to reduce CO2e by around 234 tonnes during 2022/23.

- A LED replacement programme at two Park & Ride sites completed at the end of 2020/21 resulted in a 54% reduction in electricity consumption at these two sites.

Annex A – GHG Data Breakdown at Source

Scope	Energy source	Units	2020/21 Quantity	2020/21 tCO2e	2021/22 Quantity	2021/22 tCO2e	Year on year Change
1	Corporate gas	kWh	11,531,018	2,120	11,541,808	2,114	-6
	Voluntary Aided Schools gas	kWh	16,896,133	3,107	18,619,703	3,410	304
	Total gas	**kWh**	**28,427,151**	**5,227**	**30,161,511**	**5,524**	**297**
	Corporate gas oil	litres	5,586	15	2,002	6	-10
	Church of England funded Schools oil	litres	149,953	414	199,968	552	138
	Total gas oil	**litres**	**155,539**	**429**	**201,970**	**557**	**128**
	Corporate burning oil (kerosene)	litres	0	0	0	0	0
	Community Schools (kerosene)	litres	41,144	105	76,567	194	89
	Total burning oil	litres	**41,144**	**105**	**76,567**	**194**	**89**
	Corporate LPG	litres	8,132	13	10,735	17	4
	Community Schools LPG	litres	24,909	39	36,656	57	18
	Total LPG	**litres**	**33,041**	**51**	**47,391**	**74**	**22**
	Corporate diesel - Fire Service	litres	142,923	384	177,031	479	95
	Corporate diesel - OCC fleet	litres	187,380	504	274,825	744	240
	Schools Minibus fuel	litres	49,732	134	37,919	103	-31
	Total diesel	**litres**	**380,035**	**1,021**	**489,775**	**1,325**	**304**
	Corporate Petrol - OCC fleet	litres	4,811	10	5,141	12	2
	Corporate Petrol - Fire Service	litres	1,489	3	2,094	5	2
	Total petrol	**litres**	**6,300**	**14**	**7,235**	**17**	**3**
	Hire Car Unknown Fuel	Miles	27,526	8	1,021	0	-7
	Hire Car Diesel	Miles	29,607	8	26,887	7	-1
	Hire Car Petrol	Miles	58,317	16	90,250	25	9
	Hire Car Hybrid Unknown Fuel	Miles	3,717	1	5,246	1	0
	Hire Car Hybrid Diesel & Petrol	Miles	0	0	3,290	1	1
	Total Hire Car	**Miles**	**119,167**	**33**	**126,694**	**35**	**2**
	Corporate fuel oil	litres	1	0	21	0	0
	Fire Service fuel oil	litres	25	0	0	0	0
	Vehicle fuel oil	**litres**	**26**	**0**	**21**	**0**	**0**
2	Corporate electricity	kWh	5,245,231	1,223	5,293,557	1,124	-99
	Travellers Sites	kWh	722,938	169	484,198	103	-66
	Community Schools electricity	kWh	6,460,130	1,506	7,778,071	1,652	145
	Total Electric charging (OCC sites)	kWh	0	0	37,239	8	8
	Highway Electrical Assets	kWh	23,244,363	5,419	21,388,773	4,541	-878
	Total electricity	**kWh**	**35,672,662**	**8,317**	**34,981,837**	**7,428**	**-889**

3	Corporate Average unknown car	Miles	1,392,986	384	796,173	220	-165
	Corporate Diesel	Miles	0	0	835,314	226	226
	Corporate Petrol	Miles	0	0	1,094,737	307	307
	Corporate Hybrid Diesel	Miles	0	0	2,051	0	0
	Corporate Push Bike	Miles	0	0	1,541	0	0
	Corporate Hybrid Petrol	Miles	0	0	68,169	13	13
	Corporate Plug in Hybrid Petrol	Miles	0	0	1,008	0	0
	Corporate Electric	Miles	0	0	15,420	1	1
	Corporate Biogas	Miles	0	0	2,019	0	0
	Agency Average unknown car & Motorbike	Miles	222,232	61	318,334	88	27
	Schools Average unknown car	Miles	8,280	2	4,336	1	-1
	Schools Diesel	Miles	0	0	10,533	3	3
	Schools Petrol	Miles	0	0	18,285	5	5
	Schools Hybrid Diesel	Miles	0	0	0	0	0
	Schools Hybrid Petrol	Miles	0	0	70	0	0
	Schools Plug in Hybrid Petrol	Miles	0	0	0	0	0
	Schools Electric	Miles	0	0	34	0	0
	Schools Biogas	Miles	0	0	0	0	0
	Total business travel	**Miles**	**1,623,498**	**448**	**3,168,024**	**865**	**417**
	Corporate business travel Motorbike	**Miles**	**3,026**	**1**	**3,643**	**1**	**0**
	Milestone diesel	Miles	204,202	549	181,986	492	-56
	Total Milestone Contractor Diesel	**Miles**	**204,202**	**549**	**181,986**	**492**	**-56**
	Milestone petrol	Miles	66,090	153	56,810	133	-20
	Total Milestone Contractor Petrol	**Miles**	**66,090**	**153**	**56,810**	**133**	**-20**
	Electricity Transmission losses	**kWh**	**35,799,925**	**718**	**35,122,603**	**660**	**-58**
	Data Centre Contractor Electricity	**kWh**	**127,263**	**30**	**140,765**	**30**	**0**
	Solar Export Corporate	kWh	-22,686	-5	-21,716	-5	1
	Solar Export Schools	kWh	-273,560	-64	-256,821	-55	9
	Total Solar Export	**kWh**	**-296,246**	**-69**	**-278,537**	**-59**	**10**
	Total Emissions			**17025**		**17,276**	251

Annex B – Total GHG emissions summary (Corporate Estate*, Contractors & Schools)

Table 1. Total GHG emissions for period 1 April 2021 to 31 March 2022					
2021/22	**Total Units**	**CO$_2$**	**CH$_4$**	**N$_2$O**	**Total**
Scope 1					
Gas (kWh)	30,161,511	5,514,128	7,540	3,016	5,524,382
Gas Oil (litres)	201,970	550,201	568	6,380	557,148
Kerosene (litres)	76,567	193,548	461	482	194,491
LPG (litres)	47,391	73,689	57	46	73,792
Diesel (litres)	489,775	1,306,754	127	18,220	1,325,101
Petrol (litres)	7,235	16,827	53	49	16,928
Hire Car Unknown Fuel	1,021	280	0	2	282
Hire Car Diesel	26,887	7,207	0	81	7,289
Hire Car Petrol	90,250	25,219	46	52	25,318
Hire Car Hybid Unknown Fuel	5,246	998	1	9	1,009
Hire Car Hybrid Diesel	3,290	626	1	6	633
Fuel Oil (litres)	21	66	0	0	66.7
Scope 1 Total		7,689,542	8,855	28,343	7,726,439
Scope 2					
Electricity (kWh)	34,981,837	7,351,783	27,985	47,925	7,427,694
Scope 3					
Electricity transmission and distribution (kWh)	35,122,603	653,280	2,459	4,215	659,954
Contractor diesel (litres)	181,986	485,552	47	6,770	492,370
Contractor petrol (litres)	56,810	132,121	416	381	132,918
Business Travel average unknown car (miles)	1,118,843	306,485	302	1,969	308,756
Business Travel Diesel (miles)	845,847	226,721	8	2,563	229,292
Business Travel Petrol (Miles)	1,113,022	311,023	568	646	312,236
Business Travel Hybrid Diesel (Miles)	2,051	390	1	4	394
Business Travel Hybrid Petrol (Miles)	68,239	12,987	18	120	13,125
Business Travel Plug in Hybrid Petrol (Miles)	1,008	156	1	1	157
Business Travel Electric	15,454	1,348	5	9	1,362
Business Travel Biogas (Miles)	2,019	0	0	0	0.40
Business travel average motorbike (miles)	3,643	653	9	3	666
Data Centre Electricity (kWh)	140,765	29,583	113	193	29,889
Scope 3 Total		2,160,300	3,946	16,873	2,181,119
Scope 1, 2 & 3 Total (kg)		17,201,625	40,787	93,141	17,335,252
Offsetting (Solar)	278,537				59,142
Total (tonnes)		**17,201.6**	**40.8**	**93.1**	**17,276**

* Contractor emissions ONLY includes - Milestone Fleet Fuel and Outsourced Data Center Electricity

Annex C – Corporate Estate GHG emissions

Table 2. Corporate GHG emissions for period 1 April 2021 to 31 March 2022					
2021/22	**Total Units**	**CO$_2$**	**CH$_4$**	**N$_2$O**	**Total**
Scope 1					
Gas (kWh)	11,541,808	2,110,073	2,885	1,154	2,113,998
Gas Oil (litres)	2,002	5,454	6	63	5,523
Kerosene (litres)	0	0	0	0	0
LPG (litres)	10,735	16,692	13	10	16,715
Diesel (litres)	489,775	1,306,754	127	18,220	1,325,101
Petrol (litres)	7,235	16,827	53	49	16,928
Hire Car Unknown Fuel	1,021	280	0	2	282
Hire Car Diesel	26,887	7,207	0	81	7,289
Hire Car Petrol	90,250	25,219	46	52	25,318
Hire Car Hybid Unknown Fuel	5,246	998	1	9	1,009
Hire Car Hybrid Diesel	3,290	626	1	6	633
Fuel Oil (litres)	21	66	0	0	66.68
Scope 1 Total		3,490,196	3,133	19,647	3,512,861
Scope 2					
Electricity (kWh)	27,203,767	5,717,144	21,763	37,269	5,776,176
Scope 3					
Electricity transmission and distribution (kWh)	27,203,767	505,990	1,904	3,264	511,159
Business Travel Average unknown car (miles)	1,114,507	305,297	301	1,962	307,559
Business Travel Diesel (miles)	835,314	223,898	8	2531	226,437
Business Travel Petrol (Miles)	1,094,737	305,913	558	635	307,107
Business Travel Hybrid Diesel (Miles)	2,051	390	0.6	3.6	394
Business Travel Hybrid Petrol (Miles)	68,169	12,973	18	120	**13,112**
Business Travel Plug in Hybrid Petrol (Miles)	1,008	156	0.5	0.6	157
Business Travel Electric	15,420	1345	5	9	1,359
Business Travel Biogas (Miles)	2,019	0	0	0	0.40
Business Travel Motorbike	3,643	653	9	3	665.72
Scope 3 Total		1,356,616	2,806	8,528	1,367,950
Total (kg)		10,563,956	27,702	65,444	10,656,987
Offsetting (Solar)	21,716				-4,611
Total (tonnes)		**10,564.0**	**27.7**	**65.4**	**10,652**

Annex D - Maintained schools GHG emissions

Table 2. Schools GHG emissions for period 1 April 2021 to 31 March 2022					
2021/22	**Total Units**	**CO$_2$**	**CH$_4$**	**N$_2$O**	**Total**
Scope 1					
Gas (kWh)	18,619,703	3,404,054	4,655	1,862	3,410,385
Gas Oil (litres)	199,968	544,747	562	6,317	551,626
Kerosene (litres)	76,567	193,548	461	482	194,491
LPG (litres)	36,656	56,997	44	36	57,077
Scope 1 Total		4,199,345	5,722	8,696	4,213,578
Scope 2					
Electricity (kWh)	7,778,071	1,634,639	6,222	10,656	1,651,518
Scope 3					
Electricity transmission and	7,778,071	144,672	544	933	146,150
Business Travel Average unknown ca	4,336	1,188	1	8	1,197
Business Travel Diesel (miles)	10,533	2,823.3	0.1	31.9	2,855
Business Travel Petrol (Miles)	18,285	5,109.6	9.33	10.61	5,129
Business Travel Hybrid Diesel (Miles)	0	0.0	0.0	0.0	0.0
Business Travel Hybrid Petrol (Miles)	70	13	0.02	0.12	13
Business Travel Plug in Hybrid Petrol	0	0	0	0	0
Business Travel Electric	34	3	0	0	3
Business Travel Biogas (Miles)	0	0	0	0	0
Scope 3 Total		153,809	555	984	155,348
Total (kg)		5,987,794	12,500	20,336	6,020,444
Offsetting (Solar)	256,821				54,531
Total (tonnes)		**5,988**	**12**	**20**	**5,966**

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Annex E - Contractor GHG emissions (ONLY - Milestone Fleet Fuel and Outsourced Data Center Electricity

Annex E. Contractor GHG emissions for period 1 April 2021 to 31 March 2022					
2021/22	**Total Units**	**CO_2**	**CH_4**	**N_2O**	**Total**
Scope 1					
Gas (kWh)	0	0	0	0	0
Gas Oil (litres)	0	0	0	0	0
Kerosene (litres)	0	0	0	0	0
LPG (litres)	0	0	0	0	0
Diesel (litres)	0	0	0	0	0
Petrol (litres)	0	0	0	0	0
Scope 1 Total	0	0	0	0	0
Scope 2					
Electricity (kWh)	0	0	0	0	0
Scope 3					
Electricity (kWh)	140,765	29,583	113	193	29,889
Diesel (litres)	181,986	485,552	47	6,770	492,370
Petrol (litres)	56,810	132,121	416	381	132,918
Electricity transmission and	140,765	2,618	10	17	2,645
Scope 3 Total		649,875	586	7,361	657,821
Total (kg)		649,875	586	7,361	657,821
Total (tonnes)		**650**	**1**	**7**	**658**

Annex F - Total GHG CO2 Emissions Summary

Annex F: GHG emissions for period 1 April 2010 to 31 March 2022												
Tonnes of CO2e												
	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Scope 1												
Gas/Kerosene/Oil/LPG/Petrol/Diesel	25,543	17,948	22,293	19,356	10,873	9,088	8,076	7,954	7,119	6,692	6,881	7,726
Scope 2												
Purchased Electricity	35,358	31,865	33,264	31,100	25,228	21,619	18,398	14,697	11,388	9,950	8,317	7,428
Scope 3												
Electricity Transmission & Distribution/ Business Travel/ Energy used in contractor's office	7,140	6,015	5,894	6,567	5,588	4,855	4,210	3,801	3,385	2,885	1,898	2,181
Total Gross Emissions	68,041	55,828	61,451	57,023	41,688	35,562	30,684	26,452	21,893	19,528	17,095	17,335
Carbon offsets	0	0	0	0	0	0	0	0	0	0	0	7,428
Green tariff	12,179	0	0	0	0	0	0	0	0	0	0	0
Renewable electricity	0	0	35	70	94	58	63	107	79	-72	-69	-59
Total annual net emissions	68,041	55,828	61,416	56,953	41,595	35,505	30,621	26,345	21,814	19,457	17,026	17,276

Annex G – Carbon neutrality GHG CO2 Emissions Summary

Annex G: Carbon Neutrality GHG emissions for period 1 April 2010 to 31 March 2022												
Tonnes of CO2e												
	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Scope 1												
Gas	3,652	2,502	3,335	2,933	2,153	1,970	2,006	2,061	1,867	2,088	2120	2,114
Kerosene	100	10	9	9	5	7	-	-	-	-	-	-
Gas Oil	26	51	82	90	50	29	95	27	13	2	15	6
LPG	-	84	57	58	40	9	-	9	3	1	13	16.7
Fire Service Diesel	571	542	553	543	479	583	648	635	626	588	384	479
Fire Service Petrol	5	4	1	1	7	-	5	3	3	3	3	5
OCC Fleet Diesel	567	597	601	682	739	608	648	568	586	748	637	846
OCC Fleet Petrol	-	-	4	1	7	5	5	19	35	39	11	12
OCC Fleet Electric											0	8
Hirecar	-	-	-	-	-	-	-	-	-	105	33	35
Fire Service Fuel Oil	-	-	-	-	-	-	-	-	-	-	0	0.0
Corporate Fuel Oil	-	-	-	-	-	-	-	-	-	0.01	0.08	0.07
Scope 2												
Electricity Corporate Buildings	5,215	5,014	6,162	6,190	4,412	3,580	2,916	2,280	1,881	1,683	1391	1,227
Electricity Highways Assets (Street Lightin	12,179	11,969	13,632	14,626	13,623	12,329	10,801	9,123	6,993	6,252	5419	4,541
Scope 3												
Corporate T&D losses	469	449	460	453	386	296	264	213	162	143	120	109
Highways Assets T&D losses	1,094	1,075	1,018	1,071	1,191	1,018	977	853	603	531	466	402
Electric vehical T&D												
Grey Fleet (unknown car / fuel)	2,633	1,194	1,729	1,673	1,377	1,385	1,311	1,346	1,411	1,292	446	857
Vacant Properties Elec	-	-	-	-	-	-	-	-	-			-
Vacant Properties Gas	-	-	-	-	-	-	-	-	-			-
Carbon Offsetting												
Green tariff	-12,179									0.00	-6811	-5768
Renewable electricity generation										0.00	0	0.00
Renewable electricity export	0.00	0.00	0.00	0.00	-25.11	-5.04	-5.73	-4.74	-4.40	-3.99	-5	-4.61
Total annual net emissions	26,510	23,491	27,644	28,328	24,444	21,813	19,671	17,132	14,179	13,473	11054	10,652

Annex H - Operational Scope breakdown

- Central Offices (Scopes 1 and 2)
- Fire Stations (Scopes 1 and 2)
- Libraries (Scopes 1 and 2)
- Highway Depots (Scope 1 and 2)

- EV Fleet (Scope 2)
- Fleet (Scope 1)
- Business miles (including cycling)- corporate estate and activities & schools (Scope 3)
- Gypsy and Travelers sites communal lit areas (Scope 2)
- Maintained community schools (Scope 1 and 2)
- VC and Foundation Schools (Scope 1 and 2)
- Day Centers (Scope 1 and 2)
- Children's Homes (Scope 1 and 2)
- Highways electrical assets and car parks (Scope 2)
- Street lighting and traffic signals (Scope 2)
- Milestone Fleet (Scope 3)
- Data Centres (Scope 3)
- Transmission and Distribution (Scope 3)
- Vacant properties (Scope 1)

Not included in current reporting and reasoning

OCC is committed to continually improving the scope of GHG reporting. We do not currently include the following in our reporting:

- Leisure Centers - Scope 1 & 2 - complex use arrangements between District Councils, City Council, maintained Schools and academies
- Academy Schools - not in scope - leased on 125-year leases to separate operational trusts. Data not Available.
- Care homes – Scope 1 & 2 - complex use arrangements as long term leased to third parties - currently no data available
- Water - Scope 3 - currently no reliable data available
- Supply Chain - Scope 3 - currently reporting Milestone fleet Fuel and Data Centre. No further data currently collected.
- Staff Commuting to work - Scope 3 - no data available
- Business mileage from public transport and walking - Scope 3 - currently no data available.

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Appendix 2 – Overview of Climate Action Programme 22/23 Delivery Plan

The table below provides an overview of the actions included in the 22/23 delivery plan for the Climate Action Programme, across its three pillars:
- Becoming a climate active council
- Decarbonising our estate and operations by 2030
- Enabling Oxfordshire's transition to net zero.

Climate Action Programme 22/23 delivery plan		
Becoming a climate active council		**RAG**
Deliver climate action objectives and outcomes through the Delivering the Future Together (DtFT) programme	Susannah Wintersgill	G
• Carbon literacy training to be made available to the DtFT Champions to enable better integration across both programmes. • Additional opportunities to be scoped and built into the 23/24 delivery plan.		
Procure a carbon accounting framework and toolkit to support decision making	Belinda Dimmock-Smith	A
• Scope agreed in discussion with Atkins • To be discussed by Strategic Capital Board • Full delivery may extend into 2023		
Expand scope 3 greenhouse gas reporting (supply chain emissions)	Melissa Sage	G
• Aiming to include more supplier emissions in 2023 reporting • A policy position is in development to engage with current suppliers with which OCC annual expenditure is more than £5million to understand and work with those suppliers on their net zero ambitions. • Sustainable Supply Chain post to be recruited in Q1 23/24 to lead work area		
Expand Carbon Literacy training – internally and develop offer to external organisations	Sarah Gilbert	G
• Approximately 100 staff have completed the nationally recognised Carbon Literacy Training across the Council, and we are on track to become a Bronze Accredited organisation by December 2022. A Proposal will be developed to expand to Silver accreditation and potential to offer to external organisations. • Carbon Literacy training is being made available to Cabinet in Q4		
Deliver 'Oxfordshire Net Zero' comms and behavioural change programme for residents, local businesses and community groups	Susannah Wintersgill	G
• Launch of the Climate Action Oxfordshire website as a joint work programme between County and Districts providing a countywide platform to increase awareness of the impact of climate change and inspire behaviour change.		
Decarbonising our estate and operations by 2030		**RAG**
Deliver Carbon Management Plan 2022-25 and the planned actions for 2022/23 (estate, fleet, highway assets and staff travel)	Vic Kurzeja/ Sarah Gilbert	G
• Delivery of CMP in 2022/23 on track - including streetlighting investment programmes and Public Sector Decarbonisation funded projects		

• Investment plans developed for fleet, high mileage users and property and submitted to Budget & Business Planning process.	

Enabling Oxfordshire's transition to net zero (linked to PAZCO)		
Transport and connectivity		**RAG**
Adopt and implement Local Transport and Connectivity Plan (LTCP), including embodied carbon policy	Rachel Wileman	G
• The LTCP for Oxfordshire was adopted at full council in July 2022 this included Policy 27 focused on reducing embodied carbon in our decisions about transport infrastructure.		
Adopt PAS2080 standard to minimise carbon emissions in infrastructure projects	Hannah Battye	A
• Policy 27 within the LTCP identifies the need to use PAS2080 *'to assess, manage and minimise carbon emissions in transport infrastructure projects.'* • Work is commencing to shape how this is taken forward • Oxfordshire has identified a regional opportunity to work with the Future Highways Research Group that it is assessing • Delivery will extend into 2023		
Develop Strategic Active Travel Network plan	Melissa Goodacre	G
• Programme to develop a County-wide cycle network with aim to link LCWIP urban areas and villages • Funding agreed		
Expand Electric Vehicle (EV) charging infrastructure	Paul Gambrell	R
• The council has successfully completed the Park and Charge project • The council has submitted a range of EV charging bids. We have not received an allocation for Oxfordshire due to a national prioritisation of funding to areas that have limited existing charging. • Additional bidding opportunities expected in Q2/3 of 22/23 to support our ambitious programme and other funding models are also being explored.		
Buildings		**RAG**
Develop retrofit partnership and Oxfordshire retrofit strategy and pipeline	Sarah Gilbert	A
• Priority has been given to delivery of the Home Upgrade capital grant programme and bidding for 22/23 funding. The delivery of this funding has been reprofiled with BEIS reflecting challenging supply chain. The programme is currently showing as amber and we are working with contractors to accelerate delivery. • A report on the status of the retrofit supply chain in Oxfordshire is due at the end of November 2022. • A series of round table events has been agreed with key stakeholders including OXLEP and Low Carbon Hub focussing on retrofit skills and supply chain and customer journey for Q3/Q4 to support strategy development.		
Energy		**RAG**
Develop local energy planning approach and support investibility of solar generation and heat pumps	Sarah Gilbert	A

2

- A partnership with Energy Systems Catapult and Advanced Infrastructure will complete the councils work on an Energy Insights tool under Project LEO. The tool is being used by Districts to support local plans
- Discussions are taking place with LEO partners and Future Oxfordshire Partnership on developing a Local Area Energy Masterplanning approach for the County and renewing the energy strategy. This work will continue into next year
- The council has supported two bids into the Heat Networks Readiness fund phase 2.

Waste and consumption (circular economy)		RAG
Develop Oxfordshire circular economy strategy	Teresa Kirkham	A

- Initial investigations and baseline development underway.
- This work will continue into 2023

Support expansion of Community Action Groups' impact, diversity and inclusion	Teresa Kirkham	G

- Additional funding of £160,000 over the next two years awarded to support Community Action Groups Oxfordshire. Supporting expansion of their current work to focus on the Circular Economy, Nature recovery and community wealth building.

Adaptation and resilience		RAG
Develop adaptation and resilience strategy	Sarah Gilbert	G

- Work commencing with University of Exeter to co-develop stakeholder engagement of their Local Climate Adaptation Toolkit
- Work commencing on Oxfordshire climate impacts assessment

Natural environment		RAG
Develop Nature Recovery Strategy (NRS) for Oxfordshire	Nick Mottram	A

- Guidance awaited from DEFRA on the format of the NRS, paper on the forward plan for the Future Oxfordshire Partnership (FOP) in November 2022 with recommendation for Oxfordshire County Council to continue in the Role of Responsible Authority.

Develop biodiversity net gain policy guidance	Nick Mottram	G

- Development ongoing whilst awaiting central government announcement on framework for delivering biodiversity net gain.

Community support and engagement		RAG
Implement a climate outreach strategy to support communities and local businesses	Sarah Gilbert	G

- Climate Action Oxfordshire website launched and support to expand the Community Action Group network put in place.
- Wider strategy development pending recruitment into new climate action service.

Implement schools' energy and carbon reduction support programme aiming for £400k investment in year 1	Sarah Gilbert	G

- Action on Carbon and Energy in Schools (ACES) commissioned and launched to support maintained schools to reduce energy usage
- Government has withdrawn support for interest-free schools energy efficiency loans – Salix which creates a barrier for schools making investment. Bid for a pilot recycling fund for energy efficiency submitted to capital programme.

Partnership work		RAG

Lead on producing cross-Oxfordshire net-zero route map and action plan through Future Oxfordshire Partnership	Sarah Gilbert	G
• Pathways to Zero Carbon Oxfordshire (PAZCO) Action Plan in development with the Future Oxfordshire Partnership.		4

Divisions Affected - All

CABINET – 20 December 2022

Infrastructure Funding Statement

Report by Corporate Director for Environment and Place

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to**

   a) Consider the content of the Infrastructure Funding Statement 2021/22.

   b) Approve the publication of the report onto the Oxfordshire County Council website

Executive Summary

2. The Infrastructure Funding Statement is a statutory statement of fact to be reported annually, by 31 December 2022 on developer contributions secured, spent or received during the previous financial year, 1 April 2021 – 31 March 2022.

3. The Infrastructure Funding Statement will be published on the authority's website and shows that:

(a) The county council secured 49 new planning obligations in 2021/22 for developer contributions worth £23m
(b) £25.4m funding was spent on projects in 2021/22
(c) £47.5m of developer contributions was received in 2021/22, mainly for education and transport
(d) future service priorities to be funded either in full or part from developer contributions include new schools, school expansions and transport infrastructure
(e) £160k was received in admin fees which contributes towards the service costs of monitoring the planning obligations and collecting developer contributions.
(f) £239m of funding is currently held to fund future projects, this includes funding received in 2021/22
(g) Of the funding that is held £47.7M (20%) is allocated to projects that are in the capital programme/have a business case
(h) During the last 3 financial years from 2019/20 to 2021/22 no funds have been repaid

Infrastructure Funding Statement 2022

4. Local authorities are required to produce an Infrastructure Funding Statement on an annual basis in accordance with Schedule 2 of the Community Infrastructure Levy Regulations 2010 (as inserted by the 2019 regulations).

5. The reporting period is the previous financial year, so this statement covers the period 1 April 2021 to the 31 March 2022. The purpose of the Statement is to give policy makers and communities better insight into how developer contributions are supporting new development and local infrastructure priorities.

6. The report is broken down into a number of different sections that cover new planning obligations entered into; funding of projects within the financial year; contributions received and future funding priorities.

New planning obligations entered into

7. The county council secured 49 new planning obligations in 2021/22. The value of contributions secured from these planning obligations is £23m. The contributions are index linked and invoiced according to relevant trigger points in the delivery of the proposed developments.

Funding of projects

8. £25.4m of developer contributions was spent on projects in 2021/22. The majority of this was spent on education schemes such as school expansions or new builds.

Contributions received

9. £47.5m of developer contributions was received in 2021/22. The majority was for education, with transport the next highest level of receipts.

10. £160k was also received in admin fees which contributes towards the service costs of monitoring the planning obligations and collecting developer contributions.

Future funding priorities

11. The report identifies future service priorities to be funded either in full or part from developer contributions. These priorities include new schools, school expansions and transport infrastructure, namely the Connecting Oxford initiative; Oxford zero emission zone and local cycle and walking infrastructure plans.

Corporate Policies and Priorities

12. Developer funding can be used to support corporate plan priorities providing the schemes that are to be funded meet with the terms of the planning obligation. Examples include, reducing the impact of climate change and protecting the local environment through transport projects referred to above and striving to give every child a good start in life through the provision and expansion of schools.

Financial Implications

13.   Prioritising the use of funds before any longstop dates are reached mitigates against the risk of repayment.

       Comments checked by: Filipp Skiffins, Assistant Finance Business Partner

Legal Implications

14.   There are no new legal implications in this report. Legal agreements are used to secure developer contributions which must be spent in accordance with the terms of the agreement.

       Comments checked by: Jennifer Crouch, Principal Solicitor (Environment Team) (Legal Services)

Staff Implications

15.   There are no new staffing implications within this report. The report is introducing the Infrastructure Funding Statement, which is an annual, statutory requirement for the council. The work undertaken to produce the report is achieved within existing resources.

       Comments checked by: Caroline Bing, HR Business Partner (Environment and Place)

Equality & Inclusion Implications

16.   There are no equality and inclusion issues arising from this report. Equalities will be considered within service areas at the point at which funding is sought for a scheme.

Sustainability Implications

17.   There are no sustainability implications from this report. Sustainability will be considered within service areas at the point at which funding is sought for a scheme.

Risk Management

18.   There are reputational and financial risks to the Council through publication or non-publication of the report. Publication is a statutory duty. Whilst there are no

defined penalties for failing to publish, the reputation of the council could be affected by a failure to publish.

19.   Publishing the statement creates a reputational and financial risk if there are contributions identified that have been received that have not been spent on a timely basis. In many legal agreements there is a clause that enables developers to seek a return of contributions if they have not been spent within a defined timescale. This risk is mitigated by the prioritisation of those funds that are most at risk.

Consultations

20.   As the report is a statement of fact no consultations have been undertaken.

Bill Cotton, Corporate Director for Environment and Place

Annex: Infrastructure funding statement 2021/22

Background papers: None.

[Other Documents:]   None

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December 2022

Oxfordshire County Council

Infrastructure Funding Statement April 2021 to March 2022

OXFORDSHIRE COUNTY COUNCIL

Contents

1. Introduction

1.1 Welcome to Oxfordshire County Council's Infrastructure Funding Statement (IFS). This document sets out income and expenditure relating to planning obligations secured under S106 of the Town and Country Planning Act 1990 (as amended) over the last financial year. It also sets out, amongst other things, the S106 planned expenditure priorities in the future.

1.2 Local authorities are required to produce an infrastructure funding statement on an annual basis in accordance with Schedule 2 of the Community Infrastructure Levy Regulations 2010 (as inserted by the 2019 regulations).

1.3 S106 planning obligations are used to mitigate the impacts of development to make the development acceptable in planning terms.

1.4 The IFS is in two parts. Part one reports on planning obligations secured, received and allocated during the period from 1st April 2021 – 31st March 2022. Part two reports on future County Council infrastructure and service priorities expected to be fully or partly funded by S106 contributions.

1.5 The IFS has three appendices:
- Appendix 1: Funded projects for 2021/22
- Appendix 2: New planning obligations entered into in 2021/2022
- Appendix 3: Developer contributions received but unspent in 2021/22

2. Summary Table

Service Area	Funding received in 2021/22	Funding spent in 2021/22	Funding held (Received across all years)[1]	Funding secured (Across all years) expected to be received in future years
Education	£32,193,005	£18,654,047	£120,831,213	£159,716,946
Transport	£10,989,878	£6,211,037	£67,931,286	£90,949,797
Libraries	£346,378	£246,027	£5,608,511	£1,683,462
Adult Social Care	£158,317	0	£4,114,335	£1,123,162
Countryside	£52,564	£52,740	£1,209,093	£807,732
Waste	£414,577	-	£4,911,002	£739,226
Adult Learning	£2,117	-	£189,282	£35,992
Museums	£2,444	-	£121,208	£3,569
Minerals sites	£18,414	£3,747	£699,583	£61,690
Fire & Rescue	£99,171	-	£247,518	£37,265
Other (inc youth services)	£3,290,123	£307,536	£33,302,818	£0
Totals	**£47,566,988**	**£25,475,134**	**£239,165,849**	**£164,209,044**

2.1 The summary table above shows the S106 funding received in 2021/22 and the funding that has been spent in each service area (this may have been received in earlier years).

2.2 There is further detail regarding the funding received in 2021/22 but unspent, the service areas it covers and the infrastructure it is allocated to in Appendix 3.

2.3 Appendix 1 gives details of the projects that have been funded through S106 during 2021/22. This funding may support all or part of a project and projects may run across several different financial years.

2.4 Appendix 2 – lists the planning obligations entered into during 2021/22 and provides a link to the associated planning application. This can be read in conjunction with Appendix 3 which gives the details of the infrastructure covered in each planning obligation.

2.5 Funding secured across all years expected to be received in future years, includes not just the funding from planning obligations entered into in 2021/22 but those signed in previous years. Secured funding not received means the relevant

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[1] This includes funds received in 20/21 that were not spent in year

trigger for payment has not yet have been reached. E.g., A library contribution may be due before the 500th occupation on a development site but that may not be reached until 7 years after the planning obligations has been entered.

3. Policy Context

3.1 On 1st September 2019, amendments to the [Community Infrastructure Levy Regulations](#) [2010](#) came into force which require the County Council to annually publish receipts and expenditure in relation to S106 contributions and CIL.

3.2 These regulations require local authorities to publish an annual infrastructure funding statement.

3.3 As the County Council is not a CIL charging authority this statement will report primarily on S106 contributions plus information on CIL contributions allocated by our Local Planning Authority (LPA) partners, i.e., district councils.

3.4 LPAs may charge CIL and are required to report on receipts and expenditure in their own annual IFS. This is intended to improve transparency and publicise that development is accompanied and mitigated by infrastructure.

4. S106 and CIL definition and Oxfordshire position and process

What is S106?
4.1 Planning obligations under S106 of the [Town and Country Planning Act](#) [1990](#) (as amended), are a mechanism which makes a development proposal acceptable in planning terms, which would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development. They may take the form of land, specific works, or financial contributions.

What is CIL?
4.2 CIL is a non-mandatory charge which can be levied by local authorities on new development in their area. It can be an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area, particularly where strategic infrastructure is required to support growth.

4.3 CIL only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its CIL rates and has published the schedule on its website. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy.

4.4 Currently, some LPAs in Oxfordshire have adopted a CIL charging schedule, some are in the process of adopting a CIL charging schedule, and some are continuing to collect just S106 contributions with no plans to move to CIL.

4.5 Table 1 below demonstrates the CIL charging status of the Oxfordshire LPAs and contains links to their published schedules:

Table 1 CIL and S106 position in Oxfordshire

LPA	CIL charging status
Oxford City	Adopted
Vale of the White Horse	Adopted
South Oxfordshire	Adopted
Cherwell	Not adopted
West Oxfordshire	Not adopted

5. Relationship between LPA's and Oxfordshire County Council for S106 and CIL

5.1 The County Council can seek planning obligations to mitigate impact provided they meet three tests set out in Reg 122 of the Community Infrastructure Levy Regulations 2010 (as amended).

5.2 In addition to S106 planning obligations the County Council may also seek and secure CIL from a LPA towards the cost of a project.

5.3 The main source of funding for education capacity is expected to be S106 rather than CIL .

6. CIL Funding

6.1 In 2021/22 Oxfordshire County Council received £7.3m CIL from South and Vale District Councils.

7. Contributions received by Oxfordshire County Council

7.1 The County Council is responsible for ensuring the provision of a range of services to our residents. We therefore seek S106 contributions and/or facilities from developments that would have an additional impact on service provision and that impact cannot be met by the current provision, including but not limited to:

- Adult Social Care
- Education
- Fire & Rescue
- Libraries
- Transport
- Waste
- Countryside

7.2   Planning obligations can be in the form of financial contributions, works on or off site and the provision of land.

7.3   Services are also provided by the district councils, such as affordable housing, waste collection and leisure and district councils may seek planning obligations towards their services.

7.4   Local Planning Authorities also consult with other infrastructure providers including highways England; the NHS; Police and the Environment Agency to understand the full infrastructure needs required to mitigate against the impact of a development.

Non- financial contributions

7.5 The County Council may also secure non-financial planning obligations. These may be in the form of land transfers to facilitate the delivery of infrastructure. For example, the County Council may request that a developer transfer land for the delivery of a new school. They may also be in the form of the provision of fire hydrants.

8. Part 1: S106 contributions received

8.1 This part addresses the requirements set out in Schedule 2 of the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019

The reported year is from 1st April 2021 to 31st March 2022**.**

The total amount of money to be provided under any planning obligations which were entered into during the reported year

8.2 The County Council entered into 49 legal agreements during the financial year 2021/22. The value of contributions to be provided from these totals £23,034,863 before uplifting following indexation. Indexation will be applied at the point of payment. These contributions may not yet have been paid to the County Council. They are calculated and requested at agreed trigger points (for example on the

commencement of development or when a certain number of occupations is reached). This means that payments could be phased over a number of years.

8.3 £47.5 million S106 funding was received in 2021/22. These contributions may either fund part or all of a project.

8.4 A large proportion of the funding received will fund new schools and school expansions to accommodate the increase in school aged children generated by new development. Funding also includes contributions for public transport, highway works, adult social care and library projects, amongst other things.

8.5 **Please see 'Appendix 2** - All new planning obligations entered into in 2021/22 for the full list of contributions.

Summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year

(ii) in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided.

8.6 No educational facilities are to be provided as non-monetary S106 contributions under planning obligations which were entered into during the reported year.

The total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure

8.7 The County Council allocates all funding received. The total amount allocated to be spent in later years, from funds received in 2021/22 is £45.5M

8.8 Where project funding comes from multiple sources or delivery of the project has a long lead-in period there is often a gap between funding allocation and spend.

The total amount of money (received under any planning obligations) which was spent by the authority (including transferring it to another person to spend)

8.9 The County Council spent £25.4million from S106 during the reported year. This includes funding received in 2021/22 and earlier years.

Service	Number of Capital projects	Total spend
Education	44	£18,654,047
Libraries	8	£246,027
Transport (including bus services)	30	£6,211,037
Countryside	2	£52,740

Minerals sites	2	£3,747
Other (inc youth services)	3	£307,536
Total	**89**	**25,475,134**

Expenditure/Projects delivered

8.10 The County Council delivered several projects funded either fully or partly through S106 contributions in the reported year. A selection of those projects is shown below. **A full list is shown in Appendix 1 – S106 expenditure 2021/22**.

Local authority area	West
Location	Witney
Project description	New Windrush Primary School (315 new pupil places + nursery)
Date opened	September 2021
Funding	Fully funded by S106 planning obligations – project delivered by the housing developer; Persimmon

Local authority area	Cherwell
Location	Bicester
Project description	Bardwell Special School – Expansion and provision of new school hall (16 new pupil places)
Date opened	September 2021
Funding	Funded by S106 planning obligations and DfE capital grant

Local authority area	West
Location	Stanton Harcourt
Project description	Stanton Harcourt Primary School - Expansion (35 new pupil places)
Date opened	September 2021
Funding	Fully funded by S106 planning obligations

Local authority area	West
Location	Long Hanborough
Project description	Hanborough Manor CE Primary School - Expansion (105 new pupil places)
Date opened	September 2021
Funding	S106 planning obligations and DfE capital grant

Local authority area	WODC
Location	Bampton Library, The Old Grammar School, Church View, Bampton, OX18 2NE
Project description	Complete refurbishment of the library space, including flooring, walls, heating, lighting and full replacement of all furniture including moveable shelving to increase capacity of the site. Increased book stock. Project undertaken as part of a wider major refurbishment of the building (funded by the landlord) which required reconfiguration of the interior walls and doors.
Date opened	May 2022
Funding	Funded by a combination of: • S106 planning obligations. • Local fundraising

Local authority area	Cherwell
Location	Banbury and surrounding villages - a number of small pots of funding have been used within the Banbury locality to deliver projects that have helped communities at the very local level:

Project description	Traffic calming along the Milton Road in Adderbury as mitigation against increased traffic from new housing has been delivered, as well as extending the footway at the northern end of the village. The footway is along the A4260, north of the Gracewell Care Home, towards Banbury. A number of bus stops and bus shelters have also been delivered this year.
Date opened	Spring 2022
Funding	£53,500

Please see Appendix 3– Developer Contributions received but unspent 2021/22

8.11 No S106 monies were used to repay any money borrowed.

8.12 OCC received £160,041 in admin fees in 2021/22 to be used for monitoring in relation to the delivery of planning obligations.

8.13 The County Council held £239m at the end of the reporting period. This includes £45.5M of funding that was received in 2021/2022 and was not spent in year. S106 funding is closely monitored and robustly managed via a vigorous internal sign-off mechanism to ensure that it is used for the purpose identified within the original planning obligation.

8.14 This funding is allocated towards infrastructure or service delivery projects which may be:
- dependent on the delivery of cumulative housing sites to trigger demand.
- dependent on other funding mechanisms to support delivery.
- dependent on other processes to complete prior to project delivery, for example the transfer of land.
- large single projects for which delivery is already underway but for which funding has not yet been drawn down.

9. Part 2: Funding priorities for 2022/23 and future years

9.1 The information in this section outlines some key County Council service future funding priorities. Each service's statutory obligations are explained to give context to the infrastructure priorities.

9.2 Infrastructure named below may be wholly or partly funded by developer contributions.

Overview of how priorities are made

9.3 In alignment with the [National Planning Policy Framework](#), the County Council identifies and plans future infrastructure requirements at a very early stage through the local plan process. These infrastructure requirements are then set in local planning policy, supported by other relevant evidence base and documents such as Infrastructure Delivery Plans.

9.4 All sites usually generate the need for new infrastructure unless existing capacity exists. On strategic sites, the County Council would generally expect the site to generate demand for new infrastructure to mitigate the development itself, such as a new school. The cumulative effect of smaller sites may also trigger the need for new infrastructure including a new school and in this instance contributions from relevant developments will be pooled to fund the project.

9.5 The County Council works collaboratively to develop a joint working approach with our local planning authority partners to ensure provision of infrastructure is adequate for the revised need.

9.6 Infrastructure priorities are also guided by up-to-date or emerging policies including:

• Statutory requirements.
• Local plan representations.
• County Council policies, including the Local Transport and Connectivity Plan

• The updated Oxfordshire Infrastructure Strategy (OxIS)
• Growth and Transport Plans.
• Transport planning supporting strategies, which support the Local Transport and Connectivity plan
• Service business plans.

9.7 The Oxfordshire Infrastructure Strategy (OxIS) was updated in 2021 and provides a framework for identifying and prioritising strategic infrastructure priorities. This report was taken to County Council Cabinet in February 2022 and they agreed to:
- endorse the OxIS Stage 1 as the framework for assessing and identifying strategic infrastructure priorities across the County to 2040, and
-endorse the use of the OxIS multi-criteria appraisal (MCA) as the basis for the ongoing assessment and prioritisation of infrastructure in relevant Council workstreams.

9.8It is expected that schemes and infrastructure priorities identified in this report and any further updates are fed into future local plan and supporting documents.

9.9 The County Council is developing an infrastructure pipeline project to monitor current project delivery on transport and identify need for future projects. In line with decisions from the County Cabinet in February, a pipeline assessment tool is being developed as part of this, based on the prioritisation framework within OxIS. This

project will develop further detail for demand, funding and timing of project delivery to support growth.

County Council services overview

9.10 An overview of some of the County Council service areas that engage on infrastructure related growth matters is shown below. Further work on County Council priorities through a pipeline of projects is currently in development.

Education

Statutory requirements

9.11 The County Council has a duty to ensure that there are sufficient school places to meet the needs of the population now and in the future. Education provision includes nursery, primary, secondary and sixth form education, and special needs services and facilities

9.12 The County Council acts as a commissioner of school places, ensuring there are a sufficient number of places through the expansion of existing or provision of new schools.

 9.13 As part of the planning process for new developments, the County Council assesses existing school place capacity against a variety of data sources including estimated pupil yield. If there is considered to be insufficient capacity in local schools to cater for the development, new schools are built, or existing schools are expanded.

Future priorities

9.14 Current projections show that Oxfordshire could require 23 new primary and 5 new secondary schools to meet the demands of growth over the next 10 years, as well as a significant expansion programme of existing schools to meet the proposed scale of new housing growth across the county. These are outlined within our representations to Local Plans developed by our Local Planning Authority partners. The County Council also considers the provision of special educational needs and disabilities (SEND) places and if existing capacity will not be sufficient, appropriate provision will be created.

9.15 Planning for the delivery of these school projects is firmly linked with the acceleration of housing supply. Officers work collaboratively with our local authority partners to monitor development progress and programme projects to ensure sufficient capacity is available to meet demand. Capital investment necessary for new and expanded schools required as a result of housing development is expected to be funded through S106 contributions. Where sufficient S106 contributions cannot be secured, CIL may also be used.

9.16 School place planning is complex and further information on how the authority meets the demand for school places can be on the Council's website;.Planning enough school places | Oxfordshire County Council

Future projects include -

- Eynsham – New Primary Schools and expansion of Secondary School capacity
- Shrivenham - Relocation and Expansion of Shrivenham CE Primary School
- Wallingford - Relocation and Expansion of St Nicholas CE Infant School
- NE Didcot – New Primary Schools and Secondary School
- Grove Airfield - New Primary Schools and Secondary School
- Valley Park, Didcot – New Primary Schools
- Bicester – New Primary Schools
- Special Education provision across the county

Early Years Education

Statutory requirements

9.17 The County Council has a number of statutory duties regarding free early education and childcare including:

- free early education for two-year-olds.

- free early education for three- and four-year olds.

- 30 hours free childcare for three and four-year olds; and

- all working families with children up to the age of 14 (18 for children with special education needs and disability) can expect the local authority to ensure there are sufficient childcare places available for their children to ensure they are able to continue to work.

9.18   Early years education providers include nurseries, childminders, preschools, and playgroups. All registered childcare providers who care for children from 0 - 5 years old must comply with the Early Years Foundation Stage and register with Ofsted.

9.19   The County Council has an additional statutory duty to ensure there is enough childcare for working parents. This covers children 0 – 14-year-olds (19 years for children with SEND) and includes out of school provision such as holiday clubs and after school clubs.

Future priorities

9.20 New housing developments impact on the availability of free early education and childcare places in the county, the County Council therefore requires all new primary schools to include nursery provision. Where existing schools are being expanded additional early years places will be created through the expansion of

nursery classes or the expansion of places in the private, voluntary and independent sector including day nurseries and pre-schools. The County Council will also respond to changing government legislation which may impact on the delivery model in securing these additional places.

9.21 The County Council works to project future demand for places to align with growth and support Local Plans and monitors ongoing demand as development applications come forward. Capital investment necessary for new and expanded early education provision required as a result of housing development is expected to be funded through S106 contributions. Where sufficient S106 contributions cannot be secured, CIL may also be used.

Transport

Statutory requirements

9.22 The County Council supports the delivery of safe, reliable journeys, sustainably, while balancing the needs of the assets, network operation and customers using the resources available.

9.23 In response to the climate emergency Oxfordshire County Council has published its declaration, "Climate Action for a Thriving Oxfordshire" setting out our commitment to be a zero-carbon organisation by 2030, and fully playing our part in creating a zero carbon Oxfordshire.

9.24 The County Council has a number of transport aims and objectives in order to meet the challenge of a cleaner, greener and more sustainable county. We aim to:

- Identify, deliver and promote interventions and infrastructure that seek to reduce the proportion of journeys made by private car by making the use of public transport, walking and cycling more attractive.
- Increase the number of children walking, cycling or using public transport to travel to school, helping to improve health, increase physical activity and improve air quality;
- Improve public health and wellbeing by increasing levels of walking and cycling, reducing transport emissions and continually reducing the number of people killed or seriously injured on Oxfordshire's roads;
- Procure and deliver the County Council's passenger transport services ensuring not only that the County Council discharges its statutory and discretionary transport duties but that – in partnership with commercial operators – attractive, safe and sustainable bus services are provided in areas of significant growth.

<u>Future priorities</u>

9.25 Major projects are a joint ambition for the County Council with our partner authorities and central Government. Key strategic projects will be supported to deliver wider growth ambitions.

9.26 For Oxford, the councils have put forward bold plans to reduce traffic levels across Oxford and which will tackle congestion, improve air quality and will make bus journeys quicker and more reliable. It will also enable more road space to be reallocated for walking and cycling improvements. Key schemes include traffic filters, a workplace parking levy, Zero Emission Zone and a package of public transport, walking and cycling improvements. The councils aim to start implementation with the traffic filters through an ETRO process in 2023, subject to the outcomes of consultation and scheme approval.

9.27 The Central Oxfordshire Travel Plan is currently out to consultation until 3rd October 2022 and provides an update on the Oxford Transport Strategy, aligning it with the recently adopted Local Transport and Connectivity Plan. The Oxford LCWIP is a detailed 10-year plan which sets out how to improve cycling and walking in Oxford. The plan includes a target to increase cycling in Oxford by 50% by 2031 and the evidence of how this is to be achieved.

9.28 In southern Oxfordshire the transport priorities are to deliver major schemes in the Didcot area to support the growth across both district areas. The projects include widening the A4130, Science Bridge (a new bridge over the railway), Didcot to Culham river crossing and the Clifton Hampden bypass. These schemes have high quality walking and cycling routes integrated into them and will allow greater route choice for public transport.

9.29 As well as delivering major multi-modal schemes, we are also focussing on Local Cycling and Walking Infrastructure Plans (LCWIPs). We will look at Abingdon in the first instance <u>(to be produced and adopted by Spring 2023)</u> and work with SODC to produce the Didcot LCWIP. By producing LCWIPs this will enable us to focus S106 and CIL spend on schemes contained within them as well as seeking developers to directly deliver schemes where appropriate. We will also undertake a study to set out what Science Vale Active Travel Network Phase 2 should look like – again with a view to securing relevant S106 monies towards the delivery.

9.30 In the Cherwell and West locality area there will be a focus on continuing to spend the small pots on important local schemes and the larger funding allocations are being used to match fund other funding sources, such as the Housing & Growth Deal. There is a clear focus on delivering for active travel modes and the s106 funding will be used to meet these objectives where possible.

9.31 The County Council will aim to spend S106 monies collected for traffic calming in the village of Drayton. Some of S106 money collected for the traffic calming scheme has gone directly to the Vale of White Horse Distinct Council, via

a bi-partite agreement. The County Council will work with the District Council to transfer these funds. The County Council is working with Drayton Parish Councils to identify key areas and schemes to be delivered in the village.

9.32 The County Council adopted an updated Local Transport Plan in July 2022. The updated strategy called the Local Transport and Connectivity Plan (LTCP), to better reflect our strategy both for digital infrastructure and for connecting the whole county.

9.33 The LTCP outlines our long-term vision for transport and travel in the county and the policies required to deliver this. The LTCP vision and policies will be used to influence and inform how we manage transport and the types of schemes we implement. .

9.34 The LTCP vision sets out that our goal is to deliver an inclusive and safe net zero Oxfordshire transport system that enables all parts of the county to thrive. It will tackle inequality, be better for health, wellbeing and social inclusivity and have zero road fatalities or life-changing injuries.

9.35 It sets out that we plan to achieve this by reducing the need to travel, discouraging individual private vehicle journeys and making walking, cycling, public and shared transport the natural first choice.

9.36 The LTCP will be supported by a set of area and corridor strategies (to be developed in 2022/23) which will outline how the LTCP vision and outcomes are delivered across the county. They will create more detailed plans that can be used to guide future scheme development, funding bids, support and enable sustainable growth, responses to planning applications and developer contributions.

9.37 The economic and housing growth agenda for Oxfordshire will need to involve the creation of whole, new sustainable communities through 'place making', rather than just through provision of buildings and roads, if it is to be successful. The County Council will continue to work with our local authority partners to achieve this.

9.38 The Council maintains and develops the council's Highway Asset Management Plan in line with governments 'Well Managed Highways' guidance and our Local Transport Plan. Programmes of work will be evidence driven using data and local intelligence to ensure a balance of managing the asset and delivering local community needs is achieved.

9.39 The Council's expenditure on public transport services and infrastructure is expected to increase significantly in the next few years. In 2020/21 the Council spent in excess of £2.2m on S106-funded bus services. Infrastructure improvements, such as new and improved bus stops associated with development, are also taking place at an exponential level. The continued success of the county
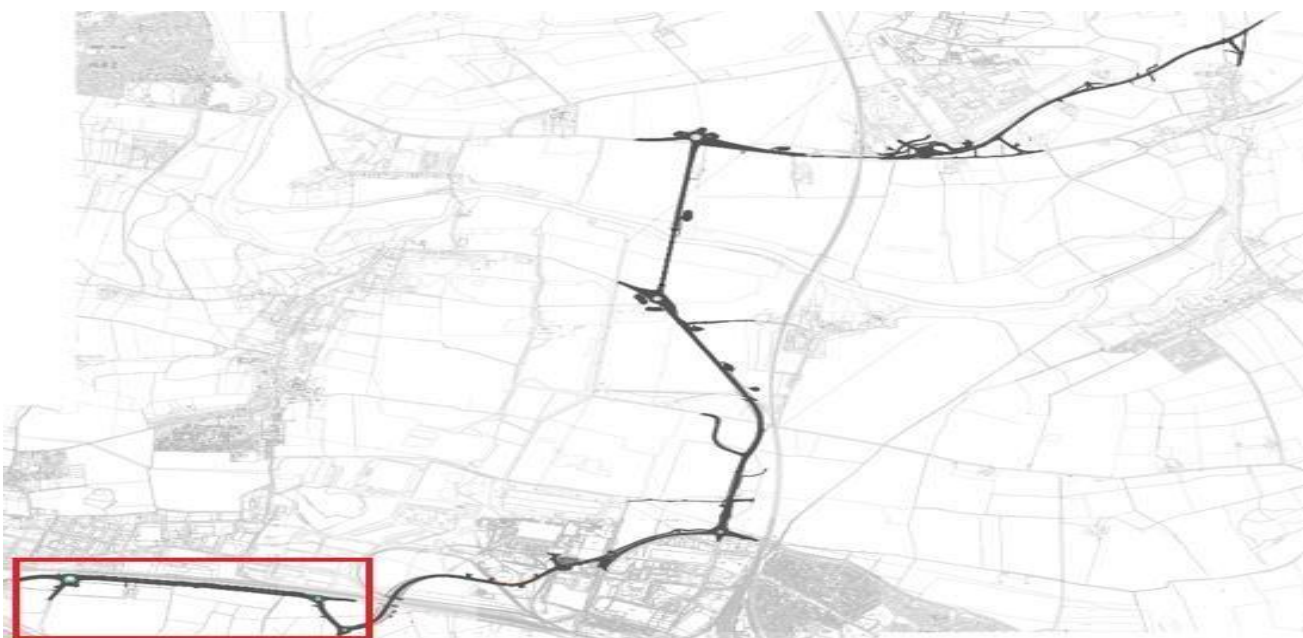
demands improvements to the bus network and the Council has been successful in obtaining significant S106 contributions to meet this objective.

Local authority area	Banbury
Location	Tramway Road/Station Approach
Project description	this scheme will deliver a bus and taxi link past the station to improve bus journey times and improve connectivity, and a new access into the station car park to avoid car trips travelling through one of the most congested junctions in Banbury. These improvements will provide benefit to many residents to the south of Banbury and help to unlock housing growth.
Current stage	Preliminary design
Expected delivery date	2023
Total cost	£4.2m (Housing & Growth Deal + S106)

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Local authority area	Bicester
Location	London Road
Project description	Provision of a new cycleway from the junction with the A41 to the level crossing.
Current stage	Preliminary design
Expected delivery date	Spring 2022
Total cost	£552,288
S106 contribution	£552,288 from two s106 agreements
Additional funding sources	None
Local authority area	**Vale of White Horse District Council**

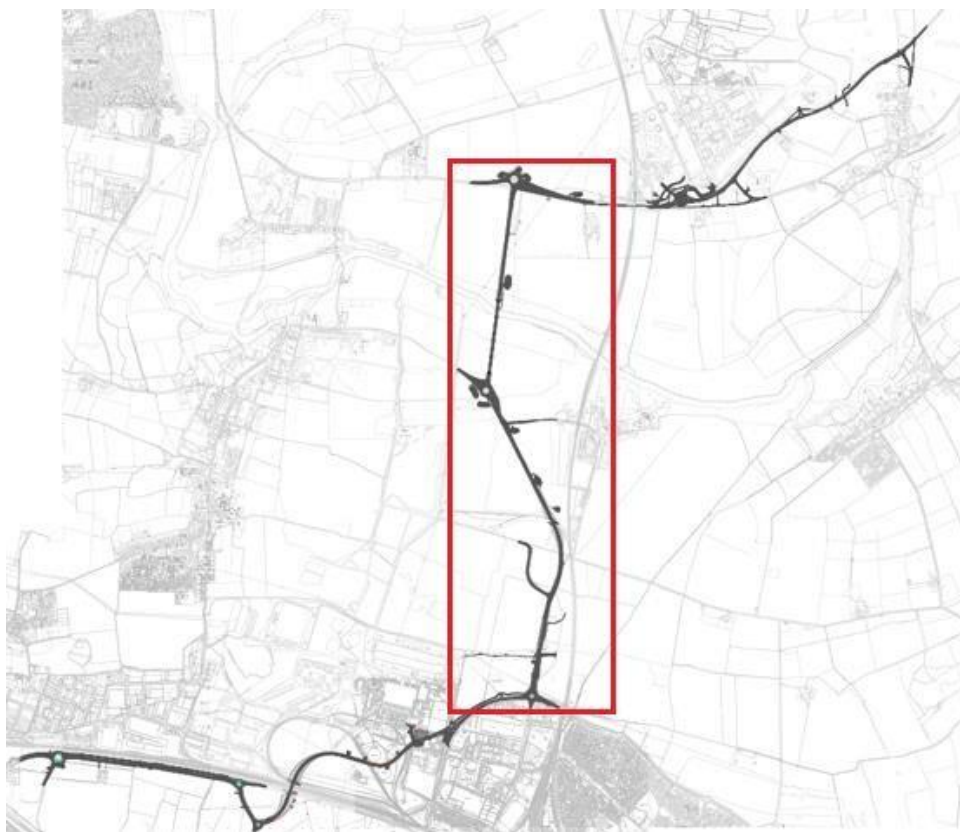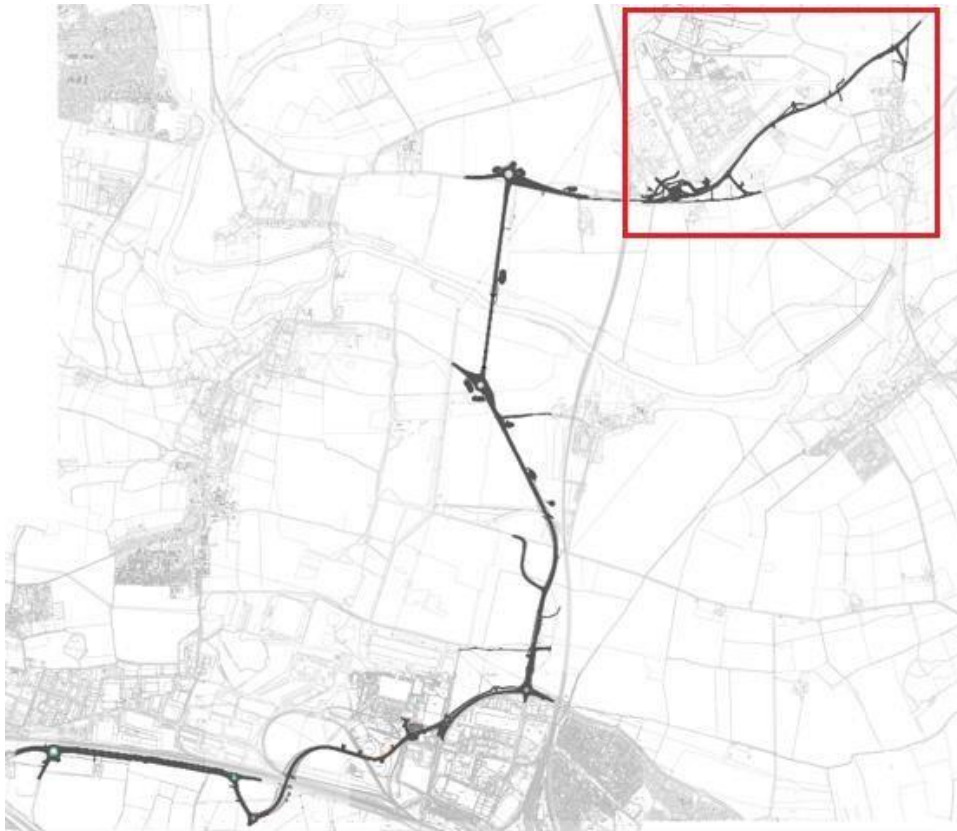| Location	Didcot
Project description	A4130 Dualling – Dualling the A4130 from the Milton Gate Junction eastwards to the 'old A4130 roundabout' including pedestrian and cycling infrastructure.
Current stage	Preliminary design
Expected delivery date	2024
Total cost	£22,214,000
Funding sources	Part funded by S106 with forward funding from Housing Infrastructure Fund

Plan of scheme

Local authority area	South Oxfordshire District Council/Vale of White Horse District Council
Location	Didcot
Project description	Didcot Science Bridge – A new road link from the new dualled section of the A4130, over the A4130, Great Western Mainline and Milton Road connecting back to the A4130 north of the Purchas Road roundabout, including pedestrian and cycling infrastructure.
Current stage	Preliminary design
Expected delivery date	2024

Total cost	£57,995,000
Funding sources	Part funded by S106 with forward funding from Housing Infrastructure Fund

Plan of scheme

Local authority area	South Oxfordshire District Council/Vale of White Horse District Council
Location	Didcot and Culham
Project description	Didcot to Culham River Crossing – a new road including two new bridges, one over the river Thames and one over a private railway siding, between Didcot's A4130 Northern Perimeter Road Collett Roundabout to the A415 west of Culham Science Centre. The proposal also includes the provision of new and improved pedestrian and cycling facilities.
Current stage	Preliminary design
Expected delivery date	2024
Total cost	£125,947,000
Funding Sources	Part funded by S106 with forward funding from Housing Infrastructure Fund

Plan of scheme

Local authority area	South Oxfordshire District Council
Location	Clifton Hampden
	Clifton Hampden Bypass-a new road between the A415, Abingdon Road, at the Culham Science Centre and B4015, Oxford Road, north of Clifton Hampden Village. Including the provision of new and improved pedestrian and cycling facilities
Current stage	Preliminary design
Expected delivery date	2024
Total cost	£27,844,000
Funding	Part funded by S106 with forward funding from Housing Infrastructure Fund

Plan of scheme

Local authority area	Vale of White Horse District Council
Location	Wantage
Project description	Wantage Eastern Link Rd
Current stage	Preliminary design
Expected delivery date	September 2022
Total cost	£6.52m (estimate)
S106 contribution	£6.16m
Additional funding sources	Growth Deal

Plan of scheme (OCC to deliver green section)

Local authority area	Vale of White Horse District Council
Location	Lodge Hill, Abingdon
Project description	Reconfiguration of the Lodge Hill interchange to provide 'dumb-bell' roundabout configuration and southbound slip roads. Will additionally include the reprovision of a private road, replacement layby parking along the A34 and traffic calming schemes along Sugworth Lane and Bagley Wood Road/
Current stage	Preliminary design
Expected delivery date	2024
Total cost	£27 million (estimate)
S106 contribution	£6.5 million
Funding Sources	MHCLG, Growth Deal & S106

Location Plan

Interchange Extract

EXISTING BUS LAYBY TO BE EXTENDED TO OCC STANDARD DETAIL REQUIREMENTS WITH 30m STOP BOX. REFER OCC DRAWING 20024/07 - FIGURE 7
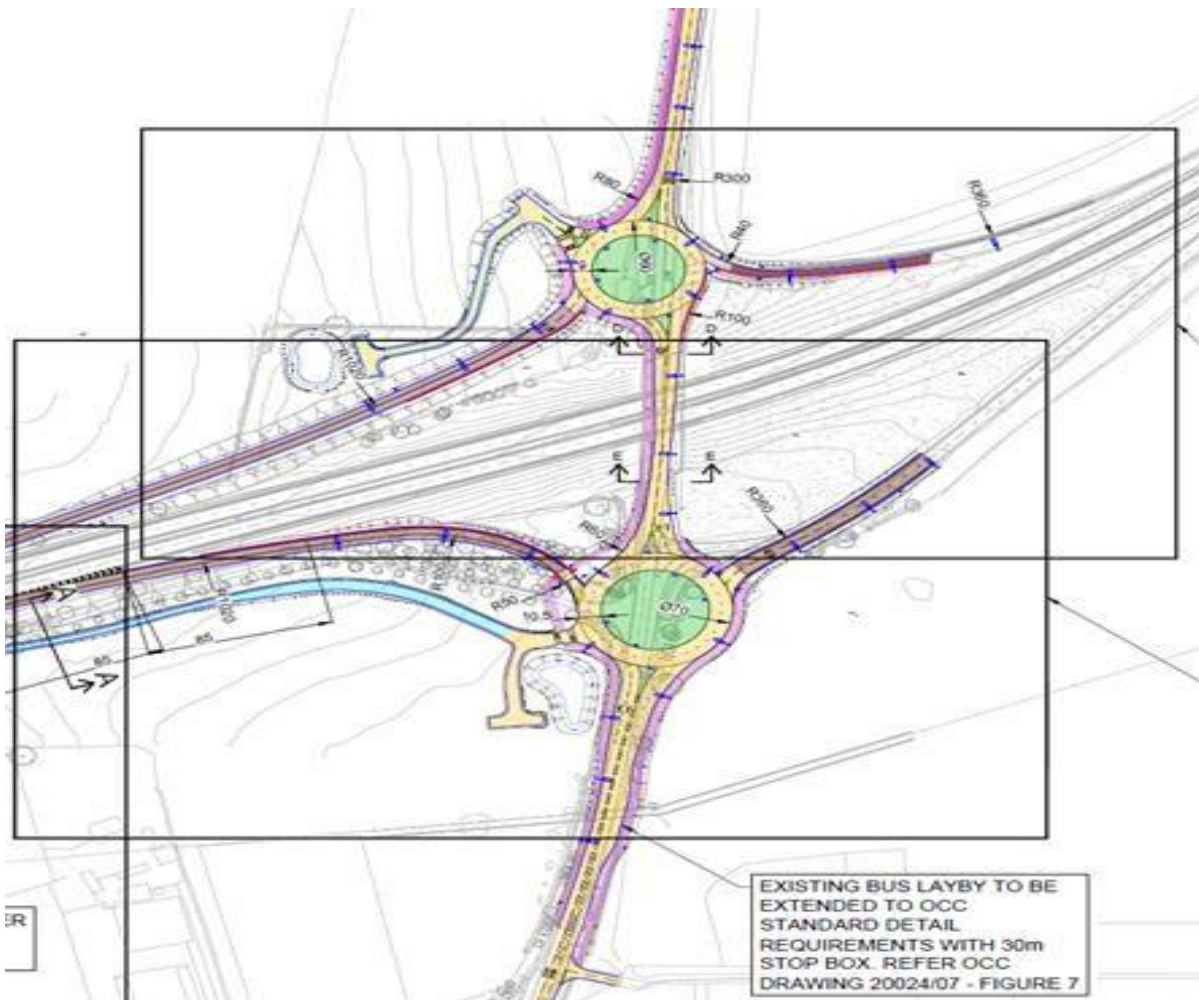
Waste Disposal

Statutory requirements

9.40 Under the Environmental Protection Act 1990, the County Council is required to perform the statutory functions of the Waste Disposal Authority for Oxfordshire. This includes arranging for the disposal and recycling of Local Authority Collected Waste arising in the county, which is waste collected by the district and city councils in their role as Waste Collection Authorities, and waste received at Household Waste Recycling Centres (HWRCs). The County Council is required to provide HWRCs in its area where residents may deposit their own household waste free of charge. There are currently 7 of these provided by Oxfordshire County Council.

Future priorities

9.41 Where appropriate, the County Council will require developers to mitigate the impact of housing developments on HWRCs by financially contributing through S106 planning obligations. The S106 calculation will be based upon the cost of

providing the required total HWRC network acreage, the cost of providing the footprint and buildings and the total number of new dwellings proposed across Oxfordshire that are contributing to the increase in waste.

Adult Social Care

Statutory obligations

9.42 The County Council provides a range of services including promotion of wellbeing, commissioning care, and managing provider failure, and other service interruptions. We also provide information and advice to vulnerable people and their families and carers and assists with market-shaping, commissioning care and support services for people in need.

9.43 The County Council is principally governed by the Care Act 2014 and the Health and Social Care Act 2012 and applies to the population as a whole, not just those who are eligible to receive care services.

9.44 Although the County Council is not required to own or maintain housing, we do have a responsibility within the Care Act of ensuring that people with support needs are adequately and safely housed and in suitable living accommodation also offering and arranging day services or community-based activities: where linked to accommodation this is usually provided by housing associations or care home providers, with the care or support commissioned by OCC.

Future priorities

9.45 As Oxfordshire's population grows, ages and lives longer there are programmes underway for example Extra Care housing. Other specialist housing demand for residents such as adults with disabilities, which will grow with the rising population. Currently, the County Council ensures that needs are reflected in emerging Local Plan policies and will consider the use of S106 obligations to facilitate delivery as development sites come forward in the future.

Fire and rescue services

Service overview

9.46 The County Council, in its capacity as the Fire and Rescue Authority (FRA), has statutory duties under The Fire and Rescue Services Act 2004 to make provisions for:

• extinguishing fires

• protecting life and property in the event of fires

- rescuing and protecting people in the event of a road traffic collision
- rescuing and protecting people in the event of other emergencies. The service operates from 25 fire stations, a headquarters building, a training and development centre, and additional sites providing support services.

9.47 FRAs need to collect information to assess risk in their areas as well as protect the health and safety of their workers. According to the Fire and Rescue National Framework for England each FRA must produce a Community Risk Management Plan (CRMP) that identifies and assesses all foreseeable fire and rescue related risks that could affect its community. The Oxfordshire CRMP is available via this link CRMP

Future priorities

9.48 Increases in population place additional demand on fire and rescue resources in terms of capital investment, equipment, and revenue budgets for firefighters, officers and support staff. There may be a need to build a new fire station, extend an existing fire station, extend communication infrastructures, or review staffing levels for example.

9.49 Fire hydrant provision forms part of the planning process, as explained earlier in this document. In the future, FRAs are including the use of fire suppression systems, particularly sprinklers, to protect the most at risk and vulnerable in society.

9.50 Currently, the County Council is working with our local authority partners to plan effectively for new or realigned capacity through Local Plans. This ensures that stations are in the right areas and involves engagement with adjoining authorities where demand overlaps county boundaries.

Libraries

Statutory requirements

9.51 The County Council has a duty to provide a comprehensive and efficient library service for everyone who lives, works, or studies in the county under the Public Libraries and Museums Act 1964.

9.52 The County Council is committed to maintaining and modernising its libraries to continue to meet the changing needs of service users and to cope with additional demand brought about by new development.

9.53 Libraries are no longer a place solely to borrow books. They function as a community hub offering services, events, and facilities to cater for a range of community needs.

<u>Future priorities</u>

9.54 The County Council's libraries are updated and improved to cope with additional demand brought about by increasing numbers of users resulting from housing growth.

9.55 Where additional capacity is required, libraries may be extended (or replaced) to allow more public access either by expanding the floor space, or converting existing space from an office, workroom or used as storage.

9.56 Where there is no viability to extend or increase space, libraries may also be reconfigured to:

- allow different types of customers to use them at different times of the day
- allow them to be used by community groups and/or paying organisations to deliver events.
- replace traditional large enquiry desks with smaller counters with the use of more flexible ICT to increase space for public use.
- increase provision of dedicated workspaces and study areas with new furniture to reflect the increased use of personal devices such as laptops and tablets.
- install technology that will enable library opening hours to be extended.
- install moveable shelving to offer greater flexibility in terms of how the space is used.

9.57 We work with our local authority partners through Local Plans and engagement on specific development applications to ensure that our local libraries are fit for purpose and expanded and/or improved to meet new demand from growth locations.

9.58 We seek to continually update, modernise and improve our library facilities and services to reflect the changing needs of library users in Oxfordshire including its growing population.

Future Projects include

- Faringdon Library – a full refurbishment planned for 2022-23 including a totally redesigned interior and some exterior work.
- Library Furnishings – a major upgrade and expansion of library seating and workspaces in 11 of our largest libraries in 2021.
- Chinnor Library – full refurbishment of the library planned for 2023/24.

- Chipping Norton Library – a minor refurbishment of the entrance area increasing the number of workspaces for public with their own devices. Planned for 2023
- Deddington Library – improvements to the outside space at the rear of the building to enable this to be accessed and used by library customers. Planned for 2022-23
- Bicester Library – creating and furnishing a separate multipurpose room for activities, and additional shelving and stock. Planned for 2022-23

Other Services

9.59 Other County Council services which may be required as a result of growth include economic development; archaeology; green infrastructure and sustainable drainage systems. This list is not exhaustive. As planning obligations for these services are sought, they will be reflected in future editions of this document.

Appendix 1 – S106 expenditure funding used on projects 2021/22

NB – For schools this table shows the amount of S106 used, (rounded to the nearest £) on the project in the reporting period. It is not the total project cost of providing the pupil places. In many cases expansion capital projects are phased over more than one year, and the amount shown is only the expenditure in the reporting year.

Education

Location of spend	Scheme	Amount (£)
Bletchingdon Primary School	Relocation and expansion of Bletchingdon School (35 new pupil places)	40,614
Botley Primary School	Expansion to 2FE (105 new pupil places)	214,000
Bardwell Special School, Bicester	Replacement of prefabricated temporary classrooms	362,394
Frank Wise Special School, Banbury	Replacement of prefabricated classrooms & expansion	89,384
Longfields Primary School, Bicester	Expansion to 2FE (105 new pupil places)	170
Kingfisher Special School, Abingdon	Replacement of prefabricated temporary classroom and expansion (8 new pupil places)	52,919
Faringdon Community College,	Expansion by 2FE (300 new pupil places)	3,000
Fitzwaryn (Special) School, Wantage	Expansion (16 new pupil places)	53,603
Matthew Arnold (Secondary) School, Oxford	Expansion by 1FE (150 new pupil places)	307,185
East Hanney, St James CE Primary School	Expansion to 1FE (105 new pupil places)	91,000

Warriner Secondary School, Bloxham	Expansion by 2FE (300 new pupil places)	465,000

West Witney Primary School	Expansion to 2FE (105 new pupil places)	640,000
Burford Primary School	Expansion AN15-20 (35 new pupil places)	138,000
Cholsey Primary School	Expansion to 2FE (105 new pupil places)	258,000
Milton, St Blaise CE Primary School	Expansion to 1FE (105 new pupil places)	2,262,000
Five Acres CE Primary School, Ambrosden	Replacement of prefabricated temporary classrooms with 2 permanent classrooms	479,000
Long Hanborough Manor CE Primary School	Expansion to 1.5FE (105 new pupil places)	141,000
Bardwell Special School, Bicester	Expansion and new school hall (16 new pupil places)	198,231
Wallingford School (Secondary)	Expansion by 2FE (300 new pupil places)	2,883,806
Stanton Harcourt Primary School	Expansion AN15-20 (35 new pupil places)	551,283
William Morris Primary School, Banbury	Expansion and replacement of temporary classrooms. AN25-1FE (35 new pupil places). Expansion of nursery from 13fte to 26fte.	1,387,000
John Watson Special School, Holton	Expansion and replacement of temporary classrooms on secondary site (16 new pupil places)	200,000
Lord Williams's (Secondary) School, Thame	Expansion by 1FE (150 new pupil places)	883,000
Mill Lane Primary School, Chinnor	Replacement of 4 temporary classrooms	108,000
Orion Academy, Oxford	Expansion and new building for Orion SEN School (32 new pupil places)	160,000

Folley View Primary School, Faringdon	New Primary School - expansion and relocation of Faringdon Infant School (210 new pupil places)	2,583,591

Graven Hill Primary school, Bicester	New Primary School (420 new pupil places + nursery)	45,000
Sires Hill Primary School, Didcot	New Primary School (420 new pupil places + nursery)	633,000
St John's School, Grove	New Primary School (420 new pupil places + nursery)	74,000
GEMS Didcot Primary school	New Primary School (420 new pupil places + nursery)	115,000
Longford Park Primary School, Bodicote	New Primary School (315 new pupil places + nursery)	255,000
The Swan School, Oxford	New 11-16 Secondary School (900 new pupil places)	101,866
Whitelands Academy (SW Bicester)	New 11-16 Secondary School (600 new pupil places)	214,000
Barton Park Primary School, Oxford	New Primary School (315 new pupil places + nursery)	2,391,000
Cherry Fields Primary School, Banbury	New Primary School (210 new pupil places + nursery)	18,000
GEMS Wantage Primary School	New Primary School (420 new pupil places + nursery)	255,000

Libraries

Location of spend	Scheme	Amount

Bicester library	Relocation of Bicester library	122,308
Bampton library	Library improvement	79,000
Faringdon library		20,874
Sonning Common library		1,758
Watlington library		2,361
Carterton library		18,515
Botley library		1,211

Youth Services

Location of spend	Scheme	Amount
Faringdon youth club		7,540

Transport

Location of spend	Scheme	Amount
Banbury	Hennef Road	294,000
A361	Road Safety Improvements	81,375
Banbury	Farmfield Road / Oxford Road - Junction Improvement	346,000
Botley Road		857,146
Bicester	Active Travel	81,000
Oxford	Zero emission zones	226,000
Wolvercote, Oxford	Bus infrastructure improvements	1,865
Cumnor, Harcourt Hill	Access Improvements	885

Adderbury	Traffic calming measures	3,655
Shrivenham	Bus infrastructure improvements	9,038
Wantage	Bus infrastructure improvements	179
Bloxham	Street Lighting	215
Oxford	Controlled parking zones	217,482
East Hanney	Puffin crossing	67,000
Watlington	Traffic calming measures	2,450
Henley	Zebra Crossing	18,522
Yarnton	Bus infrastructure improvements	33,548
Cumnor, Harcourt Hill	Bridleway	26,534
Tiddington	Bus infrastructure improvements	5,701
Sandford on Thames	Bus infrastructure improvements	1,011
North Hinksey	Bus infrastructure improvements	11,494

North Leigh	Bus infrastructure improvements	25,935
Bloxham	VAS Signs	7,555
Oxford, Littlemore	Bus infrastructure improvements	1,011
Ducklington	Bus infrastructure improvements	8,946
Chipping Norton	Bus infrastructure improvements	14,085
Oxford, Littlemore	Bus infrastructure improvements	66,000
Freeland	Bus infrastructure improvements	9,585
Hanborough	A4095 Main Road Bus information improvements	16,221

Banbury	Weight restriction	10,506
Banbury	Springfield Avenue RSI	66,646
	40 Carousel	31,465
	Funding agreement – bus service	56,469
	Bus Services	33,724
	Bus services – Funding agreement -Freeland Parish Council	79,177
	134 Going Forward	12,571
	250 Hallmark	274,215
	6 Oxford Bus	18,333
	11 Oxford Bus	9,817
	X3 Oxford Bus	196,833
	15/19 Pulhams	164,900
	X9 Pulhams	68,781
	275 Red Rose	47,955

	17/27 Red Rose	35,300
	120 Redline	21,998
	320 Redline	44,504
	233 Stagecoach Oxford	160,512
	488 Stagecoach Oxford	42,570
	29/H5 Stagecoach Oxford	176,939

	B3 Stagecoach Oxford	300,311
	B5 Stagecoach Oxford	142,680
	B9 Stagecoach Oxford	219,041
	S4 Stagecoach Oxford	55,457
	S9 Stagecoach Oxford	64,500
	S6 Stagecoach Oxford	21,789
	11 Thames Travel	62,965
	33 Thames Travel	21,503
	45 Thames Travel	41,013
	67 Thames Travel	62,319
	94 Thames Travel	81,655
	95 Thames Travel	36,490
	98 Thames Travel	418,946
	136 Thames Travel	19,271
	X2 Thames Travel	197,627
	X32 Thames Travel	62,687
	X36 Thames Travel	337,057
	X39 Thames Travel	40,348
	V19 Villager	4,001
	210 West Oxfordshire CT	33,724

Countryside, Waste and Minerals

Location of spend	Scheme	Amount
Lower Windrush Valley		£29,944
Millenium Common		£2,500
Oakley Wood –	WRC- Earth Trust	£1,247
Upper Heyford	Right of Way	22,796

Appendix 2 - New agreements 2021/22

Oxfordshire County Council Reference	Local Planning Authority	Planning Application	Link to LPA Website	Address
WN39	Vale of the White Horse	P21/V0261/FUL	Link to planning application	Land off Grove Road, Grove Road, Wantage OX12 7DR
WL11	South Oxfordshire	P19/S1928/O	Link to planning application	Land Cuxham Road, Watlington (Site B)
WL10	South Oxfordshire	P19/S1927/O	Link to planning application	Land West of Pyrton Lane, Watlington (Site C)
WI88	West Oxfordshire	20/02452/FUL	Link to planning application	Downs Road, Witney, Oxfordshire
WI87	West Oxfordshire	19/02503/FUL	Link to planning application	Oxford House, Unit 2 De Havilland Way, Windrush Industrial Park, Witney
WC06	South Oxfordshire	P20/S2110/FUL	Link to planning application	Land at Chiltern Rise Cottage, Stable Cottage, Garden Cottage & Woodcote Garden Centre, Woodcote RG8 0QX
TH41	South Oxfordshire	P20/S0928/FUL	Link to planning application	The Elms, Upper High Street, Thame
ST17	Vale of the White Horse	P19/V2459/O	Link to planning application	31 - 33 The Causeway, Steventon, Abingdon
SN12	South Oxfordshire	P19/S4576/O	Link to planning application	Little Sparrows, Blount Court, Sonning Common, Reading, RG4 9PA

OB91	Oxford City	21/00300/FUL	[Link to planning application](#)	Land known as 17, 17a, 17b and 19 Between Towns Road Oxford OX4 3LX

OB90	Oxford City	21/01185/FUL	[Link to planning application](#)	Clive Booth Hall, John Garne Way, Oxford, OX3 0F/
OB89	Oxford City	19/02003/FUL	[Link to planning application](#)	Land known as Plot 16, Oxford Science Park, Robert Robinson Avenue, Oxford OX4 4GA
OB87	Oxford City	20/02318/FUL	[Link to planning application](#)	Threeways House, George Street, Oxford
OB85	Oxford City	20/02672/FUL	[Link to planning application](#)	Land known as the SAE Institute, Armstrong Road, Littlemore, Oxford
OB82	Oxford City	21/00317/FUL	[Link to planning application](#)	WIC House, Transport Way, Oxford, Oxfordshire OX4 6LT
OB79	Oxford City	20/01237/RES	[Link to planning application](#)	Plots 8150, 8200, 8200 and 9200 Alec Issigonis Way, Oxford, OX4 2HU
HE45	South Oxfordshire	P19/S0227/FUL	[Link to planning application](#)	Anderson House, Newtown Road, Henley-on-Thames, RG9 1HG
HA27	Vale of the White Horse	P20/V1334/FUL	[Link to planning application](#)	Land to the South East of Meadow View, Didcot Road, Harwell, Oxon
GR29	Vale of the White Horse	P18/V2300/FUL	[Link to planning application](#)	Land at Grove Road, Grove
GR28	Vale of the White Horse	P16/V0981/O	[Link to planning application](#)	Land at Monks Farm, Townsend, Grove, Oxfordshire

| GO05 | South Oxfordshire | P19/S2923/O | [Link to planning application](#) | Land East of Manor Road, Goring-on Thames, Oxfordshire |
| FA37 | Vale of the White Horse | P18/V0259/O | [Link to planning application](#) | Steeds Farm, Coxwell Road, Faringdon |

EA12	Vale of the White Horse	P20/V3119/FUL	[Link to planning application](#)	Land at Hanney Nurseries Steventon Road, East Hanney, OX12 0HS
DC12	South Oxfordshire/Vale of the White Horse	P21/V0167/FUL	[Link to planning application](#)	Former Didcot A Power Station, Milton Road, Didcot
DC11	South Oxfordshire	P20/S1577/O	[Link to planning application](#)	Land at Ladygrove, Didcot
CM09	South Oxfordshire	P21/S1384/FUL	[Link to planning application](#)	Main Avenue, Culham Science Centre, Clifton Hampden
CA34	West Oxfordshire District Council	21/00228/FUL	[Link to planning application](#)	South of Milestone Road
BR54	Cherwell District Council	19/01036/HYBRID	[Link to planning application](#)	Land at Charlote Avenue, Bicester
BR34	Cherwell District Council	21/01330/F	[Link to planning application](#)	Unit C Symmetry Park, Bicester
BN77	Cherwell District Council	19/02126/F	[Link to planning application](#)	1, Dukes Meadow Drive, Banbury, Oxfordshire, OX16 1GW
BN75	Cherwell District Council	20/00329/CDC	[Link to planning application](#)	Compton Road Coach Park, Compton Road, Banbury OX16 2PR

BN74	Cherwell District Council	21/00503/F	[Link to planning application](#)	Banbury 200 Southam Road Banbury OX16 2FW
BN73	Cherwell District Council	20/01643/OUT	[Link to planning application](#)	Land North And West Of Bretch Hill Reservoir Adj To Balmoral Avenue Banbury

BE16	South Oxfordshire District Council	P17/S3952/O	[Link to planning application](#)	West of Hale Road, Benson
AM09	Cherwell District Council	19/01191/OUT	[Link to planning application](#)	Land at Middle Wretchwick Farm, Bicester
AD19	Cherwell District Council	19/00963/OUT	[Link to planning application](#)	Land North side of Berry Hill Road, Adderbury
AB97	Vale of the White Horse	P21/V0024/FUL	[Link to planning application](#)	Land to the West of Wootton Road, Abingdon-on-Thames, Oxfordshire
AB96	Vale of the White Horse	P19/V3114/FUL	[Link to planning application](#)	Tesco Garden Centre, Marcham Road, Abingdon, Oxfordshire OX14 1TU
AB95	Vale of the White Horse	P21/V0220/FUL	[Link to planning application](#)	Abingdon and Witney College, Wooton Rad, Abingdon
OB79	Oxford City Council	20/01237/RES	[Link to planning application](#)	Plots 8150, 8200, 8200 and 9200 Alec Issigonis Way, Oxford, OX4 2HU
EC09	Vale of the White Horse	P21/V0738/FUL	[Link to planning application](#)	Land at Park Farm, East Challow, Wantage, OX12 9TU
CT13	Cherwell District Council	20/00293/0UT	[Link to planning application](#)	Land at Bicester Gateway, Business Park, Wendlebury Rd, Chesterton

CI10	Vale of the White Horse	P21/V0212/FUL	Link to planning application	ESA ECSAT, Fermi Avenue, Harwell Campus, OX11 0FD
CI09	Vale of the White Horse	P20/V2742/FUL	Link to planning application	West of I13 and East of Visitor Centre, Rutherford Appleton Laboratory, Harwell Campus, Didcot, OX11 0PW
CI08	Vale of the White Horse	P20/V3332/FUL	Link to planning application	Building R12, Rutherford Appleton Laboratory, Harwell Campus, Didcot OX11 0FA
BR58	Cherwell District Council	19/02081/F	Link to planning application	Unit E25 Telford Road, Bicester
BR56	Cherwell District Council	19/02708/0UT	Link to planning application	FAST, Bicester Heritage, Buckingham Road, Bicester, Oxfordshire OX26 5HA
AB98	Vale of the White Horse	P19/V0083/FUL	Link to planning application	Land at 22 to 26 and 28 Ock Street Abingdon OX14 5DH

Appendix 3 - Developer Obligations, received but unspent 2021/22

EDUCATION

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount (£)
WI81	Witney	Secondary Education	329,878.24
WI81	Witney	Primary Education	243,233.93
EA09	East Hanney	Primary Education	102,292.08
CD02	Cuddesdon and Denton	Education	30,685.16
CN25	Chipping Norton	Primary Education	185,934.22
CN25	Chipping Norton	Nursery	19,081.36
UH17	Upper Heyford	Secondary Education	19,167.75
AM07	Ambrosden	Secondary Education	745,278.70
NL07	North Leigh	Education	61,275.84
BT05	Bampton	Primary Education	329,630.85
BT05	Bampton	Nursery	33,937.20
BR32	Launton	Primary Education	241,743.83
FA28	Faringdon	Special Educational Needs	12,701.56
FA28	Faringdon	Primary Education	545,983.74
FA28	Faringdon	Secondary Education	283,507.09
WT15	Shrivenham	Primary Education	203,495.15
WT15	Shrivenham	Secondary Education	141,958.28
CA29	Brize Norton	Special Educational Needs	58,874.66
CA29	Brize Norton	Primary Education	2,284,993.98
NL04	Hanborough	Primary Education	96,343
NL06	North Leigh	Primary Education	196,574.08
ES39	Stanton Harcourt	Primary Education	158,302.30

BN66	Banbury	Primary Education	709,342.79
FA33	Faringdon	School Land	105,247.83
FA35	Faringdon	Primary Education	291,154.32
WN32	Wantage	Primary Education	1,905,873.64
WI73	Witney	Primary Education	335,876.12
WI73	Witney	Secondary Education	28,649.66
BU06	Burford	Primary Education	215,123.78
CA31	Carterton	Early Years	10,922.70
CA31	Carterton	Primary Education	109,545.91
MI08	Milton Heights	Primary Education	56,053.81
WN32	Wantage	Primary Education	1,350,47.55
BR21	Bicester	Primary Education	503,941.84
GR27	Grove	Primary Education	2,240,675.37
GR27	Grove	Secondary Education	3,698,377.88
CL17	Cholsey	Primary Infrastructure	133,960.97
CL17	Cholsey	Secondary Infrastructure	315,822.27
WO18	Woodstock	Secondary Education	823,439.33
UH17	Upper Heyford	Secondary Education	99,449.40
WI77	Witney	Secondary Education	1,072,663.81
ES19	Stanton Harcourt	Youth	659.74
DE03	Deddington	Primary Education	52,916.22
WN32	Wantage	Primary Education	546,471.46
MC03	Milcombe	Primary Education	167,514.30
EA11/12	East Hanney	Primary Education	145,836.12

TRANSPORT

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount (£)
OB46	Barton	Strategic transport and highways	1,150,499
WI77	Witney	Public transport & Temporary education transport	216,328
BR49	Blackthorn	Highways & Strategic Transport	257,593
BR49	Blackthorn	Public Transport	14,922
TK02	Tackley	Bus service	33,130
BT05	Bampton	Public transport	90,501
BR32	Launton	Bus Service	73,025
BN52	Banbury	Public transport	11,429
EA11/12	East Hanney	Highway infrastructure	52,675
EA11/12	East Hanney	Public Transport	50,238
WT15	Shrivenham	Bus Service	68,556
WT15	Shrivenham	Highways	308,954
KI43	Kidlington	TRO & Bus stop infrastructure	4,218
KI43	Kidlington	Public Transport	11,313
WL08	Watlington	Bus Service	100,551
WL08	Watlington	Bus Stop; Watlington Edge Road; TRO	702,758
NL06	North Leigh	Cycle path	53,985
NL06	North Leigh	Bus service	55,609
OB82	Oxford	Public transport infrastructure	40,648
FA33	Faringdon	Bus infrastructure	16,283
BR50	Ambrosden	Highway works and Strategic transport	121,069
BN59	Banbury	Public Transport	11,429
DI93	Didcot	Public Transport	152,898
WO18	Woodstock	Transport Strategy	181,496
WI81	Witney	Bus service	55,980
FA35	Faringdon	Residential travel plan	2,228

FA35	Faringdon	Bus service improvement	234,015
BR44	Bicester	Bus contribution	43,776
WI73	Witney	Highways	1,387,017
WI73	Witney	Public transport	12,005
RA02	Radley	Public transport	75,073
EA05	East Hanney	Bus Service	19,594
EE07	Enstone	Bus Service	16,424
BN74	Banbury	Public transport infrastructure	16,000
BN75	Banbury	Highways	6,493
WN32	Wantage	Public transport	186,424
WN32	Wantage	Cycle path A417	115,009
WN32	Wantage	Traffic order	32,746
SC22	Sutton Courtenay	Highways	152,411
DI88	Didcot	Public transport	865,344
CR12	Crowmarsh	Bus service	175,056
CR12	Crowmarsh	Bus infrastructure	50,563
OB84	Oxford	Traffic regulation order	3,120
WA26	Crowmarsh	Public transport	53,686
DC12	Didcot	Public transport infrastructure	17,913
DC12	Didcot	Strategic highway	246,648
CL17	Cholsey	Public transport	125,063
SC09	Sutton Courtenay	Highways	109,946
BN49	Banbury	Transport	150,272
RA03	Radley	Public transport RTI	44,505
RA03	Radley	Public transport bus shelter	36,258
RA03	Radley	Cycle parking	7,930
WI86	Witney	Public transport infrastructure	26,220
WI86	Witney	Public transport services	73,742
BN57	Bodicote	Bus infrastructure	14,738
WA34	Wallingford	Public transport	47,544

BR43	Launton	Strategic transport & TRO	70,177
CH24	Chinnor	Bus stop contribution	31,151
CH24	Chinnor	Public transport	172,329
CT11	Chesterton	Strategic highway	281,949
CT11	Chesterton	Public transport infrastructure	10,601
CT11	Chesterton	Safety improvement scheme	53,006
CT11	Chesterton	Public transport services	82,345
MI08		Bus shelter	53,768
ES19	Stanton Harcourt	Transport	11,759
WN32	Wantage	Traffic order	32,746
ML03	Minster Lovell	Cycle transport	163,623
ML03	Minster Lovell	Bus transport	72,197
WA27	Wallingford	Public transport	309,353
BU06	Burford	Public transport	105,957
MC03	Milcombe	Bus infrastructure	9,410
MC03	Milcombe	Bus service	42,322
ML03	Minster Lovell	Cycle transport	163,623
ML03	Minster Lovell	Bus transport	72,197
AB90	Abingdon	Bus shelter	10,767
AB90	Abingdon	Highways	404,250

LIBRARIES

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
WI81	Witney	Library contribution	8,856
CD02	Cuddedsdon	Library contribution	1,409
CN25	Chipping Norton	Library contribution	11,765
UH17	Upper Heyford	Library contribution	13,805
BT05	Bampton	Library contribution	20,416
WI73	Witney	Library contribution	96,763
BN41	Banbury	Library contribution	91,814
WI77	Witney	Library contribution	76,243
ES19	Stanton Harcourt	Library contribution	1,149

ADULT SOCIAL CARE

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
BN41	Banbury	towards the expansion of Banbury Health and Wellbeing Centre	33,463
CD02	Cuddesdon	towards the provision or improvement of daycare facilities serving the Land	1,612
ES19	Stanton Harcourt	adult day care infrastructure	2,535
UH17	Upper Heyford	Social and Healthcare	13,386
FA28	Faringdon	Social and Healthcare	15,039
WI73	Witney	towards the expansion of Witney Health and Wellbeing Centre	83,944

WASTE MANAGEMENT

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
CD02	Cuddesdon	towards the cost of waste management facilities serving the Land	884
UH17	Upper Heyford	Waste Management	10,394
FA28	Faringdon	strategic waste and recycling management	11,581
CA29	Brize Norton	towards the provision and/or improvement of strategic waste management infrastructure at Dix (or its replacement) and serving the Site	190,943
BN41	Banbury	towards the improvement/expansion of Alkerton Waste Recycling Centre	69,131
WI77	Witney	strategic waste management at Dix (or its replacement) serving the Site	76,243
SC08	Sutton Courtenay	for the provision and/or improvement of sustainable waste management facilities for Oxfordshire	47,754
ES19	Stanton Harcourt	waste infrastructure	1,271

COUNTRYSIDE

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
CA29	Brize Norton		36,834
DU06	South Leigh		14,553
MC03	Milcombe		1,176

ADULT LEARNING

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
UH17	Upper Heyford	Adult Learning	1,792
ES19	Stanton Harcourt	adult learning infrastructure	325

MUSEUMS

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
CD02	Cuddesdon	to be used towards the provision or improvement of the museum resource centres serving the Land	69
UH17	Upper Heyford	Museum	811
FA28	Faringdon	museum infrastructure serving the Site	1,403
ES19	Stanton Harcourt	Oxfordshire's Museum service infrastructure serving Stanton Harcourt	161

MINERALS SITES

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
SH01	Shilton	Minerals and Waste	18,414

FIRE & RESCUE

Oxfordshire County Council Reference	Location	Infrastructure the funding is allocated to	Amount
CD02	Cuddesdon	towards the provision or improvement of fire and rescue services serving the Land	540

| CA29 | Brize Norton | towards a Fire Station/Community Safety Centre at Carterton | 61,833 |
| WN32 | Wantage | funding fire and safety initiatives for new home owners | 36,798 |

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Divisions Affected – All

CABINET
20 December 2022

LGA peer review on communications: Feedback report

RECOMMENDATION

1. **Cabinet is RECOMMENDED to** note the report from the July 2022 LGA communications peer review, which is attached as Annex 1, and the council's actions taken in response to the recommendations in the report.

REQUIREMENT TO RESPOND

2. This report contains no recommendations, meaning cabinet is not required to make a formal response. It may, of course, wish to respond to any of the observations detailed below when it considers this report.

Executive summary

3. An LGA peer review of the council's communications, marketing and engagement function was undertaken from 6 to 8 July 2022.

4. We would like to thank the members of the peer review team for conducting the review and for their very helpful feedback and recommendations: Cllr Rory Love, Kent County Council; Cllr Steve Morphew, Norfolk County Council; Smyth Harper, Head of Communications, Lancashire County Council; Kamran Hussain, Communications Manager, Milton Keynes Council; Emily Taylor, Digital Communications & Campaigns Manager, Telford & Wrekin Council; and David Armin, LGA associate consultant, who was the review manager.

5. At its meeting of 18 October 2022, cabinet noted the observations from the Performance and Corporate Services Overview and Scrutiny Committee on the outcomes of the peer review. This was based on a preliminary report from the LGA.

6. Cabinet is now being provided with the full report from the LGA and with an update on actions taken following the recommendations contained within the report.

7. The LGA peer review team made seven key recommendations:

(a)   Involve the communications team at an earlier stage when projects are initiated and around significant decisions.

(b)   Establish a close working relationship between the leader and the director and head of communications to ensure understanding, delivery and communication of key priorities.

(c)   Clarify and streamline the approvals process for communications and the media.

(d)   Explore support and training around political awareness for the communications team and use this as a pilot for the wider organisation.

(e)   Cabinet, the senior leadership team and the director and head of communications to agree a shared vision for video content.

(f)   Make use of relevant metrics and insight to evaluate and inform future comms plans.

(g)   Continue to build on work with the senior leadership team and Cabinet to develop the overarching narrative for Oxfordshire so that it can be understood and owned by all staff and members.

8.   Further details about the strengths and issues identified by the peer review team can be found in the LGA report, which is attached as Annex 1. A recording of the LGA's feedback session is also available.

9.   The Performance and Corporate Services Overview and Scrutiny Committee noted that, on balance, the initial feedback from the LGA was extremely positive. Reviewers were extremely complementary about the competence and leadership of the team and found the level of resourcing to be adequate.

Action plan

10.   The communications team developed an action plan based around the seven recommendations and has been implementing this since July 2022. A summary of actions taken or underway is outlined below.

Recommendation 1: Involve the communications team at an earlier stage when projects are initiated and around significant decisions.

11.   A communications grid, which details planned activity, is circulated on a regular basis to members of cabinet, the senior leadership team and the extended leadership team. This not only provides a forward look at what activity is planned over a two-month and a six-month period, but also an opportunity for new projects and communication requirements to be flagged to the communications team.

12.   A review of forward plan templates has been undertaken and the inclusion of questions about whether a communications plan is needed for the project and the involvement of the communications team is underway. Examples include the council's main forward plan, papers to the senior leadership team and informal cabinet, and project initiation documents.

13. Colleagues in the strategy team are supporting the development of a more proactive approach to communicating the overarching vision and direction of policy before scrutiny and cabinet papers are published.

Recommendation 2: Establish a close working relationship between the leader and the director and head of communications to ensure understanding, delivery and communication of key priorities.

14. A regular timetable of fortnightly communications planning and review meetings is in place.

Recommendation 3: Clarify and streamline the approvals process for communications and the media.

15. A media protocol is in place, which has been shared with members of the senior leadership team and cabinet to ensure all parties are aware of the support available to them and processes to be followed.

16. Media training took place for cabinet members in summer 2021; this was supplemented in September 2022 with a refresher session for cabinet and the senior leadership team, with a focus on answering public questions prior to the Oxfordshire Conversation Q&A events. More indepth media training for cabinet members is being planned in the new year.

17. Work is underway to build closer relationships with the local media, particularly with a view to profiling the leader and chief executive. Regular meetings with the editors of Oxford Mail and BBC have been set up with the head of communications and the media and communications manager for reciprocal information sharing and to explore editorial and broadcast opportunities.

Recommendation 4: Explore support and training around political awareness for the communications team and use this as a pilot for the wider organisation.

18. Members of the communications, marketing and engagement team have attended the LGiU political awareness training course, where it is deemed beneficial to help support them in their roles. The communications management team is also providing support and mentoring for new members of the team or those less experienced.

19. The communications, marketing and engagement team will continue to offer a programme of ongoing training and information sharing opportunities for members.

Recommendation 5: Cabinet, SLT and the director and head of communications to agree a shared vision for video content.

20. A video strategy was shared and agreed with cabinet members in the summer and is being implemented. This included adopting a more fleet of foot approach to video production, particularly around cabinet decisions. A review

of the engagement we have received on a variety of video content is now underway.

Recommendation 6: Make use of relevant metrics and insight to evaluate and inform future communications plans.

21. This was a recommendation accepted as already grounded in the communications, marketing and engagement team's day-to-day work. The team compiles detailed metrics for each marketing and communications campaign to assess its performance. A quarterly report is circulated to members of cabinet, the senior leadership team and extended leadership team, which provides metrics and insight for marketing campaigns, social media engagement, media coverage, newsletters, consultations and internal communication.

22. Further opportunities have been explored, and will continue to be explored, as part of maintaining best practice outputs. These include moving email communications to staff and members to an online platform so that audience and engagement levels can be accurately measured.

Recommendation 7: Continue to build on work with the senior leadership team and cabinet to develop the overarching narrative for Oxfordshire so that it can be understood and owned by all staff and members.

23. A number of workshops have taken place over the summer and autumn with cabinet and the senior leadership team to explore the council's vision and the accompanying narrative to communicate that vision. The narrative will be included in the updated strategic plan 2023-2025.

Financial implications

24. There are no budgetary implications arising from this report.

Comments checked by Bick Nguyen-McBride
Assistant Finance Business Partner
Bick.Nguyen-McBride@Oxfordshire.gov.uk

Legal implications

25. There are no legal implications arising from this report.

Comments checked by Paul Grant
Head of Legal and Deputy Monitoring Officer
Paul.Grant@Oxfordshire.gov.uk

Staff implications

26. There are no staff implications arising from this report.

Equality and inclusion implications

27.   Equality and inclusion implications have been and continue to be considered as part of the development and implementation of the action plan.

Sustainability implications

28.   There are no sustainability implications arising from this report.

Risk management

29.   There are no direct risks to manage arising from this report. Communications risks are identified and mitigated against, where possible, in the development of any activity led by the team. This includes in the implementation of the action plan.

Claire Taylor
Corporate Director – Customers, Organisational Development and Resources

Annex 1:   LGA peer review of communications – full report

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December 2022

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LGA communications peer review

Oxfordshire County Council

July 2022

Feedback report

1. Executive summary

The past two years have been a period of significant change for Oxfordshire County Council. Against the backdrop of the pandemic, there has been a new administration bringing a new political direction for the authority following the May 2021 elections; the partnership with Cherwell District Council has ended; and the joint Chief Executive (which was a shared role with Cherwell) has departed, returning to their substantive post at Cherwell. There is an interim Chief Executive now in place at the County Council.

It has also been a time of change and challenge for the Communications, Marketing and Engagement service. The service underwent a full restructure in March 2020 just before the first lockdown, and COVID-19 dominated the priorities, outputs and resourcing levels of the team for the next 18 months. The ending of the partnership with Cherwell in summer 2022 resulted in further change, with the joint service ceasing and staff returning to their employer organisation.

The service is a real asset for the council - it is a professional and passionate team which is delivering engaging and creative work for the benefit of the people of Oxfordshire. Through the leadership of the Director of Communications, Strategy & Insight it has established good relationships and is well regarded among partners across the county. There is scope to build further on these partnerships and take more advantage of partners' links to particular communities, such as the more rural district council areas and the universities.

The political leadership is still relatively new. The Fair Deal Alliance (comprising the Liberal Democrat and Green partnership and the Labour Group) is engaged, ambitious and hungry to make its mark. It wants a high profile, which creates a great opportunity for the communications service to maximise successful delivery.

There is a clear need for the communications team to reset its relationship with the political leadership so that this potential can be realised. There is willingness among all concerned for this to happen. There has been a disproportionate focus on specific areas of controversy which do not represent the broader work of the team. Specifically, the ongoing furore around low traffic neighbourhoods (LTNs) has threatened to overshadow and engulf the team's work. It is inevitable that an issue such as LTNs would prove controversial and give rise to strongly held and polarised views among the communities affected. The entire organisation needs to gain some perspective on this issue. Better engagement between the LTN project team and the communications service to co-produce a communications and engagement strategy and plan will be crucial as future schemes develop. The organisation needs to accept that these schemes are controversial and will always generate some negative views, and the best response is to clearly explain the rationale for their introduction and their benefits and promote agreed council policy.

The peer team is concerned that the dominance of the LTN issue has given a skewed view of the team and its abilities to the political leadership and the wider organisation, as well as reducing the team's confidence in adopting a proactive approach. The whole organisation needs to move on. The ambitious new administration means there is permission to be bold and the communications team needs to be confident in promoting the agreed policies and priorities of the council.

The biggest challenge for the communications team is that there is a tendency within the organisation to involve the team at a late stage towards the end of a project. Where the team is involved from the start, they deliver great work. The peer team heard some brilliant examples of the fantastic work the communications team has delivered as a result of early engagement and co-design such as the Homes for Ukraine scheme, Climate Action Oxfordshire, the Delivering the Future Together organisational development programme, work with libraries, and museum rebranding. Where they are brought in at the end, they will be firefighting and dealing with problems which could have been avoided. This is unsatisfactory for both the communications team and the services and councillors they are supporting, and detrimental to the confidence there should be in the team.

The relationship with the local media is key. There is a focus from the political leadership on raising the profile of Oxfordshire County Council on a national stage, and it is therefore appropriate that the communications team is supporting Cabinet members in securing coverage for the council in national publications. However, this must not be at the cost of diluting the service to the local media which will influence the reputation of the council among many Oxfordshire residents. The peer team heard that Oxfordshire still enjoys a vibrant local media, both in print and broadcast.

We heard that some people view the relationship with the media to be defensive and at times unresponsive. This is not the intention of the communications team, but it is clear that more work needs to be done to proactively tell the council's story. The communications team, the political leadership and the Chief Executive want this. The communications team needs to support, facilitate and advise on building and developing direct relationships between the media and the council's senior managerial and political leadership.

Everyone we spoke to recognised that, despite the challenges, the communications service has made great strides in recent years. With more trust from the organisation, supported by its political and managerial leadership, challenging blockages where these occur, the service can achieve even more. But this trust will need to be earned and sustained by a proactive, constructive and problem-solving approach from the communications team.

2. Key recommendations

There are several observations and suggestions within the feedback section of the report. The following are the peer team's key recommendations to the council, related to the themes and areas of focus for the peer review:

Ways of working

2.1 Involve the communications team when projects are initiated, and around significant decisions. This will be key to ensure effective communications support, anticipating potential communications challenges and developing plans to mitigate these. In turn this will build confidence in the support available from the communications team.

2.2 Clarify and streamline approvals process – for both communications and media relationships. This should enable a quicker response whilst ensuring that appropriate safeguards are in place and foster good relationships with internal stakeholders and the external media.

Strategy and priorities

2.3 The Council Leader needs to establish a regular working relationship with communications leaders to ensure understanding, delivery and communication of key priorities. This will help to ensure that communications activity is well aligned to the agreed policies and priorities of the council and further strengthen relationships between communications professionals and the political leadership. A good relationship between them is a feature of effective local government communications, when based on a clear understanding of respective roles and responsibilities.

2.4 Explore support/training to develop the communications team's political awareness, as a pilot for the wider organisation. There appears to be a lack of confidence in promoting the council's agreed policies and priorities, and sometimes insufficient political awareness among officers. The communications service may well be reflecting the wider organisation in this. Developing greater political awareness should enable more effective delivery of the council's agreed priorities and objectives.

Digital communications and innovation

2.5 Communications leadership, the Senior Leadership Team (SLT) and the political leadership of the administration to sit down and agree a shared vision on video content. There needs to be a common understanding of where video is an effective medium for conveying the council's messages (and where it is not) based on evidence to ensure best use of resources, and how such content is to be prepared and presented.

2.6 Make greater use of relevant metrics and insight to evaluate and inform future communications plans. This will enable decisions on the methods, channels and audiences to be informed by evidence to enable the most effective use of resources.

Narrative and place branding

2.**7 Continue to build on work with SLT and the political administration to develop the Oxfordshire story so it can be owned and understood by all staff and members**. SLT and the council's political leadership are currently engaged in a series of away days which include consideration of the council's vision and future direction. This should enable the development of a coherent narrative of the council's ambitions for Oxfordshire. Whilst communications should become the custodian of that agreed narrative, it needs to be shared and owned across the organisation.

3. Background and scope of the review

3.1 The peer team

It was a pleasure to be invited by Oxfordshire County Council to carry out this communications peer review. Thank you to everyone who gave up their time to share their views with us. Communications peer reviews are part of the LGA's sector-led improvement offer and are delivered by local government peers. The peers who delivered the peer review were:

- Lead Peer: **Smyth Harper**, Head of Communications, Lancashire County Council

- Member Peer: **Councillor Steve Morphew**, Norfolk County Council

- Member peer: **Councillor Rory Love OBE**, Kent County Council

- Officer Peer: **Kamran Hussain**, Communications Manager, Milton Keynes Council

- Officer Peer: **Emily Taylor**, Digital Communications & Campaigns Manager, Telford & Wrekin Council

- Review Manager: **David Armin**, LGA associate consultant

3.2 Scope and focus

Oxfordshire County Council established a new structure for its Communications Strategy and Insight Directorate in March 2020. Following this, a new Director and a Head of Communications, Marketing and Engagement have been appointed and communications staff from service departments integrated into the central team. The council and its communications service has subsequently experienced the challenges of the Covid-19 pandemic. Following the elections in May 2021 a new administration – the Fair Deal Alliance - took over control of the council with a changed political direction and fresh priorities for the authority. A shared service arrangement for communications with Cherwell District Council came to an end on 1st July 2022. A review of the council's approach to communications and the role of the Communications, Marketing and Engagement teams within that is therefore timely.

The following scope was agreed for the review:

- **Ways of working.** How effective is the current model for delivering communications, marketing and engagement? Also, how is insight being used to inform communications activity?
- **Strategy and priorities.** How strategically and politically aware is the Communications, Marketing and Engagement team? Is communications activity aligned and integrated with the overall strategic direction of the organisation and able to deliver the leadership priorities of members and officers within the bounds of political neutrality?
- **Digital communications and innovation.** How does the team compare to other similar councils in operating a modern communications service that uses innovation to deliver effective, value for money creative campaigns and engagement?
- **Narrative and place branding.** Are officers and members clear about the council's story and what they are working towards?

It is important to stress that this was not an inspection. Peer reviews are improvement-focused and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement focus. The peer team used their experience and knowledge of local government communications to reflect on the information presented to them by people they met, things they saw and material they read.

The peer team prepared by reviewing a range of documents and information, including the position statement prepared by Oxfordshire for the review.

The team then spent three days onsite in Oxfordshire from 6 to 8 July 2022, during which they:

- spoke to more than 50 people, including a range of council staff together with councillors and external stakeholders
- gathered information and views from around 30 interviews, focus groups and meetings
- collectively spent around 150 hours to determine our findings – the equivalent of one person spending more than four weeks in Oxfordshire.

4. Principles of good communications

Communications plays a key role in ensuring councils can continue to lead their communities in challenging and uncertain times. LGA communications peer reviews are based on our understanding of the following general principles of good communications.

Good communications support the delivery of everyday services that people need and value and can play an increasingly crucial role in transforming and saving lives. A healthy local democracy is built upon councillors campaigning for and representing their communities; they need to be kept informed in order to fulfil that role. To be strong and ambitious leaders of places, councils need to ensure residents, staff, businesses and partners are communicated with effectively.

Effective communications relies on a mix of communications channels, including **media relations** (producing media releases and statements for distribution to local, regional, national and specialist media and responding to queries from the media), **direct communications** to residents (leaflets, publications, social media) and **internal and partner communications** (working with employees, members and stakeholders to ensure everyone gets consistent, timely information about the council to help them do their jobs effectively and advocate on behalf of the council).

Successful communications campaigns use a mix of all these communications channels, delivered to identified target audiences and robustly evaluated.

Building trust and confidence, and through that, strengthening relationships with citizens, stakeholders and staff, should be the starting point for any successful organisation. To succeed it requires recognition of the importance of strong strategic communications to act as a trusted advisor, navigator and leader.

Local councils that do not adequately recognise the importance of strategic communications in terms of resources, skills and its place in the structure, are likely to be the ones that struggle the most to connect with their residents, staff and stakeholders.

In summary, good communications should:

- Articulate the ambition for your area
- Improve corporate and personal reputation
- Support good political leadership
- Help engagement with residents, partners and staff
- Build trust
- Rally advocates
- Drive change and deliver savings
- Attract investment (and good people)
- Be used to manage performance
- Strengthen public support and understanding

It is delivered through:

- **Leadership** – clarity of purpose and commitment
- **A distinctive brand** – what you stand for, values and trust
- **A clear vision**
- Being **authentic** to your local area
- Adopting a **strategic approach to communications** - communication without strategy does not work
- Developing a corporately agreed, fully evaluated **annual communications plan** - not just sending out ad hoc stuff
- Making sure all communications activity is based on **research and insight** and that campaigns are linked to corporate priorities and resourced accordingly
- Investing in **evaluation**
- Ensuring communications are **owned by everyone.**

5. Feedback

5.1 Ways of working

The Communications, Marketing and Engagement teams are well resourced with wide-ranging experience and capability. The team's talent and experience is recognised across members and officers. Team members feel trusted and empowered by communications management. From 1 July 2022, when the shared service arrangement with Cherwell ended, there are 28.7 FTE posts across the Communications, Marketing & Engagement service[1]. According to the LGA's [Annual Heads of Communications Survey (2021)](#) the average number of staff undertaking communications work for county councils in England was 21.3 FTE in September 2021. Such benchmarking data needs to be interpreted with caution, as the scope of communications responsibilities will differ across councils. However, this does underpin the peer team's view that Oxfordshire's Communications team has the capacity to deliver a comprehensive and proactive communications service.

Improvements to how communications are delivered have been noted by many people over the past two years, particularly around the Covid-19 response and Homes for Ukraine campaign. This includes major improvements in internal communications, such as the support to the Delivering the Future Together organisational change programme. The new structures in the communications service have helped to deliver these improvements.

There are positive relationships and good joint working with external partners - across the wider public sector, key institutions such as the local universities and also those involved with the business community such as the Oxfordshire LEP. These have been fostered by the Director of Communications, Strategy & Insight and underpinned by regular meetings. The communications team have weekly meetings with their colleagues from the district councils across Oxfordshire. The districts have been closely involved in joint campaigns, such as those around climate action, Homes for Ukraine and Covid-19. Recently there has been a focus on work with Oxford City Council around transport in the city. Going forward, similar focus could be given to enhanced working with the rural districts, tapping into their expertise and contacts to deliver effective communications activity across the whole county. There

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[1] In this report unless otherwise stated references to the communications team should be read as encompassing the Communications, Marketing & Engagement service

are opportunities to co-design future campaigns, utilising the communications resource from the districts, subject to their capacity to contribute to or lead such joint campaigns. The council should continue to ensure that it engages with the full range of stakeholders across the county in key consultation exercises.

Notwithstanding the sense of trust and empowerment reported by communications team members, the peer team found a lack of clarity around which issues are escalated to senior management and that on occasion there could be more senior oversight of potentially sensitive issues – which may help to generate confidence in the service across the political leadership and senior managers of the council.

Management oversight needs to be balanced against the calls for additional pace in the communications response on occasion from some people the peer team spoke with. The Communications team has developed a number of plans, processes and strategies. The peer team questions if these have become stifling rather than enabling, and that aiming for shorter policies and better guidance would be more helpful. The social media 'Playbook' developed by the communications team was held up by several people as a positive example of an enabling tool. There should be clarity around who can do what, effort made to avoid any sign-off delays and to ensure that meetings add value.

The communications team needs to both meet and manage the high expectations of some members and senior officers, which it has the capacity and capability to do with a more confident approach. The new administration's bold communications ambitions are not always being met owing to occasional hesitancy and being overly risk-adverse, particularly around media relations. Earlier involvement is required in major projects to deliver effective and meaningful campaigns, which will enable the communications team to inform, influence and help deliver communications strategies and campaigns and enable more proactive risk management. Earlier engagement should lead to more effective communications support, building the credibility of the team with key stakeholders. The peer team's discussions with leading members suggest they are open to such earlier engagement, and to developing communications strategies as part of discussions originating at informal Cabinet, which is attended by the Director of Communications, Strategy & Insight. This more proactive approach could break what appears to be the current vicious circle of late engagement with communications leading to an unsatisfactory response and a loss of confidence in the service, and therefore a sense within the service that they are not valued and vulnerable to criticism. These concerns underpin the peer

team's suggestion of a reset of the relationship between the communications team and leading members and senior officers.

The peer team's discussions with a small sample of backbench members suggested some frustration with their relationship and support from the communications team, a team which is in any event not resourced to provide a comprehensive service for all councillors and needs to focus appropriately on promoting the agreed policies and strategies of the council as set by the Cabinet. The peer team understands there is a protocol in place that sets this out the strategic advice and guidance available to all councillors, and that communications is covered as part of member induction. However, the perception of some backbench members is that this protocol is applied inconsistently and that they are unclear of where they could get support, for example in the event of a challenging social media campaign in their area.

The peer team understand that there are currently vacancies in the council's Democratic Services team which may be exacerbating this sense of a lack of support. There is a need to embed guidance and ensure shared understanding of the support that backbench members can expect from the communications team and other parts of the organisation. A more proactive approach to communicating the work of scrutiny, where appropriate, would be an opportunity for the service to work more with backbench members at the same time as promoting these policy development and accountability elements of the council's work. However, this in turn will need clear work plans for scrutiny and support from Democratic Services.

5.2 Strategy and priorities

Following the establishment of the new Fair Deal Alliance administration, there is a real sense that the direction of the council has changed, both internally and among most partners. Three key themes - those of tackling inequality, being greener and healthier - are widely recognised and the environmental priority and desire to tackle climate change is very clear. However, the full list of nine agreed priorities are not widely recalled and neither the organisation nor the communications team are clear about the deliverables that sit beneath these priorities. This large number of priorities makes it more difficult to set out a clear statement of what the council wants to do. Greater clarity around deliverables is required, which the peer team understand is one the areas that the current series of 'away days' for the Cabinet and SLT is seeking to address.

The engagement and consultation around the new priorities and budget are well regarded across the organisation, including the efforts made to involve young people, and are an example of the positive impact that early involvement of the communications team can have.

There is a need for the communications team to be more confident in promoting the council's agreed priorities and strategies. In this apparent reticence it may simply be reflecting the wider organisation which the peer team heard can be cautious and risk-averse, a legacy of the Operation Bullfinch serious case review into child sexual exploitation in 2015, which attracted widescale national media coverage.

This may also derive from some misunderstandings around working in a political environment. This is leading to a situation where requests from Cabinet members are sometimes inappropriately viewed as being 'political'. Whilst the Local Authority Publicity Code does prevent council resources being used for party political purposes, it does not preclude communications activity around agreed council policies. This distinction appears to have become blurred and misunderstood across the council, not just within communications. Training in political awareness and working in a political environment could well be beneficial, for members of the Communications team and officers more generally. Political awareness training for the communications team can be facilitated by the LGA and tailored to meet the needs of the council.

The direct interaction between both the Leader and the Chief Executive with the communications team needs to be strengthened. Whilst the Leader is not the portfolio holder for communications, greater engagement between communications and the Leader will help ensure that messaging reflects the council's key priorities and further develop the political leadership's confidence in communications and help embed consideration of communications issues and advice early in policy development across the council's wider agenda. Similarly, greater engagement with the Chief Executive will promote consideration of communications challenges and opportunities across the organisation. The peer team understand that, until recently, interactions between Cabinet members and officers of the council have been limited, reflecting a hierarchical culture. Wider interaction between members and officers would be beneficial, provided this is based on a proper understanding of their respective roles and responsibilities. A positive development recently is the series of awaydays which are helping the strengthen the working relationship between the Cabinet and SLT.

5.3 Digital communications and innovation

There is a will and desire from the communications team, SLT, and the political leadership for the council to embrace digital communications. There are examples of successful campaigns which utilise these new ways of communicating, such as the Care Homes Week video and the campaign to increase bus usage. The social media playbook developed by the communications team is welcomed by services as a brilliant way to liberate teams to make use of bespoke channels, but within an accepted framework.

The use of graphics and animations have improved and are being used well to enhance campaigns and internal communications.

Partners have noted the increased use of modern communications techniques and digital media by the council. This presents opportunities for increased use of partners' social media channels to share and disseminate messaging to a different audience, for example through the local universities to reach young people through their preferred media.

The use of video content is proving contentious within the organisation, with different expectations across the political and managerial leadership about what is appropriate. Communications leadership, SLT, and the political leadership need to reach a common understanding of where video is an effective medium for conveying the council's messages (and where it is not), based on evidence, to ensure best use of resources and how such content is to be prepared and presented. The main measure for this should be impact, not volume. Communications team members need to feel empowered and confident in producing video content by continuing to develop the investment that has been made in skills and equipment.

The website is a key digital communications channel. The council's website is very transactional. Whilst a transactional website is vital for the effective delivery of a modern council's services, this should not be to the detriment of promoting the council's services and campaigns in innovative and engaging ways or influencing Oxfordshire residents to make positive choices. The website should be transactional, promotional, and a driver for behaviour change.

Currently, responsibility for the website sits with ICT. However, if the ambition is to fully harness its value as a communications tool, including to help influence

behavioural change, responsibility should sit with the communications team. If it were to hold responsibility for the website, communications would need to have access to the necessary technical expertise to ensure the maintenance and development of the website. Irrespective of where such responsibility sits, there needs to be increased pace in the development of the website.

Digital communication has the benefit of offering clear data and insight for use in evaluation beyond basic metrics (e.g. Google Analytics for exploring the customer journey etc.) This gives opportunities to better evidence and share the impact of campaigns and to demonstrate which communication techniques are more effective in different contexts. Oxfordshire should make greater use of these insights, including website analytics, but the criteria for evaluation need to be built in in advance, based on the agreed objectives for the campaign.

5.4 Narrative and place branding

Officers understand the change of political direction following the formation of the Fair Deal Alliance administration. Moreover, there is a general understanding of the priorities and shift towards achieving a greener, fairer and healthier place. Importantly, services can see how their work is connected to the new vision. Partner organisations too sense the new direction, in particular the district councils and the Oxfordshire LEP.

This gives a starting point for developing a compelling narrative of place. There is a clear vision that people understand, but the peer team questions if this has moved to the next stage which applies that vision in a way that is unique to Oxfordshire? This will require greater clarity around what the priorities and the deliverables that underpin these mean in practice.

The council should continue to build on work by SLT and the political leadership to develop the Oxfordshire story, so it can be owned and understood by all staff and members. SLT and the Cabinet are currently engaged in a series of away days which include consideration of the council's vision and future direction. This should enable the development of a coherent narrative of the council's ambitions for Oxfordshire. Whilst the communications team should become the custodian of that agreed narrative, it needs to be developed with inputs from a range of stakeholders, and then shared and owned across the organisation. To take forward its work on such a narrative, the council may wish to consider a facilitated workshop, which can be

arranged and supported by the LGA. The LGA also has a [toolkit](#) that the council may find helpful when considering each stage of developing a narrative.

6. Next steps

Through this review we have sought to highlight the positive aspects of Oxfordshire County Council's approach to communications, as well as outlining the challenges. We have drawn on our experience of working with councils across the country to review Oxfordshire's communications in the context of best practice in the sector.

Will Brooks is the LGA's Principal Adviser for the region. Will is the main contact between the council and the Local Government Association, particularly in relation to improvement and access to the LGA's resources and packages of support. William's email address is: william.brooks@local.gov.uk or he can be contacted on 07949 054421.

Further communication support from the LGA can also be accessed through Matt Nicholls, Head of Communications Support and Improvement who can be contacted on matt.nicholls@local.gov.uk or tel. 07786 111078. There is an opportunity for councils who have undertaken a communications peer review to arrange a follow-up visit to assess the impact of the peer review and progress made in responding to the findings of the original peer review.

Divisions Affected - All

CABINET

20 December 2022

OXFORDSHIRE MINERALS AND WASTE DEVELOPMENT SCHEME

Report by Corporate Director Environment and Place

RECOMMENDATION

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

    a)   Approve the Oxfordshire Minerals and Waste Development Scheme (Thirteenth Revision) December 2022 at Annex 1, in order to have effect from 1st January 2023.

    b)   Delegate any final detailed amendment and editing to the Corporate Director Environment and Place, in consultation with the Cabinet Member for Climate Change and Environment.

Executive Summary

2. The County Council must prepare and maintain an annual Minerals and Waste Development Scheme (MWDS) setting out the Council's programme for preparing the Minerals and Waste Local Plan.

3. The current Local Development Scheme has expired and needs to be revised.

4. The key change is the pursuit of a single Oxfordshire Minerals and Waste Local Plan, to combine Part 1 (the Core Strategy) and Part 2 (the Site Allocations Document).

5. This work will ensure that the Minerals and Waste Local Plan is in conformity with the NPPF and based on a sound evidence base.

6. The Minerals and Waste Development Scheme annexed to this report sets out a revised timetable for Plan production which would combine Parts 1 and 2 of the Minerals and Waste Local Plan into a Single Plan for submission to the Secretary of State in March 2025.

7. Producing a single Minerals and Waste Local Plan would:

    •   result in a shorter timescale for the completion of the Minerals and Waste Local Plan due to there being one plan to progress through the

local plan process rather than two planning documents which would unnecessarily lengthen the process of plan preparation; and

- lead to significant savings in the cost of plan production because there would be one instead of two Examinations in Public.

Background

8. The Minerals and Waste Development Scheme is expected to be reviewed and updated at least annually. There have been twelve revisions of the MWDS since 2005, most recently in October 2021 and in January 2021.

9. The MWDS was revised in January 2021 in order to update the timetable for preparing the Part 2 – Site Allocations Document. The MWDS was subsequently updated in October 2021 to undertake the partial review of the Core Strategy, which was needed to address the policy trigger caused by the shortfall in crushed rock provision (Policy M2).

Effect on Planning Decisions

10. The Core Strategy policies (2017) are in place for determining applications and remain in place until the end of the plan period (2031) or until replaced by the single plan.

Legal Implications

11. The processes for the withdrawal of the existing plan and the production of a local plan are set out in both legislation and regulations. The principle relevant legislation and regulations are:

- The Town and Country Planning Act 1990
- The Planning and Compulsory Purchase Act 2004
- The Town and Country Planning (Local Planning) (England) Regulations 2012

12. Production of the Minerals and Waste Development Scheme is required under section 15 of the Planning and Compulsory Purchase Act 2004.

Comments checked by:
Jennifer Crouch
Principal Solicitor Environmental Transformation
jennifer.crouch@oxfordshire.gov.uk

Equality and Inclusion Implications

13. The change from the current situation to the production of a single Local Plan is not expected to create any negative equality implications.

Sustainability Implications

14. The Oxfordshire Minerals and Waste Local Plan is the County Council's applications are decided. The policies within the document guide development decision-making to deliver the County Council's corporate priorities, namely the outcomes for climate action, circular economy and amenity benefits enjoyed through restoration and nature recovery schemes. To that extent the plan has great importance, however, this proposal relates only to the process for producing the plan and not to the policies themselves. The proposal does not therefore have any sustainability or climate change impacts.

15. The Local Plan process requires a Sustainability Appraisal to be carried out as an iterative process throughout. A single plan would be subject to this process from the beginning.

Finance Implications

16. Production of the Minerals and Waste Development Scheme is a statutory requirement. There are no financial implications arising directly from it. The benefit of this approach is that a single Examination in Public would be needed for one plan rather than a doubling of costs for examination on two separate parts of the Plan.

17. The cost of the proposed approach, set out in Annex 1, is estimated to be £320,000 including £120,000 for project costs (including the preparation of technical evidence between January 2023 and March 2025) and £200,000 due to be incurred in 2025/26 for the Examination in Public.

18. Given the delays in the process of plan preparation so far this cost represents a net pressure, any mitigations to further reduce the cost will be considered in a future Budget Strategy process.

    Comments checked by:

    Rob Finlayson
    Business Partner (C OD CDAI)
    rob.finlayson@oxfordshire.gov.uk

Conclusion

19. Pursuing a single local plan would result in a shorter timescale for the completion of the Minerals and Waste Local Plan, would lead to savings in the cost of plan production and has the potential to deliver considerable benefit against the priorities of the Corporate Plan.

Bill Cotton
Corporate Director for Environment and Place

Annex: Annex 1: Oxfordshire Minerals and Waste Development
                                Scheme

Background papers: Available on request:

Equality Impact Assessment
Climate Change assessment

Available on Oxfordshire County Council website:
The Oxfordshire Minerals and Waste Local Plan Part 1 -
Core Strategy
Oxfordshire Minerals and Waste Development Scheme
Local Aggregates Assessment

Contact Officer: Kevin Broughton
                        Minerals and Waste Local Plan Manager
                        kevin.broughton@oxfordshire.gov.uk
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November 2022

Oxfordshire Minerals and Waste Local Plan

OXFORDSHIRE MINERALS AND WASTE LOCAL DEVELOPMENT SCHEME

December 2022

Alternative Formats of this publication can be made available on request. These include other languages, large print, Braille, audio cassette, computer disk or e-mail

Available to at
https://www.oxfordshire.gov.uk/cms/content/new-minerals-and-waste-local-plan

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Introduction

Oxfordshire County Council is required to produce a Minerals and Waste Development Scheme (MWDS) under sections 15 and 16 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The core purpose of the MWDS is to help communities and interested parties, including the Planning Inspectorate, keep track of plan making progress by the local planning authority, which in this case is Oxfordshire County Council.

The MWDS must specify all the planning documents that the Oxfordshire County Council intends to prepare as of part of the local development plan for minerals and waste matters throughout Oxfordshire. These planning documents are known as Development Plan Documents (DPDs).

The MWDS should also include details of other minerals and waste-related planning documents it will be looking to publish over the coming years. This may include supplementary planning documents (SPDs) and supporting plan making document such as a Statement of Community Involvement (SCI) for the area and periodically updated Authority Monitoring Reports (AMRs).

Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 also requires that plan making intentions outlined in development schemes to be regularly appraised. Oxfordshire County Council will achieve this through the Authority Monitoring Report (AMR).

This MWDS, in line with the Planning and Compulsory Purchase Act 2004, has been prepared to support the preparation of the Oxfordshire Minerals and Waste Local Plan, and contains the following information:
• existing policy documents and their status;
• the planning policy documents that are to be prepared;
• the subject matter and geographical area to which the documents relate;
• the timetable for their preparation and review;

This MWDS will be kept under review and subsequent revisions taken through the appropriate process for approval. Once adopted, this MWDS will be published on the County Council's website.

Existing Policy Documents and Their Status

The local development plan documents relating to minerals and waste in Oxfordshire are:

The Oxfordshire Minerals and Waste Local Plan Part 1 – Core Strategy (adopted September 2017)

Saved Policies of the Oxfordshire Minerals and Waste Local Plan 1996 (adopted July 1996). These were in part replaced by the Oxfordshire Minerals and Waste Local Plan Part 1, but some were intended to be replaced by the Oxfordshire Minerals and Waste Local Plan Part 2 – Site Allocations Document. Those policies have yet to be replaced and are still part of the development plan. These policies are

set out in Appendix 1 of the Oxfordshire Minerals and Waste Local Plan Part 1 – Core Strategy.

Work has been ongoing on the Oxfordshire Minerals and Waste Local Plan Part 2 – Site Allocations Document, however this had not progressed beyond the Regulation 18 stage of consultation.

The Planning Documents that are to be Prepared

Development Plan Documents

A single development plan document will be produced. This will be the Oxfordshire Minerals and Waste Local Plan. It will provide a comprehensive local planning policy framework for minerals and waste covering the geographical area of Oxfordshire, including all district areas. As well as minerals and waste policies it will contain policies common to both minerals and waste. As a development plan document it will be in conformity with the NPPF, the NPPW and other relevant strategies. It will also be underpinned by robust evidence. The timetable for the production of the Oxfordshire Minerals and Waste Local Plan is set out in annex 1.

Other Planning Documents

Statement of Community Involvement:
All local planning authorities must have in place a Statement of Community Involvement (SCI). It should set out how the community and other interested parties will be involved in preparing, altering and reviewing planning documents and local planning guidance. It also explains how local consultation will take place when determining planning applications. In March 2020, an updated SCI for Oxfordshire was adopted – Oxfordshire Minerals and Waste Local Plan Revised Statement of Community Involvement. A statutory review of this SCI is not due to take place until March 2025.

Authority Monitoring Report:
The County Council is required to produce a statutory Authority Monitoring Report (AMR). This must contain information on the implementation of local plan-making as set out in the MWDS, progress and effectiveness of local development plan documents, and the extent to which the planning policies set out within DPDs are being achieved. The most recent AMR is available to view online. During this MWDS, the County Council intends to publish an updated AMR for each calendar year.

Local Aggregates Assessment:
The NPPF requires Minerals Planning Authorities to prepare a Local Aggregates Assessment (LAA). This document monitors the sales and reserves of sand and gravel in the County, along with other information such as the use of secondary and recycled aggregate. The LAA forecasts the demand for sand and gravel, looks at the various supply options, and makes an assessment of the balance between supply and demand. The LAA is published annually.

Stage of Plan Preparation	Timescale
Call for sites	January – March 2023 Landowners, agents and the minerals industry will be asked if they have any sites they would wish to be considered as potential sites for minerals or waste use.
Initial Consultation (Regulation 18)	June – August 2023 This will contain our proposals on what we intend to review and ask for views on whether this is the correct approach. All sites nominated during the call for sites will be included in this consultation to ascertain initial views on their suitability.
Draft Plan Consultation (Regulation 18)	February – March 2024 Consultation on a Draft Plan. This will set out the policy proposals and site specific allocations.
Consultation on Final Plan (Regulation 19)	September – October 2024 This will make clear the changes from the draft plan stage and set out what is proposed to be submitted for independent examination.
Submission of the Plan for independent examination. (Regulation 22)	March 2025 The timetable for the Examination in Public will be set by the Planning Inspectorate. The Examination is expected to last for a week.
Inspectors Report	September 2025 The Inspector's Report expected to be published at this time, and the MWLP can then progress to adoption.
Adoption	March 2026

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Division(s): N/A

CABINET – 20 December 2022

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

CABINET MEETINGS

24 JANUARY 2023

KEY DECISIONS

Topic/Decision	Portfolio/Ref
▪ **Budget & Business Planning Report - 2023/24 - January 2023** To propose the 2023/24 revenue budget, MTFP and capital programme for recommendation to Council in light of comments from the Performance & Corporate Services Overview & Scrutiny Committee and consultation feedback.	Cabinet, 2022/131 - Cabinet Member for Finance
▪ **Central Oxfordshire Travel Plan - programme information** To note the programme for delivery of the Central Oxfordshire Travel Plan.	Cabinet, 2022/237 - Cabinet Member for Travel & Development Strategy
▪ **Leasing of Land to Oxford United Football Club** A report setting out the options regarding the potential leasing of county council land to OUFC for he purposes of a new staudium.	Cabinet, 2022/236 - Cabinet Member for Finance
▪ **Network Management Plan 2022-2027** To seek approval of the content of the Network Management Plan 2022-2027.	Cabinet, 2021/238 - Cabinet Member for Highway Management

NON-KEY DECISIONS

▪ **Business Management & Monitoring Report - October/November 2022** To note and seek agreement of the report.	Cabinet, 2022/132 - Cabinet Member for Finance
▪ **Consultation plans for water supply - Oxfordshire County Council response** Response to public consultations about water supply options, in particular the SESRO (South East Strategic Reservoir Option).	Cabinet, 2022/187 - Cabinet Member for Climate

		Change Delivery & Environment
▪ **Delegated Powers - January 2023** To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.1 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in.		Cabinet, 2022/133 - Leader
▪ **Local Aggregate Assessment** To seek approval of the Local Aggregate Assessment and to authorise the Corporate Director of Environment and Place in consultation with the Cabinet Member for Climate Change Delivery and Environment to make any revisions and publish the Oxfordshire Local Aggregate Assessment for the calendar year 2021 on the Council website.		Cabinet, 2022/218 - Cabinet Member for Climate Change Delivery & Environment
▪ **Parking Standards for New Developments: review of issues raised by the scrutiny committee and addendum of evidence review** This is a further review of evidence supporting the strategic approach set out in the adopted Parking Standards for New Developments document to fulfil the resolution at the 18 October 2022 Cabinet.		Cabinet, 2022/238 - Cabinet Member for Travel & Development Strategy
▪ **Treasury Management 3rd Quarterly Report** Cabinet is asked to note the report and recommend Council to note the council's treasury management activity for the third quarter of 2022/23.		Cabinet, 2022/189 - Cabinet Member for Finance

CABINET MEMBER MEETINGS

CABINET MEMBER: DEPUTY LEADER OF THE COUNCIL (INCLUDING: CHILDREN, EDUCATION & YOUNG PEOPLE'S SERVICES) - CLLR LIZ BRIGHOUSE OBE

17 JANUARY 2023

KEY DECISIONS

▪ **Formal Approval of Schools Funding Formula 2023/24** To seek approval for the funding formula for schools.		Deputy Leader of the Council, 2022/140 - Deputy Leader of the Council

NON-KEY DECISIONS - NIL

CABINET MEMBER: HIGHWAY MANAGEMENT - CLLR ANDREW GANT

26 JANUARY 2023

KEY DECISIONS

▪ **Abingdon - proposed 20mph speed limit** To seek approval of a proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/145 - Cabinet Member for Highway Management
▪ **Oxford: Donnington area - proposed Controlled Parking Zone** A decision is required on a proposed Controlled Parking Zone.	Delegated Decisions by Cabinet Member for Highway Management, 2022/212 - Cabinet Member for Highway Management
▪ **Oxford: Lower Wolvercote area - proposed Controlled Parking Zone** A decision is required on a proposed Controlled Parking Zone.	Delegated Decisions by Cabinet Member for Highway Management, 2022/210 - Cabinet Member for Highway Management
▪ **Oxford: Upper Wolvercote area - proposed Controlled Parking Zone** A decision is required on a proposed Controlled Parking Zone.	Delegated Decisions by Cabinet Member for Highway Management, 2022/211 - Cabinet Member for Highway Management
▪ **Wallingford - various locations - proposed parking permit areas and waiting restrictions**	Delegated Decisions by Cabinet Member

A decision is required on proposed parking permit areas and waiting restrictions.	for Highway Management, 2022/215 - Cabinet Member for Highway Management
▪ Wantage - various locations - proposed parking permit areas and waiting restrictions and taxi rank A decision is required on proposed parking permit areas and waiting restrictions.	Delegated Decisions by Cabinet Member for Highway Management, 2022/214 - Cabinet Member for Highway Management

NON-KEY DECISIONS

▪ Arncott - Palmer Avenue - proposed extension of 30mph speed limit A decision is sought on a proposal to extend the 30mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/196 - Cabinet Member for Highway Management
▪ Banbury - Town Centre - West - proposed residents parking scheme To seek approval of proposed parking measures.	Delegated Decisions by Cabinet Member for Highway Management, 2022/164 - Cabinet Member for Highway Management
▪ Benson: Proposed 20 mph Speed Limits Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/209 - Cabinet Member for Highway Management
▪ Berrick Salome: Proposed 20 mph Speed Limits Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member

	for Highway Management, 2022/208 - Cabinet Member for Highway Management
▪ **Bletchingdon: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/207 - Cabinet Member for Highway Management
▪ **Bourton (Faringdon): Proposed 20 mph and 30 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/206 - Cabinet Member for Highway Management
▪ **Chadlington - A361 and Chipping Norton Road** To seek approval of proposed waiting restrictions.	Delegated Decisions by Cabinet Member for Highway Management, 2022/166 - Cabinet Member for Highway Management
▪ **East Hanney: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/205 - Cabinet Member for Highway Management
▪ **Fifield: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/204 - Cabinet Member

	for Highway Management
▪ **Fritwell - proposed 20mph speed limit** To seek approval of a proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/178 - Cabinet Member for Highway Management
▪ **Garsington: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/203 - Cabinet Member for Highway Management
▪ **Goring - proposed 20mph speed limit** To seek approval of a proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/179 - Cabinet Member for Highway Management
▪ **Harwell - proposed 20mph speed limit and traffic calming and cycle measures** A decision is required on a proposed 20mph speed limit, traffic calming and cycle measures.	Delegated Decisions by Cabinet Member for Highway Management, 2022/212 - Cabinet Member for Highway Management
▪ **Launton - Bicester Road - proposed cycle safety measures at rail bridge** A decision is sought on proposed cycle infrastructure.	Delegated Decisions by Cabinet Member for Highway Management, 2022/191 - Cabinet Member for Highway Management
▪ **Letcombe Bassett - proposed 20mph speed limit** To seek approval of a proposed 20mph speed limit.	Delegated Decisions by

	Cabinet Member for Highway Management, 2022/180 - Cabinet Member for Highway Management
▪ **Lewknor - proposed 20mph speed limit** To seek approval of a proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/181 - Cabinet Member for Highway Management
▪ **Little Coxwell - proposed 20mph speed limit** To seek approval of a proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/182 - Cabinet Member for Highway Management
▪ **Little Milton: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/200 - Cabinet Member for Highway Management
▪ **Nettlebed: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/201 - Cabinet Member for Highway Management
▪ **Oxford: St Michael's Street - proposed permanent closure to all vehicles of eastern end of road** A decision is sought on making permanent the provisions of a current Experimental Traffic Regulation Order.	Delegated Decisions by Cabinet Member for Highway Management, 2022/195 -

	Cabinet Member for Highway Management
▪ **Oxford: Temple Cowley Low Traffic Neighbourhood - administrative correction to Traffic Regulation Order** A decision is sought on an administrative correction to Traffic Regulation Order.	Delegated Decisions by Cabinet Member for Highway Management, 2022/190 - Cabinet Member for Highway Management
▪ **Pyrton: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/199 - Cabinet Member for Highway Management
▪ **Somerton: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/198 - Cabinet Member for Highway Management
▪ **Stanton St John: Proposed 20 mph Speed Limits** Decision required on proposed 20mph speed limit.	Delegated Decisions by Cabinet Member for Highway Management, 2022/197 - Cabinet Member for Highway Management
▪ **Thame: Central area proposed parking measures** To seek approval of proposed parking measures.	Delegated Decisions by Cabinet Member for Highway Management, 2022/143 - Cabinet Member for Highway Management

▪ **Woodstock: town centre - proposed arrangements for the issue of hotel and guest house visitor parking permits** A decision is sought on proposed arrangements for the issue of hotel and guest house visitor parking permits.	Delegated Decisions by Cabinet Member for Highway Management, 2022/195 - Cabinet Member for Highway Management
▪ **Yarnton - Cassington Road - proposed raised parallel crossing** A decision is sought on a proposed raised parallel crossing on Cassington road just west of the roundabout junction with the A44.	Delegated Decisions by Cabinet Member for Highway Management, 2022/190 - Cabinet Member for Highway Management

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