



To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 17 September 2013 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

September 2013

Contact Officer: Sue Whitehead
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Membership

Councillors

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

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 25 September 2013 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 15 October 2013

County Hall, New Road, Oxford, OX1 1ND

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Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

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

Whose Interests must be included?

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

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

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

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

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

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

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

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

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

List of Disclosable Pecuniary Interests:

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

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

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

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes (Pages 1 - 28)

To approve the minutes of the meetings held on 18 June 2013 and 16 July 2013 (**CA3a and 3b**) and to receive information arising from them.

4. Questions from County Councillors

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

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

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

5. Petitions and Public Address

6. 2013/14 Financial Monitoring & Business Strategy Delivery Report - July 2013 (Pages 29 - 66)

Cabinet Member: Finance

Forward Plan Ref: 2013/092

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

Report by Assistant Chief Executive & Chief Finance Officer (**CA6**).

This report focuses on the delivery of the Directorate Business Strategies which were

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

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) approve the virement requests set out in Annex 2a and the supplementary estimate requests set out in Annex 2e;***
- (c) approve the bad debt write off as set out in paragraph 39;***
- (d) note the updated Treasury Management lending list at Annex 7;***
- (e) approve changes to the Capital programme set out in Annex 8c and to approve the increase to the Wheatley River Bridge scheme of £0.550m to be funded from the earmarked reserves of the capital programme as set out in paragraphs 56 and 57, and approve the inclusion of the grant funding set out in paragraph 58;***
- (f) approve the changes to charges at Hill End Outdoor Education Centre as set out in Part 4 and Annex 9.***

7. Service & Resource Planning Report for 2014/15 - 2017/18 - September 2013 (Pages 67 - 106)

Cabinet Member: Finance

Forward Plan Ref: 2013/051

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

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

This report is the first in a series on the Service & Resource Planning process for 2014/15 to 2017/18, providing councillors with information on budget issues for 2014/15 and the medium term. The report presents the assumptions on which the existing Medium Term Financial Plan (MTFP) is based, known and potential financial issues for 2014/15 and beyond which impact on the existing MTFP, and proposes a process for Service & Resource Planning for 2014/15 including a timetable of events.

The Cabinet is RECOMMENDED to:

- (a) note the report; and***
- (b) approve the Service and Resource Planning process for 2014/15.***

8. Home to School Transport - Consultation (Pages 107 - 112)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/122

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

Report by Director for Children's Services (**CA8**).

It is proposed that the Council should undertake a consultation with the public,

headteachers and other interested parties upon a range of possible changes to the Home to School Transport Policy.

This follows the decision of the Cabinet on 16 July to consult again on the possible changes to the Home to School Transport Policy.

There is a significant financial risk to the County Council if the current policy remains unamended. Free travel is currently provided to the catchment school, even if it is not the nearest school, if it is over the statutory walking distance and since an increasing number of schools set their own admission arrangements, including any catchment area, and the County Council could find its financial obligations increasing in future years.

In addition, the County Council is under increasing financial pressure and therefore needs to consider possible options for reducing costs.

The Cabinet is asked to consider the consultation process to decide whether it is acceptable.

The Cabinet is RECOMMENDED to adopt the following proposals:

- (a) to agree the consultation arrangements for Home to School Transport***
- (b) if 14 (a) is agreed, to determine whether any Cabinet Members will attend any of the public meetings***

9. City Deal Strategy Overview (Pages 113 - 118)

Cabinet Member: Leader

Forward Plan Ref: 2013/101

Contact: Tom Flanagan, Service Manager, Planning & Transport Policy Tel: (01865) 815691

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

The report sets an overview of the City Deal proposal and seeks approval for the City Deal Negotiation Document prior to its submission and presentation to the Government.

Cabinet is RECOMMENDED to approve:

- (a) the approach and overarching strategy for the City Deal proposal;***
- (b) the County Council to act as the accountable body for the City Deal proposal.***

10. Thornhill and Water Eaton Park & Rides - Introduction of Short Term Parking Charges (Pages 119 - 138)

Cabinet Member: Environment

Forward Plan Ref: 2013/117

Contact: Jim Daughton, Highways & Transport Service Manager Tel: (01865) 815083

Report by Director for Environment & Economy (**CA10**).

To consider proposed service changes to introduce new and to increase existing car park charging to the Thornhill and Water Eaton park & rides scheme after consultation.

Additional income which is anticipated from the introduction of short term parking charges is required to contribute to the savings set out in the Medium Term Financial Plan.

This report summarises the public consultation on the advertised Traffic Regulation Order (TRO) for charging and recommends to Cabinet Members a proposed level of charging.

Cabinet is RECOMMENDED to :

- (a) **approve the making of the Oxfordshire County Council (Park and Ride Parking Places - Thornhill and Water Eaton) Order 201* as advertised;**
- (b) **confirm the timing of the introduction of charges as identified in paragraphs 9-13 using option i. from paragraph 11 which removes the Hospital exemption; and**
- (c) **instruct officers to undertake a review between 6 – 12 months of commencement of charging.**

11. Edward Feild Nursery School - Proposal to Close and Provide Alternative Early Years Provision (Pages 139 - 146)

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/091

Contact: Debbie Rouget, Early Years & Childcare Sufficiency & Access Manager Tel: (01865) 810617

Report by Director for Children's Services (**CA11**).

The Headteacher and Governors of Edward Feild Nursery School have proposed closure of the Nursery and re-provision of alternative high quality early years places on the same site by expansion of the playgroup. A Stage 1 consultation was carried out in April 2013 which resulted in one objection to the proposal. After careful consideration of the issue raised, the lead officer recommended to Cabinet on 21 May 2013 that a Statutory Notice for the proposed closure should be published. This was agreed by Cabinet and the notice was published on 11 June. During the 6 week statutory period for representations, one objection was received. As a result of this, the final Decision on whether to close Edward Feild Nursery School must be made by the Cabinet.

The Cabinet is RECOMMENDED to approve the closure of Edward Feild Nursery school with effect from 31 December 2013 subject to the following conditions:-

- ***That a lease for Robin Playgroup's use of the school premises be in place by the Nursery closure date.***
- ***That as long as Edward Feild Primary School remains a maintained school the authority will retain an arbitration role to ensure that the lease remains***

equitable and sustainable for both parties.

- *That any surplus in the Edward Feild Nursery School budget at closure is transferred to the Edward Feild Primary School budget and that the funds be spent to maintain or improve the parts of the premises occupied by or shared with the Robin Playgroup.*
- *The Nursery is to transfer any resources bought for nursery age children from public funds to Robin Playgroup without charge.*

12. Revised Space Standards for Schools (Pages 147 - 178)

Cabinet Member: Business & Customer Services

Forward Plan Ref: 013/102

Contact: Tom Flanagan, Service Manager, Planning & Transport Policy Tel: (01865) 815691

Report by Deputy Director for Environment & Economy – Strategy & Infrastructure Planning (**CA12**).

The report proposes revisions to space standards for the design and construction of new school buildings and subsequent amendments to policy documents (The Primary and Secondary School Briefs).

Cabinet is RECOMMENDED to:

Approve:

- adoption of the space standards contained with Annex 2***
- delegation of approval of further reductions on an exceptions basis by the Director of Environment and Economy in consultation with the Director for Children's Services;***
- that in the case of new schools that are developer funded the County Council will seek a fixed sum to cover the set-up costs.***

13. Contributions Policy (Pages 179 - 234)

Cabinet Member: Adult Social Care

Forward Plan Ref: 2013/037

Contact: Sarah Fogden, Finance Business Partner (Adult Social Care) Tel: 07557 082613/Ben Threadgold, Strategy Manager Tel: (01865) 328219

Report by Director for Social & Community Services (**CA13**).

Oxfordshire County Council aims to support and promote strong communities so that people live their lives as successfully, independently and safely as possible. The Council aims to encourage independence and choice, promote prevention and early intervention, be fair and equitable and give service users more power and control over their lives.

Social care is not a free service and the way funding is allocated from central government makes it clear that councils need to collect income locally to contribute to the cost of services.

The purpose of the Adult Social Care Contributions Policy is to outline a fair approach to the financial contributions made by individuals towards the social care services they receive. The Council is committed to making its approach to these contributions as simple and straightforward as possible.

Changes in national policy, lessons learnt from implementing personal budgets and direct payments, as well as inconsistencies that have been identified in our current practice, mean that it is timely to review our contributions policy. This is also an opportunity to address inconsistencies that have been identified in current policy and implementation, and through the recent audit of adult social care, such as people paying providers directly for day opportunities and double-handed care being charged different rates from people paying through personal budgets.

The new policy essentially restates the principles in the current policy as the basis on which we seek contributions from individuals towards the cost of their care. This is primarily through contributions to their personal budget, but also includes services that incur a charge either from the provider or from the Council. However, there are a number of areas where changes are proposed, which will have implications for service users and the Council.

The Cabinet is RECOMMENDED to agree the Contributions Policy for Adult Social Care, for implementation with effect from 5th January 2014.

14. Staffing Report - Quarter 1 - 2013 (Pages 235 - 240)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2013/053

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

Report by Head of Human Resources (**CA14**).

This report gives an update on staffing numbers and related activity during the period 1 April 2013 to 30 June 2013. It gives details of the agreed staffing numbers and establishment at 30 June 2013 in terms of Full Time Equivalents. These are also shown by directorate in Appendix 1. In addition, the report provides information on vacancies and the cost of posts being covered by agency staff. Appendix 2 shows a breakdown by service area of agency spend.

The Cabinet is RECOMMENDED to:

(a) note the report;

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

15. Delegated Powers of the Chief Executive - October 2013

Cabinet Member: Leader

Forward Plan Ref: 2013/082

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

Report by Head of Law & Culture (**CA15**).

To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in.

To report on a quarterly basis any executive decision taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in.

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
11 April 2013	Support services for homeless people and substance abusers	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	The extension of the contract to January 2015 to give continuity of provision to take account of changes in the welfare benefit system and a new approach to rough sleepers.
31 July 2013	Contract East Oxford School and LFB Educational Consultancy Limited	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	To provide an interim head teacher for up to a full academic year to provide stability whilst a permanent head teacher is recruited.

16. Forward Plan and Future Business (Pages 241 - 244)

Cabinet Member: All

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

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include "updating of the Forward Plan and proposals for business to be conducted at the following meeting". Items from the Forward Plan for the immediately forthcoming

meetings of the Cabinet appear in the Schedule at **CA16**. 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.

CABINET

MINUTES of the meeting held on Tuesday, 18 June 2013 commencing at 2.00 pm and finishing at 3.35 pm.

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair
Councillor Rodney Rose
Councillor Mrs Judith Heathcoat
Councillor Nick Carter
Councillor Melinda Tilley
Councillor Lorraine Lindsay-Gale
Councillor David Nimmo Smith
Councillor Arash Fatemian
Councillor Louise Chapman
Councillor Hilary Hibbert-Biles

Other Members in Attendance: Councillor Nick Hards (Agenda Item 6)
Councillor Laura Price (Agenda Items 7 & 8)
Councillor Glynis Phillips (Agenda Item 9)
Councillor Liz Brighthouse (Agenda Item 10)

Officers:

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

Part of meeting

6	Stephanie Skivington, Kathy Wilcox (Corporate Finance)
7	John Jackson, Director for Social & Community Services
8	John Jackson, Director for Social & Community Services; Lorna Baxter, Deputy Chief Finance Officer; Stephanie Skivington (Corporate Finance)
9	Jonathan McWilliam, Director for Public Health
12	Huw Jones, Director for Environment & Economy; Roy Newton (Infrastructure Development)
13	Huw Jones, Director for Environment & Economy

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.

59/13 MINUTES

(Agenda Item. 3)

The Minutes of the meeting held on 21 May 2013 were approved and signed.

60/13 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

Councillor Janet Godden had given notice of the following questions to Councillor David Nimmo Smith:

“Residents of Farmoor have queried with me the repairs to the edges of a long strip of the narrow B4017 at Filchampstead in preparation for the ride of respect, when other local road maintenance problems - particularly on the B4044 - have been reported more frequently and seem to deserve higher attention. What consideration was given to the need for road repairs when the route was chosen? What has been the cost of this work along the route of the ride, and what budget has this money come from?”

Councillor Nimmo Smith replied:

“The work that has been carried out at Filchampstead was structural patching, not edge strengthening, which was identified as required for repair. This section of patching work had been identified before Oxfordshire County Council were made aware of the Ride of Respect, but, as it was on the Route, it made sense to carry it out before the event took place. The route was identified by the Royal British Legion and agreed by Thames Valley Police. These decisions are not based on the condition of the highway but if there were significant safety issues relating to a road we would take the necessary action to ensure the safety of all road users.

The County Council are aware of issues that are faced on the roads in Oxfordshire and officers assess each potential location based on their merits and submit locations for programmed attention after they have completed their assessment. These decisions are based on their professional assessment factors including visual inspections, SCRIM test results (skid resistance test) and reports from Local Highway Representatives.

The structural patching work carried out was completed at a cost £36.5k which was funded from the structural patching budget. This patching was completed over a distance of approximately 2.5 kilometres in advance of surface dressing planned for the summer of 2014 in that area.

Due to the volume of motorcycles expected for the ride of respect, the proposed route was inspected and work undertaken to ensure any defects on the route were repaired. This work was funded out of the standard defect budget.

The B4044 has been assessed regarding defects remaining open and not completed, there appears to be 6 safety defects in this area that are overdue and beyond the 28 days required for completion. These are programmed for completion by Friday 21 June 2013.”

Councillor Susanna Pressell had given notice of the following questions to Councillor Hilary Hibbert-Biles:

“I’m sorry that you don’t have the benefit of a range of comments from the Health Scrutiny Committee, but yet again the Public Health Annual Report has not been sent to this committee before coming to Cabinet. This is very regrettable and seems to show that the administration has no respect for the scrutiny function. Instead of this, you just have a couple of questions from me:

firstly what do you see as the major public health challenges presented by our growing ethnic minority communities
and secondly how do you plan to meet these challenges and narrow the wide health gap between our Pakistani and Bangladeshi residents and the most healthy people in the County?”

Councillor Hibbert-Biles replied:

1. The Director of Public Health (DPH) Annual Report.

The Health Overview and Scrutiny Committee is free to set its own agenda and to request items for presentation at its meetings, but has not yet requested that this report be presented.

The DPH Annual Report is a statutory and independent report, presenting evidence of trends and gaps in the health and wellbeing of the population. This independence means that, though the views of committee members can be taken into account for future consideration, the report is not the subject of scrutiny or consultation.

2. The issue of inequalities in health, including those which are linked to ethnicity, are examined in the Director of Public Health Annual Report. There are two major public health challenges - poorer outcomes for particular groups on particular issues and an overall increase in the number of people from ethnic minorities in the population.

Specific challenges need to be addressed and it is the role of Public Health to identify these issues, influence the organisations responsible for delivering improvement and perform a “watchdog” role to ensure better outcomes. For example, South Asian communities have a higher prevalence of diabetes and it is the work of the Clinical Commissioning Group to ensure early identification and good management of the condition. Similarly the NHS England Thames Valley Area Team are now responsible for commissioning cancer screening services. They have been alerted to lower uptake of cervical screening programmes by women from some specific ethnic groups. Teams from the Clinical Commissioning Group are identifying and contacting these people individually to encourage attendance.”

The Joint Strategic Needs Assessment identifies particular groups in the population who have poorer outcomes. This analysis can then be used by all commissioners to ensure that they focus on the areas or populations with greatest need. It is this principle which is highlighted in the Director of Public Health Annual Report. Improving the quality of data to enable this process is an important and on-going task.

61/13 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

The following requests to address the meeting had been agreed:

Item 6 – Councillor Nick Hards, Shadow Cabinet Member for Finance;

Item 7 – Councillor Laura Price, Shadow Cabinet Member for Adult Social Care; Dr Stephen Richards and Mr Ian Busby

Item 8 – Councillor Laura Price, Shadow Cabinet Member for Adult Social Care; Dr Stephen Richards and Mr Ian Busby

Item 9 - Councillor Glynis Phillips, Shadow Cabinet Member for Public Health & the Voluntary Sector

Item 10 - Councillor Liz Brighouse, Opposition Leader

At this point Cabinet agreed to vary the order of the agenda.

62/13 OLDER PEOPLE'S STRATEGY

(Agenda Item. 7)

Cabinet had before them the new Older People's Joint Commissioning Strategy 2013-2016, developed jointly by the County Council and the Oxfordshire Clinical Commissioning Group.

Dr Stephen Richards, Chief Executive, Oxfordshire Clinical Care Commissioning Group, referred to recent media coverage on urgent care pressure. Recent public presentations on a plan to address the issue had triggered the interest. He assured Cabinet that it was not the case as reported that £637m of the £650 budgeted had already been spent. More of the funding was committed at this stage than was expected and there was less contingency available than planned. They were committed to delivery with all their partners.

Councillor Price, Cabinet Member for Adult Social Care, welcomed the work for carers which was vital and also highlighted the importance of work on dementia. Her main concern was the lack of specific measures of success. She added that the objectives were important but she worried that there was a lack of a sense of innovation. She suggested that it might be necessary to look outside for examples of excellence and innovative solutions.

Councillor Heathcoat in proposing the recommendations emphasised that the Strategy was linked to other reports on the agenda today and that it was the result of collaboration by partners and had been subject to public consultation. A detailed action plan was attached. Stephen Richards

confirmed the support and engagement of the Oxfordshire Clinical Care Commissioning Group.

John Jackson, Director for Social & Community Services stressed the links to the other reports and commented that the focus was on meeting the needs of patients, users, carers and citizens. Organisational barriers should not get in the way and it was about working in new ways to avoid that. The Strategy so far had been subject to significant consultation. He outlined the further steps to put services in place, and to deliver on key priorities in an efficient way. He detailed how the delivery would be managed.

In welcoming the report Councillor Hibbert-Biles commented that she would wish to see the County Council encouraging the District Councils to provide more extra care housing and the Leader of the Council undertook to pick this up through the Spatial Planning & Infrastructure Partnership.

RESOLVED: to agree the Older People's Joint Commissioning Strategy 2013-2016.

63/13 OLDER PEOPLE'S POOLED BUDGET ARRANGEMENTS (SECTION 75 AGREEMENT)

(Agenda Item. 8)

Cabinet had before them a report that sought Cabinet approval to increase the services and budgets that form the Older Person's Pooled Budget arrangements between Oxfordshire County Council and the Oxfordshire Clinical Commissioning Group. It also proposed changes to the risk sharing and governance arrangements to ensure they are appropriate for a truly pooled budget between both parties under a formal Section 75 agreement.

Councillor Laura Price, Shadow Cabinet Member for Adult Social Care supported the proposals but stressed the need to ensure the arrangements put in place were robust.

Stephen Richards and Ian Busby spoke in support of the arrangements.

Councillor Heathcoat in proposing the recommendations commented that the changes were good news being innovative and exciting. She paid tribute to the hard work by all partners to bring the complex arrangements together and highlighted the experience outlined in paragraph 16 that would be useful going forward. Governance arrangements were important and would be monitored.

John Jackson added that the arrangements were nationally recognised as being innovative for their integrated approach to health and social care for older people. In recognising that there were risks he emphasised that the bigger risk lay with not doing it. It was about better outcomes and efficient use of resources. He highlighted the governance arrangements that would be put in place including the Joint Management Group. Lorna Baxter outlined

the financial position and agreed that the risks were outweighed by the benefits of joint working.

RESOLVED: to:

- (a) approve the proposed changes to the older people's pooled budget arrangements for older people, including changes to the Section 75 Agreement for All Client Groups to reflect this, subject to the inclusion of any necessary changes in the text as agreed by the Director for Social & Community Services after consultation with the Cabinet Member for Adult Social Care;
- (b) RECOMMEND that the County Council approves the virement of £21m into the Older People's Pooled Budget, as well as an income target of £18m.

64/13 PROVISIONAL 2012/13 REVENUE AND CAPITAL OUTTURN

(Agenda Item. 6)

Cabinet considered a report that set out the provisional revenue and capital outturn for 2012/13 and showed how actual expenditure and income for the year compared to the budgeted position. It also included proposals for carry forwards from 2012/13 to 2013/14.

Councillor Nick Hards, Shadow Cabinet Member for Finance highlighted the overspend on highways (paragraph 18) and hoped that the Council would look creatively at the issues created by the winter weather. He also referred to the surplus on on-street parking and queried whether this would be used.

Councillor Fatemian in moving the recommendations drew attention to the revised annex on the addenda. Cabinet in agreeing the recommendations thanked the Finance Team for their efforts over the year to produce such a good result.

RESOLVED:

- (a) in respect of the 2012/13 outturn to:
 - 1) note the provisional revenue and capital outturn for 2012/13 along with the year end position on balances and reserves as set out in the report;
 - 2) approve the carry-forwards and virements as set out in Annex 2;
 - 3) recommend Council to approve the virements greater than £0.5m for Children, Education & Families, Social & Community Services and Environment & Economy Directorates as set out in Annex 2b;
 - 4) agree that the surplus on the On-Street Parking Account at the end of the 2012/13 financial year, so far as not applied to particular eligible purposes in accordance with Section 55(4) of the Road Traffic

Regulation Act 1984, be carried forward in the account to the 2013/14 financial year;

- (b) in respect of the 2013/14 revenue budget and Capital Programme:
- 1) agree the increase of £0.581m to the Kennington Roundabout scheme as set out in paragraph 44;
 - 2) approve virements for 2013/14 as set out in Annex 7.

65/13 DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT

(Agenda Item. 9)

Cabinet considered the 6th Director of Public Health Annual Report for Oxfordshire. The priorities highlighted in this Report included

An ageing population – the “demographic challenge”

Breaking the cycle of disadvantage

·Mental health and wellbeing: avoiding a Cinderella service

The rising tide of obesity

Excessive alcohol consumption

Fighting killer infections

Councillor Glynis Phillips, Shadow Cabinet Member for Public Health and the Voluntary Sector drew attention to the health inequality highlighted by varying life expectancy figures across the County. The trend persisted and decisive action was needed. She commented that there was a general feeling from the report that we could be doing better across the public health agenda, even in areas where we were doing well. Councillor Phillips raised a number of concerns and felt that there were some omissions such as an update on children’s oral health and the use of district hospitals for brief advice.

Councillor Hibbert-Biles introduced the contents of the report which was the first one since public health returned to local government. There was a statutory duty to prepare and publish the report which she commended as being objective and with clear recommendations. She highlighted the priorities set out in the report.

Cabinet discussed the report by priority area and endorsed the recommendations at the end of each section.

RESOLVED: to **RECOMMEND** Council to receive the report and note its recommendations.

66/13 APPOINTMENTS 2013/14

(Agenda Item. 10)

Cabinet had before them a paper setting out member appointments to a variety of bodies which in different ways support the discharge of the Council's executive functions.

Councillor Liz Brighthouse, Opposition Leader queried why all the Local Government Association and County Council Network places were taken by the ruling group. She noted that no independent members of the Conservative Independent Alliance had a place.

RESOLVED: to:

- (a) agree the change to the basis of the appointment to the Oxfordshire Safer Communities Partnership as set out paragraph 5 in the report; and
- (b) agree the appointments as set out in the Annex to the minutes.

67/13 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 11)

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

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

68/13 DIRECT CONSTRUCTION OF INFRASTRUCTURE BY DEVELOPERS

(Agenda Item. 12)

The information contained in the appendices is exempt in that it falls within the following prescribed category:

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

5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Cabinet agreed that the item be considered in public as there were no queries relating to the exempt annex.

Cabinet considered a paper on the implications of enabling direct delivery by developers of infrastructure required by new development. During discussion the importance of sufficient controls was stressed.

RESOLVED: to:

Approve:

- (a). In relation to development proposals the principle of direct delivery of
 - i. major
 - ii. on-site infrastructure, and
 - iii. major off-site highway infrastructure
- (b). The entering into of S106/S278 agreements (subject to the prior approval of the Director for Environment & Economy) to secure the direct delivery of major infrastructure in line with the key principles as set out in Annex 1.
- (c). The standard conditions (for S278 agreements) for the control of highway works in conjunction with development (as in Annex 2).
- (d). Development of school space standards for subsequent approval by Cabinet (Paragraph 4.5).

Revoke:

- (e). Previous determinations in relation to the standard conditions for highway works in conjunction with development and in relation to noise insulation compensation requirements taken by the Highways Committee on 18 May 1976.

69/13 EXEMPTION REPORT - MARCHAM PRIMARY SCHOOL

(Agenda Item. 13)

The information contained in the appendices is exempt in that it falls within the following prescribed category:

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

Cabinet agreed that the item be considered in public as having read the report they had no queries on its contents.

Cabinet was advised that Vale of White Horse had resolved to grant Taylor Wimpey planning consent for a housing development adjacent to Marcham VC Primary School subject to prior completion of section 106 agreement. The development generates the need for 17 additional pupil places.

As identified in the County Council's response on the planning application "standard" developer contribution would be required and this funding would be passed to Oxfordshire County Council (OCC) to procure and manage the construction works.

Due to the developer's engagement with the community and in particular the primary school pre-application, the developer was willing to contract with the County Council to construct a two classroom extension to the school in lieu of providing contributions to OCC.

Since this work is to be undertaken on the land outside the developer's site legally it cannot be covered by Section 106 agreement and thus, it is proposed that there should be a hybrid agreement with the developer's section 106 obligations to provide funding being 'released' in return for the delivery of the school extension.

The developer's commitment to construct the two classroom extension in return for release from section 106 obligations to provide funding constitutes a works contract with the County Council and brings the need to comply with procurement law and the Council's Contract Procedure Rules. Therefore an exemption was sought from tendering under Contract Procedure Rule 4.3.

RESOLVED: to approve this exemption from the Council's Contract Procedure Rules.

..... in the Chair

Date of signing

CABINET

MINUTES of the meeting held on Tuesday, 16 July 2013 commencing at 2.00 pm and finishing at 5.37 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair
Councillor Rodney Rose
Councillor Mrs Judith Heathcoat
Councillor Nick Carter
Councillor Melinda Tilley
Councillor Lorraine Lindsay-Gale
Councillor David Nimmo Smith
Councillor Arash Fatemian
Councillor Hilary Hibbert-Biles

Other Members in Attendance: Councillor Lynda Atkins (Agenda Item 6)
Councillor George Reynolds (Agenda Item 6)
Councillor Kieron Mallon (Agenda Item 6)
Councillor Glynis Phillips (Agenda Items 6)
Councillor Gill Sanders (Agenda Item 6 & 12)
Councillor Laura Price (Agenda Items 10 & 11)
Councillor Liz Brighthouse (Agenda Item 17)
Councillor Stewart Lilly (Agenda Item 17)
Councillor John Sanders (Agenda Item 21)

Officers:

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

Part of Meeting Item No.	Name
6	Peter Clark, County Solicitor, Jim Leivers, Director for Children's Services, Roy Leach, Neil Darlington(School Organisation & Planning)
7	Greg Ley (Corporate Finance)
8	Stephanie Skivington (Corporate Finance)
9	Lorna Baxter, Assistant Chief Finance Officer
10	John Jackson, Director for Social & Community Services
11	John Jackson, Director for Social & Community Services
12	Jim Leivers, Director for Children's Services, Matthew Edwards
13 -16	Kevin Griffin (Children, Education & Families)
17	Huw Jones, Director for Environment & Economy; Graham Shaw, Customer Services, Frances Craven, Deputy Director Education & Early Years
18	Alexandra Bailey (Chief Executives Office)

- 20 Lucy Butler, Deputy Director, Children, Education & Families
- 21 Huw Jones, Director for Environment & Economy; Mark Kemp, Deputy Director, Commercial

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.

72/13 APOLOGIES FOR ABSENCE

(Agenda Item. 1)

Apologies were received from Councillor Louise Chapman.

73/13 DECLARATIONS OF INTEREST

(Agenda Item. 2)

Councillor Fatemian declared a personal interest on Item 6, Home to School Transport Policy as a governor of Warriner School.

Councillor Carter declared an interest in Item 21, Highways Contract – Buy Out of Atkins Highways by Skanska in so far as his wife was about to take up a position with Atkins and took no part in the decision leaving the room.

74/13 MINUTES

(Agenda Item. 3)

The Minutes of the meeting held on 18 June 2013 were received and it was agreed they be submitted for approval to the next meeting.

75/13 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

Councillor John Howson had given notice of the following question to Councillor Melinda Tilley:

“How long has it taken for prosecutions started by Oxfordshire County Council since September 2012 in relation to non-attendance of pupils at school to be completed?”

Councillor Tilley replied:

“The length of proceedings in relation to non- attendance of pupils at school (from issue at Court to final hearing), in the period September 2012 to July 2013, is given in the table below. Over this period 34 cases commenced , 33 of which ended in conviction, one of which in acquittal. The average length of proceedings was 11 weeks.

Number of Weeks	Number of Cases
8 weeks or less	19
9 - 14 weeks	7
15 - 24 weeks	5
25 weeks +	3

Supplementary: In response to a question Councillor Tilley replied that yes she would continue to press the Minister of Justice to give as much priority as possible to these cases.

Councillor Roz Smith had given notice of the following question to Councillor David Nimmo Smith:

“Consultants White Young and Green, (WYG), were engaged by the Council in early May 2013 to write a Headington Transport Strategy. A strategy to deal with the congestion, rat-running, speeding and to improve cycling and walking in the Headington area is to be welcomed. Could the cabinet member please tell me how and when the decision to employ WYG was taken?”

Councillor David Nimmo Smith replied:

“White Young Green (WYG) were commissioned in May 2013 to work with the county council’s Infrastructure Development team, local members and stakeholders to consider the current and future transport challenges in Headington and develop a strategy for the area.

WYG have worked with the county council on similar projects in Banbury and Bicester, looking at transport and the infrastructure implications of future growth. They were appointed in accordance with Council procurement rules for work under £25,000 in value and have proved themselves to be both technically competent and able to deliver within the required timescales.”

Supplementary: Councillor Smith asked why key local stakeholders such as local councillors were not invited to attend the Steering Group and were not being included in the development of the strategy. Councillor Nimmo Smith replied that he would provide a written response.

76/13 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

Item 6 - Councillor Lynda Atkins)
 Councillor George Reynolds)speaking as a local councillor
 Councillor Kieron Mallon)
 Councillor Glynis Phillips)

Councillor Gill Sanders, Shadow Cabinet Member for Children, Education & Families

District Councillor for Garsington, Elizabeth Gillespie
 Sue Moon, Oxon Bus Action Group

Niall McWilliams, Head Teacher, Carterton Community College
Graham Speke, Carterton Community College
Bob Edward, Carterton, supporting proposals
Annabel Kay Head Teacher, Warriner School
Andrew Baud, founder of the Shutford Community Association, member of
The Warriner Partnership working party and governor at Sibford Gower
Primary School
Kathy Haig, Headteacher, Burford School
Andrew Pitman, Chair of Governors, Burford School
Richard Martin, governor at Burford School
John White, Mayor of Burford
Mr Rae, Chair of Governors at Brize Norton Primary School
Ed Scates
Margot Nelson, St Swithens CE Primary School, Kennington resident, parent
and Chair of Governors

Item 8 – Councillor Nick Hards, Shadow Cabinet Member for Finance

Item 9 – Councillor Nick Hards, Shadow Cabinet Member for Finance

Item 10 – Councillor Laura Price, Shadow Cabinet Member for Adult Social
Care

Item 11- Councillor Laura Price, Shadow Cabinet Member for Adult Social
Care

Item 12 – Councillor Gill Sanders , Shadow Cabinet Member for Children,
Education & Families

Item 17 – Councillor Liz Brighthouse, Opposition Leader
Councillor Lilly, speaking as Chairman of Pension Fund Committee
Robin Gill, School Forum

Item 18 – Councillor Liz Brighthouse, Opposition Leader

Item 21 - Cllr John Sanders

77/13 HOME TO SCHOOL TRANSPORT POLICY

(Agenda Item. 6)

Cabinet had before them a report that contained an analysis of the responses to a consultation with the public, head teachers and other interested parties upon a number of proposed changes to the Home to School Transport Policy. Cabinet further had a note from the Chairman of the Education Scrutiny Committee containing recommendations following consideration of the proposals at their meeting on 4 July 2013 and a further supplementary report containing an update on the analysis of consultation responses in the light of responses received since the circulation of the agenda. Finally Cabinet had before them a supplementary report advising that the new Guidance which had been the basis of consultation had now

been withdrawn by the Department for Education and the previous 2007 Guidance reinstated and that therefore it was inappropriate to consider the proposals today.

Peter Clark, County Solicitor confirmed the advice given in the supplementary report no decision on the current proposals be taken today.

Councillor Hudspeth indicated that he would be accepting the advice given but that in any case he had been minded to defer the matter following the letters and emails that he had received and other representations made to him by councillors and the public. He accepted that there would be a need to repeat the consultation and that he did not wish to rush this decision. However he referred to the serious financial challenge that the Council faced and that the whole budget was being considered to see where the savings could be achieved. He noted that the proposals had been in line with the then current guidance, had not affected anyone currently in receipt of free transport and that the majority of parents were not affected. His ambition was that all schools in Oxfordshire would be good or excellent and that there would be no reason not to go to the local school. He referred to a number of existing anomalies, stressed that he would meet with residents and that he had an open mind.

Mrs Nelson, St Swithens CE Primary School, Kennington resident, parent and Chair of Governors submitted a petition against the proposals and in speaking to the petition highlighted 5 areas of concern: she wished Kennington to maintain the diverse social cohorts it currently achieved that she felt would be threatened by the changes to the policy; child safety - it was impractical to expect parents to walk with their children each day; congestion would increase; there were educational concerns and concerns around social equality.

Councillor Lynda Atkins, as Chairman of the Education Scrutiny Committee highlighted the key points set out in her note of the discussion at the meeting on 4 July 2013.

Councillor George Reynolds, speaking as a local councillor expressed concerns over the length of the consultation and the range of people consulted. Parish Councils had not been consulted directly and more information was needed on what the proposals meant to people. He also highlighted the possible implications for the villages, parents, children and schools in his division with 6 of 7 primary schools impacted and 10 of 25 villages/hamlets.

Councillor Kieron Mallon, speaking as a local councillor accepted that savings had to be made but commented that as a recent Cabinet member he had been able to encourage and then vote for the provision of a sixth form at Warriner School. The sixth form needed time to bed in and their partnership working would be affected by Proposal 5. He welcomed the deferral of any decision and agreed with others that the consultation had been poor. He detailed concerns with regard to proposal 3 and 4 but

welcomed that the poorest families would not be affected, that it was to have been phased in with a slow increase in charges. He urged the Cabinet to recognise the problems for rural children.

Councillor Glynis Phillips, speaking as a local councillor expressed her relief that it was being withdrawn but added her concerns to others including the local parish council for Risinghurst that the proposals would result in more children being driven to school and that routes were not safe.

Councillor Gill Sanders, Shadow Cabinet Member for Children, Education & Families, stated that the Labour Group were in favour in principle of looking at the policy and of protecting essential services. It was a good idea if children did eventually go to their closest schools but she felt that the current situation was poor and that the proposals suffered from poor presentation, inadequate consultation and were hasty. She welcomed the decision not to take these proposals forward and hoped that future consultation would be better.

District Councillor for Garsington, Elizabeth Gillespie spoke in support of points made by Maldon School. She agreed with others that the consultation was flawed and also felt that the financial conclusions were flawed as she did not believe that 3 buses could be cancelled from Garsington. She also referred to the importance of parental choice and that the most economically disadvantaged families not be discouraged.

Sue Moon, Oxon Bus Action Group, indicated that she had only recently set up the Action Group and already had over 1000 people using the Facebook page as a means of keeping in touch. She highlighted that schools had only 1 week before the original end date of the consultation and queried that as far as she could tell the matter had not been raised with Parish Councils. She reiterated previous concerns relating to safeguarding children's safety. She warned that similar proposals to those withdrawn today would see the campaign continue and she was certain that councillors making this decision would find themselves punished at the ballot box. She submitted a petition adding that she would be seeking sufficient signatures to spark a Council debate. Councillors Fatemian and Tilley made it clear that they had raised this matter at every Parish Council meeting they attended.

Graham Speke, Carterton Community College, spoke in support of the proposal highlighting that it would address an issue of inequality across the County and referring particularly to the positive implications for Carterton Community College.

Bob Edward, Governor at Carterton Community College spoke in support of the proposal commenting that the current imbalance affecting Carterton needed to be adjusted. However he supported greater consultation to allow the democratic process to be seen.

Niall McWilliams, Head Teacher, Carterton Community College supported the proposals on the basis of fairness and equity.

Annabel Kay Head Teacher, Warriner School supported comments by Councillor Reynolds commenting that 6th form status had been granted in July 2012 but that the current proposals put the school significantly at risk.

Andrew Baud, founder of the Shutford Community Association, member of the The Warriner Partnership working party and governor at Sibford Gower Primary School spoke against the proposals asking Cabinet to look again at consultation, to work with all parties and to consider ring fencing rural communities.

Kathy Haig, Headteacher, Burford School spoke against the proposal but focussed on the common purpose of providing outstanding education to all the children of Oxfordshire. She highlighted the partnership working between Burford School and local primary schools and that the proposals would mean that of 9 partner schools in only 2 cases would Burford School be their nearest school. She suggested that transport be devolved to schools noting that she already provided buses for out of hours activities.

Andrew Pitman, Chair of Governors, Burford School, spoke against the proposals reiterating concerns that the proposal would have been socially divisive and would have resulted in the destruction of the catchment area. The proposal could see the numbers of children coming to Burford falling substantially.

Richard Martin, governor at Burford School, spoke against the report commenting that they only worked if parents chose to pay for transport. The education of children was important and it could not be right that this could be set by the bus transport team.

John White, Mayor of Burford spoke against the report expressing the opposition of the Town Council.

Mr Rae, Chair of Governors at Brize Norton Primary School highlighted the detrimental affect the changes would have on the school which had been the first to be a judged excellent in all categories by Ofsted.

Ed Scates added his concerns to those already heard.

Cabinet in discussion supported the proposal to defer consideration for further review and a later consultation. However they recognised the financial constraints the Council was under and that further consideration of the way forward would be needed.

RESOLVED: to defer any decision and to restart consultation in September with a view to reconsideration of the matter at Cabinet's meeting in November.

78/13 TREASURY MANAGEMENT 2012/13 OUTTURN

(Agenda Item. 7)

Cabinet considered a report reviewing Treasury Management activity in 2012/13 in accordance with the CIPFA code of practice.

RESOLVED: to note the report, and to **RECOMMEND** Council to note the Council's Treasury Management Activity in 2012/13.

79/13 2013/14 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT - MAY 2013

(Agenda Item. 8)

Cabinet considered a report that focused on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2013/14 – 2016/17. Parts 1 and 2 included projections for revenue, reserves and balances as at the end of May 2013. Capital Programme monitoring and update was included at Part 3. Changes to Fees and Charges were included in Part 4.

Councillor Nick Hards, Shadow Cabinet Member for Finance drew attention to the level of overspend in respect of children's social care and the Older Peoples Physical Disability Pooled budget. Councillor Fatemian responded to the points made commenting that after one month it was early to draw conclusions but that all overspends were treated seriously.

RESOLVED: to:

- (a) note the report;
- (b) approve the virement requests set out in Annex 2a;
- (c) note the updated Treasury Management lending list at Annex 7;
- (d) approve the updated Capital Programme at Annex 9 and the associated changes to the programme in Annex 8c and the proposed programme of works for the additional £3.551m of highways maintenance funding set out in Appendix D of Annex 9; and
- (e) approve the changes to charges for Trading Standards and note the change in charges at Hill End Outdoor Education Centre as set out in Part 4 and Annex 10.

80/13 IMPACT OF THE 2015/16 CENTRAL GOVERNMENT SPENDING ROUND

(Agenda Item. 9)

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

Councillor Nick Hards, Cabinet Member for Finance expressed concerns at the possible consequences of the measures imposed by central government.

Responding Councillor Fatemian confirmed the Council's awareness that Council assets not be neglected and highlighted the impact of the new measures that increased the savings needed.

RESOLVED: to note the report.

81/13 JOINT CARERS STRATEGY

(Agenda Item. 10)

Cabinet had before them a report setting out the Oxfordshire Carers' Strategy 2013 - 2016. This replaced the previous Carers' Strategy which ran from 2009 - 2012. It detailed Oxfordshire's commitment to the support of unpaid carers who support relatives, neighbours and friends across Oxfordshire.

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

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

Councillor Laura Price, Shadow Cabinet Member for Adult Social Care expressed her thanks for the time given by carers and welcomed the measures to increase identification of carers. She suggested that there was an omission with no mention of financial wellbeing that could undermine a lot of the other work outlined here.

Councillor Heathcoat introduced the contents of the report highlighting the demanding and diverse role of carers and the importance of valuing both the giver and receivers of care.

RESOLVED: to agree the Oxfordshire Carers' Strategy 2013 - 2016.

82/13 CARE HOME FEES

(Agenda Item. 11)

Cabinet considered a report that provided feedback on the consultation on Care Home Fees that ended on 18 June 2013. The consultation with care home providers was approved following consideration by Cabinet on 19

January 2013 on proposed new arrangements for Care Home Fees in Oxfordshire in 2013/14.

Councillor Laura Price highlighted the dismal response rate and expressed concern at the unwillingness of providers to discuss the financial position.

John Jackson explained the context to the report and the efforts taken to engage with providers.

RESOLVED: to approve the proposals set out in the report.

83/13 PLACEMENT STRATEGY FOR CHILDREN IN AND ON THE EDGE OF CARE

(Agenda Item. 12)

Cabinet considered a report that outlined the vision, approach and scope of the Placement Strategy for Children in and on the edge of care.

Councillor Gill Sanders, Shadow Cabinet Member for Children, Education & Families supported the strategy and spoke of the need to build additional capacity in Oxfordshire.

RESOLVED: to:

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

84/13 EXPANSION OF QUEENSWAY PRIMARY SCHOOL, BANBURY TO 2 FORM ENTRY

(Agenda Item. 13)

Cabinet considered a proposal to permanently increase the school admission number at Queensway Primary School to 60 from 30 from September 2014. This means that each year group would consist of up to 60 places, taught in two classes of 30 children each, making a maximum total of 420 pupils.

RESOLVED: to approve the publication of a statutory notice for the expansion of Queensway Primary School, Banbury.

85/13 EXPANSION OF ST JOSEPH'S CATHOLIC (VA) PRIMARY SCHOOL, OXFORD TO 2 FORM ENTRY

(Agenda Item. 14)

Cabinet considered a report that sought approval to permanently increase the school admission number at St Joseph's Catholic (VA) Primary School, Oxford to 60 from 45 from September 2014. This means that each year group would consist of up to 60 places, taught in two classes of 30, making a maximum total of 420 pupils.

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

86/13 EXPANSION OF WATCHFIELD PRIMARY SCHOOL TO 2 FORM ENTRY

(Agenda Item. 15)

Cabinet considered a report on a proposal to permanently increase the school admission number at Queensway Primary School to 60 from 45 from September 2014.

RESOLVED: to approve the publication of a statutory notice for the expansion of Watchfield Primary School.

87/13 EXPANSION OF WOLVERCOTE PRIMARY SCHOOL, OXFORD TO 1.5 FORM ENTRY

(Agenda Item. 16)

Cabinet had before them a report on a proposal to permanently increase the school admission number at Wolvercote Primary School to 45 from 30 from September 2014.

Councillor Tilley in moving the recommendations commented that in future it was intended that if possible decisions such as this would be dealt with as a delegated decision. Cabinet supported this move but stressed that it was important that where there were serious objections that they could still be considered by Cabinet.

RESOLVED: to approve the permanent expansion of Wolvercote Primary School with effect from 1 September 2014.

88/13 FUTURE DIRECTION OF OXFORDSHIRE CUSTOMER SERVICES AND SCHOOL FACING SERVICES

(Agenda Item. 17)

Cabinet had before them two reports on the future direction of Oxfordshire Customer Services and school facing services.

(a) Oxfordshire Customer Services - School Support and Back Office Services

Cabinet considered a report that referred to work undertaken since October 2012 to develop a strategic direction for the future of school related support and back office services generally, including those in Children, Education & Families (CEF) which have been prepared to an internally commissioned specification model for delivery of service functions 2013/14. Cabinet noted

that in June 2013, these proposals had taken on added significance because the Comprehensive Spending Review required further savings not achievable within the current CEF budget and delivery model.

Councillor Brighthouse, Opposition Leader although not suggesting that the proposals not go forward felt that more time and consideration was needed to ensure this was the right move. She referred to the amount of change faced by schools already and the problems faced by them with the current outsourced service.

Mr Gill as the governor of a primary school stressed the need to preserve the values of the current Schools Support Service. As a member of the Schools Forum he expressed disappointment that they had not been consulted as they could have helped develop the model and he strongly urged that the matter be forwarded to them for consideration. He was concerned at the possible loss of services and urged Cabinet to look at alternative models of provision.

Councillor Carter responding to the points made commented that consideration would be exhaustive but that the Council did not have the luxury of a huge amount of time

RESOLVED: to agree the following:

- (a) subject to any changes following soft market testing, services listed in section 3 should continue to be delivered in-house
- (b) subject to any changes following soft market testing, remaining back office and schools support services listed in section 4 should be prepared for externalisation

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

Cabinet had before them a report on proposals for the externalisation of back-office support services currently delivered from Oxfordshire Customer Services (OCS). The Comprehensive Spending Review required further savings which is not achievable with the current OCS delivery model.

Councillor Stewart Lilly, Chairman of the Pension Fund Committee referred to recommendation (f) and commented that during discussion of the proposal at Pension Fund Committee they had stressed that this only go forward if it was right for the members of the Pension Fund.

RESOLVED: to agree the following:

- (a) updated service specifications alongside externalisation proposals and actions should form the basis for updating and delivering the

Business Strategy as regards OCS and should therefore be at the heart of service and resource planning from now onwards;

- (b) all service specifications should be reviewed as to the business case for continuing wholly or in part from April 2014;
- (c) subject to any amendments following soft market testing results, services listed in section 3 should continue to be delivered in-house;
- (d) subject to any amendments following the soft market testing results, HR, Financial and ICT back-office services listed in section 4 should be in scope for externalisation;
- (e) subject to soft market testing results, externalisation proposals should be prepared in September 2013 for Cabinet decision on outsourcing and/or joint venture with a view to procuring and implementing the solutions necessary by 31st March 2015; and
- (f) as recommended in Annex 1, to agree to the further exploratory work needed to develop a full business case for the future merger of the Buckinghamshire, Oxfordshire and Berkshire LGPS Funds, including detailed discussions with the Department of Communities and Local Government

89/13 CORPORATE PLAN PERFORMANCE REPORT FOR THE 4TH QUARTER 2012

(Agenda Item. 18)

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

RESOLVED: to:

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

90/13 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 19)

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

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

91/13 EXEMPT ITEMS

(Agenda Item.)

RESOLVED: that the public be excluded for the duration of item 21 and 22 in the Agenda since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified in relation to the respective items in the Agenda and since it is considered that, in all the circumstances of each case, the public interest in exemption outweighs the public interest in disclosing the information.

92/13 ADULT SOCIAL CARE MANAGEMENT SYSTEM

(Agenda Item. 20)

Cabinet considered a report seeking approval for the procurement of a new Adult Social Care Management System.

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

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

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

Cabinet agreed the approach to be taken.

93/13 HIGHWAYS CONTRACT - BUY OUT OF ATKINS HIGHWAYS BY SKANSKA

(Agenda Item. 21)

Cabinet considered the implications to the County Council of Atkins decision to restructure its business and its proposal to sell the operational services part of the UK Highways & Transport business to Skanska. It hopes to complete the sale during the summer..

The information contained in the appendices is exempt in that it falls within the following prescribed category:

5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that

disclosure would be to the detriment of the Council’s ability properly to discharge its fiduciary and other duties as a public authority.

Atkins was awarded the Oxfordshire Highways Partnership contract in April 2010. The approximate annual value is between £20M to £25M. The scope of the contract covers highway maintenance, design services and construction.

Atkins notified the Council in September of its intention to restructure its business by seeking a purchaser of its local highways contract. On 28 February, Atkins issued a briefing to the City and its staff about its proposal to sell the operational services part of the UK Highways & Transport business to Skanska. It hopes to complete the sale during the summer. Clearly this course of action will have a very significant impact for the Council.

RESOLVED: to:-

- (a) approve in principle to the transfer of the performance of the Highways Contract from Atkins to Skanska subject to the following details being agreed:
 - Publish a Voluntary Ex Ante Transparency (VEAT) Notice
 - Suspend entry into the arrangement/transfer for a 10 days standstill period following publication
 - Agree appropriate indemnities to mitigate the risk for the Council from Atkins and Skanska
 - Secure the necessary Parent Company Guarantee from Atkins and Skanska
 - Completion of due diligence

- (b) approve to delegate the decision on the proposed transfer of the performance of the Highways Contract from Atkins to Skanska to the Chief Executive in consultation with the Director for Environment & Economy along with the Cabinet Member for Environment and the County Solicitor.

..... in the Chair

Date of signing

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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CABINET – 17 SEPTEMBER 2013

2013/14 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT

Report by the Assistant Chief Executive & Chief Finance Officer

Introduction

1. This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of July 2013. Capital Programme monitoring is included at Part 3. Changes to Fees and Charges are included in Part 4.

Summary Position

2. The forecast directorate variation is currently an overspend of +£5.830m or +1.4% against a net budget of £412.780m as shown in the table below. Directorates are working hard to reduce the pressures included in this report and there is an expectation that with management action the forecast overspend will reduce by the end of the 2013/14 financial year.

Original Budget 2013/14 £m		Latest Budget 2013/14 £m	Forecast Outturn 2013/14 £m	Variance Forecast July 2013 £m	Variance Forecast July 2013 %
105.201	Children, Education & Families (CE&F)	105.217	106.394	+1.177	+1.1
206.916	Social & Community Services (S&CS) ¹	206.860	210.490	+3.630	+1.8
79.267	Environment & Economy	78.998	79.951	+0.953	+1.2
20.562	Chief Executive's Office	21.705	21.775	+0.070	+0.3
0.000 ²	Public Health	0	0	0	
411.946	Directorate total	412.780	418.610	+5.830	+1.4

3. Requests for one – off carry forwards of under and overspends from 2012/13 to 2013/14 were approved by Council on 9 July 2013 and are reflected in this report.

¹ Social and Community Services includes the forecast outturn and variance for the Pooled Budgets.

² Public Health is funded by a ring-fenced grant of £25.264m which is received from the Department of Health. Public Health are currently forecasting an underspend of- £0.417m. In line with the grant guidelines this has been placed in the Grants and Contributions earmarked reserve for use by Public Health in future years

4. The following annexes are attached:

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

5. Directorate reports which set out the detail behind this report are available from the contact officers named at the end of this report or in the Members' Lounge.

Part 1 - Revenue Budget

Children, Education & Families (CE&F)

6. The directorate is forecasting a variation of +£1.177m. There is also a +£0.115m forecast overspend on services funded by the Dedicated Schools Grant (DSG).

CE&F1 Education & Early Intervention

7. The Education & Early Intervention service is forecasting a variation of -£0.713m, a change of -£0.529m since the last report. There is an increase of -£0.199m in the underspend on School Intervention Projects to -£0.524m and a forecast underspend of -£0.283m by the Improvement and Development Service. The forecast for both services is likely to change before the end of the financial year as funding is committed to projects in those areas.
8. The position also includes the forecast overspend of +£0.500m for Home to School Transport previously reported. This is subject to change during the year as routes for the new school year are still being finalised or subject to change. Concessionary fare income may also be higher than currently forecast.

CE&F2 Children's Social Care

9. Children's Social Care is forecasting a variation of +£1.845m. A forecast overspend of +£2.122m for external placement costs reflects an increase the number of support days from 2012/13 along with an increase in the number of support days in higher cost placements. The current forecast includes a £0.735m allowance for new placements coming into the service during the year. The overspend on external placements is partly offset by an underspend of -£0.262m on accommodation costs and support days for clients funded under Southwark Judgement responsibilities.
10. There are also overspends of +£0.330m on staffing and central costs and +£0.335m on the Asylum Service Area. These are offset by

underspends in Corporate Parenting (-£0.132m), Family Support (-£0.284m), and Referral and Assessment (-£0.142m).

Social & Community Services (S&CS)

11. The directorate is forecasting an overall variation of +£3.630m, which is due to overspends in the pooled budgets.
12. Council approved recommendations to change the budget arrangements for the Older People's Pool including the transfer of further expenditure and income budgets by both the Council and Oxfordshire Clinical Commissioning Group into the Pool on 9 July 2013. This report is based on the new budget structure, and reflects those changes to budget arrangements approved by Council.

S&CS1 Adult Social Care

13. The service is forecasting an overspend of +£4.154m. As shown in Annex 6 this relates to overspends on the Older People, Physical Disabilities, Equipment and Learning Disabilities Pooled Budgets. There is no variation on the non-Pool services.

Older People

14. Pressures of £5.2m were identified as part of the Council's Service and Resource Planning process for 2013/14 and the pool is required to find savings to meet this pressure. However, the high level of demand for services is a huge challenge and the pool budget needs to be managed carefully throughout 2013/14 and resources used to reduce waiting lists, manage demand and cover the savings requirement as necessary. If activity continues at current levels, there would be an overspend on the Older People's Pool of £5.625m.
15. Review of actual activity for the year to date indicates that care home placements and care at home provision are significantly greater than planned levels. This will have a financial impact beyond the current year as placements can exceed three years.
16. The decision to reduce the waiting lists has meant clients are being seen earlier. This will avoid the need for greater support at crisis point which will in the long term reduce the cost of packages and emergency admissions. However, in the short term this has increased the cost of the service as the number of discharged clients has increased.
17. A review of the Discharge to Assess service has shown that the use of temporary assessment beds has been greater than expected and the majority of clients have been transferred to a long term bed based service. This has led to additional spend on care home placements, support at home packages and additional spend on Funded Nursing Care. The Older People Joint Management Group decided to stop using temporary assessment beds from September 2013 and use other services to support people to return home or where necessary move them into a care home. The impact of the additional activity to the end of September is estimated to be in the region of £2.5m.

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18. £2.3m was set aside as a contingency by the Council for 2013/14 in recognition of the difficulty in balancing the conflict of delivering savings in the face of increased demand. It is recommended that this funding is vired on a temporary basis to the Council's Older People Pooled Budget Contribution from the Corporate Contingency. If approved by Cabinet this reduces the forecast overspend to +£3.325m. It is planned to further manage pressures this year partly by the use of one off resources. It is expected that there will be some extra income from additional clients placed and, as the year progresses, expenditure should reduce as care pathways improve. This will reduce the overspend by £1.3m to +£2.025m. The service will continue to take action to manage the pressures during the remainder of the year. However, it may be necessary to request a supplementary estimate later in the year. The ongoing impact of the increased demand for services will be considered as part of the 2014/15 Service & Resource Planning process.

Physical Disabilities

19. The council element of the Physical Disabilities Pool is forecast to underspend by -£0.047m.

Equipment

20. The Council's element of the Equipment Pooled Budget is forecast to overspend by +£0.903m and assumes that the additional funding of £0.750m received from the Department of Health will be apportioned between the partners on the basis of their contributions to the Equipment Pool. The overspend is mainly due to the pressure of meeting needs to keep people safely at home, reduce delayed transfers of care and avoid hospital admissions.

Learning Disabilities Pooled Budget

21. As set out in Annex 6 the Council's element of the Learning Disabilities Pool is forecasting an overspend of +£1.273m compared to the breakeven position previously reported. The overspend is due to additional new care packages being agreed. Work is continuing to assess the impact of demographic projections and increased demand, and to ensure the achievement of savings.

S&CS2 Community Safety

22. Services within Community Safety are forecasting an underspend of -£0.145m. This relates to vacancies and additional income.

S&CS3 Joint Commissioning

23. A forecast underspend of -£0.200m relates to planned savings of -£0.500m which are expected to be partly delivered early.

24. Responsibility for managing a local social fund to provide welfare assistance to vulnerable people was transferred from the Department of Work & Pensions to local authorities this year. The number of successful applications for assistance so far this year has been less than anticipated and unless there is a significant increase in the level of take up during the remainder of the year, it is currently forecast that the Oxfordshire Support fund will underspend by -£0.300m.

S&CS4 Fire & Rescue and Emergency Planning

25. The Fire & Rescue service is forecasting an overspend of +£0.121m on fire-fighter ill health retirements. As this is a budget that the service cannot control, any variance will be met from Council balances at year-end.

Environment & Economy (E&E)

26. The directorate is currently forecasting an overspend of +£0.953m although this is expected to reduce as a result of management action.

EE2 Commercial Services

27. The service is forecasting an overspend of +£0.720m. This includes an overspend on Highways Maintenance of +£0.918m which is mainly due to the increased number of defects (54,000 potholes compared to a budget of 29,000) and gully emptying. The service is considering how the pressures could be managed within the budget available and updates will be included in future reports.
28. Waste Management is forecast to overspend by +£0.386m due to an increase in landfill disposal. Tonnage is estimated to be around 285kt compared to a budget of 278kt. The increase of 7kt costs approximately £1m and is being partly offset against the residual budget for the Landfill Allowance Trading Scheme (LATS) which ceased at the end of 2012/13.
29. The overspends on Waste Management and Highways maintenance are offset by underspends on Concessionary Fares (-£0.320m) and Street Lighting (-£0.220m).
30. There remains a risk that the additional £0.900m income from Park and Rides and on-street car parking may not be realised. Options for funding any pressure arising if the income is not fully realised will be considered in future reports and through the Service & Resource Planning process.

EE3 Oxfordshire Customer Services

31. The service is forecasting an overspend of +£0.180m which is due to delays in implementing a project to reduce the use of printers and printed materials. The service is expecting to be able to manage this pressure by the end of the year.

Chief Executive's Office

32. The directorate is forecasting an overspend of +£0.070m. This includes an overspend on Legal Services of +£0.126m which is mainly due to an increase in Childcare Court Fees.

Public Health

33. The directorate is forecasting an under spend of -£0.417m due to staff vacancies. As previously reported Public Health is funded by a ringfenced grant. Under the grant guidelines any underspend will be placed in reserves at the end of the financial year to be used to meet Public Health expenditure in future years. Recruitment to essential posts is in progress.

Virements and Supplementary Estimates

34. Virements larger than £0.250m requiring Cabinet approval under the Virement Rules agreed by Council on 19 February 2013 are set out in Annex 2a. The largest of these relates to an adjustment of the income and expenditure budgets for the latest Dedicated Schools Grant allocation which has been updated for schools that have converted to academy status and the transfer of the Thriving Families budget from Children's Social Care to the Early Intervention Service. Also requested this month is a temporary virement transferring the Corporate Contingency of £2.3m to the Older People Pooled Budget. None of the virements requested represent a major change in policy.
35. New virements this month for Cabinet to note are set out in Annex 2d.
36. The Supplementary Estimate requested this month relates to the revised flood defence levy which was received from the Environment Agency after the budget was agreed by Council in February 2013.

Ringfenced Grants

37. As set out in Annex 5, ring-fenced grants totalling £325.093m are included in directorate budgets and will be used for the specified purpose. Changes since the last report include a reduction of -£13.045m in Dedicated Schools Grant which reflects adjustments for schools that have converted to academy status. Additional grant funding of £0.427m from the Education Funding Agency to reflect the current grant allocation.

Bad Debt Write Offs

38. There were 40 general write offs to the end of July 2013 and these totalled £2,580. In addition Client Finance has written off 48 debts totalling £34,074.
39. Cabinet are recommended to approve a debt write off totalling £25,395.61. This relates to an overpayment to a foster carer over a period of 17 months in 2009 and 2010. It is deemed to be more cost efficient to write off the debt now than to recover in instalments over a protracted period.

Treasury Management

40. The latest treasury management approved lending list (as at 21 August 2013) is shown in Annex 7. No new counterparties have been added to the lending list. The lending limits for the Morgan Stanley Money Market Fund and Federated Prime Rate Money Market Fund were both increased by £3m, to £5m and £12m respectively. These limits were increased to reflect the increased size of the funds.
41. The average in-house cash balance during July 2013 was £362.0m and the average rate of return for the month was 0.87%. The average cash balance during June 2013 was £384.9m and the average rate of return was 0.85%. The budgeted return for interest receivable on balances is £2.12m for 2013/14 and it is expected that this will be achieved.
42. During June the authorised lending limit of £25m for Lloyds TSB Bank Plc was exceeded by £6.5m as a result of unexpected receipts being

received, resulting in the balance on the Council's main bank account being higher than forecast for the day. The limit was exceeded for three days as the event occurred on a Friday. As a result of this the Council has foregone approximately £237 of interest as the Council were unable to invest the funds in an alternative way.

Part 2 – Balance Sheet

43. Annex 3 sets out earmarked reserves brought forward from 2012/13 and the forecast position as at 31 March 2014. These reserves are held for specified one – off projects, contractual commitments and to support the Medium Term Financial Plan.
44. As set out in the Provisional Outturn Report to Cabinet on 18 June 2013, revenue reserves were £84.075m at the end of 2012/13. These are forecast to reduce to £57.550m by 31 March 2014 a reduction of -£4.054m since the last report. The change from the last report includes the reduction of £2.574m in School Reserves from £27.235m to £24.661m as schools convert to academy status. The Adult Social Care Pooled Budget reserves have also reduced by £0.581m which reflects use to meet care packages. The change from the previous report also includes the transfer of the carry forward reserve to fund projects in Environment & Economy and the Chief Executive's Office, and a contribution to the Efficiency Reserve which was approved by Council on 9 July 2013.

Other Reserves

45. Other Reserves, which include Insurance, Capital and Cash flow reserves, are forecast to total £51.874m at 31 March 2014.
46. Annex 4 sets out that the forecast for general balances at 31 March 2014 is currently £14.350m. This position includes the forecast directorate overspend of +£5.830m and the supplementary estimate request relating to the Flood Defence Levy of £0.053m as set out in paragraph 36. It includes a planned contribution totalling £1.5m as set out in the Medium Term Financial Plan approved by Council in February 2013.

Part 3 – Capital Programme Monitoring

47. The capital monitoring position set out in Annex 8a, shows the forecast expenditure for 2013/14 is £74.6m (excluding schools local capital), an increase of £1.3m compared to the latest approved capital programme. The table below summarises the variations by directorate.

Directorate	Last Approved Programme *	Latest Forecast Expenditure	Variation
	£m	£m	£m
Children, Education & Families	33.4	33.6	+0.2
Social & Community Services	14.1	14.4	+0.3
Environment & Economy - Transport	23.2	23.9	+0.7
Environment & Economy - Other	1.6	1.6	0.0
Chief Executive's Office	1.0	1.1	+0.1
Total Directorate Programmes	73.3	74.6	+1.3
Schools Local Capital	3.8	3.8	0.0
Earmarked Reserves	1.0	1.0	0.0
Total Capital Programme	78.1	79.4	+1.3

* Approved by Cabinet 16 July 2013

48. Significant in-year variations for each directorate are listed in Annex 8b. New schemes and total programme/project budget changes requiring Cabinet approval are listed in Annex 8c.
49. In the Children, Education & Families programme the increase in year relates to the new inclusion of the total cost for the project at St Andrew's School, Chinnor which is funded from developer contributions and a transfer of funding from the Schools Structural Maintenance Programme.
50. The increase in the Social and Community Services programme is due to the inclusion of the Adult Social Care Management System (£1.2m in total) following a report to Cabinet in July 2013. This is funded from the Efficiency Reserve as a revenue contribution to capital.
51. In the Transport programme, the increase is due to a number of new schemes being added to the programme including, funding for the development work of a Park & Ride scheme in Bicester, a Green Road to Warneford Lane Cycle route, a Fairfax Road to Purcell Road Cycle route and a number of small developer funded schemes.

Actual & Committed Expenditure

52. As at the end of July actual capital expenditure for the year to date (excluding schools local spend) was £0.6m. This is 1% of the total forecast expenditure of £74.6m. Accruals raised at the end of 2012/13 are still being realised in 2013/14. Committed spend is 31% of the forecast.

Five Year Capital Programme Update

53. The total forecast 5-year capital programme (2013/14 to 2017/18) is now £363.4m, an increase of £3.3m compared to the last capital programme approved by Cabinet in July 2013. The table below summarises the variations by directorate and the main reasons for these variations are explained in the following paragraphs.

Directorate	Last Approved Total Programme (2013/14 to 2017/18) * £m	Latest Updated Total Programme (2013/14 to 2017/18) £m	Variation £m
Children, Education & Families	147.3	147.8	+0.5
Social & Community Services	30.9	32.1	+1.2
Environment & Economy - Transport	75.4	76.5	+1.1
Environment & Economy – Other	28.1	28.1	0.0
Chief Executive's Office	2.2	2.8	+0.6
Total Directorate Programmes	283.9	287.3	+3.4
Schools Local Capital	8.7	8.7	0.0
Earmarked Reserves	67.5	67.4	-0.1
Total Capital Programme	360.1	363.4	+3.3

* Approved by Cabinet 16 July 2013

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54. The variation in the overall Children, Education & Families programme is the result of the inclusion of developer contributions resources for the Badgemore School, Henley and St Andrew's School, Chinnor schemes.
55. The increase in the Social and Community and Transport programmes are explained in paragraphs 50 and 51 above.
56. There is a pressure on the Wheatley River Bridge scheme in the Transport programme of £0.550m due to the discovery that major concrete repairs are required and need to be addressed whilst the traffic management is in place.
57. It is proposed to meet this pressure from a reserve held within the earmarked reserves of the capital programme and is no longer required. Cabinet is asked to approve the funding for this cost pressure.
58. The Council has been successful in bidding for grant towards the following schemes:
 - £1.807m from the Targeted Basic Need programme for Bartholomew School.
 - £0.875m from the Targeted Basic Need programme for Faringdon Infant & Junior School.
 - £0.963m from the Demographic Growth Capital Fund for Frank Wise School.
 - £1.535m for the Dementia Friendly Environments National Pilot Programme.
59. Cabinet is recommended to approve the funding of for the cost pressure on the Wheatley River Bridge scheme and the inclusion of the grant funding listed in paragraph 58. If approved, these changes will be reflected in the full capital programme update that will be considered by Cabinet on 15 October 2013.

Part 4 – Fees & Charges

60. Cabinet is recommended to approve the revised charges for courses at Hill End Outdoor Education Centre which are set out in Annex 9. The charges relate to educational led sessions being run from 1 October 2013. These include a new course on the Second World War. This change is in response to the centre becoming self-financing, expanding their current provision and bringing their charges in line with other similar establishments.

RECOMMENDATIONS

61. The Cabinet is RECOMMENDED to:
 - (a) note the report;
 - (b) approve the virement requests set out in Annex 2a and the supplementary estimate requests set out in Annex 2e;
 - (c) approve the bad debt write off as set out in paragraph 39;
 - (d) note the updated Treasury Management lending list at Annex 7;
 - (e) approve changes to the Capital programme set out in Annex 8c and to approve the increase to the Wheatley River Bridge scheme of £0.550m to be funded from the earmarked reserves of the

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- capital programme as set out in paragraphs 56 and 57, and approve the inclusion of the grant funding set out in paragraph 58;
- (f) approve the changes to charges at Hill End Outdoor Education Centre as set out in Part 4 and Annex 9.

SUE SCANE

Assistant Chief Executive & Chief Finance Officer

Background papers: Directorate Financial Monitoring Reports June 2013 and 31 July 2013

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September 2013

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2013	Actual Expenditure (Net) July 2013	Variation to Budget July 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEF	Children, Education & Families											
	Gross Expenditure	466,056	0	-345	0	465,711	466,888	1,177	155,092	148,723	-6,369	G
	Gross Income	-360,855	0	361	0	-360,494	-360,494	0	-119,228	-128,457	-9,229	G
		105,201	0	16	0	105,217	106,394	1,177	35,865	20,266	-15,598	G
SCS	Social & Community Services											
	Gross Expenditure	248,298	0	-23,250	0	225,048	229,437	4,389	78,453	71,694	-6,760	G
	Gross Income	-41,382	0	23,194	0	-18,188	-18,947	-759	-9,487	-6,391	3,097	A
		206,916	0	-56	0	206,860	210,490	3,630	68,966	65,303	-3,663	G
EE	Environment & Economy											
	Gross Expenditure	141,002	702	118	0	141,822	142,775	953	52,708	43,558	-9,151	G
	Gross Income	-61,735	0	-1,089	0	-62,824	-62,824	0	-26,341	-26,335	6	G
		79,267	702	-971	0	78,998	79,951	953	26,368	17,222	-9,145	G
CEO	Chief Executive's Office											
	Gross Expenditure	30,237	92	2,506	0	32,835	32,968	133	12,024	12,465	441	G
	Gross Income	-9,675	0	-1,455	0	-11,130	-11,193	-63	-4,797	-5,280	-483	G
		20,562	92	1,051	0	21,705	21,775	70	7,226	7,185	-42	G
PH1	Public Health											
	Gross Expenditure	25,264	0	327	0	25,591	25,591	0	8,530	1,462	-7,068	G
	Gross Income	-25,264	0	-327	0	-25,591	-25,591	0	-8,530	-12,639	-4,108	G
		0	0	0	0	0	0	0	0	-11,176	-11,176	
	Less recharges to other directorates	-31,257				-31,257	-31,257	0			0	G
		31,257				31,257	31,257	0			0	G
	Directorate Expenditure Total	879,600	794	-20,644	0	859,750	866,402	6,652	306,808	277,902	-28,906	G
	Directorate Income Total	-467,654	0	20,684	0	-446,970	-447,792	-822	-168,383	-179,101	-10,718	G
	Directorate Total Net	411,946	794	40	0	412,780	418,610	5,830	138,425	98,800	-39,625	G

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income £000 (8)	Projected Year end Variation underspend - overspend + £000 (9)	Profiled Budget (Net) July 2013 £000 (10)	Actual Expenditure (Net) July 2013 £000 (11)	Variation to Budget July 2013 underspend - overspend + £000 (12)	Projected Year end Variance Traffic Light (13)
		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)						
(1)	(2)											
	Contributions to (+)/from (-)reserves	-1,818	-794	2,100		-512	-512	0				
	Contribution to (+)/from(-) balances	3,000		-1,500		1,500	-4,330	-5,830				
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0				
	Contingency	2,308				2,308	2,308	0				
	Capital Financing	35,271				35,271	35,271	0				
	Interest on Balances	-4,444				-4,444	-4,444	0				
	Additional funding to be allocated					0	0	0				
	Strategic Measures Budget	35,817	-794	600	0	35,623	29,793	-5,830				
	Government Grants	-17,083		-640		-17,723	-17,723	0				
	Council Tax	-4,763				-4,763	-4,763	0				
	Revenue Support Grant	-94,487				-94,487	-94,487	0				
	Business Rates Top-Up	-35,694				-35,694	-35,694	0				
	Business Rates From District Councils	-27,287				-27,287	-27,287	0				
	Council Tax Requirement	268,449	0	0	0	268,449	268,449	0				

KEY TO TRAFFIC LIGHTS

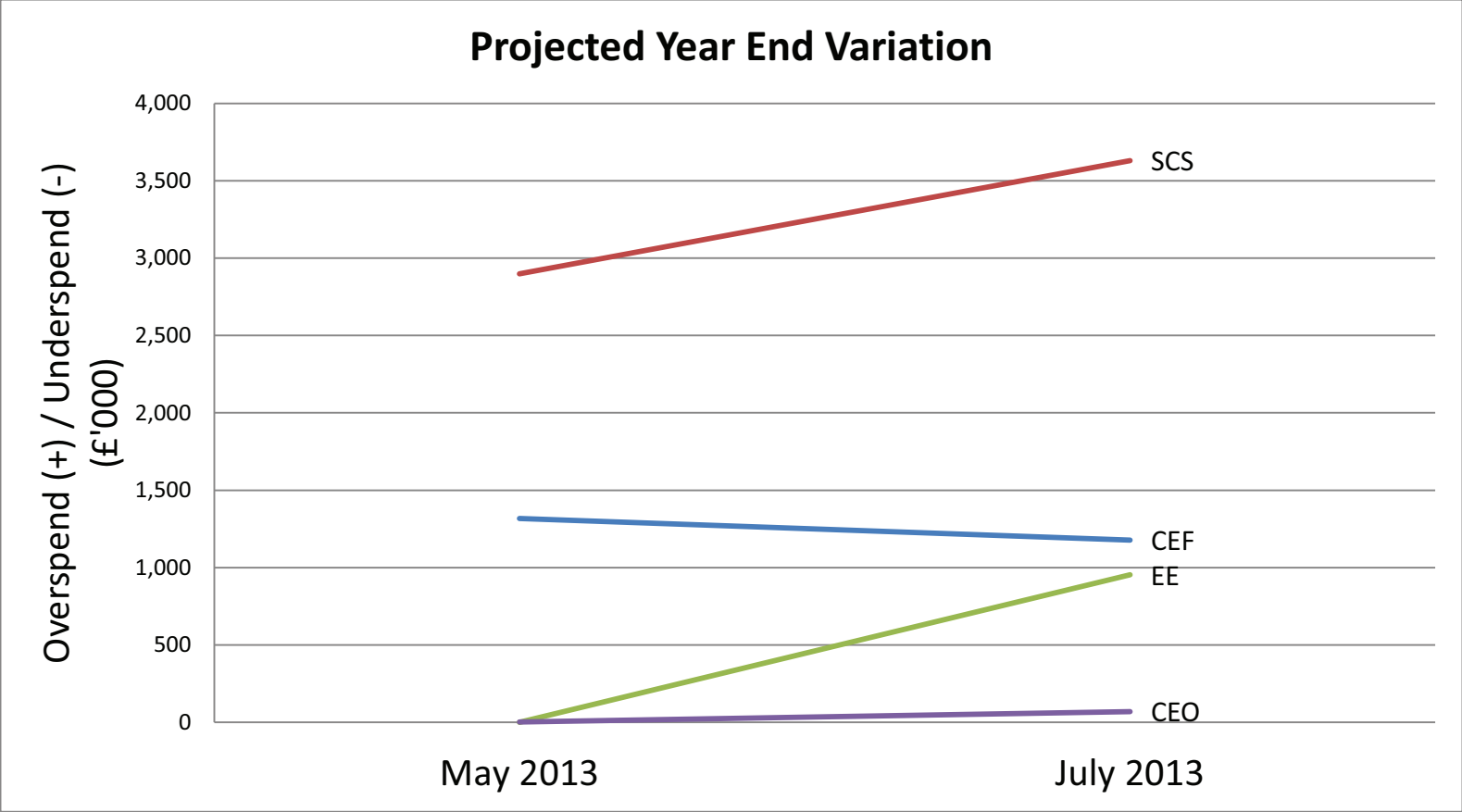
Balanced Scorecard Type of Indicator

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

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
Forecast Variation

Ref	Directorate	Projected Year end Variation	
		May 2013 underspend - overspend + £000	Jul 2013 underspend - overspend + £000
(1)	(2)		
CEF	Children, Education & Families		
	Gross Expenditure	1,318	1,177
	Gross Income	0	0
		1,318	1,177
SCS	Social & Community Services		
	Gross Expenditure	3,399	4,389
	Gross Income	-500	-759
		2,899	3,630
EE	Environment & Economy		
	Gross Expenditure	0	953
	Gross Income	0	0
		0	953
CEO	Chief Executive's Office		
	Gross Expenditure	80	133
	Gross Income	-78	-63
		2	70
PH1	Public Health		
	Gross Expenditure	0	0
	Gross Income	0	0
		0	0
	Less recharges to other directorates	0	0
		0	0
	Directorate Expenditure Total	4,797	6,652
	Directorate Income Total	-578	-822
	Directorate Total Net	4,219	5,830
	Change compared to May 2013		1,611

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
Trend Analysis of Forecast Variations reported to Cabinet



Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2013	Actual Expenditure (Net) July 2013	Variation to Budget July 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEF1	Education & Early Intervention											
	Gross Expenditure	95,429		2,751	0	98,180	97,467	-713	32,148	27,910	-4,237	G
	Gross Income	-45,485		-2,763	0	-48,248	-48,248	0	-15,468	-16,219	-751	G
		49,944	0	-12	0	49,932	49,219	-713	16,680	11,692	-4,988	G
CEF2	Children's Social Care											
	Gross Expenditure	54,256		63	0	54,319	56,164	1,845	17,991	16,175	-1,815	A
	Gross Income	-5,451		-40	0	-5,491	-5,491	0	-1,751	-1,676	75	G
		48,805	0	23	0	48,828	50,673	1,845	16,239	14,499	-1,740	A
CEF3	Children, Education & Families Central Costs											
	Gross Expenditure	6,150		-29	0	6,121	6,166	45	2,040	1,870	-170	G
	Gross Income	0		0	0	0	0	0	0	0	0	
		6,150	0	-29	0	6,121	6,166	45	2,040	1,870	-170	G
CEF4	Schools											
	Gross Expenditure	311,874		-3,130	0	308,744	308,744	0	102,914	102,768	-146	G
	Gross Income	-311,572		3,164	0	-308,408	-308,408	0	-102,008	-110,562	-8,554	G
		302	0	34	0	336	336	0	906	-7,794	-8,700	G
	Less recharges within directorate	-1,653				-1,653	-1,653	0			0	G
		1,653				1,653	1,653	0			0	G
	Directorate Expenditure Total	466,056	0	-345	0	465,711	466,888	1,177	155,092	148,723	-6,369	G
	Directorate Income Total	-360,855	0	361	0	-360,494	-360,494	0	-119,228	-128,457	-9,229	G
	Directorate Total Net	105,201	0	16	0	105,217	106,394	1,177	35,865	20,266	-15,598	G

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2013	Actual Expenditure (Net) July 2013	Variation to Budget July 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
SCS1	Adult Social Care											
	Gross Expenditure	219,364		-23,282	0	196,082	200,995	4,913	65,410	58,653	-6,757	A
	Gross Income	-47,438		23,201	0	-24,237	-24,996	-759	-8,079	-5,109	2,970	A
		171,926	0	-81	0	171,845	175,999	4,154	57,331	53,544	-3,787	A
SCS2	Community Safety											
	Gross Expenditure	3,837		80	0	3,917	3,772	-145	1,269	1,214	-55	A
	Gross Income	-1,243		-80	0	-1,323	-1,323	0	-441	-365	77	G
		2,594	0	0	0	2,594	2,449	-145	827	849	22	R
SCS3	Joint Commissioning											
	Gross Expenditure	9,772		10	0	9,782	9,282	-500	3,260	3,151	-109	R
	Gross Income	-2,691		15	0	-2,676	-2,676	0	-891	-832	59	G
		7,081	0	25	0	7,106	6,606	-500	2,369	2,319	-50	R
SCS4	Fire & Rescue and Emergency Planning											
	Gross Expenditure	25,600		-58	0	25,542	25,663	121	8,514	8,676	162	G
	Gross Income	-285		58	0	-227	-227	0	-76	-85	-9	G
		25,315	0	0	0	25,315	25,436	121	8,438	8,591	153	G
	Less recharges within directorate	-10,275				-10,275	-10,275	0			0	G
		10,275				10,275	10,275	0			0	G
	Directorate Expenditure Total	248,298	0	-23,250	0	225,048	229,437	4,389	78,453	71,694	-6,760	G
	Directorate Income Total	-41,382	0	23,194	0	-18,188	-18,947	-759	-9,487	-6,391	3,097	A
	Directorate Total Net	206,916	0	-56	0	206,860	210,490	3,630	68,966	65,303	-3,663	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

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

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Financial Monitoring and Business Strategy Delivery Report
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Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2013	Actual Expenditure (Net) July 2013	Variation to Budget July 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
EE1	Strategy and Infrastructure											
	Gross Expenditure	10,591	473	-143	0	10,921	10,974	53	3,674	3,200	-475	G
	Gross Income	-1,562		-420	0	-1,982	-1,982	0	-661	-1,462	-801	G
		9,029	473	-563	0	8,939	8,992	53	3,014	1,738	-1,276	G
EE2	Commercial Services											
	Gross Expenditure	96,681		581	0	97,262	97,982	720	32,421	19,928	-12,493	G
	Gross Income	-35,986		165	0	-35,821	-35,821	0	-11,940	-10,900	1,040	G
		60,695	0	746	0	61,441	62,161	720	20,481	9,028	-11,453	G
EE3	Oxfordshire Customer Services											
	Gross Expenditure	49,931	229	-320	0	49,840	50,020	180	16,613	20,430	3,817	G
	Gross Income	-40,388		-834	0	-41,222	-41,222	0	-13,740	-13,973	-233	G
		9,543	229	-1,154	0	8,618	8,798	180	2,873	6,457	3,584	A
	Less recharges within directorate	-16,201				-16,201	-16,201	0			0	G
		16,201				16,201	16,201	0			0	G
	Directorate Expenditure Total	141,002	702	118	0	141,822	142,775	953	52,708	43,558	-9,151	G
	Directorate Income Total	-61,735	0	-1,089	0	-62,824	-62,824	0	-26,341	-26,335	6	G
	Directorate Total Net	79,267	702	-971	0	78,998	79,951	953	26,368	17,222	-9,145	G

KEY TO TRAFFIC LIGHTS**Balanced Scorecard Type of Indicator**

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

Financial Monitoring and Business Strategy Delivery Report
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Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2013	Actual Expenditure (Net) July 2013	Variation to Budget July 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEO1	Chief Executive & Business Support											
	Gross Expenditure	1,461		0	0	1,461	1,451	-10	487	506	19	G
	Gross Income	-688		0	0	-688	-688	0	-229	-229	0	G
		773	0	0	0	773	763	-10	258	277	19	G
CEO2	Human Resources											
	Gross Expenditure	1,375	92	1,048	0	2,515	2,515	0	838	553	-286	G
	Gross Income	-1,234		0	0	-1,234	-1,234	0	-411	-437	-26	G
		141	92	1,048	0	1,281	1,281	0	427	115	-312	G
CEO3	Corporate Finance & Internal Audit											
	Gross Expenditure	2,534		0	0	2,534	2,516	-18	845	932	87	G
	Gross Income	-2,472		0	0	-2,472	-2,472	0	-824	-887	-63	G
		62	0	0	0	62	44	-18	21	45	24	R
CEO4	Law & Culture											
	Gross Expenditure	21,510		1,012	0	22,522	22,683	161	7,543	8,312	769	G
	Gross Income	-5,315		-1,009	0	-6,324	-6,387	-63	-2,153	-2,691	-539	G
		16,195	0	3	0	16,198	16,296	98	5,391	5,621	231	G
CEO5	Strategy & Communications											
	Gross Expenditure	3,399		446	0	3,845	3,845	0	1,282	1,159	-122	G
	Gross Income	-3,094		-446	0	-3,540	-3,540	0	-1,180	-1,035	145	G
		305	0	0	0	305	305	0	102	124	22	G
CEO6	Corporate & Democratic Core											
	Gross Expenditure	3,086		0	0	3,086	3,086	0	1,029	1,003	-26	G
	Gross Income	0		0	0	0	0	0	0	0	0	G
		3,086	0	0	0	3,086	3,086	0	1,029	1,003	-26	G
	Less recharges within directorate	-3,128				-3,128	-3,128	0			0	G
		3,128				3,128	3,128	0			0	G
	Directorate Expenditure Total	30,237	92	2,506	0	32,835	32,968	133	12,024	12,465	441	G
	Directorate Income Total	-9,675	0	-1,455	0	-11,130	-11,193	-63	-4,797	-5,280	-483	G
	Directorate Total Net	20,562	92	1,051	0	21,705	21,775	70	7,226	7,185	-42	G

KEY TO TRAFFIC LIGHTS**Balanced Scorecard Type of Indicator**

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

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Financial Monitoring and Business Strategy Delivery Report
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Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) July 2013	Actual Expenditure (Net) July 2013	Variation to Budget July 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	£000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
PH1	Public Health											
	Gross Expenditure	25,264		327	0	25,591	25,591	0	8,530	1,462	-7,068	G
	Gross Income	-25,264		-327	0	-25,591	-25,591	0	-8,530	-12,639	-4,108	G
		0	0	0	0	0	0	0	0	-11,176	-11,176	
	Less recharges within directorate	0 0				0 0	0 0	0 0			0 0	
	Directorate Expenditure Total	25,264	0	327	0	25,591	25,591	0	8,530	1,462	-7,068	G
	Directorate Income Total	-25,264	0	-327	0	-25,591	-25,591	0	-8,530	-12,639	-4,108	G
	Directorate Total Net	0	0	0	0	0	0	0	0	-11,176	-11,176	

KEY TO TRAFFIC LIGHTS**Balanced Scorecard Type of Indicator**

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

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013**

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Sept	Adjust income and expenditure budgets in line with latest Dedicated Schools Grant allocation	CEF4-1	Delegated Budgets	P	-12,120.3	12,120.3
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	P	-925.8	925.8
		Allocate budget to central administration team to support the new front line social workers in the Family Support & Assessment teams.	CEF2-1	Management & Central Costs (including admin and support service recharges)	P	304.3	0.0
			CEF2-3	Social Care	P	-304.3	0.0
		Update of Income and Expenditure budgets to reflect the 2013/14 budget allocation to the Roundabout Centre Daycare.	CEF1-3	Early Intervention	T	388.0	-388.0
		Education Funding Agency grant adjustment	CEF4-1	Delegated Budgets	P	426.8	-426.8
		Transfer of the Thriving Families Service to Early Intervention Service from Children's Social Care	CEF1-3	Early Intervention	P	1,923.9	0.0
			CEF2-3	Social Care	P	-1,923.9	0.0
EE	Sept	SALIX & Prudential Energy - Realign budgets to reflect actual activity	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	P	390.0	-390.0
		Transfer £0.500m from the Highways Maintenance patching budget to partially fund the pressure due to additional road defects	EE2-31 to EE2-35	Network & Asset Management (Excluding On/Off Street Parking and Park & Rides)	T	-500.0	0.0
			EE2-4	Highways & Transport Operations Delivery	T	500.0	0.0
SCS	Sept	Update to income and expenditure budgets to reflect Police & Crime Commissioner funding 2013/14	SCS2-1	Safer Communities	T	306.3	-306.3
Inter Directorate	Sept	Transfer of £0.702m to Learning & Development from Corporate Human Resources to fund the delivery of learning and development for the first quarter of 2013/14. Similar virements will be requested each quarter.	CEO2	Human Resources	T	-702.1	0.0
			EE3-6	Human Resources	T	702.1	0.0
	Sept	Transfer of the Corporate Contingency to Older People Pooled Budget	SCS1-1E	Older People Pooled Budget Contribution	T	2,300.0	
			SM	Strategic Measures	T	-2,300.0	
Grand Total						-11,535.0	11,535.0

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013**

VIREMENTS REQUIRING CABINET APPROVAL ACTIONED IN THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
EE	Jul	Create budget and Income target for CRB costs and recharges to help with monitoring	EE3-6	Human Resources	P	350.0	-350.0
		Realign LEP Budgets following Budget Sign Off	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	P	250.0	-250.0
SCS	Jun (Council approved on 9 July 2013)	Transfer of Non Pooled Equipment budgets to Equipment pool.	SCS1-1ABC	Older People Non Pool Services	P	-341.6	37.2
		Transfer of Non Pooled equipment budget to Equipment pooled budget as agreed for Older People (OP) pool expansion in June 2013	SCS1-1ABC	Older People Non Pool Services	P	304.4	0.0
		Transfer of Alert budgets to OP pool	SCS1-1ABC	Older People Non Pool Services	P	-2,928.0	0.0
		Transfer of Alert budget to OP pool - contribution to OP pool entries	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	2,928.0	0.0
		Transfer of Day Service budgets to OP pool	SCS1-1ABC	Older People Non Pool Services	P	-3,357.2	653.7
		Transfer of Day Services to OP pool - contribution to OP pool entries	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	2,703.5	0.0
		Transfer of Service Agreements to the OP Pool	SCS1-1ABC	Older People Non Pool Services	P	-2,385.8	19.1
		Transfer of Service Agreement budget to OP pool as per approval from cabinet on 18th June 2013	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	2,366.7	0.0
		Transfer of Brokerage budgets to OP pool	SCS1-1ABC	Older People Non Pool Services	P	-433.1	0.0
		Transfer of Brokerage cost centre to OP pool - contribution to OP pool entries	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	433.1	0.0
		Transfer of Social Work budgets to OP pool	SCS1-1ABC	Older People Non Pool Services	P	-11,472.6	421.0
		Transfer of Social Work (Salary)cost centre to OP pool - contribution to OP pool entries	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	11,051.6	0.0
		Transfer of ETMS (Electronic Time Monitoring System) budgets to OP pool	SCS1-1ABC	Older People Non Pool Services	P	-170.3	14.2
		Transfer of ETMS budget to OP pool - contribution to OP pool entries	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	156.1	0.0
		Virement of £50k to ASC (Adult Social Care) Information System (SKE663)	SCS1-1ABC	Older People Non Pool Services	P	0.0	0.0
		Transfer of OSJ Income budget to OP pool	SCS1-1ABC	Older People Non Pool Services	P	0.0	1,058.1
			SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	-1,058.1	0.0
		Transfer of client income budgets to OP pool	SCS1-1ABC	Older People Non Pool Services	P	-115.2	17,441.9
Transfer of client income budgets to OP pool - contribution to OP pool entries	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	-17,326.7	0.0		

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013**

VIREMENTS REQUIRING CABINET APPROVAL ACTIONED IN THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
SCS	Jun (Council approved on 9 July 2013)	Transfer Dementia Advisers funding of £40k to Dementia Strategy budget (SBE532) in OP pool	SCS1-1ABC	Older People Non Pool Services	P	-40.0	0.0
			SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	40.0	0.0
		Transfer budget from SKT470 (Service Development) to SBE525 (Respite) in OP pool as part of the OP Pool expansion work	SCS1-1ABC	Older People Non Pool Services	P	-12.2	0.0
			SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	12.2	0.0
		Transfer of Carers cost centre/ budgets to OP pool	SCS1-1ABC	Older People Non Pool Services	P	-1,308.4	0.0
		Transfer of Carers budget to OP pool - contribution to OP pool entries	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	1,308.4	0.0
		Transfer of Social Work (Salary) cost centre to OP pool - contribution to OP pool entries (SKT475SG99)	SCS1-1E	Older People and Equipment Pooled Budget Contributions	P	18.2	0.0
		Transfer of Social Work (Salary) cost centre to OP pool (SKT475SG99)	SCS1-1ABC	Older People Non Pool Services	P	-18.2	0.0
CEO	Jul	Set Registration Service budgets 2013/14	CEO4	Law & Culture	P	329.4	-329.4
		Update budget relating to Research & Major Programmes Unit to reflect new structure	CEO5	Strategy & Communications	P	452.8	-452.8
CEF	Jul	Adjust income and expenditure budgets in line with latest Dedicated Schools Grant allocation	CEF1-2	Additional & Special Educational Needs	P	518.1	-518.1
			CEF4-1	Delegated Budgets	P	-1,568.8	1,568.8
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	P	0.0	0.0
			CEF4-6	Higher Needs in Further Education Colleges	P	574.4	-574.4
		Separate the Placements budget in line with operational management responsibilities - Cross regional Commissioning budget to Corporate Parenting for 6 bed contract with wrap around support.	CEF2-2	Corporate Parenting	P	934.4	0.0
			CEF2-3	Social Care	P	-934.4	0.0
		Move budget for higher needs in further education colleges to sit with rest of special educational needs (SEN) budgets	CEF1-2	Additional & Special Educational Needs	P	2,169.1	-2,169.1
	CEF4-6	Higher Needs in Further Education Colleges	P	-2,169.1	2,169.1		
Grand Total						-18,739.2	18,739.2

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013**

Supplementary Estimates

SUPPLEMENTARY ESTIMATES REQUESTED THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
ID	Sept	Increased Flood Defence Levy in 2013/14	EE1-6	Flood Defence Levy	T	52.7	0.0
Grand Total						52.7	0.0

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
EARMARKED RESERVES

Earmarked Reserves	2013/14				May 2013 Balance at 31 March 2014 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
Revenue Reserves							
Schools' Reserves	27,235	-2,699	125	24,661	27,235	-2,574	Includes forecast of £1.613m transferring to schools who have converted to academy status.
Cross Directorate Reserves							
Vehicle and Equipment Reserve	2,780	-474	69	2,375	2,601	-226	Includes £1.334m to replace Fire and Rescue Vehicles and Equipment in future years
Grants and Contributions Reserve	11,873	-7,507	471	4,837	4,394	443	Includes a forecast balance of £2.257m of Dedicated Schools Grant at 31 March 2014. The Contributions from the reserve reflect proposals agreed by Schools & High Needs Committee on 26 June 2013.
ICT Projects	2,134	-1,205	0	929	929	0	To be used to fund ICT projects that span financial years including Framework-i in CE&F and the replacement for Oxfordshire Community Network
Total Cross Directorate	16,787	-9,186	540	8,141	7,924	217	
Directorate Reserves							
CE&F							
CE&F Commercial Services	1,027	-393	0	634	680	-46	To be used to support commercial services within CE&F. Includes Oxfordshire Children's Safeguarding Board (£0.263m) and Outdoor Education Centres (£0.127m).
Joint Working with Police	779	-507	0	272	43	229	To fund a two year project due to anticipated increase in referrals and work. Planned to be spent by October 2014.
School Intervention Fund	1,418	-1,363	0	55	0	55	For school improvement projects in line with Education Strategy. Planned to be spent in 2013/14.
Thriving Families	800	0	243	1,043	1,043	0	Will be used to fund Thriving Families project in 2013/14 and 2014/15 along with government grant.
Children's Social Care	195	-195	0	0	0	0	Balance of carry forwards from 2011/12 will be spent in 2013/14. Includes balance of funding for Framework-i developments post. volunteer co-ordinator post. work on adoption process and Corporate Parenting review.
Foster Carer Loans	225	0	17	242	242	0	To meet Children's Act loans write off and interest costs in future years.
Academies Conversion Support	600	-323	0	277	285	-8	To manage the costs arising in legal services, human resources, property, finance and other areas as a consequence of school conversions to academies, and to provide the opportunity to investigate and implement alternate trust structures for groups of schools considering conversion to academies.
School amalgamations	140	0	0	140	140	0	To fund costs incurred by the local authority associated with school amalgamations. These potential amalgamations include the merger of attached nurseries into the associated primary school and the merger of separate infant and junior schools into an all-through primary.
Staff Training & Development	258	-185	0	73	73	0	Balance of funding agreed by Council in February 2011 for training and staff development towards new ways of working following restructure within CE&F. Balance of apprentice carry forward funding. To be spent by 2014/15.
CE&F Pay Protection Costs	320	-107	0	213	213	0	To meet pay protection costs.
Early Intervention Service Reserve	850	-539	0	311	333	-22	To fund various projects with the Early Intervention Service and the replacement of equipment
Total CE&F	6,612	-3,612	260	3,260	3,052	208	

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
EARMARKED RESERVES

Earmarked Reserves	2013/14				May 2013 Balance at 31 March 2014 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
S&CS							
Older People Pooled Budget Reserve	7,469	-5,261	0	2,208	2,318	-110	To be used in future years as agreed by the Joint Management Group
Physical Disabilities Pooled Budget Reserve	1,311	-267	0	1,044	1,311	-267	To be used in future years as agreed by the Joint Management Group
Learning Disabilities Pooled Budget Reserve	204	-204	0	0	204	-204	To be used in future years as agreed by the Joint Management Group
Fire Control	803	-250	0	553	803	-250	This reserve holds the funding agreed on the fire control project (Oxfordshire/Berkshire/Buckinghamshire Fire Control Centre) and the Fire Link projects which will be used in future years.
Fire & Rescue & Emergency Planning Reserve	161	-30	0	131	161	-30	To be used for unbudgeted fire hydrant work and renewal of IT equipment
Community Safety Reserve	89	-74	0	15	15	0	This reserve will be used to for works at the Redbridge Gypsy and Travellers site and to support the cost of complex Trading Standards investigations.
Total S&CS	10,037	-6,086	0	3,951	4,812	-861	
E&E							
Highways and Transport Reserve	385	-352	0	33	33	0	Is being used to support the budget in 2013/14
Area Stewardship	862	-862	0	0	0	0	Remaining funding available for the Area Stewardship scheme
On Street Car Parking	2,232	-1,700	980	1,512	1,512	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.
Countryside Ascott Park - Historical Trail	20	0	1	21	21	0	
Carbon Reduction	60	-60	0	0	0	0	
SALIX Energy Schemes	20	0	0	20	20	0	To be used for energy saving schemes in the future
Dix Pit WRC Development	13	0	0	13	13	0	
Oxfordshire Waste Partnership Joint Reserve	133	0	0	133	133	0	This reserve holds the revenue proportion of the unutilised element of the performance reward grant secured by the Oxfordshire Waste Partnership (OWP)
Dix Pit Engineering Works & WRC Development	691	0	0	691	691	0	To fund engineering work at Dix Pit waste management site
Waste Management	3,249	-120	0	3,129	3,129	0	To fund financial liabilities due to the cessation of landfill site contracts, contribution to the capital programme with regard to waste recycling strategy and the of EfW architectural enhancements due to revised planning conditions.
Property Disposal Costs	227	0	0	227	227	0	To meet disposal costs in excess of the 4% eligible to be charged against capital receipts
Developer Funding (Revenue)	305	0	0	305	305	0	To meet the costs of monitoring Section 106 agreements
West End Partnership	86	-36	0	50	50	0	This reserve is to ring-fence funding relating to the West End Project
Catering Investment Fund (formerly FWT)	1,231	0	0	1,231	1,231	0	To be used to invest in the business plus a contingency for unforeseen costs
Asset Rationalisation	765	-565	0	200	200	0	Investment fund for the implementation of the asset rationalisation strategy
Minerals and Waste Project	191	-191	0	0	0	0	To fund the Minerals and Waste project
Joint Use (moved from CE&F)	552	0	0	552	552	0	Will be used to support the joint-use agreements with the district councils in future years.
LABGI Funding to support Local Enterprise Partnership (Moved from Corporate)	315	-171	0	144	144	0	This reserve contains LABGI funding that has been allocated by Cabinet to support the Local Enterprise Partnership that will be spent in 2013/14 and 2014/15. It is proposed to transfer this reserve to Environment & Economy from 2013/14.
OCS Development Reserves	2,228	-1,543	0	685	685	0	To be used to develop the Customer Service Centre and the Transforming Oxfordshire Customer Services Project
Money Management Reserve	150	0	0	150	150	0	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	241	0	0	241	241	0	This reserve is to ring-fence funding for the Oxfordshire & Buckinghamshire Partnership graduate teacher training programme
Total E&E	13,956	-5,600	981	9,337	9,337	0	

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
EARMARKED RESERVES

Earmarked Reserves	2013/14				May 2013 Balance at 31 March 2014 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
Chief Executive's Office							
Big Society Fund	90	-90	0	0	0	0	<p>Balance of the 2012/13 Big Society Fund that will be used in 2013/14 This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the qualification level that the current trainees have reached To support the project as it continues To support various projects that will be completed by 2014 This was used for the May 2013 election. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve. To be used for refurbishing the Registration buildings and facilities Of which £1.002m will be used to update software & hardware to maintain an effective library management system.</p>
CIPFA Trainees	58	0	0	58	58	0	
Change Management & New Ways of Working	135	0	0	135	135	0	
Coroner's Service	133	0	0	133	133	0	
Council Elections	536	-536	0	0	250	-250	
Registration Service	553	0	122	675	675	0	
Cultural Services Reserve	1,391	-141	191	1,441	1,441	0	
Total - CEO	2,896	-767	313	2,442	2,692	-250	
Directorate Reserves	33,501	-16,065	1,554	18,990	19,893	-903	
Corporate							
Carry Forward Reserve	3,168	-3,168	0	0	3,168	-3,168	
Efficiency Reserve	3,384	0	2,374	5,758	3,384	2,374	
Corporate Total	6,552	-3,168	2,374	5,758	6,552	-794	
Total Revenue Reserves	84,075	-31,118	4,593	57,550	61,604	-4,054	
Other Reserves							
Insurance Reserve	4,736	0	0	4,736	4,736	0	<p>This reserve has been established for the purpose of financing capital expenditure in future years This reserve has been established to facilitate, through forward funding, the timely provision of infrastructure that supports planned growth. This reserve was created as part of the 2008/09 budget setting process to meet the costs of borrowing for increased funding for the capital programme. Similar contributions are to be made each year with draw downs being required as costs are incurred.</p>
Capital Reserves							
Capital Reserve	18,419	0	0	18,419	18,419	0	
Rolling Fund Reserve	1,559	0	491	2,050	2,050	0	
Prudential Borrowing Reserve	6,326	0	950	7,276	7,276	0	
Total Capital Reserves	26,304	0	1,441	27,745	27,745	0	
Cash Flow Reserves							<p>The creation of a budget reserve was agreed as part of the 2009/10 budget setting process. This sum will be available to spend on a one-off basis in future years when there are limited resources available to allocate in the Medium Term Financial Plan. This reserve is being used to manage the cash flow implications of the variations to the Medium Term Financial Plan.</p>
Budget Reserve - 2009/10 to 2013/14	3,341	-3,341	0	0	0	0	
Budget Reserve - 2013/14 to 2016/17	17,211	-8,962	11,144	19,393	19,393	0	
Total Cash Flow Reserves	20,552	-12,303	11,144	19,393	19,393	0	
Total Other Reserves	51,592	-12,303	12,585	51,874	51,874	0	
Total Reserves	135,667	-43,421	17,178	109,424	113,478	-4,054	

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013
Year End Revenue Balances

Date	Forecast 2013/14 £m	£m	Budget 2013/14 £m
Outturn 2012/13	18,733		16,193
County Fund Balance	18,733	18,733	16,193
Planned Contribution to Balances	3,000	3,000	3,000
Planned Contribution from Balances	-1,500	-1,500	-1,500
Original forecast outturn position 2012/13	20,233		17,693
Additions			
Calls on balances deducted	0,000	0,000	0,000
Total calls on balances	0,000		-2,000
Automatic calls on/returns to balances			
Additional Strategic Measures	0,000	0,000	
Other Items	0,000	0,000	
Net Balances	20,233	20,233	15,693
Total Gross Expenditure Budget	898,655	898,655	408,616
Balances as a % of Gross Expenditure	2.25%	2.25%	3.84%
Net Balances	20,233		
Calls on / returns to balances agreed but not actioned			
	0,000	0,000	
Calls on / returns to balances requested in this report			
Increased Flood Defence Levy in 2013/14	-0,053	-0,053	
Forecast Overspend	0,000	0,000	
Forecast directorate overspend (as set out in Annex 1)	-5,830	-5,830	
	0,000	0,000	
Revised Outturn position	14,350	14,350	

Consolidated Revenue Balances

Outturn 2012/13 18,733
Less forecast year end balances as at May 2013 -20,233
Forecast movement on County Fund Balance -1,500

18,733
-20,233
-1,500

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013**

Ringfenced Government Grant Details - 2013/14

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
Children, Education & Families				
Ringfenced Grants				
Additional Grant for Schools	0.000	0.079		0.079
Adoption Improvement Grant (DfE)	0.000	0.417		0.417
Asylum UASC Fieldwork (reimbursement from Home Office)	0.795		-0.139	0.656
Children's Centres Payment by Results	0.000			0.000
Dedicated Schools Grant	312.927	-0.481	-13.045	299.401
Education Funding Agency	7.813		0.427	8.240
Intensive Interventions Programme (DfE)	0.200			0.200
Mathematics Specialist Teacher (MaST)	0.000			0.000
Music	0.631			0.631
National Citizen Service	0.309			0.309
Pupil Premium	9.636			9.636
Remand	0.171	-0.027		0.144
Youth Justice Board	0.876	-0.140		0.736
Sub total Ringfenced Grants	333.358	-0.152	-12.757	320.449
Unringfenced Grants				
Phonics and Moderation Funding (unringfenced)	0.000	0.040		0.040
Sub total Unringfenced Grants	0.000	0.040	0.000	0.040
Total Children, Education & Families	333.358	-0.112	-12.757	320.489

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013**

Ringfenced Government Grant Details - 2013/14

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
<u>Environment & Economy</u>				
<u>Strategy & Infrastructure</u>				
DCLG (Local Enterprise Partnership Funding)	0.125	0.125		0.250
English Heritage - Historic Landscape Project				0.000
<u>Commercial Services</u>				
Natural England - National Trails	0.230			0.230
<u>Oxfordshire Customer Services</u>				
Skills Funding Agency - Adult Education	3.854			3.854
Education Funding Agency (Formerly the YPLA)	0.270			0.270
Total Environment & Economy	4.479	0.125	0.000	4.604
Total	337.837	0.013	-12.757	325.093

Financial Monitoring and Business Strategy Delivery Report
CABINET - 17 September 2013

Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

Original Budget	Latest Budget		Forecast Variance July 2013	Forecast Variance June 2013	Change in Variance
£m	£m		£m	£m	£m
		Council Elements			
		Older People			
44.614	49.287	Care Homes	-0.374	-1.632	+1.258
22.047	25.610	Community Support Purchasing Budget	+1.947	+0.132	+1.815
15.173	19.800	Prevention & Early Support Services	-0.906	-0.884	-0.022
-4.800	-5.205	Efficiency Savings	+1.605	+5.205	-3.600
	12.122	Staffing & Infrastructure	+0.512	+0.453	+0.059
	-17.327	Client Income	-0.759	-0.500	-0.259
77.034	84.287	Total Older People	2.025	2.774	-0.749
		Physical Disabilities			
3.190	3.190	Care Homes	-0.013	+0.020	-0.033
8.120	8.971	Community Support Purchasing Budget	-0.034	-0.034	+0.000
11.310	12.161	Total Physical Disabilities	-0.047	-0.014	-0.033
0.832	1.505	Equipment	+0.903	+0.487	+0.416
66.976	67.070	Learning Disabilities	+1.273	+0.000	+1.273
66.976	67.070	Total Council Elements	+4.154	+3.247	+0.907

Financial Monitoring & Business Strategy Delivery Report
CABINET 17 September 2013
Oxfordshire County Council's Treasury Management Lending List
as at 21 August 2013

Counterparty Name	Lending Limits			
	Standard Limit £	Group Limit £	Group	Period Limit
<u>PENSION FUND Call Accounts / Money Market Funds</u>				
Santander UK plc - PF A/c				O/N
Lloyds TSB Bank plc - Callable Deposit A/c (OXFORDCCPEN)				12 mths
Royal Bank of Scotland Liquidity Select A/c				6 mths
Ignis Sterling Liquidity Fund - (Pension Fund)				6 mths
<u>Call Accounts / Money Market Funds</u>				
Santander UK plc - Main A/c	5,000,000	5,000,000	a	O/N
Close Brothers Ltd - 95 day notice A/c	10,000,000	10,000,000	d	100 days
Lloyds TSB Bank plc - Callable Deposit A/c	25,000,000	25,000,000	b	12 mths
Royal Bank of Scotland - Call A/c	10,000,000			6 mths
Svenska Handelsbanken - Call A/c	25,000,000	25,000,000	c	12 mths
Goldman Sachs Sterling Liquid Reserves Fund	25,000,000			6 mths
Deutsche Managed Sterling Fund	25,000,000			6 mths
Prime Rate	12,000,000			6 mths
Ignis Sterling Liquidity Fund - (County Council)	25,000,000			6 mths
Morgan Stanley Sterling Liquidity Fund	5,000,000			O/N
Legal and General Investment Management	25,000,000			6 mths
<u>Money Market Deposits</u>				
Santander UK plc Time Deposit Facility	5,000,000	5,000,000	a	O/N
Bank of Montreal	25,000,000			12 mths
Bank of Nova Scotia	25,000,000			12 mths
Barclays Bank Plc	15,000,000			6 mths
Canadian Imperial Bank of Commerce	25,000,000			12 mths
Close Brothers Ltd	10,000,000	10,000,000	d	100 days
Commonwealth Bank of Australia	25,000,000			12 mths
Credit Suisse	15,000,000			100 days
DBS Bank (Development Bank of Singapore)	25,000,000			12 mths
Debt Management Account Deposit Facility	100% Portfolio			6 mths
English, Welsh and Scottish Local Authorities (limit applies to individual authorities)	30,000,000			3 years
HSBC Bank plc	25,000,000			12 mths
JP Morgan Chase Bank	15,000,000			9 mths

**Financial Monitoring & Business Strategy Delivery Report
CABINET 17 September 2013**

**Oxfordshire County Council's Treasury Management Lending List
as at 21 August 2013**

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

Cabinet 17 September 2013
CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17

MONTHLY MONITORING REPORT- SUMMARY PAGE

Directorate	Latest Approved Capital Programme (Cabinet 16 July 2013)			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2013)		
	Current Year	Future Years	Total	Current Year	Future Years	Total	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Children, Education & Families 1 - OCC	33,375	113,872	147,247	33,609	114,178	147,787	234	306	540	1,838	9,185	5%	33%	34,821	-1,212	-3%
Social & Community Services	14,163	16,779	30,942	14,363	17,765	32,128	200	986	1,186	1,471	56	10%	11%	12,730	1,633	13%
Environment & Economy 1 - Transport	23,194	52,242	75,436	23,936	52,555	76,491	742	313	1,055	-2,726	12,552	-11%	41%	20,665	3,271	16%
Environment & Economy 2 - Other Property Development Programmes	1,605	26,464	28,069	1,605	26,464	28,069	0	0	0	-47	369	-3%	20%	6,378	-4,773	-75%
Chief Executive's Office	966	1,221	2,187	1,056	1,717	2,773	90	496	586	68	188	6%	24%	576	480	83%
Total Directorate Programmes	73,303	210,578	283,881	74,569	212,679	287,248	1,266	2,101	3,367	604	22,350	1%	31%	75,170	-601	-1%
Schools Local Capital	3,846	4,880	8,726	3,846	4,880	8,726	0	0	0	0	0	0%	0%	3,881	-35	-1%
Earmarked Reserves	1,000	66,492	67,492	1,000	66,350	67,350	0	-142	-142					1,000	0	0%
OVERALL TOTAL	78,149	281,950	360,099	79,415	283,909	363,324	1,266	1,959	3,225	604	22,350	1%	29%	80,051	-636	-1%

Cabinet 17 September 2013

CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17

In-year Expenditure Forecast Variations

Project / Programme Name	Previous 2013/14 Forecast* £'000s	Revised 2013/14 Forecast £'000s	Variation £'000s	Comments
Children, Education & Families Capital Programme				
Chinnor, St Andrew's (ED795)	32	723	691	ED795 Stage 2 approved. On-site. Draw down of budget provision for the projects below.
Existing Demographic Pupil Provision (Basic Needs Programme)	6,401	2,783	-3,618	
11/12 & 12/13 Basic Need Programme Completions	278	260	-18	
Cholsey - Expansion to 1.5FEE (ED783)	757	950	193	On site. Out of Tolerance - Asbestos related works.
Henley, Badgemore - (Phase 1) Expansion to 1FEE (ED803)	0	590	590	Stage 2 Approved - On-site.
Oxford, St Gregory - (Phase 1) New to 2FEE (ED823)	0	226	226	Stage 2 Approved - On-site.
Oxford, Orchard Meadow - (Phase 2) (ED819)	0	544	544	Stage 2 Approved - On-site.
Oxford, New Marston - (Phase 4) (ED798)	0	1,153	1,153	Stage 2 Approved - On-site.
Ambrosden, Five Acres (ED824)	0	130	130	Stage 2 Approved - On-site.
Oxford, Cutteslowe - (Phase 3) (ED796)	0	800	800	Stage 2 Approved - On-site.
School Structural Maintenance (inc Health & Safety)	5,397	4,940	-457	£0.457m transferred to Chinnor St Andrew's.
CE&F TOTAL IN-YEAR VARIATION			234	
Social And Community Services Capital Programme				
New Adult Social Care Management System (SC107)	0	200	200	Approved by Cabinet July 2013
S&CS TOTAL IN-YEAR VARIATION			200	
Environment & Economy - Highways & Transport Capital Programme				
Green Road-Warneford Lane Cycle Route	0	106	106	New scheme. LSTF revenue funded. Scope TBC at stage 1. Delivery must be in 2013/14.
Fairfax Rd/Purcell Rd Cycle Link	49	157	108	Works scheduled for Aug 13.
Bicester Park and Ride (project development)	0	300	300	Project development for a new scheme funded from the capital rolling fund.
Small developer funded schemes	669	890	228	New schemes - business cases approved
TRANSPORT TOTAL IN-YEAR VARIATION			742	
Chief Executive's Office Capital Programme				
Local Area Agreement Skills Reward Grant	0	40	40	Correction to approved budget allocation
Enterprise Zone Sustainable Transport Project	0	50	50	Cycleway improvements - Harwell Oxford to Didcot via Winaway funded from the Growing Places Fund
GEO TOTAL IN-YEAR VARIATION			90	
CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION			1,266	

*As approved by Cabinet 16 July 2013

Cabinet 17 September 2013
CAPITAL PROGRAMME: 2013 / 14 TO 2016 / 17
 New Schemes & Budget Changes

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Children, Education & Families Capital Programme				
Chinnor, St Andrew's (ED795)	78	844	766	ED795 Stage 2 approved. On-site. Draw down of budget provision for the projects below. On site. Out of Tolerance - Asbestos related works. Stage 2 Approved Stage 2 Approved Stage 2 Approved Stage 2 Approved Stage 2 Approved Stage 2 Approved Stage 2 Approved Stage 2 Approved Stage 2 Approved
Existing Demographic Pupil Provision (Basic Needs Programme)	32,384	27,722	-4,662	
11/12 & 12/13 Basic Need Programme Completions	6,899	6,881	-18	
Cholsey - Expansion to 1.5FE (ED783)	1,800	2,000	200	
Henley, Badgemore - (Phase 1) Expansion to 1FE (ED803)	58	698	640	
Oxford, St Gregory - (Phase 1) New to 2FE (ED823)	0	236	236	
Oxford, Orchard Meadow - (Phase 2) (ED819)	82	676	594	
Oxford, New Marston - (Phase 4) (ED798)	121	1,384	1,263	
Ambrosden, Five Acres (ED824)	0	140	140	
Oxford, Cutteslowe - (Phase 3) (ED796)	102	1,940	1,838	
School Structural Maintenance (Inc Health & Safety)	24,648	24,191	-457	£0.457m transferred to Chinnor St Andrew's.
CE&F TOTAL PROGRAMME SIZE VARIATION				
			540	
Social And Community Services Capital Programme				
New Adult Social Care Management System (SC:107)	0	1,186	1,186	Approved by Cabinet July 2013
S&CS TOTAL PROGRAMME SIZE VARIATION				
			1,186	
Environment & Economy - Highways & Transport Capital Programme				
Green Road-Warnerford Lane Cycle Route	0	106	106	New scheme. LSTF revenue funded. Scope TBC at stage 1. Delivery must be in 2013/14.
Woodstock Rd, ROQ (project development)	75	500	425	Stage 1 Business Case approved 9/7/13. £0.425m project delivery budget added. Carriageway maintenance work also required (separate funding). Construction start April 14.
Bicester Park and Ride (project development)	0	300	300	Project development for a new scheme funded from the capital rolling fund.
Integrated Transport Future Programme-LTP3	1,656	1,569	-87	
Small developer funded schemes	1,103	1,324	221	New schemes - business cases approved
Carriageway Schemes (non-principal roads)	11,904	12,034	130	Pressures across programme £0.210m contingency to be b/f and £0.130m transferred from Cholsey major scheme allocation (CAPB 22 July).
A415 Clifton Hampden	130	0	-130	Budget to be combined with Non-Principal Roads scheme (C&APB 22 July)
Footway Schemes	4,980	5,070	90	£0.090m increase in A329 near Waterloo Bridge scheme due to subsidence caused by rabbit burrows (approved by director for E&E) funded from subsidence reserve.
TRANSPORT TOTAL PROGRAMME SIZE VARIATION				
			1,055	
Chief Executive's Office Capital Programme				
Local Area Agreement Skills Reward Grant	87	185	98	Correction to approved budget allocation
Enterprise Zone Sustainable Transport Project	0	488	488	Cycleway improvements - Harwell Oxford to Didcot via Winaway funded from the Growing Places Fund
CEO TOTAL PROGRAMME SIZE VARIATION				
			586	
CAPITAL PROGRAMME TOTAL PROGRAMME SIZE VARIATION				
			3,367	

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Financial Monitoring & Business Strategy Delivery Report
CABINET 17 September 2013

CHILDREN, EDUCATION & FAMILIES - Fees & Charges 2013/14

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2013/14 Revised		% increase in fees or charges	Additional information	Expected Income 2012/13 Total £000	Expected Income 2013/14 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
CEF1-4 CEF1-41	Education Schools & Learning - Outdoor Education Centres		To cover average daily rate of staff and cover costs incurred To cover average daily rate of staff and cover costs incurred	Hill End (commercial charges) Educational Led Sessions (max 35 people) - Half Day Educational Led Sessions (max 35 people) - Full Day	01/04/2013	£90.00	01/10/2013	from £220	144.4%					EX
					01/04/2013	£182.00	01/10/2013	from £450	147.3%					EX
	Sub-Total Education										0	0	0	

Legal Position on charging

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

VAT Class

SR/EX	Standard Rate (20% 4 Jan 2011) / Charge stated excludes VAT
ZR	Zero Rated
NB	Non Business
EX	Exempt

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Division(s): N/A

CABINET – 17 September 2013

Service & Resource Planning 2014/15 to 2017/18

Report by the Assistant Chief Executive & Chief Finance Officer

Introduction

1. This report is the first in a series on the Service & Resource Planning process for 2014/15 to 2017/18, providing councillors with information on budget issues for 2014/15 and the medium term. The report presents the assumptions on which the existing Medium Term Financial Plan (MTFP) is based, known and potential financial issues for 2014/15 and beyond which impact on the existing MTFP, and proposes a process for Service & Resource Planning for 2014/15 including a timetable of events.
2. The Government's austerity measures have resulted in unprecedented cuts in local government funding over recent years. In response to these funding reductions the Council has made £127m of savings since the start of 2010/11, with a further £74m already planned, of which £43m are expected to be achieved in 2013/14. The Spending Round announcement in June this year (reported to Cabinet on 16 July 2013) confirmed continued significant reductions in Government spending until 2017/18, combined with downward pressure on council tax increases, putting a further squeeze on the Council's resources. This report provides a first look at the additional funding reductions and other budgetary pressures that the Council faces over the medium term.
3. The following annexes are attached to this report:

Annex 1a: Review of assumptions in the existing MTFP

Annex 1b: Previously agreed budget changes 2014/15 – 2016/17

Annex 2: Government consultations, announcements and other initiatives

Annex 3: Service & Resource Planning timetable for 2014/15

Assumptions in the existing Medium Term Financial Plan

4. The 2013/14 – 2016/17 Medium Term Financial Plan (MTFP) agreed by Council in February 2013 provides for 1% pay inflation, 3% contract inflation and zero for non-pay inflation in 2014/15, with increased provision for pay and non-pay inflation in later years.
5. The MTFP includes an additional £39m of on-going funding for demographic and other expenditure pressures added over the period 2014/15 – 2016/17,

offset by £31m of on-going savings to be delivered over the same period. Taken together with the £127m savings already achieved since 2010/11 and the £43m planned for 2013/14, this brings the savings total for the period 2010/11 to 2016/17 to £201m.

6. General funding (excluding council tax) is estimated to reduce by £30m to £127m a year by 2016/17, a reduction of 19% compared to 2013/14. Council tax increases of 2.5% in 2014/15 and 3.75% in each of the following two years are assumed in the MTFP.
7. Further details on the assumptions in the existing MTFP are provided in Annex 1a, and details of previously agreed budget changes (pressures and savings) for 2014/15 - 2016/17 are set out in Annex 1b.

Government consultations, announcements and other initiatives

8. In the Spending Round published in June 2013 the Government set out public spending totals for the financial year 2015/16. Details of this announcement and the implications for the Council were reported to Cabinet on 16 July 2013. Since then the Government has made a series of further related announcements and initiated a number of consultations which have financial implications for the Council. Other initiatives, not related to the Spending Round, also have financial implications for 2014/15 and beyond. These consultations, announcements and initiatives are summarised below, with more details provided in Annex 2.

Finance settlement technical issues

9. The Government is currently consulting on technical issues relating to the 2014/15 and 2015/16 Local Government Finance Settlements.
10. The consultation includes proposals for dealing with the further 1% reduction in local government resources for 2014/15 announced in the 2013 Budget. The 1% reduction equates to a £219m reduction in the local government spending control total for 2014/15. The Government also intends to increase the amount of 2014/15 Revenue Support Grant held back for safety net payments¹ from £25m to £120m and is consulting on whether to meet £50m of this by reducing the funding available for capitalisation².
11. The consultation covers the 2015/16 control total for Revenue Support Grant, together with the methodology the Government intends to use to calculate allocations at an individual local authority level. At a national level, Revenue Support Grant will be 24.2% less in 2015/16 than in 2014/15. From

¹ Safety net payments are made to local authorities experiencing significant reductions in business rates income.

² Capitalisation is the treatment of revenue costs as capital expenditure and allows these costs to be funded from borrowing or other capital resources. Capitalisation requires a direction by the Secretary of State for Communities and Local Government.

this reduced total the Government intends to topslice £1.1bn to fund the New Homes Bonus and £50m to meet safety net payments in 2015/16. The Government does not intend to apply the reduction equally to all elements of the Revenue Support Grant and sets out a proposed methodology in the consultation. This has consequences for the amount of Revenue Support Grant for 2015/16 that each authority will receive. The Government is also proposing to reduce 2015/16 Revenue Support Grant for those authorities that become too small to participate in the Carbon Reduction Commitment Scheme. Illustrative 2015/16 allocations will be published alongside the 2014/15 settlement later this year.

12. Although not obvious from the figures provided in the consultation document, it has been suggested by local authority networks that the 2015/16 Revenue Support Grant control total is much worse than indicated by the headline figures in the 2013 Spending Round because the grant has been cut in order to provide the “new” funding for initiatives such as the local government transformation fund and introducing the reforms to social care funding.

New Homes Bonus

13. In the report ‘Investing in Britain’s future’ the Government set out its plans for £400m of New Homes Bonus funding to transfer to the Single Local Growth Fund to be made available to Local Enterprise Partnerships and is currently consulting on a mechanism that will require that a proportion of the New Homes Bonus is pooled by local authorities.
14. The consultation includes two options for the pooling mechanism - an equal percentage of all New Homes Bonus allocations, or, in two-tier areas, requiring upper tier authorities (i.e. county councils) to surrender all of their New Homes Bonus, with the balance coming from the lower tier.

Use of capital receipts for revenue purposes

15. The Government is consulting on proposals to allow capital receipts from new asset sales to be used for one-off purposes to stimulate organisational change. This follows the announcement in ‘Investing in Britain’s Future’ that Government would be consulting on these flexibilities. The Government suggests a bid based competitive process and evaluation criteria for the bids are set out in the consultation.

Business rate pooling

16. The Government has published a revised Business Rates Retention Pooling Prospectus. This updates and replaces the existing Prospectus and provides a timetable for the 2014/15 process.
17. Under the Business Rates Retention Scheme, local authorities can formally seek designation as a pool. This allows the pool members to be treated as if

they were a single entity for the purposes of calculating tariffs, top-ups, levies and safety net payments.

18. For Oxfordshire, modelling suggests that it would be financially beneficial for the County Council to form a pool with the district councils that have business rate growth above the baseline and this is currently being explored. The deadline for agreeing a pool and informing the Department for Communities and Local Government is 31 October 2013.

Social Care Funding

19. In July 2013 the Government published 'Caring for our future: Consultation on reforming what and how people pay for their care and support'. The consultation follows on from the Government's acceptance of the Dilnot Commission's principles upon which the future funding of care and support should be based.
20. The consultation sets out the proposed reforms and seeks views on the practical detail of how these changes to the funding system should happen and be organised locally. As set out in the Spending Round, the Government will provide £335m in 2015/16 to cover the costs of preparing for implementing funding reform and the requirement to offer deferred payments for residential care.
21. The Government has written to local authorities to clarify the Spending Round settlement for care and support. The letter confirms that only £1.9bn of the Integration Transformation Fund (for health and social care joint working) is additional NHS funding and that £1bn of the funding will be linked to outcomes achieved. £50m capital funding within the Integration Transformation Fund is part of the £335m for implementing social care funding reform. Other costs arising from the Care Bill are said to be provided for within the Spending Round settlement already announced. The Government will pay £188m grant to local authorities in 2015/16 to meet the needs of Independent Living Fund users transferring to local authority responsibility.

Education and Schools Funding

22. The Council is in receipt of non- ringfenced Education Services Grant which provides for central education services for pupils in schools maintained by the Council and a separate element for residual statutory duties for pupils in both academies and maintained schools alike.
23. The total amount of Education Services Grant forecast for 2013/14 is now £8m compared to £9.1m that was assumed in the MTFP. Initial estimates are that the allocation for 2014/15 will reduce to £7m in total, depending on academy conversions through the remainder of 2013/14 and in 2014/15. This is a reduction of £2.1m compared to the current MTFP. Savings plans are in place to achieve £1.3m of this in 2014/15, with the remainder still to be found.

24. As reported to the Cabinet in July 2013, the Department for Education (DfE) has announced that national aggregate Education Services Grant allocations will be reduced by 20% from 2015/16. It is not yet clear how this will be achieved and a reduction of £1.4m in the Council's allocation has been assumed for planning purposes.
25. Following the implementation of substantial changes to school funding formulae for 2013/14, DfE is proposing some changes to the constraints for formulae for 2014/15. The key issue for schools in 2014/15 will be turbulence in school budget shares, with the most significant change arising from changes to the way attainment at the transfer of pupils from primary to secondary will be used in the formula. The Minimum Funding Guarantee will limit year-on-year reductions to no more than 1.5% of previous budget per pupil.
26. The DfE has yet to consult on the introduction of a national funding formula for schools in 2015/16, intended to address the unfair differences in funding between schools in different local authorities.

Pensions

27. There are a number of pension issues which will impact on the budget over the period of the medium term plan. These include the impact of auto-enrolment, the changes to the public sector pension schemes in 2014 and 2015, the results of the 2013 Valuation of the Local Government Pension Scheme and changes to the state pension arrangements.
28. The auto-enrolment changes impacted the County Council from February 2013 following the requirement to re-enrol all staff into their appropriate pension scheme, even when they had opted out previously. The latest figures suggest that around 50% of those auto-enrolled have remained in the scheme at an additional employer cost to the Council of £0.6m. There is a similar additional cost to be met from school delegated budgets. These figures need to be built into the base budget from 2014/15 onwards.
29. The Government is yet to confirm the full details of the changes to the public sector pension schemes due to be implemented from April 2015, including the fire and teacher pension schemes. As these are unfunded schemes, it is possible that all variations in costs arising from the changes will assist to reduce the current Government payments rather than impact on the Council's employer contribution rates.
30. For the Local Government Pension Scheme, the Government is currently in the process of finalising the detail around the changes, which will be implemented from April 2014. This will allow the impact of the changes to be included in the results of the current Valuation exercise, alongside the changes in the financial markets, membership profile etc. since the last Valuation. The Actuary is currently working on the data, and hopes to have

provisional results available later in the Autumn. At the present time, planning assumptions are that the current rate of 19.3% is retained.

31. The final known change is the implementation of a single state pension and the ending out of the current contracting out arrangements. This will impact both on individual employees and the Council who both lose their national insurance rebate. It is estimated that the additional national insurance cost to the Council will be £3.5m, with Oxfordshire schools facing a further pressure of £6m, from April 2016.

Potential funding reductions and other budgetary pressures

32. The report to Cabinet in July 2013 on the impact of the 2015/16 Central Government Spending Round set out the following implications for the Council's revenue funding:
- Restricting council tax increases for 2014/15 and 2015/16 to the 2% referendum limit would require on-going savings of £6.5m. Freezing council tax in each of those two years would require further on-going savings of £5.8m, plus an additional £5.8m if Freeze Grant funding is one-off.
 - The reduction in Revenue Support Grant for 2015/16 implied by the headline Spending Round figures was £1.9m worse than allowed for in the MTFP.
 - Specific grant funding for 2015/16, including reductions in Education Services Grant, top-slicing of part of the New Homes Bonus and a broad estimate for reductions in other grants, would be cut by £3.9m.
33. Since the publication of the Spending Round further information has come to light through Government consultations and announcements as set out above. This information indicates that the reduction in 2015/16 Revenue Support Grant is £4.2m worse than the headline figures suggested. There is also the potential for the New Homes Bonus grant to be lost altogether, adding a further £1.9m to the potential cut in specific grants. The lower base for the Education Service Grant indicates that a 20% reduction would be £1.4m and not £1.8m as previously anticipated.
34. The funding reductions for 2015/16 implied by the Spending Round are in addition to other known or potential pressures:
- In the 2013 Budget the Government announced an additional 1% reduction in local government resources for 2014/15 – it is estimated that the Council's Revenue Support Grant will be cut by a further £2.1m in that year as a result. The reductions in RSG for 2014/15 and 2015/16 will have a knock-on impact to RSG for future years and it is estimated that there will be a further £2.3m reduction compared to the

MTFP. Overall the shortfall in RSG compared to the MTFP is estimated to be £10.5m.

- The 2013/14 budget includes estimates for a number of specific grants where notifications had not been received before the budget was agreed in February 2013. Actual or anticipated shortfalls in allocations result in an estimated reduction of £2.6m for specific grants from 2014/15.
 - Changes to State Pension arrangements, as set out in paragraph 31 result in an estimated £3.5m pressure from the ending of the employers' National Insurance rebate in 2016/17. In addition, the introduction of pension auto-enrolment in 2013/14 is estimated to cost a further £0.6m as a result of more staff being part of the pension scheme.
 - The current MTFP provides additional funding for demography (increased client numbers, mainly due to the rise in the elderly population) up to 2015/16. It is estimated that a further £5m will need to be added in both 2016/17 and 2017/18 to cope with the rise in demand for adult social care services.
 - In the current MTFP part of the budget is being funded from earmarked reserves. This £7.3m of one-off funding needs replacing from 2017/18.
35. The following table summarises the budgetary pressures over the period 2014/15 – 2017/18. This excludes pressures that would arise from council tax increases that are lower than assumed within the current MTFP – these are addressed in paragraph 36 - 40.

	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Reductions in Revenue Support Grant	2.1	5.8	0.7	1.9	10.5
Specific grant reductions/top-slicing ³	2.6	4.8	0.6		8.0
Pensions auto-enrolment and ending of National Insurance rebate	0.6		3.5		4.1
Demography			5.0	5.0	10.0
Replace short-term funding in current MTFP				7.3	7.3
Total pressures (excluding those from council tax)	5.3	10.6	9.8	14.2	39.9

³ Assumes all of the New Homes Bonus is removed in 2015/16

36. Budgetary pressures from council tax depend on the extent to which increases are below the assumptions in the current MTFP. As set out in paragraph 6, the current MTFP assumes increases of 2.5% in 2014/15 and 3.75% in each of the following two years.
37. Council tax referendum limits have already been set for 2014/15 and 2015/16. In those years a council tax increase above 2% would trigger a referendum. Limits for future years are not yet known.
38. The Government will make available a grant equivalent to a 1% increase on 2013/14 Band D council tax levels to authorities that freeze or reduce their council tax in 2014/15 and 2015/16.
39. The following tables set out what additional pressures the Council would face if the council tax increase was restricted to 2% in each year of the MTFP and, alternatively, if council tax was frozen in 2014/15 and 2015/16 with an increase of 2% for the remaining years of the MTFP.

	2014/15	2015/16	2016/17	2017/18	Total
Percentage council tax increase	2%	2%	2%	2%	
Pressure (£m)	1.3	4.9	5.3	9.3	20.8

	2014/15	2015/16	2016/17	2017/18	Total
Percentage council tax increase ⁴	0%	0%	2%	2%	
Pressure (£m)	4.0	7.8	8.3	12.3	32.4

40. These tables provide a couple of scenarios to highlight the level of budgetary pressures arising from changing the council tax increase assumptions. If council tax increases in any of the four years are set somewhere between those assumed in the MTFP and 2% (as shown in the first example) the pressure would be less than the £20.8m indicated. A 1% change in council tax equates to £2.7m, with a small residual effect in subsequent years.

Service & Resource Planning Process

41. The Service & Resource Planning process this year will cover the four-year period 2014/15 to 2017/18 to align with the council tax and budget setting timeframe for the new administration.
42. 2014/15 is the final year of the four-year directorate business strategies first approved by Council in February 2011 and refreshed in the subsequent two years. It is proposed that a new over-arching business strategy for the Council for the period 2014/15 - 2017/18 is developed as part of this Service & Resource Planning round, underpinned by new directorate business strategies for the same period. As part of this exercise Directorates

⁴ Assumes Freeze Grant falls out after two years

will need to review their plans for delivering existing savings to ensure that these are still achievable, and put forward plans for managing the potential pressures outlined in paragraphs 32 - 40 above and any other emerging expenditure pressures.

43. The draft Local Government Finance Settlement is expected to be announced in mid/late November 2013 with the final settlement expected in late January 2014. This will confirm reductions to funding that are anticipated as set out in the table at paragraph 35.
44. The Performance Scrutiny Committee will meet to consider detailed budget proposals in mid-December 2013.
45. A timetable for the Service & Resource Planning process is attached at Annex 3.

Capital Programme Planning

46. The Council has a 10 year Capital Strategy which sets out the County Council's capital investment plans and explains how capital investment contributes to the Council's Vision and Priorities. It provides the framework for determining capital spending plans and the effective use of the Council's limited capital resources.
47. The Property Asset Management Plan and Transport Asset Management Plan underpin the capital strategy. The Property Asset Management Plan sets out the role of the Council's property assets in meeting strategic objectives and the business strategy. The Transport Asset Management Plan sets out the prioritisation for investment in highway infrastructure. These plans will be updated as part of the capital planning process.
48. The Council considers the capital investment and programming activity as an integral part of the Council's Service & Resource Planning process. This ensures that the creation of a new asset or investment in the existing assets and infrastructure network is justified through detailed business strategies and delivery models for the service.
49. The capital planning period will cover the four-year period 2014/15 to 2017/18. This will provide an additional year of funding in the capital programme.
50. The funding assumptions within the capital programme have been reviewed in light of the announcement within the 'Investing in Britain's Future' report of the creation of the Single Local Growth Fund for Local Enterprise Partnerships. The Council receives Integrated Transport Block funding of £4.4m in 2013/14 increasing to £6.3m in 2014/15. From 2015/16 onwards, this funding is being topsliced to fund the Single Local Growth Fund. This results in a loss of funding of £2.8m a year in the capital programme.

51. New capital investment pressures are currently emerging. Outline business cases are likely to be brought forward during the coming months to inform this process in October 2013. Councillors will also have further opportunities to contribute to capital prioritisation decisions through the Performance Scrutiny Committee meeting which will be held in December as part of the Service & Resource Planning process.

Equality and Inclusion Implications

52. The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise 'due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.'
53. There are no equality and inclusion implications arising directly from this report. Where any significant changes to services are proposed as part of the 2014/15 Service and Resource Planning process, a general assessment of the broad impact of new budget proposals will be undertaken ahead of the budget being set in February 2014, together with initial service-level assessments for all significant changes.

Financial and Legal Implications

54. This report is mostly concerned with finance and the implications are set out in the main body of the report. The Council is required under the Localism Act 2011 to set a council tax requirement for the authority. This report provides information which, when taken together with the future reports up to January 2014, will lead to the council tax requirement being agreed in February 2014.

RECOMMENDATION

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

(a) Note the report;

(b) Approve the Service and Resource Planning process for 2014/15.

SUE SCANE
Assistant Chief Executive & Chief Finance Officer

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September 2013

Review of Assumptions in the 2013/14 – 2016/17 Medium Term Financial Plan (MTFP)

Inflation

1. The table below sets out the inflation assumptions built into the current MTFP. These will need to be reviewed in agreeing the MTFP for 2014/15 to 2017/18.

Year	Pay	Non Pay	Contracts	In MTFP
2014/15	1.0%	0.0%	3.0%	£6.8m
2015/16	2.5%	2.0%	3.0%	£10.3m
2016/17	2.5%	2.0%	3.0%	£10.6m

2. In the 2013 Spending Round the Government announced that public sector pay rises will be limited to an average of 1% for 2015/16. CPI inflation was 2.8% in July 2013, down 0.1% from June 2013. The Bank of England continues to predict that it will fall back to 2% in the long run.

Previously Agreed Budget Changes

3. The MTFP includes savings, funding for demographic and other agreed pressures, and one-off pressures and savings which were approved by Council in February 2013.

Funding for demographic and other agreed pressures¹	2014/15 £m	2015/16 £m	2016/17 £m	Total £m
Children, Education & Families	-0.590			-0.590
Social & Community Services	7.192	2.800		9.992
Environment & Economy	1.778			1.778
Chief Executive's Office	-0.575			-0.575
Corporate	11.013	12.935	4.646	28.594
TOTAL	18.818	15.735	4.646	39.199

Savings	2014/15 £m	2015/16 £m	2016/17 £m	Total £m
Children, Education & Families	-3.252			-3.252
Social & Community Services	-11.129	-0.950	-1.950	-14.029
Environment & Economy	-6.634	-3.097	-1.875	-11.606
Chief Executive's Office	-0.213	-0.100	-0.100	-0.413
Corporate	-0.030	-0.727	-0.781	-1.538
TOTAL	-21.258	-4.874	-4.706	-30.838

One-Off Pressures and Savings¹	2014/15 £m	2015/16 £m	2016/17 £m	Total £m
Children, Education & Families				0
Social & Community Services	0.100	-0.400		-0.300
Environment & Economy	2.089	-1.989	-0.100	0
Chief Executive's Office				0
Corporate				0
TOTAL	2.189	-2.389	-0.100	-0.300

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

General Funding

4. The Council's general funding, other than from Council Tax (see below), comprises Revenue Support Grant, Business Rates Top-Up and Business Rates from District Councils (our local share). The MTFP assumes that Business Rates Top-Up and our local share of Business Rates both increase with inflation, whereas Revenue Support Grant (RSG) reduces over the medium term. For planning purposes, Revenue Support Grant estimates in the MTFP are based on indicative 2014/15 figures announced by the Government in February 2013, together with estimates for future years broadly consistent with the level of reductions seen in the 2010 Spending Review.
5. The following table shows the estimates for general funding (excluding Council Tax) included in the MTFP.

MTFP Estimates	2014/15	2015/16	2016/17
Business Rates Top-Up (£m)	36.789	37.782	38.954
Business Rates from District Councils (£m)	28.125	28.884	29.780
Business Rates Total (£m)	64.914	66.666	68.734
Percentage change from previous year	3.1%	2.7%	3.1%
Revenue Support Grant (£m)	81.539	69.243	58.512
Percentage change from previous year	-13.7%	-15.1%	-15.5%
Business Rates + RSG Total (£m)	146.453	135.909	127.246
Percentage change from previous year	-7.0%	-7.2%	-6.4%

Council Tax

6. The MTFP assumes Council Tax increases of 2.5% in 2014/15 and 3.75% in each of the following two years. A 1% change in council tax equates to £2.7m, with a small residual effect in subsequent years.

Taxbase

7. The MTFP assumes growth in the taxbase of 0.6% in 2014/15 and 0.75% in each of the following two years. A variation of +/-0.25% results in a gain/loss of £0.7m.

Previously agreed budget changes

Summary of Previously Agreed Pressures & Additional Funding

Directorate	2014/15 £'000	2015/16 £'000	2016/17 £'000	TOTAL £'000
Children, Education & Families	-590	0	0	-590
Social & Community Services	7,192	2,800	0	9,992
Environment & Economy	1,778	0	0	1,778
Chief Executive's Office	-575	0	0	-575
Corporate	11,013	12,935	4,646	28,594
Total Pressures	18,818	15,735	4,646	39,199

Summary of Previously Agreed Savings

Directorate	2014/15 £'000	2015/16 £'000	2016/17 £'000	TOTAL £'000
Children, Education & Families	-3,252	0	0	-3,252
Social & Community Services	-11,129	-950	-1,950	-14,029
Environment & Economy	-6,634	-3,097	-1,875	-11,606
Chief Executive's Office	-213	-100	-100	-413
Corporate	-30	-727	-781	-1,538
Total Savings	-21,258	-4,874	-4,706	-30,838

Summary of Previously Agreed One-Off Pressures & Savings

Directorate	2014/15 £'000	2015/16 £'000	2016/17 £'000	TOTAL £'000
Children, Education & Families	0	0	0	0
Social & Community Services	100	-400	0	-300
Environment & Economy	2,089	-1,989	-100	0
Chief Executive's Office	0	0	0	0
Total One- Off Pressures & Savings	2,189	-2,389	-100	-300

CE&F - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
CYPFP1	Pressures and Additional Funding Increased numbers of Learning Difficulties & Disabilities (LDD) children and young people arriving in county especially with Autistic Spectrum Conditions preventing the achievement of recruitment/income targets and adding to local pressures	10			10
CYPFP4	Southwark Judgement. In May 2009, the Court of Appeal issued the Southwark Judgement which has significant implications for the way children's services are delivered to homeless 16 and 17 year olds. The Judgement extends Local Authorities' duty of care for this group	200			200
13CEF10	Funding for Troubled Families programme in 2012/13 and 2013/14, falls out in 2014/15. This was funding to support the Government initiative.	-800			-800
	Total Pressures & Additional Funding - CE&F	-590	0	0	-590

CE&F - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	Savings				
CEF10	Early Years & Children's Centres	-500			-500
CEF15	School Improvement - reduce in line with national changes	-352			-352
CEF16	Outdoor Education Centres - move to self financing model	-100			-100
13CEF11	Underperforming School Leaders - accelerate the pace of improvement in School Leadership.	-120			-120
14CEF4	Children's Centres - Management savings	-800			-800
14CEF5	Schools converting to academy status reduce requirement for School Improvement service	-850			-850
14CEF6	Outcome of Corporate Parenting review of service area taking place during 2012/13	-180			-180
14CEF7	Remove previously agreed funding for Southwark Judgement (which obliges the Council to provide accommodation and support for homeless 16 and 17 year olds) as impact of judgement lower than anticipated	-200			-200
14CEF8	Reduce over provision in support levels to All Rights Exhausted clients (for failed asylum seekers).	-150			-150
	Total Savings - CE&F	-3,252	0	0	-3,252

SCS - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	Pressures and Additional Funding				
	<u>Adult Social Care</u>				
	<u>Older People</u>				
SCP16	Continuing Care - Reduction in additional activity as a result of improvement in the assessment and use of evidence to agree continuing health care eligibility under the national framework policy (Variation to previous year's plans)	-200			-200
SCP19	Future Demography - Older People - more people are living longer putting increasing pressure on budgets; this reflects the national situation	2,342	5,000		7,342
S3	Demography Increase - Older People - more people are living longer putting increasing pressure on budgets; this reflects the national situation	105			105
S31	Demographic pressures - due to improvements in healthcare there are more people with complex needs who are living longer putting increasing pressure on budgets; this reflects the national situation. In addition, the number of students with support needs arriving in Oxfordshire to study are increasing. This will be spent on external home support	164			164
14SCS1	Proposed agreement with the Oxfordshire Care Partnership will achieve £2.8m savings compared with the initial assumed savings of £3.8m.	500			500
14SCS2	Care Homes - impact in subsequent years of additional placements made in 2012 together with more complex care needs increasing the average cost of care.	700	-2,200		-1,500
	Subtotal Older People	3,611	2,800	0	6,411
	<u>Learning Disabilities</u>				
SCP30	Future Demography - numbers of people with learning disabilities are increasing due to longer life expectancy and people with complex physical and health needs surviving into adulthood. Both these factors mean that not only are numbers rising, but the amount of care and support individuals need is increasing	2,900			2,900
S14	Change to Independent Living Fund policy impacting on local authorities (Older People, Physical Disabilities and Learning Disabilities)	175			175
	Subtotal Learning Disabilities	3,075	0	0	3,075

SCS - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
S18	<u>Physical Disabilities</u> Additional demography - The calculation for demographic pressures for adults with a physical disability and or brain injury is below those forecast elsewhere and needs to be increased in line with the national average. A further element reflects an adjustment to demographic funding provided in the past.	206			206
	Subtotal Physical Disabilities	206	0	0	206
	Total Pressures and Additional Funding Adult Social Care	6,892	2,800	0	9,692
14SCS31	<u>Fire and Rescue</u> Fire & Rescue - National agreement regarding the rights of Retained Fire Fighters to join the pension scheme	200			200
	Total Pressures and Investments Fire and Rescue Service	200	0	0	200
	<u>Trading Standards</u>				
14SCS32	Trading Standards - Pressure arising from non achievable saving in MTFP re joint working	100			100
	Total Pressures and Investments - Trading Standards	100	0	0	100
	Total Pressures and Additional Funding - Community Safety	300	0	0	300
	Total Pressures and Additional Funding - S&CS	7,192	2,800	0	9,992

SCS - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	Savings				
	<u>Adult Social Care</u>				
	<u>Older People</u>				
SC38	Net savings from the Care Homes for Older People project having taken account of the costs of prudential borrowing (HOPS project phase 1 new build)	-3			-3
S4	Review of Oxfordshire Care Partnership - the Council is working with the Oxfordshire Care Partnership to explore ways of meeting long term care needs in a way which reduces the cost of providing services and leads to developments to achieve efficiencies	-884			-884
S39	£1m of expenditure on the Homes for Older People programme will be funded by other capital resources rather than prudential borrowing resulting in a saving on the borrowing costs for the directorate - on-going effect of saving made in 2012/13	2			2
SC22	A review of the servicing and maintenance of stairlifts, steplifts and through floor lifts	-13			-13
S5	Rephasing of Community Transport Saving originally agreed as £1.3m per annum from 2012/13.	-100			-100
S6	Limit Contract Inflation - work to keep costs of contracted services down by expecting providers to make efficiency savings in the costs of providing their services	-1,925			-1,925
S7	Older People - Savings from the Resource Allocation System - the Resource Allocation System (RAS) allocates personal budgets to service users. Efficiencies from the move to Self Directed Support and Personal Budgets will result in more efficient delivery of care	-391			-391
S8	Care Home Placement Reduction - potential savings from reducing the number of older people admitted to care homes and providing alternative services for people in their own homes. This will provide better outcomes for people as well as achieving efficiencies for the council	-490			-490
S31	The need for staff directly employed by the council is reduced as more people take up the option to arrange and purchase their own care through a personal budget	-51			-51
S33	Potential savings by limiting contract inflation - work to keep costs of contracted services down by expecting providers to make efficiency savings in the costs of providing their services	-52			-52

SCS - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
14SCS7	Greater use of assistive technology to enable more people to remain in their homes for longer and reduce the need for home support	-200	-250	-250	-700
14SCS8	Provide prevention services that encourage older or vulnerable people to remain independent and reduce their need for more expensive care services.		-500	-500	-1,000
14SCS9	Invest in early client intervention to reduce the cost of care	-1,500			-1,500
14SCS5	Older People's Pool to meet own pressures.	-1,150	2,200		1,050
14SCS21	Review of Older People's day services		-300		-300
14SCS22	Efficiencies in the provision of internal older people day services	-80			-80
14SCS26	Additional NHS Funding - Social Care transfer	500			500
14SCS26	Additional funding from White Paper to support better integrated care and support	-1,000			-1,000
	Total Savings - Older People	-7,337	1,150	-750	-6,937
S19	<u>Physical Disabilities</u> Physical Disabilities - Savings from Resource Allocation System - the Resource Allocation System allocates personal budgets to service users. Efficiencies from the move to Self Directed Support and Personal Budgets will result in more efficient delivery of care	-98			-98
14SCS12	More efficient delivery of care leading to reduced cost of Physical Disabilities Resource Allocation System	-100	-100	-200	-400
	Total Savings - Physical Disabilities	-198	-100	-200	-498
S9	<u>Learning Disabilities</u> Reduction in demographic pressures for Learning Disabilities - the predicted increase in funding for demography from previous years is slightly less than anticipated	-801			-801
SC71	Review of Internal Learning Disability Service - The plan to reduce funding to the internal supported living and day services by £1m over two years has partly been achieved through a management restructure. The remaining savings will now be achieved over three years through purchasing the service from external providers to enable the service to be provided more efficiently.	-250			-250

SCS - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
S16	Savings from Learning Disabilities Resource Allocation System - the Resource Allocation System allocates personal budgets to service users. Efficiencies from the move to Self Directed Support and Personal Budgets will result in more efficient delivery of care. We therefore aim to reduce people's personal budgets by approximately 12% over 4 years. Proposals are aimed at reducing reliance on paid services and reducing unit costs of services through a wide range of activities so that people continue to be able to meet their eligible needs within the reducing budget	-1,300			-1,300
S17	Learning Disabilities - Limit Contract Inflation - work to keep costs of contracted services down by expecting providers to make efficiency savings in the costs of providing their services	-309			-309
14SCS16	More efficient delivery of care leading to reduced cost of Learning Disabilities Resource Allocation System		-1,000	-1,000	-2,000
	Total Savings - Learning Disabilities	-2,660	-1,000	-1,000	-4,660
S20	<u>Mental Health</u> Potential savings from Oxfordshire & Buckinghamshire Mental Health service workforce as a result of the introduction of self directed support	-50			-50
S22	Keeping People Well - further efficiencies from 2012/13 - the creation of a pathway in day services that both prevents people becoming so unwell that they need to use adult social care services and promotes recovery so that people can self-manage their own care in the wider community	-150			-150
S23	Support to Independent Living - this will be managed by the creation of a housing pathway that supports people to move through from hospital to supported living to independent accommodation and makes the most efficient use of resources. The pathway pools adult social care, health and Supporting People investment in housing for people with mental health problems	-134			-134
	Total Savings - Mental Health	-334	0	0	-334
14SCS25	Joint Commissioning Review of Joint Commissioning (saving will be across CEF&SCS)	-500			-500
	Total Savings - Joint Commissioning	-500	0	0	-500

SCS - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
14SCS6	<u>All Client</u> Closer working with Health, generating efficiencies by pooling budgets and integrating care.		-1,000		-1,000
	Total Savings - All Client Groups	0	-1,000	0	-1,000
	Total Savings Adult Social Care	-11,029	-950	-1,950	-13,929
12CS19	<u>Trading Standards</u> Further savings to be achieved either through adopting an alternate model for provision of a Trading Standards Service (subject to options appraisal and approval) or through further reductions to be identified	-100			-100
	Total Trading Standards - Savings	-100	0	0	-100
	Total Savings Community Safety	-100	0	0	-100
	Total Savings - S&CS	-11,129	-950	-1,950	-14,029
14SCS17	One-Off Pressures/Savings Transport for Day Services. Charging for transport to day centres from April 2013 will not generate sufficient income. The outcome of the Corporate Review of Community Transport may identify savings and additional income in future years. £0.4m savings target has been re-scheduled. One-off pressure.	100	-400		-300
	Total One-Off Pressures/Savings - S&CS	100	-400	0	-300

E&E - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	Pressures and Additional Funding				
	<u>Strategy and Infrastructure</u>				
EE36	Assumed impact of loss of Local Authority Business Growth Incentives grant funding.	50			50
EE39	Carbon Reduction pressures due to change in government policy	45			45
EE41	Carbon Reduction Tax (street lighting and non - school properties)	73			73
14EE36	Fall out of one-off funding of £0.050m in 2013/14 to develop improved and joined up technical solutions to paying for journeys across Oxfordshire and beyond	-50			-50
	Total Pressures & Additional Funding -Strategy & Infrastructure	118	0	0	118
	<u>Commercial</u>				
EEP2	Parking Account to generate surplus to redistribute	25			25
EE13	Flood and extreme weather pressure	336			336
Waste	Landfill Allowance Trading Scheme (LATS) purchase/fines as per previous tonnage & market assumptions	144			144
Waste	LATS & Landfill Tax Adjustment	1,456			1,456
EE35	Waste Treatment Procurement - Fall out of one-off funding in 2013/14 to provide for delay in operational implementation of Energy from Waste Facility.	-978			-978
14EE1	Reduction in the planned drawdown on the Parking Account from 2014/15 to reflect the balance expected to be available for use.	500			500
	Total Pressures and Additional Funding - Commercial	1,483	0	0	1,483

E&E - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	<u>Oxfordshire Customer Services</u>				
CCP2	Changes to ICT maintenance requirements	96			96
CCP5	Increased demand on Oxfordshire Community Network (OCN)	75			75
CCP8	Telephony maintenance	6			6
	Total Pressures & Additional Funding- Oxfordshire Customer Services	177	0	0	177
	Total Pressures and Additional Funding - E&E	1,778	0	0	1,778

E&E - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	Savings				
	<u>Strategy & Infrastructure</u>				
EE6	Policy & Strategy activity reduced until 2013/14 - reduction falls out in 2014/15	155			155
EE3	Remove additional external funding assumed to be received until 2013/14 (relating to road adoptions)	100			100
EE15	Reduce Section 42 payments	-10			-10
EE30	Schools' contribution (20% top slicing energy efficiency)	-33			-33
14EE4	Increased efficiency on administration for road adoptions	-100			-100
14EE27	Reduction in rates due to reduction in property portfolio (link to asset rationalisation programme)	-100			-100
14EE32	Further rationalisation of our property portfolio dependent on capital investment		-200		-200
14EE11	Reduction in policy & strategy activity	-155			-155
	Total Savings Strategy & Infrastructure	-143	-200	-250	-593
	<u>Commercial</u>				
EE11	Increase charge for residents' & other permits - implemented on 15 August 2011 Updated contribution to (+)/from (-) On & Off Street Parking Account following: a) re-introduction of street parking charges b) re-introduction of charges at the County Council's park and ride car parks.	-25			-25
EE14	Increase part night lighting by 28,000 units (2 phases of £14,000 units) and decommission areas of lighting - subsequently removed as saving could not be achieved.	-1,073			-1,073
EE9	Reduce levels of Bus Subsidy through contract efficiency	-250			-250
NS1 & 2	On-going impact of changes in park and ride parking charging policies - Long stay charging, facility income and on street parking charges	-100			-100

E&E - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
NP1	Energy cost pressures - Street Lighting - impact of energy cost inflationary pressures estimated at 50% over 5 years (inflationary pressure 15% 2012/13 10% thereafter)	217			217
Waste	Landfill Tax escalator - reduction in pressure reflecting increase diversion from landfill disposal. Assumes £80/tonne in 2014/15.	1,110			1,110
Waste EE34/EE49	LATS & Landfill Tax Adjustment	-1,456			-1,456
EE51	Revised Waste Recycling Centre Strategy - as agreed and publicised earlier in 2011 (Impact of retaining Redbridge at weekends and on bank holidays).	-208			-208
EE52	Restructuring of Planning, Planning Implementation and Economic Development teams	-76			-76
EE57	Countryside Service - reduction in service level	-13			-13
EE59	Reduction in grants to external groups (waste management)	-117			-117
EE63	Waste Management - review financial incentives to Waste Collection Authorities	-600			-600
EE64	Income Generation (countryside)	-10			-10
EE31	Income Generation (waste management)	-20			-20
EE33	Directorate contribution (20% top slicing energy efficiency)	-14			-14
NR5	On-going effect of saving in 2013/14 for Carbon Management (reduced carbon allowances from 3% reduction)	2			2
NS5	Transition to Community Infrastructure Levy (CIL)	-100			-100
NS-D1	Landfill Allowance Trading Scheme (LATS) budget - reduce by 50% the budget available for LATS due to better waste performance - substantial element is temporary for 2-years as it forms part of the Value for Money valuation for the Waste Treatment contract.	325			325
NP2	Increased realisation of Portfolio Reduction savings (net of dilapidation costs & requires business case approval in 2012/13)	-450			-450
EE40	Energy Reduction - Revenue investment	-250			-250
EE43	Adjustment to reduce Repairs & Maintenance by 40% overall until 2012/13 falls out in 2013/14.	180			180
14EE3	On-going effect of saving in 2013/14 through reduction in operational costs through Strategic Management of Property	5			5
	Oxfordshire Waste Partnership -phased withdrawal of non-statutory waste incentives	384	-232	-213	-61

E&E - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
14EE5	Estimated Carillion and Capita Symonds facilities management contract savings	-120	-100	-20	-240
14EE6	Highways contract management savings	-250	-80		-80
14EE7	Introduce day time car parking charges at the County Council park and ride locations				-250
14EE9b	Refocus of Area Stewards Fund for Road Maintenance	-1,090			-1,090
14EE8	Reduce Bulking and Haulage contract costs - resulting from planned opening of the new waste management facility		-300		-300
14EE10	Reduction in road patching work and pre-planned surface maintenance schemes		-700	-310	-1,010
14EE26	Further savings from Facilities Management contract dependent on experience of phase 1 of contract			-175	-175
14EE34	Reintroduce maintenance 'holiday' to non-school property - suspension of non-statutory property maintenance work		-200	-707	-907
	Total Savings Commercial	-4,099	-1,612	-1,425	-7,136
	<u>Oxfordshire Customer Services</u>				
CS4	20% reduction in staffing establishment over 4 years	-151			-151
CS5	20% reduction of Learning & Development budget over 4 years	-37			-37
CS8	Reduction in establishment following implementation of the Business Strategy	-99			-99
CS11	Review of ICT staff structure	-74			-74
CS13	Reduced refresh of desktops & laptops, extension of replacement schedule, virtualisation of the desktop estate				
CC12	Revision to Customer Services Centre project savings targets - OCS Management Team budget	19			19
CS16	Additional Customer Services Centre project savings - Customer Services Centre budget	-19			-19
CC18	Savings resulting from a review of Procurement Services	-30			-30

E&E - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
NP7	Pressure on existing OCN services - Cost of schools pursuing other solutions to the Councils Oxfordshire Community Network (OCN) which would result in a loss of income.	213			213
NS7	OxOnline Project (replacement of OCN infrastructure) - Reduced revenue operating costs.	-564			-564
NS-E1	Telephony Strategy (assumes all budgets transfer to ICT) - Reduced reliance of fixed line desk based telephony.	-200			-200
NS-F1	The New OCS Operating Model - Extending the model for Human Resources and Finance.	-150			-150
14EE19	ICT infrastructure maintenance reduction enabled through reduced need and tighter control in costs	-96			-96
14EE20	Reduction in Oxfordshire Community Network (OCN) contract payment & telephony maintenance	-294			-294
14EE21	Remove schools service provision subsidy - application of full overhead costs	-250			-250
14EE22	Removing/ rationalising ICT applications which reduces maintenance costs		-150	-150	-300
14EE23	Application of full overhead costs to the Pension Fund	-160			-160
14EE24	Reduce HR & Finance staff in line with projected downsizing of organisation		-300		-300
14EE28	Removal and recycling of ICT Hardware	-50			-100
14EE29	ICT reductions associated with data centre - Movement to "Cloud" allows reductions in staff and maintenance		-290		-290
14EE30	Externalise or cease non-mandatory HR/Finance activities - staff reductions		-145		-145
14EE31	Consolidate and out source print services	-250			-250
14EE33	ICT reductions based on property rationalisation	-200	-400		-600
	Total Savings Oxfordshire Customer Services	-2,392	-1,285	-200	-3,877
	Total Savings - E&E	-6,634	-3,097	-1,875	-11,606

E&E - Previously Agreed Budget Changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	One-Off Pressures/Savings				
	<u>Strategy and Infrastructure</u>				
14EE15	Asset Rationalisation re-profiling of pressure.	250	-250		0
14EE16	Economic Development & Growth - Increased capacity to gather business intelligence and help address barriers to growth.			-100	-100
	Total One-Off Pressures/Savings - Strategy & Infrastructure	250	-250	-100	-100
	<u>Commercial Services</u>				
14EE12	Public Transport contracts saving - More income has been realised in 2012/13 resulting in a re-profiling of future years' income	250			250
14EE13	Bridges Investigation - Improved information required on the condition of our bridges to ensure their safety.	-350			-350
14EE17	Bridges investigation - fund from reserves	350			350
14EE14	Waste Treatment Facility slippage on the original implementation date.	489	-489	0	0
	Total One-Off Pressures/Savings - Commercial Services	739	-489	0	250
	<u>Oxfordshire Customer Services</u>				
14EE34	Procurement costs of externalisation of customer services	750	-750		0
14EE35	OCC Data Centre - Investment to secure the transition to Cloud	350	-500		-150
	Total One-Off Pressures/Savings - Oxfordshire Customer Services	1,100	-1,250	0	-150
	Total One-Off Pressures/Savings - E&E	2,089	-1,989	-100	0

CEO - previously agreed budget changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	Pressures and Additional Funding				
SCP3	Library transformation programme: Introduction of self service (Radio Frequency Identification). Variation in cost of prudential borrowing.	-1			-1
12CEP1	Transfer of coroners officers from Thames Valley Police - existing budgetary provision (09CC31) will be inadequate when the Council has to fully fund the Coroner's officers in 2014/15.	56			56
13CEO5	Big Society Fund - further contribution to increase fund to £1m over 2 years. This will be used to support community projects in accordance with the criteria for the use of the Fund.	-300			-300
14CE09	Additional one-off funding for Big Society in 2013/14	-330			-330
	Total Pressures and Additional Funding - CEO	-575	0	0	-575
	Savings				
14CEO5	Reduce Oxford Inspires budget	-25			-25
14CEO7	Reduce staffing and office costs from CEO Office		-100	-100	-200
12CES7	Internal Audit - Collaboration with Buckinghamshire County Council	-35			-35
12CES11	Reduce number of council members from 74 to 64 following the 2013 county council elections.	-11			-11
12COS8/ 13SCS10	Restructure libraries network, including mobile library network; reduce management and professional staff; savings from the introduction of RFID self-service. Amendment to planned savings to reflect public consultation agreed by Cabinet on 12 December 2011	-130			-130
12COS3	History Service: restructure; reduce staffing and combine resources at St Luke's	-12			-12
	Total Savings - CEO	-213	-100	-100	-413

Cross Directorate and Corporate - previously agreed budget changes

Reference	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
	Inflation savings (lower base)	-1,250			-1,250
	Contribution to/from reserves	1,196			1,196
	Changes to un-ringfenced grants	-650			-650
	Other Strategic Measures	2,309			2,309
	Inflation - 1.5% pay inflation saving & 2.0% non pay inflation saving for two years	-3,500			-3,500
	Strategic Measures	-256	-170	-177	-603
	New Homes Bonus - Add to Revenue Funding Stream	-637	-555	-600	-1,792
	Collection fund - excess surplus in 2013/14	2,763			2,763
	Business rates - amount above baseline	-4	-3	-4	-11
	Final settlement differences on RSG, Top-Up and NHB topslice	-1	1		0
	Total Corporate Savings	-30	-727	-781	-1,538

Government consultations, announcements and other initiatives

Finance settlement technical issues

1. On 25 July 2013 the Government initiated a consultation on a range of detailed and technical issues concerning the 2014/15 and 2015/16 Local Government Finance Settlements. The closing date of the consultation is 2 October 2013.
2. Since publishing illustrative 2014/15 figures alongside the 2013/14 settlement in February 2013, the Government announced in the 2013 Budget that a reduction of 1% would be made from the local government spending control total. This equates to a further £218.9m reduction in the national total for 2014/15. The consultation covers changes to the illustrative 2014/15 figures as a result of the announcement.
3. Under the Business Rates Retention Scheme, the element of the spending control total that comes from the local share of business rates is fixed until 2020, so the full reduction will need to be applied to the element of funding that is provided through Revenue Support Grant. The Council Tax Freeze Compensation element of Revenue Support Grant will not be reduced, resulting in a 1.78% reduction in the 2014/15 control total for each of the remaining elements compared to the illustrative totals previously announced.
4. The consultation proposes an increase in the amount needed to be held back to ensure sufficient funding for safety net payments to local authorities. Safety net payments protect local authorities from significant reductions in their income from business rates. Based on estimates from local authority returns, in addition to the £25m already planned to be held back in 2014/15, the Government considers that it will need to hold back an additional £95m (i.e. £120m in total). It proposes to reduce the funding available for capitalisation in 2014/15 from £100m to £50m, using the £50m released to fund safety net payments to reduce the size of the safety net hold back.
5. The Spending Round set out the control total for local government resources for 2015/16. The consultation covers the 2015/16 control total for Revenue Support Grant, together with the methodology the Government intends to use to calculate Revenue Support Grant at an individual local authority level for 2015/16. The Government intends to publish illustrative 2015/16 allocations alongside the 2014/15 settlement later this year.
6. As for 2014/15, the full reduction in resources for 2015/16 will need to be applied to Revenue Support Grant. At a national level, Revenue Support Grant will be 24.2% less in 2015/16 than in 2014/15. From this total the Government intends to take out £1.1bn to fund the New Homes Bonus. Any unused element of the topslice will be returned to local authorities in proportion to their 2013/14 Start-Up Funding Assessments during the 2015/16 financial year. Provisional allocations of the New Homes Bonus will be provided at the time of the provisional 2015/16 Local Government Finance Settlement. In addition to the New Homes Bonus topslice, the Government intends to hold back £50m to meet safety net payments in 2015/16.

7. The Government proposes not to apply the reduction in 2015/16 Revenue Support Grant equally to all elements of the Revenue Support Grant. For grants rolled in to the Start-Up Funding Assessment in 2013/14, control totals will be set in line with the changes over the 2010 Spending Review period. This means that 2011/12 Council Tax Freeze Compensation, Homelessness Prevention Funding, Lead Local Flood Authority Funding and Learning Disability and Health Reform Funding will remain unchanged in cash terms from their original amounts and Early Intervention Funding will be reduced by 8.5%. The Government also proposes to keep the total level of the localised council tax support funding unchanged in cash terms from its 2014/15 total level. As in the 2014/15 Settlement, there is no separately identifiable amount for localised council tax support at a local authority level since this has been subsumed within the various tier/sector funding elements. The 2013/14 Council Tax Freeze Grant will be rolled into Revenue Support grant from 2015/16 and the amount protected in cash terms. Council Tax Freeze Compensation for 2013/14 will be distributed so that authorities that accepted the freeze will receive the compensation but those that did not accept the freeze (including this Council) will not. All of these proposals will affect the distribution of the 2015/16 Revenue Support Grant and hence the amount of grant received by each authority.
8. As part of Government's simplification of the Carbon Reduction Commitment Energy Efficiency Scheme all state funded English schools will be withdrawn from participating in Phase 2 of the Scheme. Some local authorities (including the County Council) will become too small to participate in the Scheme and it is proposed that their 2015/16 Local Government Finance Settlements will be adjusted to compensate the loss of tax revenue to the Exchequer. The Council would lose Revenue Support Grant if this proposal goes ahead, the extent to which depends on the methodology adopted.
9. Although not obvious from the figures provided in the consultation document, it has been suggested by local authority networks that the 2015/16 Revenue Support Grant control total is much worse than indicated by the headline figures in the 2013 Spending Round because the grant has been cut in order to provide the "new" funding for initiatives such as the local government transformation fund and introducing the reforms to social care funding.

New Homes Bonus

10. New Homes Bonus grant is paid to local authorities to provide an incentive to build houses. In two-tier areas such as Oxfordshire the grant is split 80:20 between district councils and the county council.
11. New Homes Bonus is funded by a topslice from local government's general funding. This topslice is expected to increase from year to year and is expected to be around £1.1bn nationally in 2015/16. As county councils receive only 20% of the New Homes Bonus allocation for their area, it is estimated that for 2015/16 the Council would be better off by almost £3m if there was no New Homes Bonus system.

12. New Homes Bonus is a non-ringfenced grant and the Council has included its forecast allocations as part of its funding of the current MTFP and Capital Programme.
13. In the report 'Investing in Britain's future' published the day after the Spending Round announcement, the Government set out its plans for £400m of New Homes Bonus funding (approximately 40%) to transfer to the Single Local Growth Fund to be made available to Local Enterprise Partnerships. The Government said it would consult on a mechanism that will require that a proportion of the New Homes Bonus is pooled by local authorities and becomes part of the Single Local Growth Fund.
14. The consultation on the mechanism was launched on 25 July 2013, with a closing date of 18 September 2013. The Government is consulting on a number of principles relating to the proposal and on two options for the pooling mechanism. With regard to the latter, the first option is that an equal percentage of all New Homes Bonus allocations be pooled to the lead authority of the Local Enterprise Partnership; the second is that in two-tier areas the upper tier authorities (i.e. county councils) would surrender all of their New Homes Bonus, with the balance coming from the lower tier.
15. The Government proposes that where local authorities can demonstrate that they have committed contractually to use future bonus allocations on local growth priorities, Local Enterprise Partnerships should take this into account when determining their local growth plan and their priorities for using pooled funding. It is not clear whether LEPs will be required to have due regard to local authorities' wider spending plans.
16. The proposal raises concerns about democratic input into the spending of New Homes Bonus (and other funds being diverted to Local Enterprise Partnerships) and the potential loss of all of the Council's incentive to support new housing development. It appears contradictory to the Government's approach in recent years of removing ring-fencing from local government funding to support the localisation agenda.

Use of capital receipts for revenue purposes

17. On 25 July 2013 the Government published a consultation document on proposals to allow capital receipts from new asset sales to be used for one-off revenue purposes to stimulate organisational change. The Government is consulting on the principle of the proposal to gauge whether there is support for the policy, how it could work in practice and the possible level of interest. The closing date for the consultation is 24 September 2013.
18. Currently the capital finance system restricts the ways in which local authorities can spend their capital receipts. Broadly, the rule is that capital receipts may only be used for capital spending or to repay borrowing, but not revenue spending.
19. The two main aims of the proposal are to encourage good asset management planning and incentivise the appropriate sale of local authority assets so that

they are put into productive use and support growth; and to enable additional resources, from local authority asset sales, to give a capital receipt flexibility for the one-off cost of reforming, integrating or restructuring services.

20. The Government considers that a bid based competitive process would be the best mechanism to achieve best value for money from proposals and to maintain control over the level of expenditure. The consultation sets out proposed evaluation criteria for the bids.

Business rate pooling

21. The Government has published a revised Business Rates Retention Pooling Prospectus. This updates and replaces the existing Prospectus and provides a timetable for the 2014/15 process.
22. Under the Business Rate Retention Scheme, authorities whose local share of business rates is more than their assessed need pay a 'tariff' and those whose local share of business rates is less than their assessed need receive a 'top-up'. Tariff authorities also pay a levy (up to a maximum of 50%) on their growth in business rates income above the start-up baseline. This levy goes towards meeting safety net payments to authorities experiencing a significant decline in business rates income.
23. As part of the Scheme, authorities can formally seek designation as a pool. This allows the pool members to be treated as if they were a single entity for the purposes of calculating tariffs, top-ups, levies and safety net payments.
24. For Oxfordshire, modelling suggests that it would be financially beneficial for the County Council to form a pool with the district councils that have business rate growth above the baseline. This is currently being explored with the District Councils.
25. The deadline for agreeing a pool and informing the Department for Communities and Local Government is 31 October 2013. However, having formed a pool, any authority in the pool could end it within 28 days of the publication of the provisional Local Government Finance Report.

Social Care Funding

Social Care Funding Reform

26. On 18 July 2013 the Government published 'Caring for our future: Consultation on reforming what and how people pay for their care and support'. The closing date for the consultation is 25 October 2013.
27. The consultation follows on from the work of the Dilnot Commission. The Government accepted the Commission's principles upon which the future funding of care and support should be based. From April 2016 a cap will be introduced on the costs that people have to pay to meet their eligible needs (£72,000 for people of state pension age and over). Financial support will be

provided to more people to help them with care costs (the threshold for assets will increase from £23,250 to £118,000). People in care homes will remain responsible for their living costs if they can afford to pay for them. A universal deferred payment scheme will be introduced from April 2015 – this will mean that people will not have to sell their home in their lifetime to pay for residential care.

28. The consultation covers a range of topics, including:

- How the Government will help people make more informed choices over care through information and advice and assessments and help local authorities meet the demands for these.
- How the capped cost system should work with assessments, personal budgets, charging, and care and support planning.
- The design of the new charging framework for care and support and the choices around how the capped cost system should work for working age adults.
- How deferred payment agreements should be managed and administered.
- The process for providing redress and resolving complaints.

29. The consultation acknowledges that local authorities have a specific and important role to play because they will be accountable for delivering these reforms on the ground. As set out in the Spending Round, the Government will provide £335m in 2015/16 to cover the costs of preparing for funding reform and the requirement to offer deferred payments for residential care. This includes funding to enable local authorities to begin assessing people's needs for care and support around six months before the introduction of the cap.

30. The Council already offers a deferred payment scheme for residential care costs, however it is possible that uptake may increase with the wider publicity under the Government's proposals.

Care and support Spending Round settlement

31. The Government has written to local authorities to clarify the settlement for care and support announced as part of the Spending Round.

32. The letter confirms that the £3.8bn Integration Transformation Fund for 2015/16 consists of a combination of new and existing funding streams - £1.9bn of existing funding already allocated across the health and social care system to support integration in 2014/15 (£1.5bn revenue and £0.4bn capital) and £1.9bn additional NHS funding. Local plans for how the money will be used across health and social care will be required to access the Fund. £1bn of the funding will be linked to outcomes achieved, based on a combination of locally and nationally set outcome measures.

33. Clarification is provided for the £335m for the implementation of the social care funding reforms. The Department for Communities and Local Government will provide £285m revenue grant funding and £50m capital funding will come from the Integration Transformation Fund.
34. Other costs arising from the Care Bill currently going through Parliament - new duties for the assessment and support of carers, better provision of information and advice, and a national minimum eligibility threshold - are said to be provided for in full for 2015/16 through the local government settlement and the Integration Transformation Fund.
35. From April 2015 the Independent Living Fund will close and local authorities will take on responsibility for meeting the needs of current ILF users. The Government will pay £188m grant to local authorities in 2015/16 to provide the resources to do this. The size of the grant is based on projections of what the Fund would have spent if it had remained open.

Education and Schools Funding

Education Services Grant

36. From April 2013 the Department for Education (DfE) introduced a new non ring-fenced Education Services Grant which has replaced the previous Local Authority Central Services Equivalent Grant (LACSEG) allocations to academies. Some £12m was deducted from the County Council's Start-up Funding Assessment to contribute to the national totals of Education Services Grant.
37. Education Services Grant is provided on a per pupil basis to academies and local authorities. The grant to local authorities has two distinct components.
38. An amount of Education Services Grant is paid to the local authority in respect of residual statutory duties for pupils in academies as well as in maintained schools, amounting to some £1.3m. This is intended to provide resources for the local authority's on-going statutory and regulatory duties for the education system, for example to employ a Director of Children's Services, plan and procure school places, manage school assets owned by the local authority, administer top-up funding allocations for Special Educational Needs (SEN) in schools, academies and further education colleges, intervene in persistent absenteeism etc.
39. For 2013/14 the local authority also receives £116 per pupil enrolled in maintained schools. This element will be amended during the year to reflect actual academy conversions. It is intended to fund school improvement services, school based redundancies, music and outdoor learning services, and all other costs involved in the strategic and operational management of education provision in maintained schools. These costs include property and facilities management, corporate planning, school funding and financial management, HR and legal services, and ICT services.

40. For the same responsibilities academies will receive £150 per pupil in academic year 2013/14 and £140 per pupil in academic year 2014/15. These are significant reductions from the Local Authority Central Services Equivalent Grant received by academies in previous academic years.
41. The total amount of Education Services Grant forecast to be received by the Council for 2013/14 is now £8m compared to £9.1m that was assumed in the MTFP.
42. Initial estimates are that the allocation to the Council for 2014/15 will reduce to £7m in total, depending on academy conversions through the remainder of 2013/14 and in 2014/15. This is a reduction of £2.1m compared to the current MTFP. Budgets for School Improvement and education related services such as Music, Outdoor Learning and Governorship already have savings plans in place totalling £1.3m for 2014/15. Further reductions may need to be made in these areas. There may also need to be reductions in overhead budgets across the authority, most significantly in amounts recharged by premises, ICT, and the corporate core.
43. As part of the Spending Round, DfE has announced that national aggregate Education Services Grant allocations will be reduced by 20% from 2015/16. It is not yet clear whether this will be achieved by reducing the academy funding rate, the local authority funding rate, or both. For planning purposes a £1.4m reduction in funding to the Council has been assumed.

National School Funding Formula

44. Following the implementation of substantial changes to school funding formulae for 2013/14, DfE is proposing some changes to the constraints for formulae for 2014/15. Most of these are consequential to other changes in education arrangements, for example the definition of under-attainment for 4 year olds has changed.
45. The most significant change to Oxfordshire schools' funding allocations is likely to arise from a DfE change to the way that attainment at the transfer of pupils from primary to secondary education will be used in the formula. This change will spread funding more widely in secondary schools because more pupils will "qualify" for the allocation. The larger secondary schools can gain or lose up to £0.060m as a result of this national change, however in many secondary schools this tends to act in the opposite direction to the attainment related formula change made by DfE last year.
46. Schools Forum is yet to consider the newly introduced potential to implement a sparsity factor in the school funding formulae, however current modelling indicates that it would affect few Oxfordshire schools. Due to there being no new resources to fund the factor, all that could arise would be a redistribution of resources between schools.
47. The key issue for schools in 2014/15 is therefore turbulence in school budget shares. Whilst the government's Minimum Funding Guarantee will keep year-on-

year reductions to no more than 1.5% of previous budget per pupil, that limit on the degree of change also means that a small number of schools could see year-on-year funding reductions for a decade or more before the new formula is fully implemented.

48. The government has still not taken any action to address the significant underfunding of Oxfordshire schools compared to others with similar needs nationally. In the Spending Round, the government said it will consult on the introduction of a national funding formula for schools in 2015/16, intended to address the unfair differences in funding between schools in different local authorities. This consultation has yet to commence.

Service & Resource Planning Timetable 2014/15

Month	Date	For/From	Action/Event
Sept	Tues 16th September	Cabinet	Service & Resource Planning Report providing an update on the latest information and proposes a process for 2014/15
	Thurs 26th September	All Councillors	Briefing on the Service and Resource Planning process
Nov	Mid/Late November	Communities & Local Government	Local Government Finance Provisional Settlement - Draft grant figures for Oxfordshire
December	Mid December	District Councils	Draft Taxbase and draft Business Rate Forecast
	Mon 16th December	Performance Scrutiny Committee	Consider detailed budget proposals & draft Business Strategies - provide advice to Cabinet.
	Tues 17th December	Cabinet	Service & Resource Planning Report providing the review of charges, an update on the latest financial position and draft budget proposals
January	Late January	All Councillors	Briefing on the Cabinets Budget Proposals 2014/15
	Tues 28th January	Cabinet	Cabinet proposes Revenue Budget and Capital Programme 2014/15 and MTFP for 2014/15 - 2017/18 for recommendation to Council in light of comments from the Performance Scrutiny Committee
	Late January	Communities & Local Government	Final Local Government Finance Settlement
	End January	District Councils	Notification of Tax base and Business Rate Forecast
February	End January/February	Schools Forum	Agree use of Dedicated Schools Grant for 2014/15
	Wed 5th February	Cabinet/Opposition & Other Group Leaders/CCMT/Chief Finance Officer	Deadline for Cabinet, Opposition and other groups Full Budget papers to Committee Services
	Fri 7th February	Committee Services	Publication of Council Agenda and Cabinet, Opposition & other groups full budgets
	Wed 12th February	Committee Services	Publication of the Chief Finance Officer commentary on the proposed Cabinet Budget and MTFP and the Opposition & other groups full budgets
	Wed 12th February	Opposition & Other Group Leaders	Deadline for amendments to Cabinet budget by Opposition and other groups to Committee Services (By 9am)
	Wed 12th February	Committee Services	Publication of amendments to Cabinet budget by Opposition and other groups
	Fri 14th February	Committee Services	Publication of the Chief Finance Officer's commentary on the amendments to Cabinet budget by Opposition and other groups
	Tues 18th February	Council	Agrees Revenue Budget 2014/15; Capital Programme 2014/15 - 2017/18; MTFP 2014/15 - 2017/18; Corporate Plan 2014/15 - 2017/18

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Division(s): All

CABINET – 16 JULY 2013

THE PROPOSED HOME TO SCHOOL TRANSPORT POLICY

Report by Director for Children's Services

Introduction

1. The legal basis for providing home to school transport is set out in sections 508A, 508B, 508C, 508D and 509AD and Schedule 35B of the Education Act 1996 (as amended by Part 6 of the Education and Inspections Act 2006) and where appropriate the Equality Act and English and European case law.
2. Local authorities are also under a statutory duty to have regard to the Home to School Travel and Transport Guidance issued by the Department for Education in 2007. A copy of this guidance has been placed in the Members' Lounge.
3. On 16 July following a consultation on changes to the Home to School Transport Policy the Cabinet decided not to proceed with the proposals at that time and to consult again in the 2013/14 academic year on any proposed changes to this policy.
4. The County Council's decision to review the discretionary elements in Term 6 was made in the light of the current difficult financial situation in the UK, the continuing impact this will have on local government finances, and the need to ensure that the Home to School Transport Policy is equitable and meets the requirements set out in the statutory guidance issued by the Department for Education.
5. In 2012-13 over £15 million was spent on home to school transport. Part of this expenditure was met from grants resulting in a net cost of £14.7 million.

Proposed arrangements for consulting on changes to the Home to School Transport Policy

6. Local authorities are required to consult upon any proposed changes to the published Home to School Transport Policy and a consultation of this kind must last at least 28 working days in term time. This requirement is set out in paragraph 137 of the Guidance on Transport and Travel 2007, statutory guidance issued by the Department of Education:

"Local authorities should consult widely on any changes to their local policies on school travel arrangements, with all interested parties included in the consultations. Consultations should last for at least 28 working days during

term time. This period should be extended to take account of any school holidays that may occur during the period of consultation.”

7. It is proposed that the consultation documents should be placed on the Consultation Portal of the County Council’s public website accompanied by a headline on the homepage; that an advertisement drawing attention to the consultation should be placed in local newspapers and that posters should be sent to public buildings (e.g. libraries); that a press release should be issued at the start of the consultation and further promoted via social media; that those currently in receipt of free or concessionary travel should be sent a short letter explaining how any future change in policy will affect their children; that the consultation should be publicised through “Schools News”. Guidance will need to be issued to schools asking them to inform parents that there is a consultation in progress on home to school transport.
8. In addition, it is also proposed that a link to the consultation document should be sent to all state funded schools in Oxfordshire as well as to neighbouring local authorities, the Oxford Diocese, the Archdiocese of Birmingham, and all district and parish councils in Oxfordshire.
9. It is proposed to open the consultation on 4 November 2013 and to close it on 20 December 2013. This means that the consultation will last for 47 days of which 35 will be in term time (see Annex 1).

Carbon Reduction

10. The consultation process will have no impact on carbon emissions.

Risk

11. There is a high level risk of any decision to implement changes in the Home to School Transport Policy being called in and/or of referred for judicial review if the consultation does not meet the consultation requirements set out in the statutory guidance (and referred to in paragraph 7).

Financial and Staff Implications

12. In order to carry out the consultation the Admissions Team would need £5,000 to meet additional staffing, publicity and travel costs. This could be vired from the Home to School Transport Budget to which any consequential savings would accrue. This cost of £5,000 is for the consultation alone and does not represent any longer term increase in the Council’s financial commitments. The financial implications of any proposals to change the Home to School Transport Policy will be evaluated prior to the opening of the consultation.
13. Every effort would be made to ensure any additional staffing needed to manage the consultation process and analyse responses to the consultation will be provided from within the existing Council workforce rather than by outside appointment.

RECOMMENDATION

14. **The Cabinet is RECOMMENDED to adopt the following proposals:**
- a. To agree the consultation arrangements for Home to School Transport
 - b. If 14(a) is agreed, to determine whether any Cabinet members will attend any of the public meetings

JIM LEIVERS
Director for Children's Services

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

Contact Officer: Neil Darlington, Admissions and Transport Services Manager

September 2013

Consultation Timetable

Serial	Date	Action
(1)	09 October	Consultation document considered by CCMT(County Council Management Team)
(2)	11 October	Consideration of the consultation document at the Cabinet Away Day
(3)	14 October 2013	Consideration of the consultation document by senior councillors
(4)	30 October/1 November 2013	Posters to be distributed to all schools, public libraries and other public buildings advertising the start of the consultation on the Home to School Transport Policy
(5)	1 November 2013	Email to all County Councillors
(6)	1 November 2013	Issue a press release regarding the consultation
(7)	Week beginning 4 November 2013	Consultation opens
(8)	By 4 November 2013	The consultation document to be available on the County Council's Consultation Portal
(9)	4 November 2013	Link to the consultation to be sent to all state funded schools in Oxfordshire, all neighbouring authorities, the Oxford Diocese, the Archdiocese of Birmingham, district councils and all parish councils for which we have an email address. Paper copies of the consultation document will be sent to parish councils if we do not have an email address.
(10)	Week beginning 4 November 2013	Maps to be published on the public website showing those areas that are most likely to be affected by any proposed changes
(11)	Week beginning 4 November 2013	Adverts regarding the consultation to appear in the Oxford Times, Banbury Guardian and Henley Standard
(12)	No later than the week beginning 4 November 2013	Letters to be sent to all parents whose children are in receipt of free or concessionary travel explaining the likely impact of any proposed change on those children
(13)	No later than the week beginning 4 November 2013	Publish a list of likely questions (with answers)

(14)	No later than the week beginning 4 November 2013	An item regarding the consultation to be placed on Twitter
(15)	No later than the week beginning 4 November 2013	Advertise the date of public meetings on the County Council's public website
(17)	No later than the week beginning 4 November 2013	A news item on the consultation to be published on the internet
(18)	No later than the week beginning 4 November 2013	Publish a news item on the intranet regarding the consultation
(19)	20 December 2012	Consultation closes
(20)	20 December – 10 January	Consultation feedback document prepared
(21)	15 January 2013	CCMT
(22)	16 January 2013	Consultation feedback considered by the Directorate Learning Team
(22)	Friday 17 January 2014	Cabinet papers published
(23)	28 January 2014	Consideration by Cabinet

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CABINET - 17 SEPTEMBER 2013

City Deal Strategy Overview

Report by Assistant Chief Executive and Chief Finance Officer

Context

1. The Government is negotiating with 20 cities across England to agree a 'City Deal'. In each case the city region in question has to set out its ambitions and what it will lever in as additional support and resources (the 'offer'). At the same time the city region sets out what it seeks from Government in return, in the form of greater powers and/or access to central Government funding (the 'ask').
2. Responsibility for submitting the City Deal rests with the Local Enterprise Partnership, the County Council and the City Council. However the development of the City Deal proposal has been undertaken by a broad alliance comprising all of Oxfordshire's local authorities, the wider business community including Higher Education colleges represented by the Enterprise Partnership and both Universities. In developing the proposal this alliance has worked closely with civil servants from the Cabinet Office who have provided advice and guidance.
3. The City Deal process has reached a stage where a negotiation document with proposals is being prepared, which set out the proposals. This will then be subject to challenge and change. There are likely to be a number of iterations of the proposals before we are able to conclude a deal with government, assuming that we are successful in doing so.

Overview

4. The process of developing the City Deal proposal has strengthened partnership working across Oxfordshire. This has enabled our city-region's economic narrative to be developed into a single, clear message – one that has the support of the business community, the public sector and the universities.
5. The ambition is one of:

'Economic Growth through Innovation'

To realise this ambition requires investment in our supporting infrastructure in the following areas in order to create 'an accessible workforce'.

Skills

Transport

Housing

6. The ambition is based on the common understanding that:
- Our economy has the greatest potential of any location in the UK to deliver world leading technology and business innovation building upon our academic research
 - Our central location, with transport links to London, Heathrow and the Midlands, as well as the South Coast and West Country provides us with the foundation of a transport infrastructure that enables our businesses and universities to compete in a global market
 - Our ambition is to provide further growth on top of the stable economy we have: with the right investment we believe that we can use or focus on innovation to deliver nearly 33,250 additional jobs and accelerate delivery of 7,500 homes within Districts Local Development Framework proposals.
7. The ambition set out in the City Deal is the first step in developing the Strategic Economic Plan, which will in turn form the basis of future bids to the Local Growth Fund from 2015 onwards. As such the City Deal is underpinned by the commitment of all the partners to growth, innovation, with a focus on connected communities.

The City Deal Proposal

8. The overall economic plan being developed under this innovation ambition has a total investment programme of £4.3bn. We were originally seeking a City Deal proposal, as phase 1 of our total ambition, which set out an investment programme of £1.9bn, of which around £0.8bn is public sector investment and £1.0bn is private sector investment. Taking into account investment already identified across the City Deal area, our current proposal sets out the argument for securing around an additional £115m of investment from Government. However, since the programme started the Government announced changes to the way it was planning on funding infrastructure projects, with the creation of the Local Growth Deals. We have accordingly had to separate out the City Deal proposals into two phases, one which remains part of the City Deal, and the other which will form part of the wider funding from the Local Growth Fund.
9. The first phase focuses on Innovation and Skills, with the supporting Transport to follow. We will still be seeking to accelerate our housing offer to ensure that homes are available to meet the demand created by new jobs.

Innovation

10. At the heart of the proposal is the world class Science and Innovation for which Oxfordshire is known. The ambition is to deliver a number of key innovation schemes across the City Deal area. These will enable the development of start-up business' to spin out from the Universities across a range of sectors; they will then join up those companies with other business'

who can provide them with support, enabling small companies to find the right skills to grow within the county, with differing projects each focussing on specific innovation areas.

11. With public sector investment of nearly £10m already identified, and twice as much private sector investment, the City Deal looks to secure in the order of £60m of investment from Government to enable this network of innovation hubs and the corresponding support system to be delivered.

Skills

12. In support of our ambition to deliver the network of innovation hubs, the City Deal looks to secure locally agreed priorities for how funding from the Skills Funding Agency is invested. It also looks to develop a one stop shop for information, advice and guidance on apprenticeships and education development.
13. In seeking genuine devolution of control from Whitehall to the local community, our proposal will help ensure that the investment in skills equips us to unlock the potential that exists within our economy.

Transport

14. A critical building block in seeking to deliver our ambition is investment in our transport infrastructure so that it links our innovation hubs and other centres of excellence across the City Deal area. To that end the proposal identifies a number of key schemes for delivery which join up those centres, and enable business and housing development. This will form the key element of our Growth Fund bid.
15. In addition the City Deal and Growth Fund proposals set out the commitment of the County Council to develop scheme proposals for the A40 Northern Gateway and lead the preparation of a longer term strategy for the A34 and to work with the private sector to begin delivering the Oxford Science Transit – a truly integrated multi-modal transport system that builds upon the investment in rail and bus services and delivers a high quality, high frequency service linking our core areas of economic growth.

Housing

16. Housing is the third of the building blocks that needs to be delivered if we are to realise our ambition for the City Deal area. With £0.7bn of private sector investment required, the investment in Oxfordshire is substantial, matched by a public sector investment of £0.7bn. This will deliver an acceleration of 7,500 houses within current plans and boundaries. As part of the asks for housing it includes the ability of Oxford City to utilise their Housing Revenue Account to facilitate borrowing to support the accelerated housing programme.

Governance

17. The City Deal proposal will be submitted by the Local Enterprise Partnership, the County Council and the City Council towards the end of September/beginning of October. The proposal is in effect a negotiating document that will be used as the basis for a discussion with Ministers, with an initial discussion with an Ad-hoc Ministerial Group currently scheduled for 24 October. Whilst the position is unlikely to remain unchanged, all the partners will be working hard to ensure that the best deal for Oxfordshire is achieved.
18. The Bid proposes that formal governance of the deal, once agreed, would be undertaken by a Joint Statutory Committee, a legally constituted body composed of the Leaders of the six participating local authorities, and up to five co-opted representatives of business, academia, and research institutions.

Accountable Body Status for City Deal

19. The County Council has previously agreed to act as the Accountable Body on behalf of the Local Enterprise Partnership in respect of a number of funding streams – e.g. the Growing Places Fund. It is proposed that the County Council will act as the Accountable Body for the City Deal proposal.
20. City Deal may produce more than one source of funding, and arrangements will need to reflect as appropriate the sources of funding finally agreed. As part of the discussions with other Councils it was agreed that if a scheme relates solely to one district area or partner organisation, and is being contracted by that district council or partner, then the funds could go to them directly, but the County Council will have an overarching reporting responsibility to the Local Enterprise Partnership. However, if the funds cover more than one area, or if the County is the contracting authority, then the funds will be held by the County.
21. The level of risk associated with being the Accountable Body will depend on the level and funding sources finally agreed as part of the Deal. However, it will remain with the Council to determine how that risk is managed in enabling projects to progress. Decisions on City Deal projects will be taken as part of the Council's normal financial procedures, although flagged as relating to the City Deal.

22. Bureaucracy will need to be kept to a minimum in order to avoid delaying implementation. However there will be a need to maintain an overview of progress and this will be achieved through an executive management group chaired by the Chief Executive of the Local Enterprise Partnership.

Growth Deal – Phase 2

23. A key benefit arising from the work required to prepare the City Deal proposal has been the development of a single, cogent economic narrative that has the buy-in of the local authorities, the private sector and the universities. The City Deal forms the first phase of a co-ordinated approach to investment in infrastructure that will enable us to realise the full potential of our economy to the benefit of residents and businesses alike.
24. The scale of our longer term ambition is reflected in a substantial programme of investment in infrastructure that has an estimated value of £4.2bn. The strength of the Oxfordshire economy is such that we can already identify some £1.0bn of public sector investment and £2.8bn of private sector investment that will help us realise that ambition.
25. The City Deal proposal sets out our case for the first £85m of gap funding to help us begin to realise our full potential. Phase 2 of our plans sets out the case for a further £300m of gap funding which will enable our longer term ambition be realised.

Financial and Staff Implications

26. County Council officers have played a key role in the preparation of the City Deal proposal, particularly in the areas of transport, skills and innovation. They will continue to play a key role in developing the detail of specific projects and then overseeing their implementation. Officers will continue play a leading role with the City Deal and the development of the Growth Deal Phase 2 within existing resources and those provided to the LEP.
27. Where the County Council is responsible for delivering specific projects, approval for making the capital investment will be sought in accordance with the Council's financial procedures, consistent with the agreed budget.

Engagement

28. During the development of the City Deal bid submission there has been a high level of engagement with the business community particularly through the Local Enterprise Partnership (LEP) and the Oxfordshire Skills Board. This has encompassed direct engagement with the Cabinet Office by business leaders, attendance at themed workshops, presentation and discussion at business forums and conducting business surveys. The surveys have included the LEP's 'Barriers to Growth' survey in December and the recent Withy King LEP Business Barometer survey that asked specific questions about City Deal.

29. The response to both of these surveys aligns well with the priorities of the proposed City Deal submission with access to skilled staff being cited as the main barrier to growth by the majority (37 per cent) of decision-makers who responded to the Withy King survey and one-fifth stating that improving Oxfordshire's transport infrastructure should be the number one priority.
30. With regard to the spatial planning perspective the City Deal submission builds on the proposals within the District's Local Plans which have themselves been the subject of detailed statutory consultation processes. In line with the key themes of the City Deal submission and the Government's recently published Local Growth proposals the intention is to accelerate the opportunity for investment in jobs, innovation, infrastructure and housing to provide a coordinated and collaborative approach to economic growth across Oxfordshire.

RECOMMENDATIONS

31. **Cabinet is RECOMMENDED** to approve:
 - a) The approach and overarching strategy for the City Deal proposal
 - b) The County Council to act as the accountable body for the City Deal proposal

SUE SCANE

Assistant Chief Executive and Chief Finance Officer

September 2013

Contact: Martin Tugwell - Deputy Director (Strategy and Infrastructure Planning)
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Division(s):

CABINET - 17 SEPTEMBER 2013

THORNHILL AND WATER EATON PARK & RIDES

INTRODUCTION OF SHORT TERM PARKING CHARGES

Report by Director for Environment, & Economy

Introduction

1. Park and ride has been an integral part of Oxford's transport strategy for many years and is critical to support the continued growth of the city and other growth points in the county. The County Council considers the prime purpose of Park & Ride is to reduce congestion in Oxford by intercepting journeys that would otherwise continue by car to destinations in the City.
2. A requirement to find revenue savings of £500,000 a year has been included in the Environment & Economy Business Strategy and Medium Term Financial Plan over 2013/14 and 2014/15. A system of charging for short term parking has been proposed to achieve this.
3. This report summarises the public consultation on the advertised Traffic Regulation Order (TRO) for charging and recommends to Cabinet Members a proposed level of charging.

Business Case for Proposed Parking Charges

4. Various charging models have been considered to meet the savings required. The proposed level of charging as detailed within this report is considered to be the most appropriate model for commencement of charging based on evidence gathered. However, officers recommend that a review is undertaken between 6-12 months after implementation when the effects of the extended Thornhill site can also be included. This review would also consider whether the introduction of the charges requires any complementary measures to protect local communities from extraneous parking.
5. A Business Case is attached as **Annex 2**.
6. Clearly it is imperative that the Council communicates the introduction of a charging scheme in an appropriate and timely manner ensuring a coherent explanation and advance notice of the scheme. A draft communications plan has been developed (**Annex 3**) to manage this process.

Consultation on Charging

Traffic Regulation Order – Public Consultation

7. The statutory consultation (through the draft TRO) for the introduction of charging was advertised on the 4th July 2013 with public consultation on its content continuing up to the 31st July 2013 (a copy of the draft Order is available for inspection in the Members Resource Centre).
8. The proposed level of charging consulted on was as follows:
 - a. Parking up to 1 hour - Free
 - b. Parking after 1 hour up to 11 hours (including the 1st hour) - £2 (based on the benchmark of the 3 Oxford City Council Park & Ride sites)
 - c. Parking for between 11 hours and 24 hours - £4 (currently £3)
 - d. Parking for between 24 hours and 48 hours - £8 (currently £6)
 - e. Parking for between 48 hours and 72 hours - £12 (currently £9)
9. The proposal allows for the possible introduction of a (non-specified) bulk buy discount. The following rates are suggested: 25% for annual passes, 15% for quarterly passes and 5% for monthly passes. This would align with the Oxford City Council's discount scheme and therefore provide a more consistent message for the travelling public. It would need to be based on a number of stays rather than a period of time, due to the 72-hour maximum. However, if we are seeking to align with Oxford City Council, an estimate would be 25 stays being equivalent to a monthly permit, 100 stays to a quarterly, and 250 to an annual.
10. Disabled Blue Badge holders would be exempt from the charge.
11. It is proposed to abolish the current exemption from charges for key staff working at the hospitals in Headington and there are a number of options when considering a possible replacement scheme as follows:
 - i. Remove the exemption as the bulk buy discount offer being made available is sufficient.
 - ii. Provide a limited number of exemptions from the 11 – 24 hour additional charge and allow the Hospital to choose who they want to give them to. If this option is chosen it is suggested that this is limited to 150 tickets for the Hospital Trust.
 - iii. Continue the current exemption for the additional long stay charge for anybody the Hospital asks for.

Based on a 4 day use per week over 48 weeks in the year options ii. and iii. would result in a loss of income of between 57k and 76k per annum.

12. The proposed charges would, if approved, be introduced in November 2013.
13. A total of 233 responses were received via e-consultation, email and letter.
14. Issues raised include:
 - a. Concern over the ability of low-income workers to pay the proposed charges
 - b. Concern over the potential for displacement parking in residential areas
 - c. The opinion that introducing a short stay charge would conflict with the stated purpose of Park & Ride
 - d. Enthusiasm about the potential of bulk buy discounts
15. A summary of responses received, including Officer Comments, is included as **Annex 1** to this report. Copies of the responses are available in the Members Resource Centre.
16. Hospitals in the Headington area have limited parking facilities and have until now encouraged their staff to use the park and rides. There is a significant concern on their part that introducing a short term parking charge at the sites might cause current clinical specialist staff to look for work elsewhere and also make recruitment for these posts (which is already difficult) significantly harder.
17. An option for a corporate subsidy scheme is being explored based on a similar scheme offered by the Oxford Bus Company. This would allow the hospitals for example to bulk-buy season parking passes which they could sell on to their staff at a discounted rate.

Monitoring Arrangements

18. Monitoring of the parking and payment of charges will be done through ANPR cameras which will match number plates of vehicles entering and leaving the park and ride sites. This will enable the duration of the stay to be identified and determine whether a charge is applicable. The payment method will use a range of mechanisms including via the internet and mobile phone as well as payment facilities at the terminal buildings at the sites. This will be achieved by using industry tried and tested equipment and is open to further alterations / additions when demand and technology develops. A project is also underway to investigate the possibility of allowing payment through the bus

company Smart Card.

Financial and Staff Implications

19. Additional income which is anticipated from the introduction of short term parking charges is expected to meet the savings required as set out in the Medium Term Financial Plan.
20. Two additional pay terminals are being provided at Thornhill as part of the extension project; no further pay terminals are expected to be required to enable the introduction of a short term parking charge.
21. Staff from Environment & Economy will deliver the project with the assistance of staff from Legal Services.
22. The introduction of short term charging is expected to result in additional Excess Charge Notices ('parking tickets') being issued by NSL (the Council's parking enforcement contractor) which is within scope of that contract. There will be additional work for the in-house Parking Team – at this stage it is not anticipated this will require additional resources but the matter will be kept under review.

Cabinet is recommended to:

- (a) approve the making of the Oxfordshire County Council (Park and Ride Parking Places - Thornhill and Water Eaton) Order 201* as advertised;
- (b) confirm the timing of the introduction of charges as identified in paragraphs 9-13 using option i. from paragraph 11 which removes the Hospital exemption; and
- (c) instruct officers to undertake a review between 6 – 12 months of commencement of charging.

HUW JONES,
Director for Environment, & Economy

Contact Officer: Mark Kemp, Deputy Director for Commercial & Delivery

Background papers: Summary of Responses to the Public Consultation; draft
Traffic Regulation Order. September 2013

Annex 1

THORNHILL AND WATER EATON PARK & RIDES

INTRODUCTION OF PARKING CHARGES

SUMMARY OF COMMENTS RECEIVED DURING
CONSULTATION

Supporting Information

Number of responses	
Total number	233
Responding to Thornhill P&R only	84 (36%)
Responding to Water Eaton P&R only	55 (24%)
Responding on non-specific sites	93 (40%)
Gender	
Number of Male (M) respondents	90 (39%)
Number of Female (F) respondents	119 (52%)
Not recorded (M/F)	23 (10%)
In favour of proposals	
Number of recorded respondents in favour of proposed increase for short stay parking	2 (0.9%)
Number of recorded respondents in favour of proposed increase for long stay parking	26 (11%)

Consultee	Comments	X Raised	Officer Comments
Oxford Radcliffe Hospitals	Introduction of charges will have impact on low income/part time workers	25 (45%)	Noted
Total respondents = 55	Car users who will seek alternative free parking in residential areas, either near P&R sites or around Headington	24 (44%)	Most of the areas concerned already have restrictions in place (such as residents parking permits). The County Council will continue to monitor parking in other areas to see what effect the introduction of charges at Thornhill and Water Eaton P&R has had on parking, and will bring forward proposals to protect residential areas as required
	Understanding that P&R		It is acknowledged that for short

Consultee	Comments	X Raised	Officer Comments
Oxford Radcliffe Hospitals	served as a facility for hospital workers, out-patients and visitors. Car users will seek parking on hospital sites if proposals go ahead.	11 (20%)	visits to the hospitals it will be cheaper to park rather than use the Park & Ride.
	ORH employees working longer than 11 hours will be disadvantaged.		
	Could there be consideration to extend short stay charging time to 15-16 hrs to enable staff working 12+hr shifts to return to cars without further charges incurred.	8 (15%)	The point when long-stay charging applies (11 hours) is based on a typical 8 hour working day, 1 hour travel allowance each direction plus an additional hour. This is considered to be applicable to the majority of Oxford (and area) bound users for whose use the site is primarily provided for although it is accepted that for some commuters this is not a typical working day.
	Park & Ride only parking option as there is limited public transport available outside of normal working hours especially for rural dwellers.	7 (13%)	Noted
	There should be recognition of travelling time to and from the park & rides, extend short stay to 12 hours.	5 (9%)	The point when long-stay charging applies (11 hours) is based on a typical 8 hour working day, 1 hour travel allowance each direction plus an additional hour. This is considered to be applicable to the majority of Oxford (and area) bound users for whose use the site is primarily provided for although it is accepted that for some commuters this is not a typical working day.
Proposed changes provide a disincentive for people to use P&R and proposed short stay charge will discourage people from using the	4 (7%)	It is acknowledged that for short visits to the hospitals it will be cheaper to park there rather than at Park & Ride.	
		Noted	

Consultee	Comments	X Raised	Officer Comments
	<p>facility.</p> <p>This will have a detrimental effect when hospitals actively encourage P&R as part of their Green Travel Plan Policy.</p> <p>Could you introduce discounted annual pass for staff working long hours?</p>	<p>2 (4%)</p> <p>2 (4%)</p>	<p>The proposal will consider and look into the possible introduction of season tickets for all users.</p>
<p>Nuffield Health The Manor Hospital</p> <p>Facilities Manager</p>	<p>Proposals go against our green travel plan. We have successfully encouraged our staff to use the Park & Ride facilities.</p> <p>The expected increase in costs for staff would be in the region of £500 per annum, which is a significant sum of money to find for some staff who will be earning less than £20k per annum.</p> <p>Many of our staff will likely look for alternative parking in the Headington area and/or look to the hospital to provide assistance with their increased costs of getting to work.</p> <p>Our on-site parking is limited to approximately 100 spaces, and these parking spaces are regularly fully utilised by patients and</p>		<p>Noted.</p> <p>The proposal will consider and look into the possible introduction of season tickets for all users. It will also look into the possible introduction of a corporate subsidy scheme.</p> <p>Most of the areas concerned already have restrictions in place (such as residents parking permits). The County Council will continue to monitor parking in other areas to see what effect the introduction of charges at Thornhill and Water Eaton P&R has had on parking, and will bring forward proposals to protect residential areas as required.</p> <p>Noted.</p>

Consultee	Comments	X Raised	Officer Comments
	visitors.		
Facility Users (London Bound) Total respondents = 22	Proposed increased charge for long stay parking hours is excessive.	16 (73%)	Noted
	Disagreed with introduction of short stay charge	9 (41%)	Noted
	Travellers taking London coaches and returning to Park & Ride report it difficult to manage within 11 hours	5 (23%)	The point when long-stay charging applies (11 hours) is based on a typical 8 hour working day, 1 hour travel allowance each direction plus an additional hour. This is considered to be applicable to the majority of Oxford (and area) bound users for whose use the site is primarily provided.
	Disagreed with proposed costs, penalising low/ average income workers	4 (18%)	Noted
	Have to drive to P&R as no local public transport available in time to join the London bound service at Oxford city centre.	3 (14%)	Noted
	Increased long stay charges will encourage users to drive to London adding to traffic flow and pollution.	3 (14%)	Noted

Consultee	Comments	X Raised	Officer Comments
Local Residents (Thornhill) Total respondents = 6	<p>Already seen a huge increase in long stay users leaving cars in residential areas, often over 2 week period. Further charging could lead to more street parking.</p> <p>Concern that Thornhill P&R will become a car park used largely by travellers to London and London airport terminals.</p>	<p>4 (66%)</p> <p>2 (33%)</p>	<p>Most of the areas concerned already have restrictions in place (such as residents parking permits). The County Council will continue to monitor parking in other areas to see what effect the introduction of charges at P&R has had on parking, and will bring forward proposals to protect residential areas as required</p> <p>Noted, but the proposed higher charges for long-stay parking should ensure the majority of users continue to be those travelling to Oxford (and area) for whose use the site is primarily provided.</p>
Facility Users (General) Total respondents = 148	<p>Proposals go against Council policy of reducing congestion on county roads and supporting people to forego using their cars. Keep short stay parking free.</p> <p>Concern that aggregate introduction of £2.00 charge will see parking charges rise to £500.00 per annum will be unaffordable for current P&R users.</p> <p>Those in favour of increasing charge for</p>	<p>48 (32%)</p> <p>37 (25%)</p> <p>30 (20%)</p>	<p>The Park & Ride car parks are already under pressure and regularly fill up. Thornhill P&R has just been expanded and new bus services from Thornhill to the hospitals begin in September month which is likely to add to demand for spaces.</p> <p>In late 2014 rail services will begin operating from Water Eaton so pricing will be needed to avoid places for local park and ride users being taken by rail users.</p> <p>By bringing these two sites into line with the other three (City Council run) sites which already charge £2 per day, this should avoid the situation of motorists driving further and out of their way to access a free site.</p> <p>Noted</p> <p>Noted</p>

Consultee	Comments	X Raised	Officer Comments
	<p>long stay parking</p> <p>Will discourage people from using P&R to visit Oxford and seek alternative places to shop/visit and will have a detrimental effect on local businesses/retailers and visitor attractions.</p> <p>Will push more car users to drive into the city centre and seek alternative parking.</p> <p>Proposals discriminate against people on low incomes/part time workers/older people</p> <p>Will be seeking alternative free parking in adjacent residential areas to P&R sites</p> <p>11 hours too short for people parking at 8:00am and leaving work after 6:00pm (+waiting time for bus and travel to site). Consider</p>	<p>24 (16%)</p> <p>24 (16%)</p> <p>15 (10%)</p> <p>14 (9.5%)</p> <p>12 (8%)</p>	<p>Whilst there are specific attractions in Oxford that could not be seen at alternative locations the comments and concerns are noted.</p> <p>It is acknowledged that for short visits to the city centre it will be cheaper to park rather than use the Park & Ride.</p> <p>The Park & Ride Service & Community Impact Assessment records that the proposal will impact more on those less able to afford the charge which could include people on low incomes, some of which could be part time workers. Over 65's are entitled to a bus pass so where available a direct bus service into Oxford could mitigate the impact of a charge. There will be an impact on those who are less able to afford the charge.</p> <p>Most of the areas concerned already have restrictions in place (such as residents parking permits). The County Council will continue to monitor parking in other areas to see what effect the introduction of charges at Thornhill and Water Eaton P&R has had on parking, and will bring forward proposals to protect residential areas as required</p> <p>The point when long-stay charging applies (11 hours) is based on a typical 8 hour working day, 1 hour travel allowance each direction plus an additional hour. This was considered to be applicable to the majority of Oxford (and area) bound users for whose use the site is primarily provided for although it is</p>

Consultee	Comments	X Raised	Officer Comments
	<p>increasing time limit for short stay.</p> <p>Becomes more expensive than short stay parking in Oxford if more than one person travelling in same vehicle.</p> <p>Disagreed with any introduction of parking charges up to 11 hours</p> <p>Give consideration to having discounted season tickets for both short stay and long stay parking</p> <p>OCC pledged to do away with charges when they took over P&R sites. This is an unfair rise in only 8 months from being a free facility to making charges of £20+ per week for most users?</p> <p>Why are there 2 charges? This additional charge for short stay parking on top of the bus ticket does not reflect other Park and Ride schemes around the country.</p> <p>Advocate a more modest increase in charges</p>	<p>11 (7.5%)</p> <p>10 (7%)</p> <p>9 (6%)</p> <p>7 (5%)</p> <p>7 (5%)</p> <p>5 (3.4%)</p>	<p>accepted that for some commuters this is not a typical working day.</p> <p>It is acknowledged that for short visits to the city centre it will be cheaper to park rather than use Park & Ride.</p> <p>Noted</p> <p>The proposal allows for the possible introduction of a (non-specified) bulk buy discount. This would be in line with the City Council's discount scheme.</p> <p>Charges for short-stay parking at the Thornhill and Water Eaton sites were removed many years ago, but the current financial pressures on the Council means that this service can no longer be provided free of charge and needs to be funded by those using the service.</p> <p>Unfortunately due to the complexity of VAT regulation, were the charge for parking to be incorporated into the bus ticket the overall cost would be increased to cover the tax.</p> <p>Noted</p>

Consultee	Comments	X Raised	Officer Comments
	The evening charges are not consistent with Oxford City Park & Ride sites which remain free for parking after 6:30pm-5:30am next morning.	3 (2%)	Noted
	Return to using free private car park at workplace and add to the traffic congestion by driving into city.	3 (2%)	Noted
	Will return to travelling by local public transport	3 (2%)	Noted
	Employers encourage workers to use P&R facilities - this short stay charge is in complete opposition to message from local employers.	2 (1.3%)	Noted
	Could you introduce a day ticket which expires at midnight on the same day. For most daily users this could provide up to 15 or more hours parking for a fixed fee?	2 (1.3%)	The point when long-stay charging applies (11 hours) is based on a typical 8 hour working day, 1 hour travel allowance each direction plus an additional hour. This was considered to be applicable to the majority of Oxford (and area) bound users for whose use the site is primarily provided.
	Why is Thornhill P&R accommodating London commuters when this is a local P&R site into Oxford?	2 (1.3%)	The additional parking spaces and the differential charges are designed to allow ample space for local use but also facilitate longer stays such as journeys to London. The inclusion of this pick up point for London journeys reduces the number of people having to pick up the service in the City Centre.
	As a holder of an annual bus pass, will I be exempt from parking charges?	2 (1.3%)	No, annual bus passes are valid for travelling on the bus only.

CA10

Consultee	Comments	X Raised	Officer Comments
	<p>Support the introduction of charges for short stay and increase of long stay users</p> <p>Why do you have favourable concessions for one group of key workers and not others?</p>	<p>2 (1.3%)</p> <p>2 (1.3%)</p>	<p>Noted</p> <p>The proposal states the County Council has the discretion to reduce this charge only for key NHS staff travelling to and from Oxford University Hospitals NHS Trust sites.</p>
<p>Oxford University Travel Officer</p>	<p>The success of the University and OCC travel strategies has led to staff using P&R sites. Proposed introduction of charges is retrograde step at a time when we are trying to encourage uptake to staff.</p> <p>Staff survey data shows that University staff regularly work more than 11 hours.</p> <p>The University would recommend having free parking for up to 15 hours with charges applying thereafter</p>		<p>Noted</p> <p>Noted</p> <p>Noted</p>

THORNHILL AND WATER EATON PARK & RIDES

INTRODUCTION OF PARKING CHARGES

BUSINESS CASE / FINANCIAL MODEL

The Council's Medium Term Financial Plan for 2013/14 and 2014/15 assumes further savings relating to Park and Ride charging at the Thornhill and Water Eaton sites. Long-stay charging was introduced at both sites on 10 December 2012. To obtain the further savings necessary, this project proposes the introduction of a short-stay charge of £2 for parking up to 11 hours as well as an increase in the current long-stay charge from £3 to £4 for parking between 11 and 24 hours, and £4 for every subsequent 24 hours commenced (up to 72 hours). It is also proposed to replace the current exemption from the long-stay charge to hospital workers in the Headington area with a discounted fee of £2 instead of £4. Furthermore, a bulk discount of 25% for buying an annual pass, 15% for a quarterly pass and 5% for a monthly pass is suggested, in line with the City Council's proposals.

Strategic Case:

In March 2013, the proposal to introduce additional charging at Thornhill and Water Eaton Park and Ride sites was approved at an Informal Cabinet meeting. In addition, the proposed short-stay charges would align the two sites more with the three City Council-run sites, Redbridge, Seacourt and Peartree. This would make it easier down the line to introduce an integrated parking and transport ticketing approach across Oxfordshire, including the 'Oyster'-style smartcard currently being considered (outside the scope of this project).

Expected outcomes of introducing a short-stay charge are:

- Greater alignment with Oxford City Council's park & ride operations and thus a more customer-friendly system
- A better starting point for possible further integration of services/pricing with Oxford City Council-run park & ride sites
- Medium- and long-term savings for the Environment & Economy Directorate
- Less overflow long-term at the Water Eaton site from the nearby Chiltern Railway Station, which will introduce parking charges in the future

Expected outcomes of increasing the existing long-stay charge are:

- A continued marked differentiation between short- and long-term stays at the sites, corresponding with the overall purpose of the Park & Rides to steer traffic away from Oxford City

- A mitigating signal to short-stay customers that while having to realise savings, the Council is still serious about this purpose
- A further reduction in the number of customers who park at the sites for extended periods of time whilst not going into the city

Expected outcomes of giving the Headington hospital workers a discounted rate on long-stay charges are:

- A better working relationship with the hospitals who will know we have listened to their concerns and taken them into consideration

Expected outcomes of introducing a bulk buying discount are:

- The Council will send a message that we value our loyal customers
- It may decrease the risk of customers finding other parking/transport solutions in response to the introduction of short-stay charges

Possible dis-benefits of implementing the proposed charges are:

- Dissatisfaction with the Council
- Negative press coverage
- Displacement parking resulting in the Council having to increase regulation/ enforcements in afflicted areas

Projected Income

Analysis has been done on the ANPR (Automatic Number Plate Recognition) data covering January – April 2013, both included.

The standard reports provide information on the numbers of vehicles staying at each site on each day in bands of <2, <3, <4, <5, <6, <7, <8, <16, <24, <32, <40, <48, <56, >56 hours (the standard reports do not provide figures for <11 hours and therefore a calculation is required)

Using the standard reports it is possible to measure the number of vehicles on each site in bands of '>2 but <24 hours', '>24 but <48 hours', '>48 but <72 hours', each converted to a monthly average:

	'>2 but <24 hrs.'	'>24 but <48 hrs.'	'>48 but <72 hrs.'
THORNHILL	19796	767	118
WATER EATON	13081	49	9

Separately, the income data has been assessed and monthly averages for the two sites produced:

THORNHILL	£15,655.97
WATER EATON	£854.23

For each site the usage data for '>24 but <48 hours' and '>48 but <72 hours' can be readily converted into income (£6 and £9 respectively) and these subtracted from the income data above gives the income arising from vehicles staying >11 but <24 hours (ie those paying £3), and hence the number of such vehicles. This latter figure is then subtracted from the '>2 but <24 hours' figure to give an estimate of the number of vehicles staying >2 but <11 hours (ie those currently parking for free but who will be charged from Autumn 2013). The monthly averages are:

THORNHILL	16465
WATER EATON	12919
TOTAL	29384

(Converts to an annual figure of 352600)

Having established an estimate of the average number of vehicles that will be subject to the new (£2) charge, the net income which might be derived from that charge can be calculated. As with previous business case sensitivity tests of 10% and 20% reduction in usage are shown. In addition a test of 40% loss in usage is shown as this appears to be the initial drop in usage for long-stay when compared to the original modelling (although it should be noted that it is unlikely that there are sufficient alternative parking locations for such a loss of short-stay parkers). Current long stay figures for Thornhill are showing a steady increase in monthly income.

Scenario	Annual vehicles	Charge £2 (net of VAT)	Annual income (net of VAT and rounded to nearest £1000)
No reduction in usage	352600	£1.67	£588,000
10% reduction in usage	317340	£1.67	£530,000
20% reduction in usage	282080	£1.67	£471,000
40% reduction in usage	211560	£1.67	£353,000

Note: The above calculations do not account for the potential growth in usage at Thornhill following its expansion.

THORNHILL AND WATER EATON PARK & RIDES

INTRODUCTION OF PARKING CHARGES

PROPOSED COMMUNICATION PLAN

Objectives

- To make sure commuters/park and ride users are adequately prepared for the change
- To clearly explain the charges structure
- To ensure that there is an understanding as to the county council's rationale for introducing this change
- To protect the reputation of Oxfordshire County Council
- To manage the media as closely as possible to mitigate misinformation and negative coverage
- Promote the benefits of park and ride centred on a comparison with far more expensive alternatives

Key messages

- Short term parking at Thornhill and Water Eaton will still be significantly cheaper than alternatives in the city centre, such as the Westgate Centre
- Blue Badge holders would be exempt from the charge
- Key staff working at hospitals in Headington would receive a discount on the 24-hour charge. This would in effect mean that they would still be exempt from the initial long term parking charge and would not have to worry about additional payment (over the £2 short term charge) if they work longer shifts
- A range of payment methods will be available including online and mobile phones as well as on-site payment machines

Target Audiences and channels

Target Audience	Channels	Timeline
Commuters generally	<ul style="list-style-type: none"> • <i>Park and ride signage/advertising/posters</i> • <i>Small leaflets or posters on the park and ride buses</i> • Emails to large employers in the Oxford area asking them to include information 	One week before charges begin

	<p>about changes on their intranet systems (based on media release text)</p> <ul style="list-style-type: none"> • A fully updated County Council website & park and ride web page linked to the home page including advice on payment methods • Oxfordshire County Council intranet message (based on media release text) • A short message explaining the change on the council customer service voicemail • Media release (linked to Twitter) • BBC Radio link (based at Cambridge Terrace) 	<p>At cabinet decision and two days before charges begin</p>
<p>Regular short term parking users</p>	<ul style="list-style-type: none"> • <i>Park and ride signage/advertising/posters</i> • <i>Small leaflets or posters on the park and ride buses</i> • Small leaflets distributed by hand in the morning and evening rush hour where London bound buses depart • A fully updated county council website park and ride web page linked to the home page including advice on payment methods • A short message explaining the change on the council customer service voicemail • Media release (linked to Twitter) 	<p>One week before charges begin</p> <p>At cabinet decision and two days before charges begin</p>
<p>Long stay commuters (especially London bound)</p>	<ul style="list-style-type: none"> • <i>Park and ride signage/advertising/posters</i> • <i>Small leaflets or posters on the park and ride buses</i> • Small leaflets distributed by hand in the morning and evening rush hour where London bound buses depart • A fully updated county council website park and ride web page linked to the home page including advice on payment methods • A short message explaining the change 	<p>One week before charges begin</p>

	<p>on the council customer service voicemail</p> <ul style="list-style-type: none"> • Media release (linked to Twitter) 	At cabinet decision and two days before charges begin
Businesses	<ul style="list-style-type: none"> • Emails to large employers in the Oxford area asking them to include information about changes on their intranet systems (based on media release text) • A fully updated county council website park and ride web page linked to the home page including advice on payment methods • A short message explaining the change on the council customer service voicemail 	One week before charges begin
Local residents	<ul style="list-style-type: none"> • Media release (linked to Twitter) • A fully updated County Council website park and ride web page linked to the home page including advice on payment methods • A short message explaining the change on the council customer service voicemail 	At cabinet decision and two days before charges begin
Other stakeholders (Councillors/MPs)	<ul style="list-style-type: none"> • Media release tailored to Councillors/MPs and released slightly before general release to the media 	At cabinet decision and two days before charges begin (but before the media release is distributed to the media)
Local media	<ul style="list-style-type: none"> • Media release (linked to Twitter) 	At cabinet decision and two days before charges begin

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Division(s):

CABINET – 17 SEPTEMBER 2013

EDWARD FEILD NURSERY SCHOOL - PROPOSAL TO CLOSE AND PROVIDE ALTERNATIVE EARLY YEARS PROVISION

Report by Director for Children's Services

Introduction

1. The Headteacher and Governing Body of Edward Feild Nursery and Primary School wish to review and streamline the early years provision on site, and have applied to close the Nursery School with effect from 31 December 2013. If agreed, alternative places will be provided on site by expansion of the existing Robin Playgroup. The intention is to maintain the same level of high quality early years places and to improve the financial viability and long term future of this provision.
2. A report on the proposal was submitted to Cabinet following Stage 1 consultation. On 21 May 2013, Cabinet agreed the recommendation to publish a statutory notice for the closure of the Nursery School.
3. Two responses - one objection and one in support of the proposal - were received during the 6 week period for representations.

Background

4. Edward Feild Primary and Edward Feild Nursery Schools in Kidlington share a site and buildings. They also share a Headteacher and Governing Body. However, for the purposes of financial accounting and Ofsted Inspection, they are separate. Additional early years provision on site includes Robin Playgroup, operating within the school buildings under a hire agreement.
5. In April 2011, the DfE required that Local Authorities should change the method of funding early years provision to a simplified and more transparent system. As a result, attached nursery schools, including Edward Feild Nursery, no longer have any financial advantage in operating separately from their federated primary school. In addition, funding is now based on actual attendance and there is no longer 'place-led' funding to cover empty places.
6. The duplication of work in having separate accounting, Ofsted inspection and management reporting systems is cumbersome and wasteful of resources.
7. Edward Feild Nursery School has decided that the best option to protect sustainable and high quality early years provision is for closure of the Nursery School and expansion of the on site Robin Playgroup. A Statutory Notice for the proposed closure was published on 11 June 2013.

8. The decision-making power in terms of determining the notice lies with the Cabinet or can be delegated to the Cabinet Member Education (if there have been no objections). In meeting as 'decision-maker' the Cabinet or Cabinet Member must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration.
9. In determining whether the proposal would meet legal requirements and represent a viable long term solution, the Lead Officer commissioned reports to investigate financial, quality and accommodation-related aspects of the proposed alternative provision. These were presented to Cabinet at Stage 1.

Legal Background

10. School expansions and closures are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). Local authorities also have a duty to have regard to statutory guidance, in this particular case "Closing a Maintained Mainstream School" ("the Guidance"). When reaching a decision, the Cabinet must have regard to The Guidance. The Cabinet is referred in particular to pages 19 to 40 of The Guidance.
11. The Guidance on considering proposals for school closures sets out a list of factors to be considered by decision makers, which should not be taken to be exhaustive. A summary of the factors is:
 - a. **The effect on standards, school improvement and diversity.**
 - b. **The need for places**
 - c. **Impact on the community and travel**
 - d. **Special Educational Needs provision.**
 - e. **Specific age provision.** There should be a presumption against the closure of a nursery school unless the case for closure can demonstrate:
 - i. *the LA is consistently funding numbers of empty places;*
 - ii. *full consideration has been given to developing the school into a Sure Start Children's Centre, and there are clear, justifiable grounds for not doing so, for example: unsuitable accommodation, poor quality provision and low demand for places;*
 - iii. *plans to develop alternative provision clearly demonstrate that it will be at least as equal in terms of the quantity and quality of early years provision provided by the nursery school with no loss*

of expertise and specialism; and that

- iv. replacement provision is more accessible and more convenient for local parents.”*

These factors were fully considered at Stage 1 of the proposal and details may be seen in the report to Cabinet of 21 May which is available on the Council's website.

Consultation and Representations

12. An initial consultation was posted on Oxfordshire County Council's public consultations portal between 11 March 2013 and 17 April 2013, attracting one objection.
13. Following agreement by Cabinet to publish a statutory notice, a 6 week period for representations started on 11 June 2013. Two representations were received, one in support (from a childminder), and one against (from an owner/manager/committee member of a private or voluntary setting providing funded early years places).
14. The objection comments that continuity of provision by expanding the existing Robin Playgroup is logical. However the respondent questions the terms and conditions on which Robin Playgroup occupy the school premises. Also whether the reprovided places should have been put out to tender.
15. Possible tendering of the provision was not felt to be supporting continuity for parents or children, since the existing pre school was already on site. A good relationship already exists between Foundation stage staff from the school and the pre school, thus ensuring effective transitions for all children.
16. Schools wishing to lease space to pre-schools (or other suitable users) are at liberty to negotiate appropriate terms of the agreement. However, as part of the assessment of the school's proposal and as a condition of gaining Local Authority support, the Lead Officer stated at an early stage that the terms would need to be appropriate and fair, whilst not jeopardising the future financial viability of the expanded provision.
17. Robin Playgroup is a not for profit charity run solely for the benefit of its community. It has been the main feeder playgroup to Edward Feild for the past 40 years and has operated from the school site for a decade. A Local Authority Business Support Officer has assessed the Playgroup's financial situation and any small level of profit will be ploughed back into the playgroup to allow it to continue the high standard of care it already provides. For example, part of their outgoings will be to fund the involvement of a qualified teacher which is over and above the statutory requirement for this sector.

Financial and Staff Implications

18. Financial Viability

The business manager at Edward Feild Primary School has worked with the Financial Accountant in Customer Services to project the Nursery budget for the next two years if the closure does not take place. This predicts a deficit between £12k and £40k per annum, dependent on numbers of children accessing a place. The current arrangement is not judged to be financially viable in the longer term

19. The Childcare Business Development Officer has worked with Robin Playgroup to develop their business plans for the proposed expansion. It is a financially viable model as long as numbers of children attending remain constant, or grow. Edward Feild Primary School with the advice of the authority will develop a lease agreement for Robin Playgroup's use of the school premises, with a current indicative cost of £5.50 per hour or £13,000 per annum to cover all utilities and services. As long as Edward Feild Primary School remains a maintained school the authority will retain an arbitration role to ensure that the lease remains equitable and sustainable for both parties.
20. Equipment and Resources
The Nursery School is to transfer any resources bought for nursery age children from public funds to the Robin Playgroup without charge. The estimated net value of the transferring assets is £475. There are a number of items which will not transfer because they are felt to be more suitable for reception children or are fixed items that will be shared use with reception. Details are included at Annex 2.
21. Capital Funds
Edward Feild Nursery School holds a capital allocation of £4k which must be spent by the school or returned to the DfE. The school has applied for grant funding from the early years sufficiency: securing and developing existing places grant. This is to bring the toilet facilities used by Robin Playgroup up to the standard required by the Early Years Statutory Framework. The School will contribute its £4k capital funding allocation towards the toilet refurbishment project which totals almost £20k. The grant has been approved in principle, subject to the outcome of the current proposal.
22. Revenue Balance
The Schools and Early Years Finance Regulations provide that on closure of a maintained school any revenue balance automatically reverts to the maintaining authority whether surplus or deficit. The Regulations do not provide a power to transfer a maintained school's revenue balance to a Private provider.
23. Current forecasts are that the nursery school will run up a £5k deficit by end of December 2013. This deficit would fall to be met from unspent balances of DSG held by the authority. Schools Forum is aware that there will be some deficits on closure of maintained schools during 2013-14 that will need to be met from unspent central balances of DSG, and has agreed a budget for this.
24. In the event that the nursery school takes action during the remainder of the year which results in a surplus balance on closure, it is recommended that this

should be transferred to the Edward Feild Primary School with a condition that the funds should be spent to maintain or improve the parts of the premises occupied by or shared with the Robin Playgroup. Officers anticipate that the necessary Schools Forum approval for this transfer would likely be given.

25. Staff – The Headteacher and business manager have consulted a Human Resources officer in Customer Services. The Edward Feild Nursery School teacher is to be redeployed in the primary school, with the position becoming released through non-renewal of an existing temporary contract. The Headteacher will be 100% employed by the primary school. The School is intending to keep the Nursery Nurse working with the nursery children for the remainder of the 13/14 academic year as a transitional arrangement. This will improve continuity for the children and assist with potential training for any new staff in the Playgroup. The Playgroup will buy in the Nursery Nurse services from the school for this period and governors are willing for the school to contribute to costs for that period. The postholder is aware of this short term proposal, and also that there is no long term post in the primary school for a nursery nurse. Redundancy may have to be considered in the longer term, with any costs relating to this falling to the school. Administrative hours and roles will be reviewed jointly between the school and playgroup to include any services within the Playgroup's lease agreement e.g. reception duties. No further redundancy is envisaged. No TUPE process (in either direction) will be needed for any posts.

RECOMMENDATION

The Cabinet is RECOMMENDED to approve the closure of Edward Feild Nursery school with effect from 31 December 2013 subject to the following conditions:-

- That a lease for Robin Playgroup's use of the school premises be in place by the Nursery closure date.
- That as long as Edward Feild Primary School remains a maintained school the authority will retain an arbitration role to ensure that the lease remains equitable and sustainable for both parties.
- That any surplus in the Edward Feild Nursery School budget at closure is transferred to the Edward Feild Primary School budget and that the funds be spent to maintain or improve the parts of the premises occupied by or shared with the Robin Playgroup.
- The Nursery is to transfer any resources bought for nursery age children from public funds to Robin Playgroup without charge.

JIM LEIVERS

Director for Children's Services

Contact Officer: Janine Foulkes-Williams, Senior Officer Early Years
 Organisation janine.foulkes-williams@oxfordshire.gov.uk 01865 815181

August 2013

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Edward Feild Nursery School**Assets as at 31st August 2013**

Most of the nursery furniture and equipment is more than 10 years old (some of it 25 years old!) and therefore, although generally serviceable, has no significant value: eg tables, chairs, play kitchen, dressing up trolley, fairy princess bed, climbing frame, balancing planks, water and sand trays, cooker, art easels, class computer, bookcase, lunch box trolley, drawer unit, small whiteboard, toy garage, balance scales, sheds.

Items bought more recently:

	date purchased	value new	est. value now
Laptop	2009	£350	£70
Book store	2008	£100	nil
Big book store	2008	£150	nil
Drawer units x 2	2010	£200 x 2	£200
Water tray	2012	£149	£100
Sand unit	2012	£83	£55
Interactive whiteboard and projector	2007	£4000	nil
Easyview visualiser	2012	£75	£50
Total			£475

Consumable items:

Toys, art & classroom materials, books, role play (clothes & toys), CD players, cameras, musical instruments, cars, construction materials, multicultural toys, jigsaws, games, tools, storage boxes etc. These are frequently replaced and as such are not realisable assets. The annual expenditure on such items is £1900.

Capital items: these will not transfer into ownership of the playgroup, but use of them will be included in the lease where appropriate (eg use of outdoor areas, toilets, adventure play eqpt etc).

List from C Murray, School Business Manager, Edward Feild Primary and Nursery School

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Division(s):

CABINET - 17 SEPTEMBER 2013

Space Standards for Schools

**Report by Director for Environment & Economy
and Director for Children's Services**

Executive Summary

1. The County Council's space standards for primary and secondary schools have been reviewed, building on the outcomes arising from the 'James Review'. The outcome of the County Council's review is to recommend that the space standards for new schools:
 - Should be higher than the minimum proposed by the Education Funding Agency to ensure that new schools are fit for purpose
 - Should incorporate the desire for new schools to be capable of providing facilities that can be used by the wider community
 - Retain the requirement for school sites to have sufficient space to allow for future growth
 - Maintain the size of classrooms at the current level of requirement
 - Promote more efficient space within the school building as a means of delivering better value for money
 - Promote more efficient design of building as a means of helping reduce operating costs

Introduction

2. The current Primary School Brief for Oxfordshire County Council has been developed over a number of years responding to and building on:
 - National area guidelines for schools (Building Bulletin 82 [BB82] and latterly Building Bulletin 99 [BB99]),
 - Oxfordshire County Council's design/area priorities;
 - The needs of pupils with Disability and Special Educational Needs
 - Early Years and community provision.

The last review was issued in early 2007, when the national education and economic picture was very different to today.

3. In 2010, Education Secretary Michael Gove commissioned an independent review of capital spending on schools in England. The outcome, known as the James Review (2011), concluded that better value could be derived from standardised designs and specifications which could be applied to a range of Schools.
4. This has led to the Education Funding Agency (EFA) issuing an indicative baseline design for a 2 form entry primary school which, compared to previous space standards, illustrates that educational need can be efficiently designed within a smaller overall area
5. Given the projected pressure on school places and the likely reduced levels of capital available to meet that demand it is recognised that there is merit in re-assessing the County Councils space standards for schools. This accords with the Councils Corporate Plan to make the most of its limited capital resources to support the achievement of a 'Thriving Oxfordshire'. Once agreed the new space standards would also be used to define the County Council's requirements in those instances where a new school is delivered by a developer as part of a new development.

Methodology

6. A detailed comparison of current standards, historic national standards and new base line standards issued by the EFA has been carried out. The new baseline standards set EFA's view of 'minimum' standard that is achievable in an optimum design. A review then took place to consider the deliverability of the new standards in a wider context accounting for potential site constraints and the Council's current standards.
7. The review focussed upon the most common new school provision delivered within the County; a 2 Form Entry (2FE) primary school. The outcome of the review was shared with officers and head teachers (see item '4. Consultation' below) which resulted in a defined accommodation schedule for a 2FE school.
8. The principals adopted for the 2FE school have then been extended to other common sizes of primary school.
9. A comparison was then made between the outcome of the review, the historic national standards and new base line standards issued by the EFA to set a benchmark which has then been applied to proposed secondary school space standards.
10. Annex 1 provides detail of the approach followed. Annex 2 defines the outcome as proposed detailed standards applicable to 1FE, 1.5FE, 2FE, and 3FE primary schools with Nursery provision. It also set out the formulaic approach to be applied to secondary school provision.

Consultation

11. The proposed changes arise from an officer assessment based on advice from our consultants Carillion, in light of analysis of the national baseline designs issued by the EFA.
12. Consultation has taken place with representatives of political groups, governors, Diocese and head teachers through the School Organisation Stakeholder Group.
13. Feedback was also incorporated into the proposed schedules following meetings held with Head teachers at the following selected schools that have received 'Outstanding' Ofsted inspections.
 - Watlington Primary School
 - Ladygrove Park Primary School, Didcot
 - Chilton Primary School
 - St Andrew CE Primary School, Chinnor

Primary School Space Standards

14. The overall proposed space standards result in
 - a reduction in area of between 9% and 12% from the 2007 OCC Primary School Brief
 - an enhancement above the base line designs issued by the EFA of between +3% and +9%.
15. Whilst the area standards proposed for 1FE and 1.5FE have reduced by 12% from 2007 levels they do exceed the historic Building Bulletin 99 standards. The review acknowledges that 2FE can more readily accept efficiencies as there is less likelihood of expansion. A 1FE however is less able to accommodate efficiencies, particularly when considering future needs. This policy reflects the sustained growth within Oxfordshire and therefore a need to 'future proof' against the likely need to expand smaller sized schools.
16. The space standards for 2FE and 3FE however do represent a reduction of 4.5% and 4% respectively against the historic Building Bulletin 99 standards.
17. The proposals seek to maintain the overall teaching area provisions but economies are made through
 - Removal of specialist ICT space (due to extensive use of mobile technology)
 - Removal of separate cloakroom space (due to efficiencies and space management benefits)
 - Merging of resource areas (to give greater flexibility)

- Reduction in storage space (reflecting demand to design storage facilities in a more efficient manner)
- Reduction in general office facilities (reflecting modern workstyles)
- Consequent reduction in circulation space

Community Space Provisions

18. The County Councils historic space standards included an allowance for 'extended school' provision. This space is now excluded from basic space standards for primary schools.
19. The intention of this space was to provide the opportunity of facilities for the community outside school hours that could also be utilised by schools for breakfast clubs and the like. The revised standards will allow this provision (90m²) to be included within the requirements where community facilities are not available in the local area.

Secondary School Space Standards

20. The County Councils space standards for secondary schools simply reflected compliance with Building Bulletin 98.
21. For secondary schools the EFA propose a new formula that represents an average area reduction of 15% on Building Bulletin 98 standards.
22. The detailed work assessing a 2FE Primary School supports a move toward the EFA target reduction and that approximately two thirds of the area reduction proposed is considered to be achievable. This approach can be applied to space standards for secondary schools
23. The DfE states that the new formulae represent an area reduction of 15% on BB98. If the County Council was to apply the same reduction standards for the Secondary Schools as defined for the Primary School schedule this would suggest a reduction of 9.26% on the Building Bulletin rather than the 15% reflected in the new formula.
24. It is proposed that OCC should adopt its own revision to the formula that accepts approximately 60% of the space standard reduction of the EFA guidelines.

Primary and Secondary School External Space Standards

25. The site area of 2.22ha will continue to be required for 1FE, 1.5FE and 2FE to account for future growth. Only where robust evidence is held by the authority that the likelihood of growth is slim will lower space standards of 1.34ha for 1FE and 1.81ha for 1.5FE be acceptable. The site area requirement for a 3FE will be 3.01ha.
26. Site area standards for secondary school sites will remain at the levels recommended within Building Bulletin 98

27. It is the County Council's policy that the freehold of a school site provided by a developer is passed over to the education authority (the County Council): this is to ensure that the public sector has the security required to ensure its statutory obligation in respect of pupil places is met for the longer term. The County Council will then make arrangements for an academy provider to run the new school, on the basis of a 125-year lease.
28. In special circumstances the County Council may agree that part of the school area site requirement is provided through a joint use agreement between the academy school provider and a third party. In those circumstances the County Council would have to be satisfied that the terms of the agreement are appropriate and ensures that the needs of the school are met.

Existing schools

29. The revised standards will only be formally applied to new school accommodation but the principles set by the new standards will be used as an indication of an acceptable approach.
30. Where the capacity of an existing school is being increased the new accommodation will be based on the need for additional pupil places and supporting infrastructure (where identified) but not to rectify existing shortcomings within the school through comparison with the adopted space standards.

Further Opportunities

31. The standards shall not be seen as a measure to deter further efficiencies being derived from the skills of the designers in conjunction with the education specialists, or where market opportunities arise through standardisation.
32. Where further reductions are proposed they shall only be accepted on an 'exceptions' basis with the delegated approval of Cabinet by the Director of Environment and Economy in consultation with the Director of Children Education and Families. Such consideration shall take account a robust cost benefit analysis that demonstrates educational requirements are not compromised.

Financial and staff implications

33. The effect of this proposed change, based upon the delivery of a new 2FE primary school, is an 11% reduction in the County Council's current space standards. The cost savings relate to build cost and fees but not external works together with furniture and ICT.
34. Based upon current cost data the total project costs of a 1FE primary school would reduce by approximately £400,000, a 2FE by approximately £600,000 and a 1200 place secondary school by approximately £1.4m.

35. Where a new school is being funded by a new development it is proposed that, in future, the County Council will seek a fixed sum additional element as part of the funding agreement to cover the set-up costs of that school. These costs are estimated to be in the region of £250,000 - £300,000 for a new primary school. If not funded as part of the development agreement they are costs which would be incurred by the County Council. Thus whilst there would be a saving to the developer on the capital cost of a new school, this would be offset in part by the need to cover the set-up costs. However, on balance application of the new standards would reduce the cost to a developer of providing a new school.
36. Operational premises costs, such as utilities and maintenance, faced by new schools will be reduced as a consequence of the changes in space standards.

RECOMMENDATIONS

37. **Cabinet is RECOMMENDED** to:

Approve:

- (a) Adoption of the space standards contained with Annex 2
- (b) Delegation of approval of further reductions on an exceptions basis by the Director of Environment and Economy in consultation with the Director for Children's Services
- (c) That in the case of new schools that are developer funded the County Council will seek a fixed sum to cover the set-up costs.

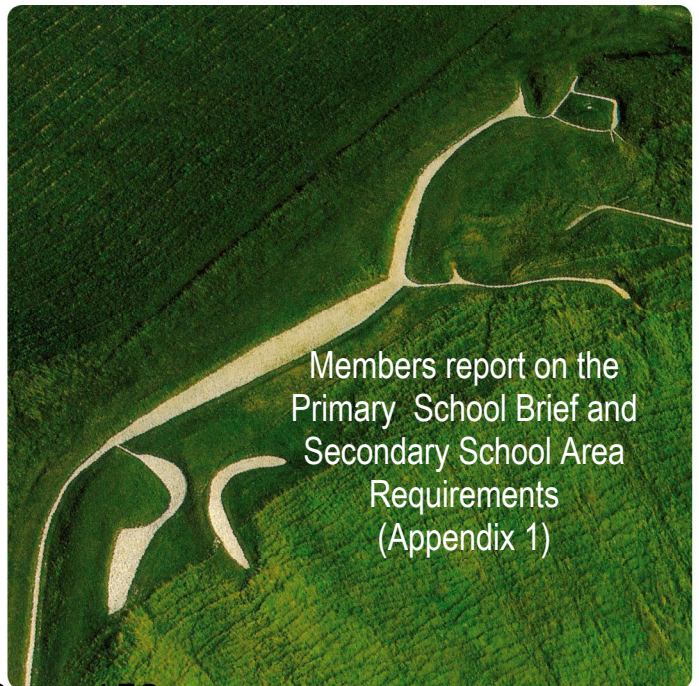
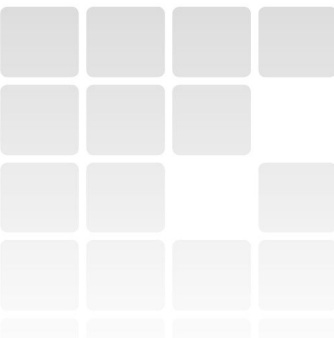
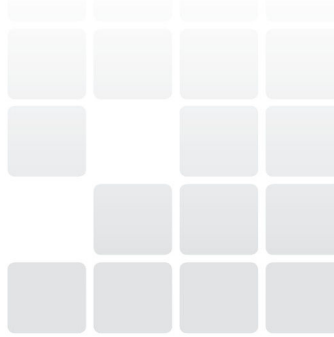
HUW JONES
Director for Environment & Economy

JIM LEIVERS
Director for Children's Services

September 2013

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Oxfordshire County Council Property and Facilities



Members report on the
Primary School Brief and
Secondary School Area
Requirements
(Appendix 1)

Members Report on Primary School Accommodation Schedules and Secondary School Area Requirements (Appendix 1)

Document Control Sheet

Project Title	Members report on Primary School Brief
Report Title	Members Report on Primary School Accommodation Schedules and Secondary School Area Requirements.
Revision	3
Status	Final (3)
Control Date	12/08/13

Record of Issue

Issue	Status	Author	Date	Check	Date	Authorised	Date
1	Draft	JMA Farrow	24/07/13	Mark Holmes (Carillion)	24/07/13 Via email	Jill Sewley	24/07/13 Via email
2	Final	JMA Farrow/ Nigel Cuning	12/08/13	Mark Holmes (Carillion)	12/08/13 Via email	Jill Sewley	12/08/13 Via email

Name	Role	Confirmation	Date
Mark Holmes on behalf of Peter Galley	Design and Construct Lead CCS	Via email	24/07/13
Kevin Griffin	School Organisation Officer, CEF, OCC		24/07/13
Nigel Cuning	Property and Facilities	Issued for presentation to members – Councillor Milinda Tilley and Councillor Waine	24/07/13
Nigel Cuning	Property and	Via email 12/08/13	12/08/13

	Facilities		
Mark Holmes on behalf of Peter Galley	Design and Construct Lead CCS		12/08/13
Kevin Griffin	School Organisation Officer, CEF, OCC		12/08/13

Proposed Changes to the Primary School Brief

The current Primary School Brief for OCC has been developed over a number of years responding to and building on:

- National area guidelines for schools (Building Bulletin 82 [BB82] and latterly Building Bulletin 99 [BB99]),
- OCC's design/area priorities;
- The needs of pupils with Disability and SEN
- Early Years and community provision.

The latest iteration was issued in early 2007, when the national education and economic picture was very different to today.

Following the formation of the Education Funding Agency (EFA) and the James Review in 2011, there was a call for more standardised designs and specifications which could be applied to a range of Schools. This has led to the EFA issuing an indicative baseline design for a 2 form entry primary school which is aimed to illustrate that educational need can be efficiently designed beneath the areas defined within the current standards.

No new Accommodation Schedule or Building Bulletin has been issued but the total area formula for new priorities school building programme is now $4.1m^2 \times \text{Pupil Number} + 350m^2$. This is an approximate reduction of 7% on the areas within the existing Building Bulletin 99 for a 2 FE primary school with Nursery.

Given the projected pressure on school places and the likely reduced levels of capital available to meet that demand it is recognised that there is merit in re-assessing the County Councils space standards for schools.

The following report explains the rationale used to develop a proposed amendment to the accommodation schedule for a 2FE school with nursery provision that has then been extended across standards applicable to 1FE, 1.5FE, and 3FE primary schools with Nursery provision.

The overall proposed space standards below, demonstrate a reduction in area of 11% from the existing OCC Primary School Brief but an enhancement above the Priority Schools area of 3%.

Overall the proposed new schedule represents a reduction of 4.5% on BB99 compared with the Priority Schools area which represents a 7% reduction.

The main reason that the revised schedule doesn't represent an equal reduction is the maintenance of the overall teaching area requirement and less of a reduction in storage space and staff toilet accommodation.

A review of the space standards for a 2 form entry primary school

The following amendments arise from consultants and officer views in light of analysis of the national baseline designs issued by the EFA and in light of feedback from meetings held with head teachers at the following selected schools that have received 'Outstanding' Ofsted inspections.

- Watlington Primary School
- Ladygrove Park Primary School, Didcot
- Chilton Primary School
- St Andrew CE Primary School, Chinnor

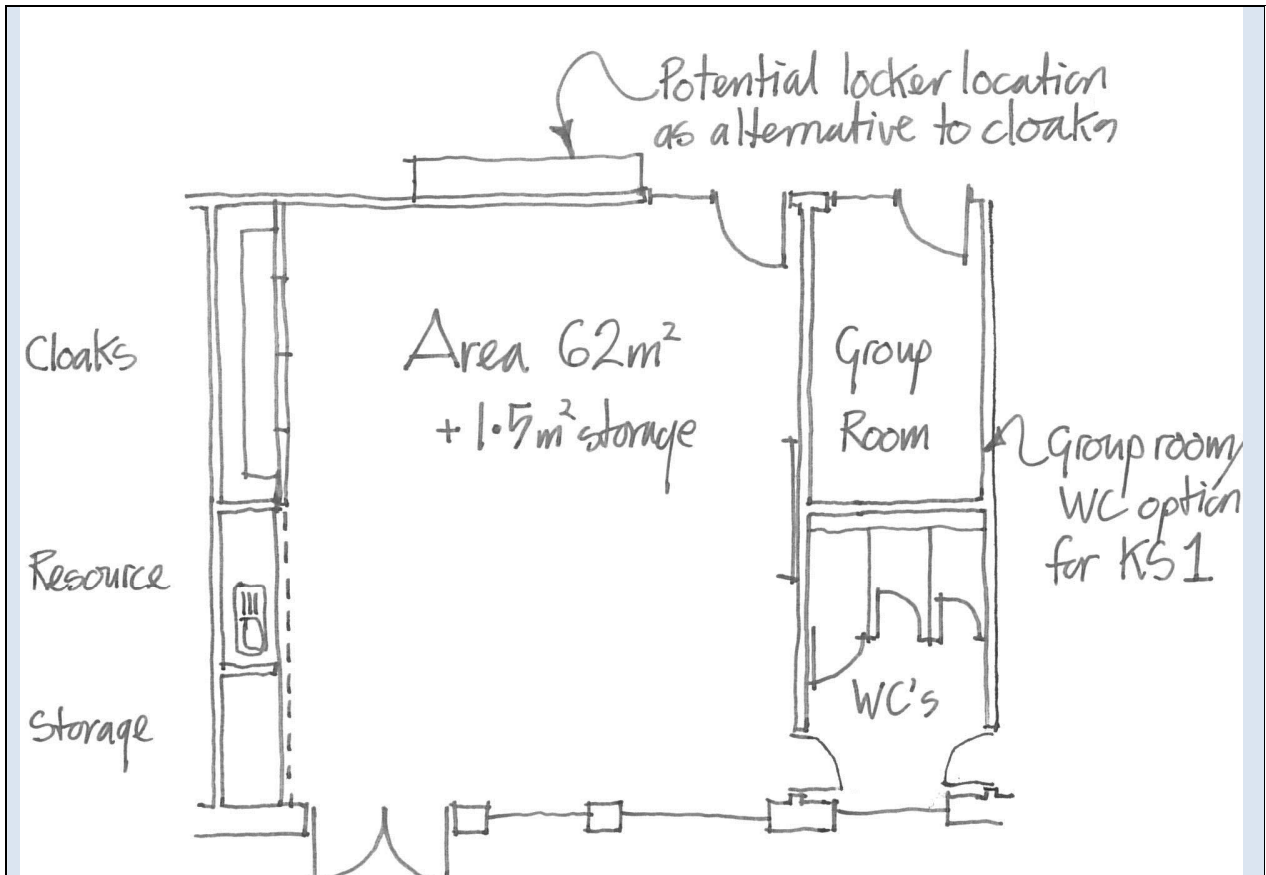
The following schedule sets out the comparison between the proposed revision to the OCC brief against the existing OCC Primary School brief and the baseline design areas.

TEACHING ACCOMMODATION in OCC Primary School Brief	OCC brief Nursery 450 pupils	Priority schools Nursery 450 pupils large classroom	New proposed area	Change to original brief	Local Change to national standard
Teaching spaces					
The review notes that overall teaching spaces should not be compromised but reworking the approach can enhance such spaces whilst enabling space reduction. The issues raised by the schools revolved around problems with restricted cloakroom areas and the benefits of combining resource/flexible areas within circulation spaces.					



Foundation Stage					
Foundation Stage (FS) – 3 x 69m ² (min) = 1 Nursery and 2 Reception classrooms	3x69=207	3x62=186	3x69=207	0	+ 21
Total	207	186	207	0	+21
<p>Foundation areas are unchanged. The area requirement is 2.3 m² for early year's pupils. Coats could be integrated within the classroom space which would reduce congested cloakroom areas, the additional area demanded for circulation and as a consequence removes unnecessary space whilst increasing size/flexibility with the teaching space</p>					

Key Stage 1 and 2					
General Teaching – 4 x 54m ² (min) 4 Key Stage 1 including Resource Area	4x65=260	4x62=248	4x62=248	-12	0
General Teaching – 8 x 54m ² (min) 8 Key Stage 2 including Resource Area	8x65=520	8x62=496	8x62=496	-24	0
ICT Room/other	60	0	0	-60	0
Flexible teaching space/learning street	0	0	62	+62	+62
Total	840	744	806	-34	+62
<p>One of the key issues raised by heads was the security, management and restricted cloakroom spaces. The integration of coats within the classroom space would reduce the demand for additional circulation removing unnecessary space and has the benefit of enabling individual teachers to take responsibility for their classes cloak area.</p> <p>BB99 recommends a minimum of 3m² for pupil's personal belongings. This need could also be met through integration of lockers, potentially within corridor spaces.</p>					



The retention of some resource space within each classroom whilst locating other teaching/resource space together within circulation further increases opportunities for learning whilst also reducing overall area.

The removal of an ICT room simply reflects current technology which no longer demands a dedicated space. ICT trolleys can be located within the flexible learning circulation space which enable pupils and teachers to have constant access to this resource reflecting the life skill that it has now become.

Other Teaching Spaces					
School Hall	180	180	180	0	0
Library Resource Learning Area	33	34	33	0	-1
Small Group Rooms incl FS group	45	37	40	-5	+3
Food Technology Room/Specialist Practical	15	13	15	0	+2
Studio	45	55	55	+10	0
Sen resource room	0	12	12	+12	0
Total	318	331	335	+17	+4

The increase in space standards of the studio bring flexibility of use through it becoming suitable in size as a classroom space and thereby helping to enable better

management of pupil place pressures in the future.

Most of the above spaces could be located within a flexible learning street making them more accessible for everyday learning.

Teaching spaces overall (including 36m² of cloakroom space)

TEACHING SUB-TOTAL	1365	1261	1348	-17	+87
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The overall teaching area has reduced by 17m² plus the 36m² for cloaks which equates to 53m²

Essentially this reflects a reduction in 60m² through ICT

The sketch below illustrates how the schedule might be interpreted.



Administrative spaces

Modern work styles and information technology bring opportunity to rationalise administrative spaces

School Admin Office + Sick Bay	25	17	17	-8	0
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Reprographics	0	8	8	+8	0
Medical Inspection Room/SEN	10	12	10	0	-2
Interview/social services/meeting/ PPA Room (flexible staff and teaching space)	15	7	8	-7	+1
Headteacher's Office/ Senior management/ meeting	17	16	16	-1	0
Deputy Headteacher's Office/PPA Room	14	9	12	-2	+3
Staff Room / Workroom	45	48	48	+3	0
FS Staff / Admin / Kitchen	20	7	12	-8	+5
FS Utility / Laundry Room	8	0	4	-4	+4
ADMIN SUB-TOTAL	154	124	135	-19	+11

The administrative spaces should be multi-functional ensuring room utilisation is maximised.

Storage Spaces

The storage area within the Priority schools is quite low but to ensure adequate storage these areas will require careful design.

Central Store / Stockroom	12	6	12	0	+6
General Teaching Stores	24	24	18	-6	-6
Physical Education Stores inc. 4 ext.	18	22	18	0	-4
Dining Furniture Store	20	16	16	-4	0
Staging and appliance store	0	3	3	+3	0
School/Community store	0	0	4	+4	+4
Utilities, Material & Equipment Store	10	5	7	-3	+2
Caretakers Room/cleaners cupboard	10	3	3	-7	0
FS Stores	46	11	24	-22	+13
Multi-Purpose/Specialist Store	8	0	8	0	+8
NON TEACHING - STORAGE SUB TOTAL	148	90	113	-35	+23

Storage has been reduced, however careful design ensuring storage areas are shallow to maximise space and minimise wasted circulation within the storage should alleviate much of the overall reduction.



Non-teaching - Cloaks					
This area has been relocated within the classrooms and flexible learning space					
FS Cloak Provision	27	20	18	-9	-2
Pupils Cloak Area/Locker Provision	84	51	0	-84	-51
Changing Areas	30	0	0	-30	0
NON TEACHING - CLOAKS SUB TOTAL	141	71	18	-123	-53
The space requirement for coats and lockers has been removed through integrating lockers and coats within classroom areas and corridors					

TOTAL NET AREA					
TOTAL NET AREA	1808	1546	1614	-194	+68

Service areas (Non Net Area)					
Circulation/Partition/Coms/Plant included as a % of net area	543 (approx. 30%)	480 (approx. 31%)	484 (approx. 30%)	-59	+4
The increase efficiency of space outlined above brings direct savings in circulation and the acceptance that changing areas can be managed through flexible use of classrooms and other teaching accommodation, which is evident in most schools within the county					
Adult Toilet Provision incl. Acc. WC's	35 (max)	10	21	-14	+11
FS Toilet Provision	27	18	24	-3	+6
FS Adult Toilet Provision	3	0	0	-3	0
Pupils Toilet Provision	54 (max)	67	58	+4	-9
The practice of drawing WC provisions directly from circulation space enhances supervision, reduces risk of bullying and is more conventional for children. This enables reduced areas. However for KS1 toilets can still be accessed directly from classrooms where required.					
FS Unisex Accessible Toilet/hygiene	9	9	9	0	0

Production Kitchen	56	65	50	-6	-15
The area shown is appropriate for the current take up of school meals across the County and should allow for a further increase of 100 meals.					
TOTAL NON-NET AREA	727	649	646	-81	-3

Overall space standards					
GROSS TOTAL OF INTERNAL SPACES	2535	2195	2260	-275	+65
<p>The overall proposed space standard demonstrates a reduction in area of 11% from the existing OCC Primary School Brief but an enhancement above the Priority Schools area of 3%.</p> <p>Overall the proposed new schedule represents a reduction of 4.5% on BB99 compared with the Priority Schools area which represents a 7% reduction.</p> <p>The main reason that the revised schedule doesn't represent an equal reduction is the maintenance of the overall teaching area requirement and less of a reduction in storage space and staff toilet accommodation.</p>					

Additional space requirements where the master plan proposals for the community is for the school to act as a community facility					
Extended School Space	90	0	90	0	+90

External covered area					
Entrance canopy	0	22	0	+22	-22
FS external covered areas	90	0	90	0	+90
General teaching covered areas	180	0	180	0	+180
Total covered area	270	0	270	-8	+248
<p>An area of 15m² is proposed for each classroom. One of the main purposes of this area is to provide a cost effective alternative circulation route to enable the flexible learning space/ teaching street to be more fully utilised. The area will also be used to extend the outdoor learning spaces and for storage of outside equipment such as boots for wet weather and so increasing outdoors play on wet days.</p>					

Construction Costs

The effect of this proposed change is an 11% reduction in the County Councils current space standards. Based upon current cost data the total project costs of delivery of a new primary school would reduce by approximately £500,000.

This schedule would set the revised standards and be the basis for reduced funding requirements from developers.

The standards would not be seen as a measure to deter further efficiencies being derived from the skills of the designers in conjunction with the education specialists. Where further reductions are proposed on a scheme by scheme basis they shall only be excepted with the delegated approval of Cabinet by the Director of Environment and Economy in consultation with the Director of Education and Families.

Percentage comparisons for various primary school sizes

The following table extends the principals of the detail review above across the other sizes of schools

Primary School size based on whole classes	BB99 (340+4.5 N)	2007 OCC brief area (m2)	% 2007 OCC brief is above BB99	Priority Schools area (m ²) (350+4.1N)	Proposed area (m2)	Change from BB99 area (m2)	Change from OCC area (m2)	Change from Priority Schools area (m2)
1FE + Nursery = 240 pupils	1420	1648	228 (16%)	1334	1457	+37	-191 (12% reduction)	+106 (9% increase)
1.5FE + Nursery = 360 pupils	1960	2233	273 (14%)	1826	1968.5	+8.5	-264.5 (12% reduction)	+142.5 (8% increase)
2FE + Nursery = 450 pupils	2365	2535	170 (7%)	2195	2260	-106	-275 (10.85% reduction)	+65 (2.96% increase)
3FE + Nursery = 690 pupils	3445	3643	198 (6%)	3179	3304	-141	-339 (9% reduction)	+125 (4% increase)

Existing Primary Schools

- The above schedule is based on new school accommodation. Where the capacity of an existing school is being increased the new accommodation will be based on the need for additional pupil places and supporting

infrastructure (where identified) but not to rectify existing shortcomings within the school. Should reorganisation of ancillary accommodation within the existing buildings be considered necessary by the school, this will need to be carried out by the school and not form part of the expansion project.

- Where rooms of 48m² and above are already satisfactorily used as teaching spaces within the existing school, equivalent sized rooms should be considered appropriate for the school to utilise as classroom accommodation unless other factors specifically arise.
- Any new build classrooms associated with an existing school should generally match those of the existing school in general size and arrangement up to a maximum area of 62m²
- Existing shortcomings/shortfall of the school will not be addressed unless specifically briefed as a consequence of addressing basic needs. Generally this will be limited to an assessment by OCC of space for
 - Toilets
 - Staff room
 - Storage
- Generally when expanding a school all existing ancillary accommodation will remain the same. If there is any substantial short fall then some additional accommodation maybe considered but in the main the school will be expected to make any internal adjustments themselves if the overall area or spaces available is appropriate for them to do so. For example if additional area is required for the increased staff numbers, this may be found within other existing accommodation and doesn't necessarily have to form part of the existing staff room.
- Access to the rear of a school site should be maintained both sides of any existing school. Where a new building is proposed it must not compromise the existing access routes and should never reduce any existing access to less than 6m clear.
- Consideration should be given to ensuring that any new build doesn't impinge on the future expansion/ flexibility of the school site
- Consideration should be given when positioning temporary accommodation on site to ensure that they do not sit on the site of potential future permanent new build expansion.
- Where reception and nursery accommodation is required the area of the teaching accommodation will be calculated per child based on an area of 2.3m². Where a half class is required it is assumed that there would be 15 pupils and the area would be associated with an adjoining Early Years classroom.

- Covered areas will only be provided for new Early Years accommodation but not for general teaching classrooms.
- Any expansion must ensure that the site areas requirements of the school premises regulations are met.

Secondary Schools Space Standards

Building Bulletin 98 (BB98)

The recommended formulae for secondary schools is defined as

- 11–16 secondary schools = $1850 + 6.7 \times$ the number of pupils
- 11–18 secondary schools = $2250 + 7 \times$ the number of pupils

Priority Schools

The target formulae for secondary schools is defined as

- 11- 16 secondary schools $1050 + 6.3 \times$ the number of pupils
- 11- 18 secondary schools $1400 + 6.3 \times$ the number of 11 to 16 year-old pupils + $7 \times$ the number of post 16 pupils

County Council Position

The County Councils position was to adopt the space standards recommended by central government (BB98). Now that these standards have been challenged and target 'baseline' areas issued by central government it is considered necessary to account for this change in the County Councils own standards.

No detailed analysis of the priority schools baseline designs has been undertaken due to the complexity and range of options that could be considered nor have schedules of accommodation haven't been made available by the government at this time.

However the assessment of primary school space standards for a 2FE primary school demonstrates that approximately two thirds of the area reduction proposed is considered to be achievable. This approach can be applied to space standards for secondary schools.

The DfE state that the new formulae represent an area reduction of 15% on the old BB98. If OCC were to apply the same reduction standards for the Secondary Schools as defined above for the Primary School schedule this would suggest a reduction of 9.26% on the Building Bulletin rather than the 15% reflected in the new formula.

It is proposed that OCC should adopt its own revision to the formula that accepts approximately 60% of the space standard reduction of the baseline formula. The standards are proposed as follows

- **11- 16 secondary schools 1370 + 6.4 x the number of pupils**
- **11- 18 secondary schools 1840 + 6.4 x the number of 11 to 16 year-old pupils + 7 x the number of post 16 pupils**

It is also proposed to make an allowance for pupil milling areas during bad weather to offset the loss of larger internal circulation areas which is likely to arise

- **0.1 x the number of 11 to 16 year old pupils for external covered areas**

This provides some allowance.

Various comparisons of both school sizes and area calculations are shown below that demonstrate the proposal to adopt the revised formula below

Sample areas for 11 to 18 Secondary Schools

Secondary School sample sizes		BB98 Area 11 to 18 (2250+7N)	Priority Schools area 11 to 18 (1400 +6.3N for 11 to 16 year olds +7N for post 16s)	Government Proposed decrease to BB98(m2)	Proposed OCC formula revision 1840 + 6.4N for 11 to 16 year olds + 7N for post 16s 0.1 x the number of 11 to 16 year old pupils for external covered areas
11 to 16 places	Post 16				
600	100	2250+4900= 7150	1400+3780+700= 5880	1270 (18%)	1840+3840+700= 6380 (plus 60 external covered area)
900	250	2250+8050= 10300	1400+5670+1750 = 8820	1480 (14%)	1840+5760+1750= 9350 (plus 90 external covered area)
1200	250	2250+10150 = 12400	1400+7560+1750 = 10710	1690 (14%)	1840+7680+1750= 11270 (plus 120 external covered area)
1500	350	2250+12950 = 15200	1400+9450+2450 = 13300	1900 (12.5%)	1840+9600+2450= 13890 (plus 150 external covered area)

Sample areas for 11 to 16 Secondary Schools

Secondary School sample size		BB98 Area 11 to 16 (1850 + 6.7N)	Priority Schools area 11 to 16 (1050 +6.3N for 11 to 16 year olds)	Government Proposed decrease (m2)	Proposed OCC formula revision 1370 + 6.4N for 11 to 16 year olds 0.1 x the number of 11 to 16 year old pupils for external covered areas
11 to 16 places	Post 16				
600	0	1850+4020 =5870	1050+3780= 4830	1040 (18%)	1370+3840= 5210 (plus 60 external covered area)
900	0	1850+6030 =7880	1050+5670= 6720	1160 (15%)	1370+5760= 7130 (plus 90 external covered area)
1200	0	1850+8040 =9890	1050+7560= 8610	1280 (13%)	1370+7680= 9050 (plus 120 external covered area)
1500	0	1850+10050 = 11900	1050+9450= 10500	1400 (12%)	1370+9600= 10970 (plus 150 external covered area)

Secondary School site area

It is proposed that the area formula within the existing Building Bulletin 98 remains as the OCC's site area requirements for all secondary schools, namely: 16000 + 59N where N = number of pupil places

Existing Secondary Schools

The above formula is based on new school accommodation. Where the capacity of an existing school is being increased the new accommodation will be based on the need for additional pupil places and supporting infrastructure (where identified) but not to rectify existing shortcomings within the school. Should reorganisation of ancillary accommodation within the existing buildings be considered necessary by the school, this will need to be carried out by the school and not form part of the expansion project.

The developer funding contributions for extensions will not be modified as this relates to teaching space requirements only (space efficiencies in core areas etc should not have effect).

OCC Primary School Schedules & Secondary School area requirements

TEACHING ACCOMMODATION FOR 1FE + NURSERY (240 PUPILS) CONSISTING OF 7 CLASSROOMS AND 1 NURSERY CLASSROOM

1FE + NURSERY (240 PUPILS) CONSISTING OF 7 CLASSROOMS AND 1 NURSERY CLASSROOM	
TEACHING ACCOMMODATION	Area (m²)
FS – 2 x 69m ² (min) = 1 Nursery and 1 Reception	138
General Teaching – 2 x 62m ² (min) 4 Key Stage 1 including Resource Area	124
General Teaching – 4 x 62m ² (min) 4 Key Stage 2 including Resource Area	248
School Hall	180
ICT Room/other	0
Library Resource Learning Area	33
Small Group Rooms incl FS group	20
Food Technology Room/Specialist Practical	15
Studio	0
Sen resource room	0
Flexible teaching space/learning street	31
TEACHING SUB-TOTAL	789
Main Entrance / Reception – (incl. in circulation etc)	0
School Admin Office + Sick Bay	17
Reprographics	4
Medical Inspection Room/SEN	8
Interview/social services/meeting	8
Headteacher's Office/ Senior management.	16
Deputy Headteacher's Office/PPA Room	0
Staff Room / Workroom	35
Meeting / PPA Room	12
F S Entrance / Piazza (incl. in circulation etc)	0
FS Staff / Admin / Kitchen	12
FS Utility / Laundry Room	4

NON TEACHING – ADMIN SUB TOTAL	116
Central Store / Stockroom	10
General Teaching Stores	9
Physical Education Stores inc. 4 ext.	18
Communications Room (incl. in circulation etc)	0
Dining Furniture Store	16
Staging and appliance store	3
School/Community store	4
Utilities, Material & Equipment Store	7
Caretakers Room/cleaners cupd	3
FS Stores	18
Multi Purpose/Specialist Store	8
NON TEACHING - STORAGE SUB TOTAL	96
FS Cloak Provision	12
Pupils Cloak Area/Locker Provision	0
Changing Areas	0
NON TEACHING - Cloaks SUB TOTAL	12
SUB TOTAL OF NET AREA	1013
Circulation/Partition/Coms/Plant included @ 32% of net area	324
Adult Toilet Provision incl. Acc. WC's	14
FS Toilet Provision	18
FS Adult Toilet Provision	0
Pupils Toilet Provision	29
FS Unisex Accessible Toilet/hygiene	9
Production Kitchen	50
Boiler Room (incl. in circulation etc)	0
SUB TOTAL OF NON NET AREA	444
GROSS TOTAL OF INTERNAL SPACES	1457
FS External covered areas	60
General teaching covered areas	90
Extended School Space option	90
The site area requirement allows for 2FE ensuring that future expansion can be accommodated. . Only where robust evidence is held by the authority that the likelihood of future growth is slim, will lower space standards of 1.34ha for 1FE be acceptable.	2.22ha

**TEACHING ACCOMMODATION FOR 1.5FE + NURSERY (360 PUPILS)
CONSISTING OF 11 CLASSROOMS AND 1 NURSERY CLASSROOM**

1.5FE + NURSERY (360 PUPILS) CONSISTING OF 11 CLASSROOMS AND 1 NURSERY CLASSROOM	
TEACHING ACCOMMODATION	Area (m²)
FS – 3 x 69m ² (min) = 1 Nursery and 2 Reception	207
General Teaching – 3 x 62m ² (min) 4 Key Stage 1 including Resource Area	186
General Teaching – 6 x 62m ² (min) 4 Key Stage 2 including Resource Area	372
School Hall	180
ICT Room/other	0
Library Resource Learning Area	33
Small Group Rooms incl FS group	30
Food Technology Room/Specialist Practical	15
Studio	55
Sen resource room	12
Flexible teaching space/learning street	46
TEACHING SUB-TOTAL	1136
Main Entrance / Reception – (incl. in circulation etc)	0
School Admin Office + Sick Bay	17
Reprographics	8
Medical Inspection Room/SEN	10
Interview/social services/meeting	8
Headteacher's Office/ Senior management.	16
Deputy Headteacher's Office/PPA Room	12
Staff Room / Workroom	48
Meeting / PPA Room	0
F S Entrance / Piazza (incl. in circulation etc)	0
FS Staff / Admin / Kitchen	12
FS Utility / Laundry Room	4
NON TEACHING – ADMIN SUB TOTAL	135
Central Store / Stockroom	8
General Teaching Stores	13.5

Physical Education Stores inc. 4 ext.	18
Communications Room (incl. in circulation etc)	0
Dining Furniture Store	16
Staging and appliance store	3
School/Community store	4
Utilities, Material & Equipment Store	7
Caretakers Room/cleaners cupd	3
FS Stores	24
Multi Purpose/Specalist Store	8
NON TEACHING - STORAGE SUB TOTAL	104.5
FS Cloak Provision	18
Pupils Cloak Area/Locker Provision	0
Changing Areas	0
NON TEACHING - Cloaks SUB TOTAL	18
SUB TOTAL OF NET AREA	1393.5
Circulation/Partition/Coms/Plant included @ 31% of net area	432
Adult Toilet Provision incl. Acc. WC's	16
FS Toilet Provision	24
FS Adult Toilet Provision	0
Pupils Toilet Provision	44
FS Unisex Accessible Toilet/hygiene	9
Production Kitchen	50
Boiler Room (incl. in circulation etc)	0
SUB TOTAL OF NON NET AREA	575
GROSS TOTAL OF INTERNAL SPACES	1968.5
FS External covered areas	90
General teaching covered areas	135
Extended School Space option	90
The site area requirement allows for 2FE ensuring that future expansion can be accommodated. Only where robust evidence is held by the authority that the likelihood of future growth is slim, will lower space standards of 1.81ha for 1.5FE be acceptable.	2.22ha

**TEACHING ACCOMMODATION FOR 2FE + NURSERY (450 PUPILS)
CONSISTING OF 14 CLASSROOMS AND 1 NURSERY CLASSROOM**

2FE + NURSERY (450 PUPILS) CONSISTING OF 14 CLASSROOMS AND 1 NURSERY CLASSROOM	
TEACHING ACCOMMODATION	Area (m2)
FS – 3 x 69m ² (min) = 1 Nursery and 2 Reception	207
General Teaching – 4 x 62m ² (min) 4 Key Stage 1 including Resource Area	248
General Teaching – 8 x 62m ² (min) 4 Key Stage 2 including Resource Area	496
School Hall	180
ICT Room/other	0
Library Resource Learning Area	33
Small Group Rooms incl FS group	40
Food Technology Room/Specialist Practical	15
Studio	55
Sen resource room	12
Flexible teaching space/learning street	62
TEACHING SUB-TOTAL	1348
Main Entrance / Reception – (incl. in circulation etc)	0
School Admin Office + Sick Bay	17
Reprographics	8
Medical Inspection Room/SEN	10
Interview/social services/meeting	8
Headteacher's Office/ Senior management.	16
Deputy Headteacher's Office/PPA Room	12
Staff Room / Workroom	48
Meeting / PPA Room	0
F S Entrance / Piazza (incl. in circulation etc)	0
FS Staff / Admin / Kitchen	12
FS Utility / Laundry Room	4
NON TEACHING – ADMIN SUB TOTAL	135
Central Store / Stockroom	12
General Teaching Stores	18

Physical Education Stores inc. 4 ext.	18
Communications Room (incl. in circulation etc)	0
Dining Furniture Store	16
Staging and appliance store	3
School/Community store	4
Utilities, Material & Equipment Store	7
Caretakers Room/cleaners cupd	3
FS Stores	24
Multi Purpose/Specalist Store	8
NON TEACHING - STORAGE SUB TOTAL	113
FS Cloak Provision	18
Pupils Cloak Area/Locker Provision	0
Changing Areas	0
NON TEACHING - Cloaks SUB TOTAL	18
SUB TOTAL OF NET AREA	1614
Circulation/Partition/Coms/Plant included @ 30% of net area	484
Adult Toilet Provision incl. Acc. WC's	21
FS Toilet Provision	24
FS Adult Toilet Provision	0
Pupils Toilet Provision	58
FS Unisex Accessible Toilet/hygiene	9
Production Kitchen	50
Boiler Room (incl. in circulation etc)	0
SUB TOTAL OF NON NET AREA	646
GROSS TOTAL OF INTERNAL SPACES	2260
FS External covered areas	90
General teaching covered areas	180
Extended School Space option	90
Site area requirement	2.22ha

**TEACHING ACCOMMODATION FOR 3FE + NURSERY (690 PUPILS)
CONSISTING OF 21 CLASSROOMS AND 2 NURSERY CLASSROOM**

3FE + NURSERY (690 PUPILS) CONSISTING OF 21 CLASSROOMS AND 2 NURSERY CLASSROOM	
The provision of 2FE primary school accommodation is the maximum size of school provision expected within new build developments. The provision of new build 3FE primary school accommodation is only accepted in exceptional circumstances and where the County Council consider that long term future needs would otherwise have to be met through the provision of a 2FE school and a separate 1FE school.	
TEACHING ACCOMMODATION	Area (m²)
FS – 5 x 69m ² (min) = 2 Nursery and 3 Reception	345
General Teaching – 6 x 62m ² (min) 4 Key Stage 1 including Resource Area	372
General Teaching – 12 x 62m ² (min) 4 Key Stage 2 including Resource Area	744
School Hall	200
Small Hall	80
Library Resource Learning Area	33
Small Group Rooms incl FS group	60
Food Technology Room/Specialist Practical	30
Studio	55
Sen resource rooms	18
Flexible teaching space/learning street	93
TEACHING SUB-TOTAL	2030
Main Entrance / Reception – (incl. in circulation etc)	0
School Admin Office + Sick Bay	17
Reprographics	8
Medical Inspection Room/SEN	10
Interview/social services/meeting	8
Headteacher's Office/ Senior management.	16
Deputy Headteacher's Office/PPA Room	12
Staff Room / Workroom	65

Meeting / PPA Room	12
F S Entrance / Piazza (incl. in circulation etc)	0
FS Staff / Admin / Kitchen	12
FS Utility / Laundry Room	4
NON TEACHING – ADMIN SUB TOTAL	164
Central Store / Stockroom	16
General Teaching Stores	27
Physical Education Stores inc. 4 ext.	18
Communications Room (incl. in circulation etc)	0
Dining Furniture Store	16
Staging and appliance store	3
School/Community stores	4
Utilities, Material & Equipment Store	10
Caretakers Room/cleaners cupds	6
FS Stores	36
Multi Purpose/Specalist Stores	12
NON TEACHING - STORAGE SUB TOTAL	148
FS Cloak Provision	30
Pupils Cloak Area/Locker Provision	0
Changing Areas	0
NON TEACHING - Cloaks SUB TOTAL	30
SUB TOTAL OF NET AREA	2372
Circulation/Partition/Coms/Plant included @ 30% of net area	712
Adult Toilet Provision incl. Acc. WC's	24
FS Toilet Provision	40
FS Adult Toilet Provision	2
Pupils Toilet Provision	85
FS Unisex Accessible Toilet/hygiene	9
Production Kitchen	60
Boiler Room (incl. in circulation etc)	0
SUB TOTAL OF NON NET AREA	932
GROSS TOTAL OF INTERNAL SPACES	3304
FS External covered areas	120
General teaching covered areas	270
Extended School Space option	90
Site area requirement	3.01ha

Existing Primary Schools

The above schedules define space standards for new school accommodation. Where the capacity of an existing school is being increased the new accommodation will be based on the need for additional pupil places and supporting infrastructure (where identified) but not to rectify existing shortcomings within the school. Should reorganisation of ancillary accommodation within the existing buildings be considered necessary by the school, this will need to be carried out by the school and not form part of the expansion project.

The following principals will be applied

- Existing spaces: where rooms of 48m² and above are already satisfactorily used as teaching spaces within the existing school, use of other existing rooms of equivalent size should be considered as classroom accommodation unless other factors specifically arise.
- New build classrooms: to match those of the existing school in general size and arrangement up to a maximum area of 62m²
- Reception and nursery accommodation: 2.3m² per pupil. Where a 'half class' is required the area is to be based upon 15 pupils and adjoin the Early Years classroom.
- Basic needs: existing shortcomings/shortfall in school accommodation will not be addressed unless specifically briefed by the education authority. The only additional space required over and above classroom space will be
 - Circulation
 - Toilets
 - Staff room
 - Storage
- Ancillary Accommodation; Where a substantial short fall is identified by the education authority some additional accommodation maybe considered but where the overall space within the school is considered sufficient the school will be expected to carry out internal adjustments to provide such accommodation.
- External Areas: Access to the rear of a school site should be maintained to both sides of an existing school site where practicable. Where a new building is proposed it must not compromise the existing access routes and should never reduce any existing access to less than 6m clear. Any expansion must ensure that the site areas requirements of the school premises regulations are met.
- Future Expansion: Consideration should be given to ensuring that any new build or re-locatable building doesn't impinge on the future expansion/ flexibility of the school site
- Covered areas; will only be provided for new Early Years accommodation but not for general teaching classrooms.

TEACHING ACCOMMODATION FOR SECONDARY SCHOOLS

Secondary school area requirements	
<p>The secondary school gross building area requirements (m2) are calculated on using the following formula where N = the number of pupils, N* = the number of 11-16 year old pupils and N** = the number of post 16 pupils.</p> <p>Formula is included to determine additional area requirements for external covered areas (m2)</p>	
School Type	Formula
<p>Secondary School for 11 to 18 age range: Number of 11 to 16 year old pupils = (N*) Number of post 16 pupils = (N**)</p> <p>Gross Floor area (m2)</p>	$1840 + 6.4 \times N^* + 7 \times N^{**}$
Covered Area Provision (m2)	$0.1 \times N^*$
<p>Secondary School for 11 to 16 age range: Number of 11 to 16 year old pupils = (N*)</p>	$1370 + 6.4 \times N^*$
Covered Area Provision (m2)	$0.1 \times N^*$
<p>All Secondary Schools Number of all pupils (11 – 18) = N</p> <p>Site area requirements (m2):</p>	$16000 + 59 \times N$

Existing Secondary Schools

The above formula defines standards for new school accommodation. Where the capacity of an existing school is being increased the new accommodation will be based on the need for additional pupil places and supporting infrastructure (where identified) but not to rectify existing shortcomings within the school. Should reorganisation of ancillary accommodation within the existing buildings be considered necessary by the school, this will need to be carried out by the school and not form part of the expansion project.

Division(s):

CABINET – 17 SEPTEMBER 2013

CONTRIBUTIONS POLICY FOR ADULT SOCIAL CARE

Report by Director for Social & Community Services

Introduction

1. Oxfordshire County Council aims to support and promote strong communities so that people live their lives as successfully, independently and safely as possible. The Council aims to encourage independence and choice, promote prevention and early intervention, be fair and equitable and give service users more power and control over their lives.
2. Social care is not a free service and the way funding is allocated from central government makes it clear that councils need to collect income locally to contribute to the cost of services.
3. The purpose of the Adult Social Care Contributions Policy is to outline a fair approach to the financial contributions made by individuals towards the social care services they receive. The Council is committed to making its approach to these contributions as simple and straightforward as possible.
4. Changes in national policy, lessons learnt from implementing personal budgets and direct payments, as well as inconsistencies that have been identified in our current practice, mean that it is timely to review our contributions policy. This is also an opportunity to address inconsistencies that have been identified in current policy and implementation, and through the recent audit of adult social care, such as people paying providers directly for day opportunities and double-handed care being charged different rates from people paying through personal budgets.
5. The new policy essentially restates the principles in the current policy as the basis on which we seek contributions from individuals towards the cost of their care. This is primarily through contributions to their personal budget, but also includes services that incur a charge either from the provider or from the Council.
6. The majority of people either won't be affected or will be better off as a result of the proposed changes. However, there are a number of areas where changes are proposed, which will have implications for service users and the Council.
7. These areas are discussed in more detail in points 22 to 53. In summary, these changes relate to:

- (a) clarifying for service users which services will incur a charge, and whether the council or the provider is responsible for setting and collecting these charges. This includes setting a single, flat rate for home care rather than the current variable charges.
- (b) removing the 4-week period of free care clients receive prior to undertaking a financial assessment and contributions starting, with the exception of intermediate care services such as reablement which legislation dictates must have a 6-week period before charging commences.
- (c) removing the nominal charge to the client where the financial assessment is not completed within 4 weeks and they start receiving services, as this is not in line with Fairer Charging guidance from Government.
- (d) offering service users living with a partner both an individual and a joint assessment, and charging whichever is most beneficial for the client.
- (e) providing the Alert service free of charge for service users that are most vulnerable and/or least able to pay for it
- (f) assessing client contributions to the cost of respite care under Fairer Charging guidance, potentially reducing their contribution.
- (g) taking personal injury awards into account in financial assessments, or recovering the cost of care from trust funds, where reasonable to do so and having regard for the terms of the trust or settlement.

Consultation and Engagement

- 8. A period of consultation with public and key stakeholders took place from 26th June - 21st August 2013 on a draft of the Contributions Policy for Adult Social Care and Service and Community Impact Assessment.
- 9. The focus of the consultation and engagement period was on the key areas of the policy in which changes were proposed (as set out in point 4 above), including whether we had correctly identified the potential implications for service users, carers, providers and the Council. Comments were also invited on the policy in general.
- 10. The consultation and engagement period included three public meetings, online consultation and targeted consultation and engagement with the 27 people identified as being most likely to see their contributions increase as a result of the proposed change to introduce a single, flat rate for home care.
- 11. A number of key organisations were also proactively engaged in conversations about the draft policy. This included meetings with Carers Voice Oxfordshire (16 attendees including service users and carers) and Unlimited (Physical Disability user led organisation – 13 attendees including service users and carers).
- 12. In total 23 people and organisations responded to the online questionnaire, and formal responses were also received from Age UK Oxfordshire and a parent of a service user likely to see their contributions increase as a result of

the new policy. In total, 8 people attended the public meetings held in Banbury, Oxford and Didcot.

13. A summary of the consultation responses is available in the Members Resource Room.
14. The consultation responses were broadly supportive of the proposals in the policy, although there were a number of comments about trying to make the policy easier to understand. Efforts have been made to ensure the final policy is as clear and free of jargon as possible, whilst remaining in line with government guidance. The policy will be supported by guidance documents for staff, service users and carers that will also help to explain the principles of the policy as clearly as possible.
15. There were also a number of questions raised as part of the consultation seeking clarification of the impact of proposals on individual circumstances, and in general about the process of care and financial assessments. These will all be responded to directly, although they did not propose or necessitate any changes to the proposed policy. It is also proposed to implement the policy with effect from 5th January 2014, to allow time to reassess individuals under the new policy to fully understand any changes in contributions and make suitable adjustments where necessary / appropriate.
16. As part of the consultation, it was proposed to make the Alert service free to charge to anyone. However, responses to the consultation questioned how the most vulnerable people or those least able to pay the costs of the service would be prioritised, and the potential cost to the Council as a result of significantly increased number of service users.
17. The proposal has therefore been amended, as set out in points 34-39.
18. We believe that this change will reduce the numbers of referrals to the Fairer Charging team, thus reducing waiting times for a financial assessment for people with more complex care needs, whilst maintaining the preventative intention of the service and targeting it at those least able to pay for the service from their own resources.

Contributions Policy for Adult Social Care

19. An updated and amended draft of the Contributions Policy for Adult Social Care is attached as Appendix A.
20. Much of the Council's current policy and practice for seeking contributions from individuals towards the cost of their care remains the same in the new policy. This is primarily through contributions to their personal budget, but also includes services that incur a charge either from the provider or from the Council.

21. However, there are a number of areas where changes are proposed to ensure that the policy is straightforward, consistent and clear and provides people with timely, concise information about the costs of their care, as set out below.

Charges for Services

22. The policy includes details of the services for which charges will apply, based on distinguishing between preventative services (that will be offered free of charge) and those that are either subsidised universal services or available exclusively to people with personal budgets (both of which will generally be charged by the provider and paid by the service user from their own funds or from a personal budget).
23. This is important in clarifying for service users which services will incur a charge, and whether the council or the provider is responsible for setting and collecting these charges. It will also avoid situations where service users are charged different amounts depending on whether they are using a personal budget or paying directly.
24. The policy also includes a presumption that any new services will be chargeable unless:
- a. The cost of recovering charges will exceed the income raised;
 - b. There are statutory or legislative reasons for not charging at all or not charging the full amount to some users of the service
 - c. Charging full costs would result in no uptake of a service
 - d. Charging for a service would act as a deterrent to taking up an essential service.

Free Care Period

25. The Council currently offers a four-week period of free care, prior to undertaking a financial assessment and contributions starting.
26. It is proposed to remove this and to undertake financial assessments as soon as possible. Clients will not be charged until a financial assessment has taken place, with the exception of intermediate care services such as reablement which legislation dictates must be offered for a period of up to 6-week before charging commences.
27. The Council previously set a nominal charge to the client where financial assessments were not completed within four weeks and they started receiving services – they were then charged their assessed contribution from the time the financial assessment was completed. However, a recent Local Government Ombudsman ruling has shown this to be challengeable as being outside Fairer Charging legislation, so this nominal charge was suspended in June 2013. This will reduce the Council's income, however this will be offset against doing assessments sooner and therefore individuals' contributions starting earlier than four weeks.
28. These changes will be supported by business process re-engineering as part of the Adult Social Care Improvement Programme, to ensure financial assessments are completed as soon as possible.

29. These changes will only impact on new clients and are anticipated to generate approximately £50k additional income for the Council per annum.

Couples

30. Our current policy is to charge clients individually unless they are dependent on their spouse, whereby we will automatically assess as a couple. There are currently 576 clients who are part of a couple.
31. It is proposed that in future financial assessments will normally be undertaken as a single person, however clients living with a partner will also be offered a joint assessment. This will require details of all savings, income and expenses held individually or jointly. We will then financially assess at whichever rate is better for the service user.
32. For couples that are receiving joint benefits and/or who are both receiving care services from Oxfordshire County Council, only joint assessments will be offered. This assessment will be based on both partner's income, capital and living costs.
33. It is anticipated that this will reduce the contributions of approximately 60 clients, and reduce the Council's income by approximately £220k per annum.

Alert Service

34. The Alert Service provides alarm systems to people who may need to summon an emergency response or support. These are currently charged for, but are considered to be an important preventative service supporting the independence of people living in their own homes.
35. There are approximately 4,350 users of the Alert Service, of which around 3,600 are in receipt of Housing Benefit and 726 (17%) have received a financial assessment (the rest being screened out by the provider as not being eligible for support from Adult Social Care). Of those assessed, 72% are assessed as not having to make a contribution to the cost. This means that only 5% of the total users of the Alert Service are contributing towards the cost of the service.
36. It is proposed that service users who are in receipt of Housing Benefit and either Income Support or (Guaranteed) Pension Credit (and this may be extended in future to those receiving Universal Credit, as this is rolled out) will receive the service free automatically, without the need for a Fairer Charging Assessment.
37. Anyone not in receipt of those benefits will be able to access the service in the same way as they do now, either by making an agreed contribution following a Fairer Charging assessment (which may still result in a free service) or by paying full costs (between £5 and £22 depending on the level of service). Alternatively people who would have to pay the Council's full charges can choose to receive the service privately, through an organisation of their choosing.

38. Approximately 36 current users are in receipt of Housing Benefit and either Income Support or (Guaranteed) Pension Credit. Providing the service free of charge to these individuals will reduce their contributions by between £5 and £22 per week.
39. It is anticipated this will reduce the Council's income by approximately £16.5k per annum.

Respite

40. The Council has discretion about how to charge for respite care, including temporary stays under 8 weeks. The council can charge under residential or non-residential Government guidance, or set what it considers to be a 'reasonable amount'. Currently many assessments are undertaken using residential guidance (Charging for Residential Accommodation Guidance - CRAG) unless clients have Personal Budgets that include provision for respite care.
41. It is proposed to include charges for respite care under non-residential Government guidance (Fairer Charging guidance) as this supports our aims of helping people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget. It also means that on average people will be better off, as charges for respite care under residential legislation are typically £60-£80 per week for clients on low incomes whereas the minimum charge under Fairer Charging guidance is £0 per week.
42. It will also mean that charges cannot be backdated to before a financial assessment has taken place (permitted under Charging for Residential Accommodation Guidance but not under Fairer charging Guidance), meaning service users will always be aware of their level of contribution before being charged.
43. It is anticipated that this change will reduce the Council's income by approximately £150k per annum.

Personal Injury Awards and Trust Funds

44. The Council does not currently have a policy about taking personal injury awards into account in financial assessments, or recovering the cost of care from trust funds.
45. It is proposed to take settlements (both interim and final) into account when assessing the financial circumstances of a service user where it is considered reasonable to do so. It is also proposed that the Council will consider whether to recover the cost of care from a trust fund, where reasonable to do so, having regard for the terms of the trust. Guaranteed Income Payments made under the Armed Forces Compensation Scheme to disabled ex-service personnel will not be taken into account

46. These changes are likely to increase income to the Council, and in some cases this could be significant sums, but it is difficult to quantify how much this will be per annum. However, any sums recovered will help to offset the loss of income as a result of other policy changes.

12-week Property Disregard

47. In line with Government guidance, the Council currently offers a 12 week period of grace for people moving into a care home, whereby the Council continues to fund the cost of care at the previously assessed level for a period of up to 12 weeks before undertaking a new financial assessment. This helps to alleviate the risk that a client is reassessed as needing to contribute significantly more than previously as a result of the value of their property being taken into account, prior to having released the value of their property through completion of the sale.
48. If the sale is not complete after the 12 week period, the Council will provide interim or deferred payments secured by a legal charge over the property under Charging for Residential Accommodation Guidance (CRAG). The amount secured by the legal charge will be repayable to the Council immediately on sale of the property and may be subject to an additional interest charge as set out in the Deferred Payment Agreement or the provisions of HASSASSA 1983.
49. It is proposed to extend the same 12 week property disregard and deferred payments to clients moving elsewhere (for example into Extra Care Housing or to move in with relatives). However, clients moving into accommodation other than a care home that do not agree to the Council securing a charge over their property if the sale is not completed within 12 weeks will not be offered an initial 12 week property disregard option, and will be reassessed with the value of their property taken into account.
50. This is a positive change for service users, as it helps reduce the risk that they need to contribute significantly more towards the cost of their care before they have the income from the sale of their property. It also means clients will be treated in the same way wherever they are moving, and may mean they can move home sooner as they no longer need to wait for the sale to be completed.
51. It is difficult to assess the precise number of people this will affect, as the likely numbers this will apply to is unclear. The gross costs are difficult to assess, since these can vary far more than the cost of residential / nursing care, and the net costs are also difficult to estimate as by selling a property clients are likely to be assessed as contributing some or all of the cost of their care when they may previously not have been.
52. However, for comparison, in 2012/13 the Council spent £880k offering a 12 week property disregard to 124 people moving into residential care. Although their properties were disregarded, they were already assessed to contribute something to the cost of their care so the net cost was only £346k. For interim funding the Council “spent” almost £6 million in 2012/13, (on 490 people) but

the eventual net cost will be zero as the money is reclaimed following the sale of the properties.

53. The proposal is also positive for the Council, as it may encourage people to move into alternative accommodation rather than a care home, including Extra Care Housing. This proposal may also help people move into Extra Care Housing sooner as they don't need to wait for their property to be sold, reducing the risk of empty properties for which the Council is responsible for paying the provider a core charge.

Summary of proposed changes

Change proposed	Impact on service users	Impact on the Council
<p>Charges for services Clarifying which services will incur a charge and whether the council or the provider is responsible for setting and collecting these charges, and introducing a single, flat rate per hour for home support</p>	<ul style="list-style-type: none"> Most clients will pay less for the vast majority visits, but more for double-handed visits lasting over 36 minutes on weekdays and single-handed visits lasting over 50 minutes on weekdays if they choose to use their personal budget in this way. Based on the charges made in 2012/13 there approximately 25 clients whose total contribution would have increased by more than £5, with the maximum increase being £13 per week. 	<ul style="list-style-type: none"> Need to make clear to existing and future providers the presumption that service will be charged for, with the charge being set and collected by the provider
<p>Free Care Removing the 4 week Free Care Period for all services other than intermediate care services (which will continue to be provided free of charge for up to 6 weeks)</p>	<ul style="list-style-type: none"> These changes will only impact on new clients, who will begin contributing to the cost of care up to 4 weeks earlier than previously 	<ul style="list-style-type: none"> Generate approximately £50k additional income for the Council per annum by starting contributions sooner
<p>Couples Offering couples a joint assessment as well as an assessment as an individual, and charging whichever is most beneficial to the client (with the exception of couples in receipt of joint benefits, who will only be assessed as a couple)</p>	<ul style="list-style-type: none"> It is anticipated that this will reduce the contributions of approximately 60 clients by up to £350 per week 	<ul style="list-style-type: none"> Reduce the Council's income by approximately £220k per annum.
<p>Alert Providing the service free of</p>	<ul style="list-style-type: none"> Reduce the contributions of approximately 36 users by 	<ul style="list-style-type: none"> Reduce income for the council by

charge to people in receipt of Housing Benefit and either Income Support or (Guaranteed) Pension Credit	between £5 and £22 per week.	approximately £16.5k per annum
Respite Charging for respite care, including temporary stays under 8 weeks, under non-residential guidance	<ul style="list-style-type: none"> • Support people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget. • Reduce the minimum charge from £130 under residential guidance to £0 under non-residential guidance. 	<ul style="list-style-type: none"> • Reduce the Council's income by approximately £150k per annum.
Personal injury awards and Trust Funds	<ul style="list-style-type: none"> • Likely to increase the contributions of clients, but these are awarded to individuals in recognition of their ongoing care needs, and so will not negatively impact on clients by increasing their contributions beyond their ability to pay 	<ul style="list-style-type: none"> • Likely to increase income to the Council, and in some cases this could be significant sums, but it is difficult to quantify how much this will be per annum.
12 week property disregard Extending the disregard and deferred payments currently offered to clients moving into care homes to clients moving elsewhere (Extra Care Housing, in with family, sheltered housing)	<ul style="list-style-type: none"> • Helps to alleviate the risk that a client is reassessed as needing to contribute significantly more towards the cost of their care than previously as a result of the value of their property being taken into account, prior to having released the value of their property through completion of the sale. 	<ul style="list-style-type: none"> • Enable those home owners with eligible care needs to move into Extra Care Housing more quickly, thereby reducing the cost to the Council of paying the core charge to the on-site care provider due to empty properties.
Net cost of proposed changes to the council		£340k per annum

Financial and Staff Implications

54. The proposed changes would reduce the income the Council receives each year by a maximum of £340k. This will in part be offset by the by the changes to free personal care and our proposed approach to personal injury awards and trust funds. Although this is a cost to the Council we believe that the changes are crucial to ensure that the policy is as fair, consistent and straightforward as possible whilst also ensuring the Council is fully compliant with Government guidance.

55. The small loss of income in 2013/14 has been factored into the current savings plans for the year; the implications for future years have been built in as part of the service and resource planning process and will be covered by forecast additional income arising from increased demand for Care packages.
56. There will be additional work for the Financial Assessments Team in reassessing existing clients under the new policy, whilst continuing to meet demand for new assessments. It is proposed to implement the new policy with effect from 5th January 2014 to allow time for these reassessments to take place, and to ensure guidance for the public and procedures for staff are updated and staff appropriately briefed before the changes come into effect.

Equalities Implications

57. In line with the Council's Equality Policy 2012-2016, a Service and Community Impact Assessment has been completed to consider the implications of the Contributions Policy for Adult Social Care. This is attached at Appendix B.
58. This assessment has identified that the majority of people either won't be affected or will be better off as a result of the proposed changes. Many people will see their contributions reduce as a result of the changes to the Alert Service, and anomalies in charging different amounts for people purchasing services directly from providers compared to those using personal budgets will be addressed.
59. A relatively small number of current service users (less than 30 of a total of 15,000) may see their contributions increase as a result of introducing a single, flat rate for homecare. In many cases this increase is likely to be £12 a week or less, although in a limited number of cases may be more. All users likely to be affected in this way will be offered a review of the financial assessment before the policy is implemented, to ensure they are fully aware of how much their contributions will increase, and to consider alternative ways of meeting their care needs at less cost if appropriate.

RECOMMENDATION

60. **The Cabinet is RECOMMENDED to agree the Contributions Policy for Adult Social Care, for implementation with effect from 5th January 2014.**

JOHN JACKSON
Director for Social & Community Services

Background papers:

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September 2013

Oxfordshire County Council Policy for Contributions in Adult Social Care

Purpose

1. This policy outlines how the Council ensures a fair approach to contributions from individuals towards the social care services they receive. It covers residential and non-residential care services following an assessment, and direct access services such as day care. This policy is based on appropriate legislation and Government guidance, including:
 - The National Assistance Act 1948
 - The Health Services and Public Health Act 1968
 - The Chronically Sick and Disabled Act 1970
 - The NHS Act 2006
 - The Carers and Disabled Children Act 2000
 - The Health and Social Care Act 2001
 - Community Care, Services for Carers and Children's Services (Direct Payments) (England) Regulation 2009 Pursuant to Health and Social Care Act 2001
 - Department of Health Charging for Residential Accommodation Guide June 2013
 - Department of Health Fairer Charging Policies for Home Care and other non-residential Social Services – Guidance for Councils with Social Services Responsibilities – June 2013
 - Department of Health Fairer contributions guidance 2010: calculating an individual's contribution to their personal budget : Department of Health - Publications
 - Department of Health Fairer Contributions Guidance 2009 Easy Read Version
 - Health and Social Services and Social Security Adjudications Act 1983 – Section 17
 - Mental Health Act 1983 section 117 – the duty on health and social care services to provide free aftercare to patients previously detained under certain sections of the act
2. This policy should also be read in conjunction with the County Council policies on Self Directed Support, Personal Budgets and Direct Payments, and associated operational procedures and guidance.
(see <http://www.oxfordshire.gov.uk/cms/public-site/legal-and-money-issues>)

Context

3. Oxfordshire County Council aims to support and promote strong communities so that people live their lives as successfully, independently and safely as possible. The Council aims to promote independence and choice, be fair and equitable and give service users more power and control over their lives.

4. Social care is not a free service and national funding arrangements make it clear councils need to collect income locally to contribute to the cost of services.
5. Legislation permits an Authority to recover a reasonable charge for social care from service users who satisfy the Authority that they have insufficient means for them to pay for the service.
6. Income from charging for services where it is appropriate to do so and in keeping with legislation is therefore an essential part of Oxfordshire County Council's financial strategy.
7. In setting its contributions policy and determining the contribution to be paid by an individual the Council cannot be less generous in the treatment of capital than the provisions set out in the national Charging for Residential Accommodation Guide.
8. Under Fairer Charging guidelines, Council's should take account of no more than the full cost of providing the service. The Council calculates this based on the average cost of providing this service across the county, and this is reviewed on an annual basis.
9. For non-residential care services, charges made by the Council cannot reduce an individual's net income below defined basic levels of Income Support or the Guarantee of Pension Credit, plus 25%. Service users will only be asked to contribute after any disability related expenditure is taken into account.
10. A list of the services that the Council currently charges for is attached as Appendix B.

Policy Aims

11. Where the Council requires contributions towards services for adult social care, the following principles will be applied:
Provide people with timely, clear and concise information about the costs of their care
12. The way in which the Council sets the contributions people are expected to make towards their own care, and the process by which these contributions are made, will be as simple and straightforward as possible.
13. The Council will publish its Contributions policy and accompanying guidance on the Council website (www.oxfordshire.gov.uk) and provide clear information to service users, carers and the general public in a variety of formats.
14. The Council also helps to signpost service users, carers and the general public to wider information about the cost of care, including support available through a range of information and advice services and centres provided and commissioned by the council.

Personal Budgets

15. Anyone eligible for care and support from the Council will have a Personal Budget. A Personal Budget is the amount of money allocated to an individual to

provide the support they require, based on an assessment of needs. Service users will make a single contribution towards the cost of their care based on an assessment of their financial circumstances. They will then pay whichever is the lesser amount of either the full cost of the care they require to meet their needs, or their maximum assessed contribution. If the assessed contribution is less than the full cost of the care required to meet their needs, the Council will fund the difference. Service users may also purchase additional care at their own expense.

16. This personal budget is used to purchase services to meet the individual's eligible needs. Service users may take this money in the form of a Direct Payment, or ask the Council to arrange services on their behalf, or use a combination of both.
17. People who do not have a personal budget will have their level of contribution set against their costed support plan, which sets out their care needs. This contribution will be based on an assessment of their financial circumstances. They will then pay whichever is the lesser amount of either the full cost of the care they require, or their maximum assessed contribution. If the assessed contribution is less than the full cost of the care required to meet their needs, the Council will fund the difference. Service users may also purchase additional care at their own expense.

Choice and Control

18. This policy supports the Council's wider aims to offer individuals greater choice and control over services that meet their eligible social care needs. An individual is able to decide where and from whom they purchase the services that meet their needs, using either their personal budget or their own financial means.

Fairness and Equity

19. A single policy for all services for which the Council is permitted to charge ensures people are treated fairly and equitably, and that people are not charged different amounts for the same services. This policy therefore covers residential and non-residential services, and universal or open access services.
20. Contributions to a personal budget for social care are determined by financial assessment of an individual's means. In respect of temporary residential stays of up to eight weeks the Council will carry out a financial assessment under Fairer Charging to determine the appropriate level of contribution, as this supports personalisation and choice.

Protecting people on low incomes

21. The financial assessment will ensure that people on low incomes are not put in financial hardship as a result of paying towards their care costs. Advice and support to claim welfare benefit entitlements will be made available to service users and carers.

Promoting prevention and early intervention

22. The Council commissions and provides a range of intermediate care services that prevent or defer the need for more intensive health and social care services, such as reablement, intermediate care beds and crisis services. These services are provided free of charge for up to 6 weeks, following an assessment of need, to encourage and enable independence.

23. The Council provides certain services free of charge to support people living at home and their carers who require services. These are identified in Appendix B.

Policy Inclusions

24. This policy covers charges and contributions for all residential and non-residential adult social care services provided in people's homes for which the Council has powers to charge. It also covers charges and contributions for direct access and universal services, such as day opportunities.

25. This policy covers payments and contributions made by:

- People paying for their own care and support (self-funders), who may choose to pay to access Council-funded services
- Individuals paying for care and support through Self Directed Support and Personal Budgets
- The Council arranging and paying for care and support on behalf of an individual

26. Eligibility to receive services from Adult Social Care is determined through a care needs assessment. The level of funding an individual is required to pay towards their care and support needs will be determined following a financial assessment in line with the principles outlined in this policy.

27. This policy applies to all service users who are considered to be Ordinarily Resident in Oxfordshire and meet the Council's eligibility criteria of critical or substantial needs (see Appendix A).

28. Service users have the choice to manage their own services through a Direct Payment, or to ask the Council to do this for them. This policy applies equally to all service users who ask the Council to manage services on their behalf, use a Direct Payment or use a combination of these. This does not affect their entitlement to an assessment of needs, or access to advice and information provided by the Council.

29. Where the Council makes a Direct Payment as an alternative to making arrangements for direct provision of a service, a contribution will be required and calculated on the same basis as when the Council commissions a service.

30. The same principles of fairness apply to those who hold personal budgets as those who do not.

31. The Council will take into account in the financial assessment capital and income unless it is required to be disregarded under legislation or statutory guidance.

Policy Exclusions

32. This policy does not cover:

- Services for which the Council may not charge under legislation and/or statutory guidance. This includes:
 - aftercare services under section 117 of the Mental Health Act 1983,

- services provided to people suffering from any form of Creutzfeldt-Jakob Disease,
 - intermediate care services such as reablement, crisis and intermediate care beds, which are free of charge for an initial period of up to 6 weeks
 - community equipment and minor adaptations up to £1,000.
 - providing advice about the availability of services or for assessment, including assessment of community care needs.
 - Services provided under specific health and housing legislation by other organisations, such as the NHS.
- Housing-related support services which are subject to separate arrangements. Account will be taken of the impact in individual cases where a person receives a housing-related support service as well as other care provision from the Council.
 - People receiving funding from the Independent Living Fund which is subject to separate arrangements until April 2015. At this time, people in receipt of ILF will become subject to the terms of this policy.
33. Service users who are considered to be Ordinarily Resident in another council area and supported by that council will be subject to the contributions policy of that authority. Oxfordshire County Council will recover the full cost from other organisations for services it provides or arranges on behalf of their service users.

Charges for Residential Services

34. The Department of Health “Charging for Residential Accommodation Guide” covers charges for registered residential homes. This guide is a national charging policy administered by councils that covers:
- All Residential services.
 - Temporary residential services under 8 weeks.
35. The Charging for Residential Accommodation Guide allows councils to take into account the value of people’s property, and Oxfordshire County Council will take capital and income into account in the financial assessment of individuals, unless it is required to be disregarded under legislation or statutory guidance.
36. The Council may also use its discretion to disregard the value of the property in which a third party lives from financial assessments in appropriate cases. For example, this may be where it is the sole residence of someone who has given up their own home to care for the resident, or someone who is an elderly companion of the resident (particularly if they have given up their own home).
37. In setting its contributions policy and determining the contribution to be paid by an individual the Council cannot be less generous in the treatment of capital than the provisions set out in the national Charging for Residential Accommodation Guide.

38. More detail about charges for residential care under the Charging for Residential Accommodation Guide is available at:
<http://www.oxfordshire.gov.uk/cms/content/social-care-charges>

Respite

39. The Charging for Residential Accommodation Guide allows the Council discretion about how to charge for respite care, including temporary stays less than 8 weeks. The council can charge under residential or non-residential charging legislation, or set what it considers to be a 'reasonable amount'.
40. The Council will undertake a financial assessment under Fairer Charging to pay for residential respite care, rather than carry out a financial assessment under the Charging for Residential Accommodation Guide. This supports our aims of helping people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget.

Charges for Non-residential Services

41. Oxfordshire County Council is entitled to charge a contribution for non-residential services provided to adults under Section 17 of the Health and Social Services and Social Security Adjudication Act (1983). Under Section 17 (3) of this Act, individuals can request a review of their assessed contribution at any stage.
42. The Department of Health statutory guidance "Fairer Charging Policy for Home Care and other non-residential Social Services - Guidance for Councils with Social Services Responsibilities" requires all Social Services' Departments to implement a Fairer Charging Policy. To supplement the Fairer Charging Guidance, the Department of Health issued the Fairer Contributions Guidance in 2010. This policy reflects the requirements of the latest guidance.
43. "Fairer Charging" covers all home care and other non-residential social care services. It states that service users should make a single contribution towards the cost of their care based on an assessment of their financial circumstances. They will then pay whichever is the lesser amount of either the full cost of the care they require to meet their needs, or their maximum assessed contribution. If the assessed contribution is less than the full cost of the care they require to meet their needs, the Council will fund the difference.
44. This personal budget is used to purchase services to meet the individual's eligible needs. Service users may take this money in the form of a Direct Payment, or ask the Council to arrange services on their behalf, or use a combination of both.
45. Services will either be:-
- a. provided exclusively to people with personal budgets, and paid for from those personal budgets.
- Or

b. be provided as a “free universal offering” regardless of whether the person has a personal budget or not. In such circumstances receiving the service would have no impact on the individual’s personal budget as the service will be free at the point of use, including for self-funders.

Or

c. provided as a “subsidised universal offering”. In these cases providers of services will be responsible for setting, notifying and collecting contributions or charges from services users, and these contributions will be the same for all users regardless of whether they have a personal budget or not (including self-funders).

In some circumstances it may be appropriate for people to use their personal budgets to pay their contributions towards “subsidised universal” services. In these circumstances, there may be cases where the Council is managing a personal budget on behalf of a client and is willing to make payments directly to providers on their behalf if they wish to use their personal budget to pay these charges. However the preferred mechanism will be for individuals to pay the charge themselves, either from their own funds or from a direct payment.

46. There is a presumption that any new services not referred to in this policy will be chargeable unless:

- a. They are universal or preventative services
- b. The cost of recovering charges will exceed the income raised;
- c. There are statutory or legislative reasons for not charging at all or not charging the full amount to some users of the service
- d. Charging full costs would result in no uptake of a service
- e. Charging for a service would act as a deterrent to taking up an essential service.

47. Calculations of the cost of home support will be based on a single, flat rate per hour and will be calculated by the minute. This will then be used to calculate a personal budget.

48. Personal budgets for people who require double-handed care will be calculated to reflect the cost of having two carers. They will then pay whichever is the lesser amount of either the full cost of the care they require to meet their needs, or their maximum assessed contribution.

49. All charges for services, including the flat rate per hour for home support, will be reviewed and set on an annual basis by the County Council Cabinet.

50. A list of current services for which contributions could be charged out of a personal budget is included at Appendix B.

Financial Assessment of Service User Contributions

51. All individuals will be offered the opportunity to have a full financial assessment to calculate their contribution. It is the individual’s responsibility to provide

information to complete this and failure to satisfy the Council will result in the maximum contribution being applied.

When Contributions Will Start

52. In line with Charging for Residential Accommodation Guidance, service users in residential accommodation may be asked to contribute as soon as they begin receiving the service or move in to the premises. If the financial assessment has not already taken place, contributions may be backdated from the date of the assessment to the point the service user started receiving the service or moved into the premises.
53. In line with Fairer Charging guidance, service users receiving non-residential services will not begin making contributions until they have been financially assessed and informed of their assessed contribution, unless they refuse to take part in the assessment or have refused to disclose their financial means as part of the assessment. The service user will not be asked to contribute towards the cost of any services received prior to the financial assessment taking place.
54. Oxfordshire County Council believes that people who need care should know how much that service will cost as soon as possible after their care needs have been assessed. The Council therefore endeavours to complete financial assessments as soon as possible for all services and charges will normally begin as soon as this assessment has taken place.
55. After this clients will be obliged to make their assessed contribution, either to their personal budget if it is in place by then, or towards the cost of any temporary services they are receiving prior to their support plan being agreed and implemented.
56. The exception to this is intermediate care services (including reablement), which will be provided free of charge for clients for up to six weeks. The council will endeavour to complete the financial assessment process during this period so that clients can understand how much they will need to contribute if they still have care needs when the intermediate care ends.

Income, Capital and Investments

57. In carrying out a financial assessment, the Council will take into account all relevant income and capital that is not required to be disregarded. Examples of disregarded income include Winter Fuel Allowance, Cold Weather Payments and the mobility component of Disability Living Allowance or Personal Independence Payment.
58. The value and treatment of income will be based on the definitions within The Charging for Residential Accommodation Guide, National Assistance (Assessment of Resources) Regulations (1992) and Fairer Charging Guidance.
59. The Council sets an amount:
 - a. below which capital will not be taken into account when assessing the service user's contribution.

- b. Above which the service user will be expected to pay the full cost of their Personal Budget.
60. Normally, the individual will be required to pay the full cost of those services only if their total relevant capital exceeds £23,250, their income level is such that they are assessed as being able to contribute the full amount, or they choose not to disclose their financial circumstances.
61. From 12 April 2010 until further notice the following thresholds apply to assessments made under both The Charging for Residential Accommodation Guide and the Fairer Charging scheme (ie for both residential and non-residential care):
- Up to £14,250 – we will not take account of an individual's savings.
 - Between £14,250 and £23,250 – in accordance with Department of Health guidance we will assume that for every £250 in excess of £14,250 an individual is able to contribute £1.00 per week from capital
 - Above £23,250 – we will ask the individual to pay the full charge.
62. The above amounts cannot be less generous to the service user than are set out in The Charging for Residential Accommodation Guide as amended from time to time.
63. There is no maximum weekly contribution rate, although individuals will only pay the lesser amount of the full cost of their care or their assessed contribution.
64. Individuals assessed with no available income for contributions will not have to contribute towards the service, although anyone living in a care home who is receiving the state retirement pension will be required to pay a contribution. For those assessed as needing to make a contribution, the minimum weekly contribution level will be £2.00 per week.

Living Expenses

65. 'The Department of Health Fairer Charging Guidance states that contributions to non-residential care costs should not reduce a services users net income below levels of income equal to basic levels of Income Support or the Guarantee Credit of Pension Credit plus 25%. The Council will not set an individual's contribution at a level that reduces their net income below this level.
66. For people living in residential care, the Council will make allowance for reasonable personal expenses in the financial assessment to ensure the service users net income is sufficient to live on, in line with Charging for Residential Accommodation Guidance.
67. In line with Charging for Residential Accommodation Guidance for people living in residential care, the Council will usually disregard at least the normal amount of weekly Personal Expense Allowance (as prescribed by the Department of Health) from a service user's income. The Council will also consider allowing additional expenses from the income of service users who are permanent residents in a

care home and have continuing commitments for dependants not resident in a care home. However this is unusual and will only apply in exceptional cases.

68. The Council will offer advice on benefits entitlement and assistance with claiming benefits, including referring on to the most appropriate agency to support completion of benefits checks.

Disability Related Expenses

69. Disability Related Expenditure is considered to be a reasonable additional expense that an individual receiving non-residential care incurs due to a disability or condition, and may vary from individual to individual. The aim is to allow for reasonable expenditure needed for independent living by the service user. The Council will not include items that could be considered as normal living costs for which an allowance has already been made.
70. The Council will take into consideration the relevant expenses of each individual service user. The list of possible items is extensive and examples are given in further information provided to the service user.

Personal Budgets

71. Anyone eligible for care and support from the Council will have a personal budget. A Personal Budget is the amount of money allocated to an individual to provide the support they require, based on an assessment of needs. Service users will make a single contribution towards the cost of their care based on an assessment of their financial circumstances. They will then pay whichever is the lesser amount of either the full cost of the care they require to meet their needs, or their maximum assessed contribution. If the assessed contribution is less than the full cost of the care they require to meet their needs, the Council will fund the difference. Service Users may choose to purchase additional care at their own expense.
72. A person can use their Personal Budget to choose where and from whom they buy their care and support. In theory there are no restrictions on what a personal budget can be spent on, as long as it can be shown that it is being used legally in meeting the person's outcomes in relation to their eligible needs, assuming this is lawful, effective and affordable
73. The assessed contribution will be calculated, and the person notified before their personal budget is agreed and put in place. This may mean in some circumstances, that two assessments will need to be made (where residential/nursing care is a possibility).
74. Reconciliation of spending against care plans for people with personal budgets managed by the council will take place at least quarterly.
75. People who do not have a personal budget will have their level of contribution set against their costed support plan, which sets out their care needs. This contribution will be based on an assessment of their financial circumstances.

They will then pay whichever is the lesser amount of either the full cost of the care they receive, or their maximum assessed contribution. If the assessed contribution is less than the full cost of their care, the Council will fund the difference.

Direct Payments

76. The contribution to be made when the service user receives a Direct Payment instead of services is calculated on the same basis as when a service user receives a service commissioned by the Council.
77. Direct Payments will be paid gross to the client 4-weekly in advance, and the Council will then invoice the client for their contribution based on their assessed contribution.
78. Reconciliation of services received against expenditure will happen at least quarterly, based on returns from the service user.

Deferred Interest Loans

79. In some circumstances, the Council may offer deferred interest loans to support clients making adaptations costing in excess of £30k to allow them to continue to live at home. Eligibility for these loans will be assessed within Fairer Charging guidelines to establish that the client is unable to fund the work themselves and the Council would be a lender of last resort.
80. Service users in receipt of a Deferred Interest Loan will have a review at least annually to ensure that the adaptation is still appropriate and in use.
81. Where the service user(s) no longer live permanently at the property the interest on the loan becomes payable.
82. The capital of the loan becomes repayable when the service user(s) dies, or on the sale of the property or transfer of the property to another person. This may only be deferred in exceptional circumstances e.g. where there is a spouse still living in the property until they also are deceased or the house is sold.

Couples

83. Financial assessments will normally be undertaken as a single person. However, clients living with a partner in their own homes will also be offered a joint assessment. This will require details of all savings, income and expenses held individually or jointly. We will then financially assess at whichever rate is better for them.
84. For couples that are receiving joint benefits, the Fairer Charging assessment will be based on both partner's income, capital and living costs.
85. Couples assessments do not apply to couples living together or separately in care homes. For these people, each will be separately financially assessed under Charging for Residential Accommodation Guidance as appropriate

Joint/shared costs

86. When calculating the financial assessment, costs related to housing (eg utility bills) may be shared between the individual and anyone else living in the same home who shares responsibility for those costs with the individual.

Deprivation of capital

87. If someone has deprived themselves of capital or an asset to reduce their contribution, this may be treated as deprivation of funds to pay for care and the contribution will be calculated as if the individual still had the capital or asset.

Personal Injury Awards

88. In existing proceedings where claims are made against defendants in legal proceedings alleging wrongdoing or negligence (such as insurance companies or the NHS), the Council will give consideration to intervening in those proceedings where appropriate.
89. Settlements (both interim and final) may also be taken into account when assessing the financial circumstances of a service user where it is considered reasonable to do so.
90. Guaranteed Income Payments made under the Armed Forces Compensation Scheme to disabled ex-service personnel will not be taken into account.

Trust Funds

91. The Council will consider whether to recover the cost of care from a trust fund, where reasonable to do so, having regard for the terms of the trust.

Refusal to be assessed

92. A service user is required to pay the full cost of the service if they refuse to disclose their financial means. Services cannot be withdrawn because a person refuses to pay their contribution to their care costs or the full cost of care where appropriate, however the Council will pursue any debt accrued.

Admission to hospital

93. Where people who have personal budgets are admitted to hospital for a short period of time, their personal budget and their assessed contribution to it will remain in place unchanged. However if their stay exceeds four weeks, this may be subject to review.
94. In some situations the event that caused the person to be admitted to hospital is likely to result in an increase in their level of need. In these circumstances a new care needs assessment will be required leading to a revised personal budget.

Carers

95. Carers legislation requires councils to assess carers needs to support their wellbeing and the caring relationship where they are providing regular and

substantial care. Carers benefit from services provided as carers services as well as certain services provided to the cared for person. The Council gives consideration to meeting the needs of carers through provision:

- (i) **used directly by the carer** – these are defined as ‘carers services’ and are free under this policy. Such services are identified through the carers assessment of needs and are arranged by the carer using a Direct Payment provided by the Council. The range of possible services is very wide and some examples are given in the Appendix B
- (ii) **used by the cared for person** – these are included in the service user’s support plan and will generally be services liable to a service user’s contribution.

96. Legislation requires personal care to be excluded from services determined as Carers Services as it is intimate in nature and directly provided to the service user. (There are exceptions to this, where the service user requests help or is in a situation that would cause harm).

‘Top Up’ Payments and Purchasing Additional Services

97. Service users and their families can ‘top up’ their personal budget to buy additional support or services above their financial contribution if they choose to, for example to buy their care from a provider of their choice. Service users may also arrange for contributing third parties to make additional payments to cover the cost of a care home that is more expensive than the Council would usually expect to pay.

98. The Council will at all times ensure that personal budgets are sufficient to meet individuals’ eligible care needs. Any ‘top ups’ must be the individual’s choice, and can only be made once they are aware of their right to have all their eligible care needs met without the requirement for a ‘top up’.

99. However, if this additional funding ceases the council is under no obligation to increase its contribution to cover the difference, if the persons assessed needs can be met within their assessed contribution without continuing the additional service or by another provider whilst still ensuring quality of service and offering the service user reasonable freedom of choice. This may result, for example, in the service user having to move to other accommodation and being given a number of alternative options to choose from, unless, after an assessment of need, it is shown that their assessed needs can only be met in the current accommodation.

12 Week Property Disregard and Deferred Payments

100. Where a social care client is selling a property and moving home, the council may disregard the value of the property they are vacating for a period of up to 12 weeks before undertaking a new financial assessment.

101. If the client is moving into a registered care home the Council may disregard the value of the property they are vacating for up to 12 weeks, as required by Department of Health guidance. If the property has not been sold within 12 weeks, the Council may provide interim or deferred payments secured by a legal charge over the property under Charging for Residential Accommodation

Guidance. The amount secured by the legal charge will be repayable to the Council immediately on sale of the property and may be subject to an additional interest charge as set out in the Deferred Payment Agreement or the provisions of HASSASSA 1983.

102. If the client is moving elsewhere (for example into Extra Care Housing or to move in with relatives) and the property has not been sold within 12 weeks, the Council will exercise its discretion and may offer to provide interim or deferred payments secured by a legal charge over the property.
103. Clients moving into accommodation other than a registered care home and who do not agree to the Council securing a charge over their property will not be offered an initial 12 week property disregard option, and will be financially reassessed with the value of their property taken into account.
104. The County Council will continue to offer deferred payments whenever appropriate in accordance with Department of Health guidance and its own policy.

Second and Additional Properties

105. A client receiving residential services who owns a second or additional property that is not their main residence will be assessed to pay the full cost of their care. This is because the property(ies) is considered an asset that at some point could be sold to pay for their care home fees, or will be generating income (from renting out for example) that can be used to contribute to the cost of the care home.
106. A client receiving non-residential services who owns a second or additional property that is not their main residence will also be assessed to pay the full cost of the care they require to meet their needs. Although the value of the property the client lives in will be disregarded, the value of the second or additional property will be included in the financial assessment.

Joint arrangements with Children's Services

107. Social care legislation in relation to the provision of services to meet the needs of adult and children is complex and the Council is committed to ensuring Adult and Children's Services work collaboratively to achieve the best possible outcomes for individuals and family groups. In the context of paying for services, those arranged by Children's Services are free under legislation. Services arranged by Adult Services are subject to this policy. The following clarification is provided:

Parents who are carers of disabled children

108. People with parental responsibility for a disabled child are entitled to a carer's assessment. Adult and Children's Services work with parent carers to ensure that the assessment is carried out by the most appropriate person. As set out above, adult social care services directly to the carer are free.

Disabled Parents

109. Disabled people who are parents are entitled to an adult social care assessment; and to have their needs met where they meet the Council's eligibility criteria for adult social care. They will be required to make a contribution to their personal budget for social care services, based upon a financial assessment.

Young Carers

110. Young people under the age of 18 who have caring responsibilities are entitled to an assessment of their needs by Children's Services. The cared for person is entitled to an adult social care assessment; and to have their needs met where they meet the Council's eligibility criteria for adult social care. They will be required to make a contribution to their personal budget for adult social care services, based upon a financial assessment.

Waivers

111. Waivers apply only to Fairer Charging financial assessments and will only be issued in exceptional circumstances where to incur the required contribution would have a detrimental impact on the individual. Whilst each case will be considered on its merits, the contribution may be waived or reduced where it can be shown that paying the contribution would cause severe financial hardship or the individual's health would be put at serious risk.

112. The Deputy Director for Adult Social Care must approve waivers and all waivers will be documented and reviewed at an agreed frequency.

Non-payment of contribution

113. Where an individual fails to make payment of invoices or contribute in accordance with the Direct Payment Agreement action will be taken in accordance with our Debt Recovery Policy and/or Direct Payment Policy. This may result in legal action being taken and extra cost to the individual.

Changes in an individual's financial circumstances

114. Individuals must notify changes to their financial circumstances as these can affect their financial assessment. A change in a contribution may be triggered either by a change in type or level of service or the financial circumstances of the individual. In addition an individual may request a review of a financial assessment due to revised information or an error at any time. Changes to contributions may be backdated to the actual date of change.

115. The Council reserves the right to review all financial assessments at any point relating to current or historical services provided. This may require individuals to provide new or additional information and evidence where necessary.

116. Where individuals fail to provide information following written requests, contributions will be recalculated to the maximum level from the date of the first written request.
117. Where appropriate we may automatically reassess client contributions based on changes that we become aware of through policy changes, Department of Works and Pensions or regulation changes. These may include annual increases to standard benefit payments such as the State Retirement Pension, occupational or other private pensions (except fixed rate annuities) or service cost increases.

Advice on benefits

118. As part of the financial assessment process and where applicable, advice will be provided to individuals regarding benefit entitlement. This may include assistance to complete applications or signposting to relevant agencies and services.

Disagreements or complaints

119. Where these situations occur we will attempt to work with individuals to resolve them and this may involve either:
- a. a review of the financial assessment and/or service;
 - b. a complaint or representation against policy; and
 - c. an application for a waiver of the contribution.
120. If an individual remains dissatisfied with the outcome of the assessment process they can ask for the decision to be reconsidered under the Council's Complaints Procedures.

This policy and accompanying guidance will be monitored and reviewed through learning from complaints, compliments and concerns raised by service users and carers.

Appendix A - Fair Access to Care Services Bandings

There are 4 bands of eligibility:

Critical	<ul style="list-style-type: none"> • Life is or will be threatened, and/or • Significant health problems have developed, and/or • There is or will be little or no choice over vital aspects of the immediate environment, and/or • Serious abuse or neglect has occurred or will occur, and/or • There is or will be an inability to carry out vital personal care or domestic routines, and/or • Vital involvement in work, education or learning cannot or will not be sustained, and/or • Vital social support systems and relationships cannot or will not be sustained, and/or • Vital family and other social roles and responsibilities cannot or will not be undertaken
Substantial	<ul style="list-style-type: none"> • There is or will be only partial choice and control over the immediate environment, and/or • abuse or neglect has occurred or will occur, and/or • There is or will be an inability to carry out the majority of personal care or domestic routines, and/or • Involvement in many aspects of work, education or learning cannot or will not be sustained, and/or • The majority of social support systems and relationships cannot or will not be sustained, and/or • The majority of family and other social roles and responsibilities cannot or will not be undertaken
Moderate	<ul style="list-style-type: none"> • There is or will be an inability to carry out several personal care or domestic routines, and/or • Involvement in several aspects of work, education or learning cannot or will not be sustained, and/or • Several social support systems and relationships cannot or will not be sustained, and/or • Several family and other social roles and responsibilities cannot or will not be undertaken
Low	<ul style="list-style-type: none"> • There is or will be an inability to carry out one or two personal care or domestic routines, and/or • Involvement in one or two aspects of work, education or learning cannot or will not be sustained, and/or • One or two social support systems and relationships cannot or will not be sustained, and/or • One or two family and other social roles and responsibilities cannot or will not be undertaken

Appendix B

List of services for which contributions could be charged out of a personal budget

The following list of services sets out the services that will be provided free of charge, and those for which a contribution will be made by the individual.

Social care funding cannot be used to cover 'board and lodgings', so personal budgets cannot be used to pay for housing costs or the purchase of meals. However, individuals may choose to pay these costs themselves from their own money or other means.

This does not apply to people living in care homes, where social care funding can be spent on board and lodgings.

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
Alert Service	Telecare service for older people in their own homes. Provision of alarm and falls sensor. Assessment for provision of emergency response and planned visit.	The Council funds phone installation cost and equipment cost. The individual funds phone call costs to call centre. If the individual meets criteria for emergency response and / or planned visit, the Council funds these elements.	Free to service users in receipt of housing benefit and either Income Support or (Guaranteed) Pension Credit Anyone else can pay privately to receive the service, or be assessed by the Council under Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them
Brokerage	This service helps service users produce a Support Plan to buy or arrange services, thus enabling them to have a greater choice and	Free	Free

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
	control over the support they require to go about their daily life		
Care Home placements	A premises registered with the Care Quality Commission to provide care 24 hours per day for people who can no longer live at home. Care homes 'with nursing' employ nurses as well as carers to provide the care.	Assessed and charged by the Council under the Charging for Residential Accommodation Guide	Assessed and charged by the Council under the Charging for Residential Accommodation Guide
Carers Services	Various services to support unpaid carers of adults caring for adults. Services include: peer support groups, confidence training, information giving, free time whilst cared for is looked after, carers independent voice	Free	Free
Community Meals Service	A weekly or fortnightly frozen meal delivery service with a care check (if the food isn't eaten the driver at the point of delivery).	Subsidised by the Council, provider charges agreed cost of the meal – this could come from an individual's personal budget or other means available to them	Subsidised by the Council, provider will charge – this could come from an individual's personal budget or other means available to them
Community Support to people with Acquired Brain Injury	To provide a community based service to support people under the age of 65 who have an acquired brain injury - services provided are a day centre, support in the community in particular aiding discharge from hospital and supporting carers.	Subsidised by the Council. Provider charges fee for attendance, meals, activities, transport. People with a personal budget are charged in full.	Subsidised by the Council. Provider charges fee for attendance, meals, activities, transport. this could come from an individual's personal budget or other means available to them
Community Support for People under 65	To provide a community based service to enable people under 65 with dementia to have	Subsidised by the Council. Provider charges fee for activities including	Subsidised by the Council. Provider charges fee for activities including

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
with Dementia	access to person centred one to one support by a specialist trained support team. Carers are also supported.	refreshments, transport.	refreshments, transport. This could come from an individual's personal budget or other means available to them
Dementia Prevention Services	Various services to support people with a diagnosis of dementia. Services include: dementia advisors, one to one support, information giving, day centres	Free	Free
Direct Payments advice and managed accounts	The provision of a Payroll and Managed Accounts Service to all Service Users and Carers referred by the Council or Oxford Health Foundation Trust about all aspects of receiving and managing a Direct Payment/Personal Budget / Personal Health Budget. A Managed Account is where all of an individual's Direct Payment is paid to the Supported Managed Account Service Provider who manages the money behalf on an individual according to the individual's Support Plan	Free	Free
Equipment	Provision of equipment into individual's own home to aid mobility (grab rails, stair lifts, hoists etc)	Free	Free
Extra Care Housing	Specialist one or two bedroom flats for older people (55 plus) to rent or purchase. Provides	Assessed by the Council under Fairer Charging and charged by the	Assessed by the Council under Fairer Charging and charged by

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
	planned day-time care and emergency 24/7 care response.	provider – this comes from an individual's personal budget or through other means	the provider – this could come from an individual's personal budget or other means available to them
Falls Service	The service is provided by specialist nurses who offer a detailed assessment and make recommendations about medication, physiotherapy and home adaptations.	Free	Free
Flexible care	A befriending Service which supports older people with dementia and/or significant mental health needs that will enable the person to engage with services and work with them in a variety of activities to increase their confidence and improve their quality of life in order to remain in the community. The Service Provider also supports their Carers	Free, although service users are expected to pay for own activity or refreshments if they are taken out.	Free, although service users are expected to pay for own activity or refreshments if they are taken out.
Foot care	The aim of this Service is to use volunteers to provide a foot care service to older people who, through reasons of frailty and disability, are unable to reach or see to cut their own nails safely.	Subsidised by the Council, provider charges – this could come from an individual's personal budget or other means available to them	Subsidised by the Council, provider charges – this could come from an individual's personal budget or other means available to them
Home from hospital	The Service will provide low level support to enable service users who have recently been discharged from hospital to regain confidence by providing assistance with practical tasks	Free	Free

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
Home support	Delivery of a range of personal care and support services to maintain people in their own homes for as long as possible	Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them	Assessed by the Council under Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them
Information and advice	Provision of the right information about Adult Social Care, welfare benefits, welfare rights and other related issues which help us to support and promote strong communities so that people live their lives as successfully, independently and safely as possible	Free	Free
Intermediate Care Beds	Provide rehabilitation to enable people to regain or maintain skills and independence and return to their own home. The beds are in a registered care home. Carers and nurses from the care home support intermediate care residents, with specialist assessment and care provided by occupational and physiotherapists.	Free for up to the first 6 weeks and then assessed by the Council under the Charging for Residential Accommodation Guide and charged by the provider – this could come from an individual's personal budget	Free for up to the first 6 weeks and then assessed by the Council under the Charging for Residential Accommodation Guide and charged by the provider – this could come from an individual's personal budget or other means available to them
Laundry Service	A weekly laundry service collected and delivered to the door	People with personal budgets are paid for by the Council. Those not eligible are referred but charged by the provider directly	Subsidised by the Council, provider will charge – this could come from an individual's personal budget or other means available to them
Learning Disability	Day Centre provision aimed at supporting	Assessed by the Council under Fairer	Assessed by the Council under

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
Day Services	adults with a learning disability	Charging and charged by the provider – this could come from an individual's personal budget	Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them
Reablement	Care and support in people's own homes to support people to maintain and regain independence.	Free for up to the first 6 weeks. Ongoing care needs after this time are assessed under Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them.	Free for up to the first 6 weeks. Ongoing care needs after this time are assessed under Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them.
Respite	A short stay in a care home or a care home 'with nursing'. The stay may last from a few nights to a few weeks.	If a single service is assessed and charged by the Council under the Charging for Residential Accommodation Guide, if part of package then assessed and charged under Fairer Charging	Assessed by the Council under Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them
Shared Lives	A scheme for vulnerable adults that provides the opportunity to live or stay temporarily in a Shared Lives carer's home, or sometimes to be supported in their own home.	Assessed by the Council under Fairer Charging and charged by the provider – this could come from an individual's personal budget or through other means	Assessed by the Council under Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them
Shopping Service	A weekly shopping collection and delivery service, if required will	The cost of the shopping itself is paid by the clients.	Subsidised by the Council, provider will charge – this

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
	put the shopping away with a care check by the driver at the time of delivery	The service is subsidised by the Council, provider will charge – this could come from an individual's personal budget or other means available to them	could come from an individual's personal budget or other means available to them
Supported Living	A range of housing and support services designed to help vulnerable adults including those with a disability retain their independence in their community.	Assessed by the Council under Fairer Charging and charged by the provider – this could come from an individual's personal budget or through other means	Assessed by the Council under Fairer Charging and charged by the provider – this could come from an individual's personal budget or other means available to them
Tier 2 Day Services	The aim of this Service is to provide support to older people that helps prevent the need for higher level services. The Service enables older people to live in the community for as long as possible There are two elements to this service: 1. A day centre provided on a regular basis in a building based location 2. Community Networks supporting a wider range of Service Users who may not want or be able to attend a day centre	Subsidised by the Council. Provider charges a fee for attendance, meals, and activities.	Subsidised by the Council. Provider charges a fee for attendance, meals, and activities. As of September 2013 there will be a charge for return transport provided by the Council to Tier 2 Day Services
Tier 3 Day Services	Day Centre provision aimed at supporting adults, particularly older people of higher level needs that those of tier 2 services people to live in the community for as long as possible. Many of these will be FACS	Subsidised by the Council. Provider charges fee for attendance, meals, and activities.	Subsidised by the Council. Provider charges fee for attendance, meals, and activities - this could come from an individual's personal budget or other means

Service Type	Definition of Service	Current Contribution Policy	Proposed Contribution Policy
	eligible.		available to them As of September 2013 there will be a charge for return transport provided by the Council to Tier 3 Day Services
Transport	Transport provided by the Council to access services, including	Subsidised by the Council, provider will charge. Personal budgets will generally be expected to cover normal or reasonable transport costs	Subsidised by the Council. Provider will charge – this could come from an individual's personal budget or other means available to them

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Service and Community Impact Assessment (SCIA)

Front Sheet:

Directorate and Service Area:

Social and Community Services

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

Contributions Policy for Adult Social Care

Responsible owner / senior officer:

Lucy Butler (Deputy Director for Adult Social Care)

Date of assessment:

4 September 2013

Summary of judgement:

This assessment considers the impact of the proposed Contributions Policy for Adult Social Care on individuals, communities, staff, other Council Services and providers. There will be an overall financial impact to the council through reduced income, but the new policy will be more consistent and treat clients fairly in applying the same principles to those in residential and non-residential services as far as possible. The new policy also strongly supports the Council's commitment to helping people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget.

A number of policy changes are likely to have a positive impact on service users by reducing their contributions towards the cost of their care (eg assessing couples and respite differently), and offering services free of charge to some users that were previously charged for (eg the Alert service).

Some potentially negative impacts are identified, namely removing the free care period for new clients meaning they will start making contributions up to four weeks earlier than previously, and a small number of people whose contribution will increase as a result of introducing a flat rate of charge for home support. The full impact of this was assessed as part of the consultation period, and the individuals affected were contacted directly to offer support and possible reassessment to help

reduce their contributions if appropriate through alternative ways to meet their care needs effectively.

Potential impacts on staff, other services and providers associated with awareness of the consultation period and implementation of the new policy once agreed are identified, but these are not considered to be significant and can be appropriately mitigated through implementation plans. This view was supported by the consultation responses.

This assessment has been revised following the consultation period to ensure the consideration of potential impacts remains accurate, and to reflect any new impact identified or changes in the proposed policy. As a result, the proposal to make the Alert Service free to all has been amended so that less people will receive it free of charge, but this will be targeted to those who are most vulnerable and least able to pay.

Detail of Assessment:

Purpose of assessment:

The purpose of this assessment is to consider the possible impact of the new draft Contributions Policy for Adult Social Care, which includes changes to current policy and practice in some areas that will affect service users, providers and council services / staff.

This assessment also fulfils the Council's requirements under Section 149 of the Equalities Act 2010, as set out below.

Section 149 of the Equalities Act 2010 ("the 2010 Act") imposes a duty on the Council to give due regard to three needs in exercising its functions. This proposal is such a function. The three needs are:

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

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

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

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

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

These protected characteristics are:

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

Context / Background:

Oxfordshire County Council aims to support and promote strong communities so that people live their lives as successfully, independently and safely as possible. The Council aims to promote independence and choice, be fair and equitable and give service users more power and control over their lives.

Social care is not a free service and national funding arrangements make it clear councils need to collect income locally to contribute to the cost of services.

Legislation permits an Authority to recover a reasonable charge for social care from service users who satisfy the Authority that they have insufficient means for them to pay for the service

Income from charging for services where it is appropriate to do so and in keeping with legislation is therefore an essential part of Oxfordshire County Council's financial strategy

In setting its contributions policy and determining the contribution to be paid by an individual the Council cannot be less generous in the treatment of capital than the provisions set out in the national Charging for Residential Accommodation Guide.

Under Fairer Charging guidelines, Council's should take account of no more than the full cost of providing the service. The Council calculates this based on the average cost of providing this service across the county, and this is reviewed on an annual basis.

Charges made by the Council cannot reduce an individual's net income below defined basic levels of Income Support or the Guarantee of Pension Credit, plus 25%.

The Council's current contributions policy for adult social care was set at the introduction of personalisation, as part of the Transforming Adult Social Care programme.

The lessons learnt from a number of years of implementing personal budgets and direct payments, as well as changes in national policy, mean that it is timely to review the contributions policy. This is also an opportunity to address inconsistencies that have been identified in current policy and implementation, and through the recent audit of adult social care, such as people paying providers directly for day opportunities and double-handed care being charged different rates from people paying through personal budgets.

Proposals:

The new policy essentially restates existing principles as the basis on which we seek contributions from individuals towards the cost of their care. This is primarily through contributions to their personal budget, but also includes services that incur a charge either from the provider or from the Council.

As before, anyone eligible for care and support from the Council will have a personal budget. A Personal Budget is the amount of money allocated to an individual to provide the support they require, based on an assessment of needs. Service users will make a single contribution towards the cost of their care based on an assessment of their financial circumstances. They will then pay whichever is the lesser amount of either the full cost of the care they require to meet their needs, or their maximum assessed contribution. If the assessed contribution is less than the full cost of the care they require to meet their needs, the Council will fund the difference. Service users may also purchase additional care at their own expense.

This personal budget is used to purchase services to meet the individual's eligible needs. Service users may take this money in the form of a Direct Payment, or ask the Council to arrange services on their behalf, or use a combination of both.

People who do not have a personal budget will have their level of contribution set against their costed support plan, which sets out their care needs. This contribution will be based on an assessment of their financial circumstances. They will then pay whichever is the lesser amount of either the full cost of the care they require to meet their needs, or their maximum assessed contribution. If the assessed contribution is less than the full cost of the care they require to meet their needs, the Council will

fund the difference. Service users may also purchase additional care at their own expense.

The proposals means there will be an overall financial impact to the council through reduced income, but the new policy will be more consistent and treat clients fairly in applying the same principles to those in residential and non-residential services as far as possible. The new policy also strongly supports the Council's commitment to helping people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget.

However, there are a number of areas where changes are proposed, which will have implications for service users and the Council:

Charges for Services

The policy includes details of the services for which charges will apply, based on distinguishing between preventative services (that will be offered free of charge) and those that are either subsidised universal services or available exclusively to people with personal budgets (both of which will generally be charged by the provider and paid by the service user from their own funds or from a personal budget).

This is important in clarifying for service users which services will incur a charge, and whether the council or the provider is responsible for setting and collecting these charges. It will also avoid situations where service users are charged different amounts depending on whether they are using a personal budget or paying the provider directly.

The policy also includes a presumption that any new services will be chargeable unless:

- They are universal or preventative services
- The cost of recovering charges will exceed the income raised
- There are statutory or legislative reasons for not charging at all or not charging the full amount to some users of the service
- Charging full costs would result in no uptake of a service
- Charging for a service would act as a deterrent to taking up an essential service

It is also proposed to introduce a single, flat rate per hour for home support that will determine the size of an individual's personal budget. This will replace the current variable rate that means shorter visits are charged proportionately more than longer visits.

People with complex needs who require two carers to manage their personal care and manual handling will now be charged the cost of having two carers, subject to their assessed contribution, whereas currently people who pay for their care are charged for 1.5 carers, and people who pay through a personal budget are charged for two carers.

All charges for services, including the flat rate per hour for home support, will be reviewed and set on an annual basis by the County Council Cabinet.

There is no maximum weekly contribution rate, although individuals will only pay the lesser amount of the full cost of their care or their assessed contribution

Individuals assessed with no available income for contributions will not have to contribute towards the service, although anyone living in a care home who is receiving the state retirement pension will be required to pay a contribution. For those assessed as needing to make a contribution, the minimum weekly contribution level will be £2.00 per week

Free Care Period

The Council currently offers a 4-week period of free care, prior to undertaking a financial assessment and contributions starting. It is proposed to remove this and to undertake financial assessments as soon as possible, with the exception of intermediate care services such as reablement which legislation dictates must have a 6-week period before charging commences.

Oxfordshire County Council believes that people who need care should know how much that service will cost as soon as possible after their care needs have been assessed. Charges will not begin until a financial assessment has taken place. If the financial assessment is not carried out before the individual begins to receive services they will be provided free of charge until the assessment takes place, unless the delay is because the individual refuses to cooperate with the assessment.

The Council previously set a nominal charge to the client where financial assessments were not completed within four weeks and they started receiving services – they were then charged their assessed contribution from the time the financial assessment was completed. However, a recent Local Government Ombudsman ruling has shown this to be challengeable as being outside Fairer Charging legislation, so this nominal charge was suspended in June 2013. This will reduce the Council's income, however this will be offset against doing assessments sooner and therefore individuals' contributions starting earlier than four weeks.

These changes will only impact on new clients and are anticipated to generate approximately £50k additional income for the Council per annum

Couples

Currently, clients are charged individually unless they are dependent on their spouse, whereby they are automatically assessed as a couple. There are currently 576 clients who are part of a couple.

It is proposed that in future financial assessments will normally be undertaken as a single person. However clients living with a partner in their own homes will also be offered a joint assessment. This will require details of all savings, income and expenses held individually or jointly. We will then financially assess at whichever rate is better for the service user.

Couples assessments do not apply to couples living together or separately in care homes. For these people, each will be separately financially assessed under Charging for Residential Accommodation Guidance as appropriate

For couples that are receiving joint benefits only joint assessments will be offered. This assessment will be based on both partner's income, capital and living costs. Assessing clients in receipt of joint benefits will always be most beneficial for these clients due to the level of income that is disregarded as part of the assessment.

It is anticipated that this will reduce the Council's income by approximately £220k per annum

Alert Service

The Alert Service provides alarm systems to people who may need to summon an emergency response or support. These are currently charged for, but are considered to be an important preventative service supporting the independence of people living in their own homes.

It is proposed to provide these services free of charge for people who are considered to be vulnerable and with limited means to pay for the service. People who are in receipt of Housing Benefit, Income Support or (Guaranteed) Pension Credit (and this may be extended in future to those receiving Universal Credit, as this is rolled out) will receive the service free automatically, without the need for a Fairer Charging Assessment

Anyone not in receipt of these benefits will be able to access the service in the same way as they do now, either by making an agreed contribution following a Fairer Charging assessment (which may still result in a free service) or by paying full costs (between £5 and £22 depending on the level of service). Alternatively people who would have to pay the Council's full charges can choose to receive the service privately, through a provider of their choosing.

It is anticipated this will reduce the Council's income by approximately £16.5k per annum.

Respite

The Council has discretion about how to charge for respite care, including temporary stays under 8 weeks. The council can charge under residential or non-residential charging legislation, or set what it considers to be a 'reasonable amount'. Currently assessments are undertaken using residential guidance (Charging for Residential Accommodation Guidance).

It is proposed to include charges for respite care under non-residential guidance (Fairer Charging Guidance) as this supports our aims of helping people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget. It also means that on average people will be better off, as charges for respite care under residential legislation are typically £60-£80 per week for clients on low incomes whereas the minimum charge under Fairer Charging guidance is £0 per week.

It is anticipated that this change will reduce the Council's income by approximately £150k per annum. This may also help with speeding up when financial assessments are carried out by the Financial Assessment Team and offset the risk to the Council of removing the free care period.

Personal Injury Awards and Trust Funds

It is proposed that in existing proceedings where claims are made against defendants in legal proceedings alleging wrongdoing or negligence (such as insurance companies or the NHS), the Council will give consideration to intervening in those proceedings where appropriate.

It is also proposed to take settlements (both interim and final) into account when assessing the financial circumstances of a service user where it is considered reasonable to do so. It is also proposed that the Council will consider whether to recover the cost of care from a trust fund, where reasonable to do so, having regard for the terms of the trust.

Guaranteed Income Payments made under the Armed Forces Compensation Scheme to disabled ex-service personnel will not be taken into account.

12 Week Property Disregard

The Council currently offers a 12 week period of grace for people moving into a care home, whereby the Council continues to fund the cost of care at the previously assessed level for a period of up to 12 weeks before undertaking a new financial assessment. This helps to alleviate the risk that a client is reassessed as needing to contribute significantly more than previously as a result of the value of their property being taken into account, prior to having released the value of their property through completion of the sale. If the sale is not complete after the 12 week period, the Council will provide interim or deferred payments secured by a legal charge over the property under Charging for Residential Accommodation Guidance (CRAG). The amount secured by the legal charge will be repayable to the Council immediately on sale of the property and may be subject to an additional interest charge as set out in the Deferred Payment Agreement or the provisions of HASSASSA 1983.

It is proposed to extend the same 12 week property disregard and deferred payments to clients moving elsewhere (for example into Extra Care Housing or to move in with relatives). However, clients moving into accommodation other than a care home that do not agree to the Council securing a charge over their property if the sale is not completed within 12 weeks will not be offered an initial 12 week property disregard option, and will be reassessed with the value of their property taken into account.

Evidence / Intelligence:

The proposals have been developed based on analysis of current practice within Oxfordshire County council and other local authorities, including financial modelling and feedback from staff and service users. They have been developed with service user representation on a working group, and discussion with senior officers, elected members and partner agencies through internal forums and Joint Management Groups for Older People, Physical Disability and Learning Disability.

The draft Contributions Policy was subject to public and stakeholder consultation during June, July and August 2013, the outcomes of which have informed further development of the policy. The consultation plan was been developed with support

from the Consultation Institute, and includes public meetings, online consultation and stakeholder engagement through numerous forums and existing workshops / meetings / events. There were also targeted communications to those service users identified as most likely to be adversely impacted by the proposed changes.

The consultation responses were broadly supportive of the policy and the changes being proposed. However, as a result of the consultation changes were made to the proposal for the Alert service, and elements of the policy redrafted to clarify points that the consultation suggested were not clear.

Alternatives considered / rejected:

There has been feedback from staff, service users and carers that the Council's current policy and practice around charging and seeking contributions towards the cost of care is not clear, and there have been inconsistencies in its application and interpretation as a result. There are also elements of the existing policy and practice that recent case law shows are outside the Fairer Charging Guidance that sets the basis for seeking contributions, so it is not appropriate to do nothing.

A number of other potential changes to existing policy and practice have also been considered and discounted as either having too great an impact on service users, being too costly for the Council to implement, or not within the scope of the policy to resolve (eg impact of changes under the Welfare Reform Act). Similarly, changes to Government policy on the funding of Adult Social Care from 2015 onwards are not yet clear enough to consider fully, and will be considered as part of reviewing this policy following implementation and on an annual basis thereafter.

As part of the consultation, it was proposed to make the Alert service free to charge to anyone. However, responses to the consultation questioned how the most vulnerable people or those least able to pay the costs of the service would be prioritised, and the potential cost to the Council as a result of significantly increased number of service users.

As a result, the proposal has been amended so that service users who are in receipt of Housing Benefit and either Income Support or (Guaranteed) Pension Credit (and this may be extended in future to those receiving Universal Credit, as this is rolled out) will receive the service free automatically, without the need for a Fairer Charging Assessment.

Anyone not in receipt of those benefits will be able to access the service in the same way as they do now, either by making an agreed contribution following a Fairer Charging assessment (which may still result in a free service) or by paying full costs (between £5 and £22 depending on the level of service). Alternatively people who would have to pay the Council's full charges can choose to receive the service privately, through an organisation of their choosing.

We believe that this change will reduce the numbers of referrals to the Fairer Charging team, thus reducing waiting times for a financial assessment for people

with more complex care needs, whilst maintaining the preventative intention of the service and targeting it at those least able to pay for the service from their own resources.

Impact Assessment:

Impact on Individuals and Communities:

The Contributions Policy and assessments for eligibility for social care do not take account of an individual's age, gender, race, religion or belief, sex, sexual orientation, financial circumstances, or where they live. However, they do take account of factors that influence an individual's care and support needs, such as disability and any dependents.

There will be an overall financial impact to the council through reduced income of approximately £340k per annum, but the new policy will be more consistent and treat clients fairly in applying the same principles to those in residential and non-residential services as far as possible. The new policy also strongly supports the Council's commitment to helping people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget.

Under the Contributions Policy, all individuals are offered the opportunity to have a full financial assessment to calculate their level of contribution towards the cost of their care based on their income, savings and capital assets. Department of Health guidance states that contributions to care costs should not reduce a services user's net income below levels of income equal to basic levels of Income Support or the Guarantee Credit of Pension Credit plus 25%. This means that people on low incomes and from areas of deprivation are likely to contribute less towards the cost of their care.

Similarly, the Contributions Policy allows for reasonable additional expense the individual incurs due to a disability or condition to be accounted for in the financial assessment. The aim is to allow for reasonable expenditure needed for independent living by the service user. The list of possible items is extensive and examples are given in information provided to the service user.

There are specific impacts on individuals that have been identified as a result of changes in the proposed Contributions Policy in the following areas:

Charges for Services

The policy includes details of the services for which charges will apply, based on distinguishing between preventative services (that will be offered free of charge) and those that are either subsidised universal services or available exclusively to people with personal budgets (both of which will generally be charged by the provider and paid by the service user from their own funds or from a personal budget).

This is important in clarifying for service users which services will incur a charge, and whether the council or the provider is responsible for setting and collecting these charges. It will also avoid situations where service users are charged different amounts depending on whether they are using a personal budget or paying directly.

Approximately 15,000 people are receiving care and support from Adult Social Care at any one time, of which approximately 4,700 people are receiving a service that is charged for. Of these:

- 498 are full cost payers (includes 32 clients who have assumed to be full cost as they have not responded to requests for financial assessment visits or have not provided all their financial information)
- 1920 are paying an assessed contribution
- 2090 are paying £0 towards the cost of their care
- 194 are paying a nominal charge whilst awaiting assessment

These figures exclude an additional 369 clients who are automatically assessed as contributing £0 under the Councils current Fairer Charging policy:

- 109 are excluded from charges for aftercare services under section 117 of the Mental Health 1983
- 199 are funded through the Independent Living Fund
- 61 are funded entirely by the NHS under Continuing Healthcare

It is proposed to introduce a single, flat rate per hour for home support. This will replace the current variable rate that means shorter visits are charged proportionately more than longer visits. This change will only affect people who are paying the full cost of their care, but as the Council has been effective in reducing the cost of home support and the actual cost charge to individuals had not been reduced by the same amount it means that the new rate will in fact be lower than many people are currently paying.

Most clients will pay less for the vast majority visits, but clients paying the full costs of their care will pay more for double-handed visits lasting over 36 minutes on weekdays and single-handed visits lasting over 50 minutes on weekdays where they choose to use their personal budget in this way. In reviewing the actual packages of care that clients receive, in most cases the reduction in the charges for other visits would compensate for this additional cost.

Based on the hours delivered in 2012/13 around 500 people would actually have paid more, although the majority of these (475) would have seen an increase of less than £2 per week. Only approximately 25 people would have seen an increase of £5 per week or more, and the maximum loss encountered by any individual was £13 per week. These 25 individuals were contacted directly as part of the consultation to fully understand the impact this may have, and will be contacted again following agreement of the policy to offer support in considering alternative care packages that may reduce this additional contribution if appropriate.

Many vulnerable adults and/or those with complex needs require 2 carers to manage their personal care and manual handling. Currently the Council charges people who

pay for their care for 1.5 carers, and people who pay through a personal budget for 2 carers.

In the interests of fairness and equity, and removing any disincentive to service users using personal budgets, it is proposed to charge individuals the cost of having two carers, subject to their assessed contribution. In reality this will represent little change for clients as they are already paying either the full cost of their care, or the cost is already greater than their assessed contribution.

Free Care Period

Removing the Free Care Period for all services other than intermediate care services (which will continue to be provided free of charge for up to 6 weeks) will impact on new clients, and will apply to all clients irrespective of background. However, all clients will also be eligible for a financial assessment, which will assess the level of contribution to the cost of care an individual will be expected to make. Anyone with savings and capital of less than £23,250 is unlikely to pay the full cost of their care, and anyone with less than £14,250 is unlikely to contribute anything to the cost of their care.

Based on figures from 2012/13, approximately 1100 people would begin contributing to the cost of their care up to four weeks earlier than previously. This includes 194 who are currently paying a nominal charge whilst awaiting financial assessment.

Couples

It is proposed that in future financial assessments will normally be undertaken as a single person. However clients living with a partner in their own homes will also be offered a joint assessment. This will require details of all savings, income and expenses held individually or jointly. We will then financially assess at whichever rate is better for the service user.

For couples that are receiving joint benefits only joint assessments will be offered. This assessment will be based on both partner's income, capital and living costs. Assessing clients in receipt of joint benefits will always be most beneficial for these clients due to the level of income that is disregarded as part of the assessment.

Couples assessments do not apply to couples living together or separately in care homes. For these people, each will be separately financially assessed under Charging for Residential Accommodation Guidance as appropriate

A review of current service users against the new policy has shown that there are currently 576 clients who are part of a couple. There are currently 229 service users in receipt of joint benefits, of which 73 are assessed as making a financial contribution and 155 are assessed as making no contribution. The change in policy will not increase the contributions of any clients, and will reduce the contributions of approximately 60 clients by up to £350 per week.

Alert Service

There are approximately 4,350 users of the Alert Service, of which around 3,600 are in receipt of Housing Benefit and 726 (17%) have received a financial assessment (the rest being screened out by the provider as not being eligible for support from

Adult Social Care). Of those assessed, 72% are assessed as not having to make a contribution to the cost. This means that only 5% of the total number of users of the Alert Service are contributing towards the cost of the service.

Approximately 36 current users are in receipt of Housing Benefit and either Income Support or (Guaranteed) Pension Credit. Providing the service free of charge to these individuals will reduce their contributions by between £5 and £22 per week.

Respite

The Council has discretion about how to charge for respite care, including temporary stays of less than 8 weeks. The council can charge under residential or non-residential charging legislation, or set what it considers to be a 'reasonable amount'. Currently assessments are undertaken using residential legislation.

It is proposed to include charges for respite care under Fairer Charging (non-residential) guidance as this supports our aims of helping people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget.

It also means that on average people will be better off, as charges for respite care under residential legislation are typically £60-£80 per week for clients on low incomes whereas the minimum charge under Fairer Charging guidance is £0 per week. Some people will be assessed as contributing the full cost of their care under both residential and non-residential guidance, so the amount they pay would be unchanged, whilst others would have more expenditure that could be taken into account and so the reduction would be greater.

In 2011/12 there were 644 people took a total of 1929 episodes of respite care. 359 made a contribution towards the cost of their respite care, and so would have benefited from the proposed change.

Personal Injury Awards and Trust Funds

It is proposed that in existing proceedings where claims are made against defendants in legal proceedings alleging wrongdoing or negligence (such as insurance companies or the NHS), the Council will give consideration to intervening in those proceedings where appropriate.

It is also proposed to take settlements (both interim and final) into account when assessing the financial circumstances of a service user where it is considered reasonable to do so. It is also proposed that the Council will consider whether to recover the cost of care from a trust fund, where reasonable to do so, having regard for the terms of the trust.

Guaranteed Income Payments made under the Armed Forces Compensation Scheme to disabled ex-service personnel will not be taken into account

These changes are likely to increase income to the Council, and in some cases this could be significant sums, but it is difficult to quantify how much this will be per annum. However, these sums are awarded to individuals in recognition of their

ongoing care needs, and so will not negatively impact on clients by increasing their contributions beyond their ability to pay.

12 Week Property Disregard

In line with Government guidance, the Council currently offers a 12 week period of grace for people moving into a care home, whereby the Council continues to fund the cost of care at the previously assessed level for a period of up to 12 weeks before undertaking a new financial assessment. If the sale is not complete after the 12 week period, the Council will provide interim or deferred payments secured by a legal charge over the property under Charging for Residential Accommodation Guidance. The amount secured by the legal charge will be repayable to the Council immediately on sale of the property and may be subject to an additional interest charge as set out in the Deferred Payment Agreement or the provisions of HASSASSA 1983.

It is proposed to extend the same 12 week property disregard to clients moving elsewhere (for example into Extra Care Housing or to move in with relatives). However, if clients moving into accommodation other than a care home do not agree to to the Council securing a charge over their property if the sale is not completed within 12 weeks will not be offered this option.

This is a positive change for service users, as it helps reduce the risk that they need to contribute significantly more towards the cost of their care before they have the income from the sale of their property. It also means clients will be treated in the same way wherever they are moving, and may mean they can move home sooner as they no longer need to wait for the sale to be completed.

It is difficult to assess the precise number of people this will affect, as the likely numbers this will apply to is unclear. The gross costs are difficult to assess, since these can vary far more than the cost of residential / nursing care, and the net costs are also difficult to estimate as by selling a property clients are likely to be assessed as contributing some or all of the cost of their care when they may previously not have been.

However, for comparison, in 2012/13 the Council spent £880k offering a 12 week property disregard to 124 people moving into residential care. Although their properties were disregarded, they were already assessed to contribute something to the cost of their care so the net cost was only £346k. For interim funding the Council "spent" almost £6 million in 2012/13, (on 490 people) but the eventual net cost will be zero as the money is reclaimed following the sale of the properties.

The proposal is also positive for the Council, as it may encourage people to move into alternative accommodation rather than a care home, including Extra Care Housing. This proposal may also help people move into Extra Care Housing sooner as they don't need to wait for their property to be sold, reducing the risk of empty properties for which the Council is responsible for paying the provider a core charge.

Summary of proposed changes

Change proposed	Impact on service users	Impact on the Council
<p>Charges for services Clarifying which services will incur a charge and whether the council or the provider is responsible for setting and collecting these charges, and introducing a single, flat rate per hour for home support</p>	<ul style="list-style-type: none"> • Most clients will pay less for the vast majority visits, but more for double-handed visits lasting over 36 minutes on weekdays and single-handed visits lasting over 50 minutes on weekdays if they choose to use their personal budget in this way. • Based on the charges made in 2012/13 there approximately 25 clients whose total contribution would have increased by more than £5, with the maximum increase being £13 per week. 	<ul style="list-style-type: none"> • Need to make clear to existing and future providers the presumption that service will be charged for, with the charge being set and collected by the provider
<p>Free Care Removing the 4 week Free Care Period for all services other than intermediate care services (which will continue to be provided free of charge for up to 6 weeks)</p>	<ul style="list-style-type: none"> • These changes will only impact on new clients, who will begin contributing to the cost of care up to 4 weeks earlier than previously 	<ul style="list-style-type: none"> • Generate approximately £50k additional income for the Council per annum by starting contributions sooner
<p>Couples Offering couples a joint assessment as well as an assessment as an individual, and charging whichever is most beneficial to the client (with the exception of couples in receipt of joint benefits, who will only be assessed as a couple)</p>	<ul style="list-style-type: none"> • It is anticipated that this will reduce the contributions of approximately 60 clients by up to £350 per week 	<ul style="list-style-type: none"> • Reduce the Council's income by approximately £220k per annum.
<p>Alert Providing the service free of charge to people in receipt of Housing Benefit and either Income Support or (Guaranteed) Pension</p>	<ul style="list-style-type: none"> • Reduce the contributions of approximately 36 users by between £5 and £22 per week. 	<ul style="list-style-type: none"> • Reduce income for the council by approximately £16.5k per annum •

Credit		
Respite Charging for respite care, including temporary stays under 8 weeks, under non-residential guidance	<ul style="list-style-type: none"> Support people to live independently at home, personalisation and offering individuals greater choice and control through a personal budget. Reduce the charges many people pay for respite care, particularly those on low incomes. week. 	<ul style="list-style-type: none"> Reduce the Council's income by approximately £150k per annum.
Personal injury awards and Trust Funds	<ul style="list-style-type: none"> Likely to increase the contributions of clients, but these are awarded to individuals in recognition of their ongoing care needs, and so will not negatively impact on clients by increasing their contributions beyond their ability to pay 	<ul style="list-style-type: none"> Likely to increase income to the Council, and in some cases this could be significant sums, but it is difficult to quantify how much this will be per annum.
12 week property disregard Extending the disregard and deferred payments currently offered to clients moving into care homes to clients moving elsewhere (Extra Care Housing, in with family, sheltered housing)	<ul style="list-style-type: none"> Helps to alleviate the risk that a client is reassessed as needing to contribute significantly more towards the cost of their care than previously as a result of the value of their property being taken into account, prior to having released the value of their property through completion of the sale. 	<ul style="list-style-type: none"> Enable those home owners with eligible care needs to move into Extra Care Housing more quickly, thereby reducing the cost to the Council of paying the core charge to the on-site care provider due to empty properties.

Impact on Individuals and Communities

Risks	Mitigations
Service users do not understand the new policy or its implications	<ul style="list-style-type: none"> Guides for service users will be produced as part of the implementation of the policy, including summary and easy read versions All existing and future information provided to service users will be reviewed to ensure it

	<p>communicates policy clearly</p> <ul style="list-style-type: none"> • Service user engagement in development of policy and accompanying guidance
Increases in contributions as a result of policy changes are unaffordable for individuals	<ul style="list-style-type: none"> • Identified and will engaged directly with limited number (less than 30) likely to see an increase in contributions as part of consultation to understand impacts not identified in developing the proposals and take appropriate action • New financial assessments will be offered, including considering alternative ways to meet assessed needs and reduce cost • Implementation of policy will not be until 1 January 2014 to allow time to prepare and work with individuals to limit impact •
Increased complaints in response to new policy and its implementation / impact on service users and carers	<ul style="list-style-type: none"> • Majority of proposed changes have a positive impact for service users, and were supported by the responses to the consultation • Those likely to be adversely affected were contacted as part of the consultation, and offered a re-assessment and help to consider alternative care provision to reduce costs if appropriate

No differential impact has been identified on particular individuals or communities, including those that share protected characteristics, other than those identified above.

Impact on Staff:

The most significant risk is that staff are not aware of the new policy, or confident in implementing it effectively and consistently. In addition to a communication plan as part of the consultation period that included staff, there will be a detailed implementation plan for the new policy following its agreement by Cabinet that will include appropriate briefings and training sessions for staff. There will also be a review of other policies, procedures and guidance available to staff, including the Council intranet and internet sites, to ensure that they align and consistently enforce the new policy.

Risks	Mitigations
Staff (social workers, financial assessments team, Customer Service Centre) are not aware of the new policy, and cannot implement it / communicate it to service users appropriately	<ul style="list-style-type: none"> • Communications and engagement plan as part of consultation included communication with staff • Briefings and training for staff as part of implementation plan following agreement of policy • Review of other policies, procedures and guidance available to staff, including the Council intranet and internet sites, to ensure that they align and consistently enforce the new policy

	<ul style="list-style-type: none"> Implementation of new policy from January 2014 to allow time to brief / train staff and ensure policies reviewed and in place
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Impact on other Council services:

It is possible that implementing the new policy will increase the workload for the Financial Assessments Team, who will be required to reassess existing clients under the new policy. It is proposed to bring additional staff into the team in the period leading up to and immediately after implementation.

It is also possible that implementing the new policy could lead to increased complaints from clients and carers, and legal challenge if it does not resolve issues with fair application of charging policies. However, as the changes in the policy are broadly positive for clients and carers, and legal and finance colleagues have been involved in developing the policy, these risks are not considered to be significant. The proposals were also supported by the responses to the consultation.

Risks	Mitigations
Increased workload for Financial Assessments Team in having to reassess all existing service users under the new policy could impact on waiting times for assessment for new clients	<ul style="list-style-type: none"> Implementation and training plan will be developed for staff in bringing in the new policy Additional staff will be brought into Financial Assessment Team for period leading up to and immediately after implementation
Increased complaints in response to new policy and its implementation / impact on service users and carers	<ul style="list-style-type: none"> Majority of proposed changes have a positive impact for service users Those likely to be adversely affected were contacted as part of the consultation, and will be contacted again as part of the implementation of the policy to offer a re-assessment and help to consider alternative care provision to reduce costs if appropriate
Policy changes do not resolve issues with fair application of charging policies, leading to legal challenge	<ul style="list-style-type: none"> Involvement of legal and finance colleagues in development of policy to ensure it addresses issues within legal framework Policy will be reviewed following implementation, and at least annually thereafter

Impact on providers:

The main risks for providers are that they are not clear about the expectation they will be responsible for charging and collecting contributions for services, and that this expectation may impact on their willingness or ability to provide services and bid for new contracts. However, they will be made aware of the consultation and their opportunity to comment, and in many cases they are already operating in this way in Oxfordshire and elsewhere in the country. Market development and relationships

with existing providers will be used as part of the commissioning process to ensure any negative impacts are mitigated as much as possible.

Risks	Mitigations
Providers are not clear about expectation that they will be responsible for charging and collecting contributions for services	<ul style="list-style-type: none"> • Expectations will be made clear in new and renewed contract specifications • In many cases this is no different to the current situation, and is set within existing contracts • Communications and engagement plan included providers to ensure they were aware of proposals and able to feed into consultation • Implementation plan following agreement of policy will also include communications with providers
New contracts will all be on the presumption of charging by provider – may therefore impact on their willingness and ability to provide the service, and/or cost of doing so.	<ul style="list-style-type: none"> • Market development and provider engagement as part of commissioning process • Current situation in many contracts so unlikely to have significant impact
Brokers and other support agencies not aware of or able to adapt support according to new policy and changes	<ul style="list-style-type: none"> • Communications and engagement plan included providers to ensure they were aware of proposals and able to feed into consultation • Implementation plan following agreement of policy will also include communications with providers

Action plan:		
Action	By When	Person responsible
Development of communications and stakeholder engagement plan for consultation period, including targeted individuals	21 st June	Rachel Taylor / Ben Threadgold
Public meetings and public consultation on draft policy	24 th June to 16 th Aug	Rachel Taylor
Cabinet approval of new policy following consultation	17 th Sept	Ben Threadgold
Develop implementation plan for policy, and accompanying policies, procedures and guidance	Sept 2013	Caroline Parker / Ben Threadgold
Implement new policy	Jan 2014	Lucy Butler / Caroline Parker
Review of policy	No later than Jan 2015	Ben Threadgold

Monitoring and review:

Person responsible for assessment: Ben Threadgold

Version	Date	Notes (eg Initial draft, amended following consultation)
1	28 May 2013	Initial draft
2	4 June 2013	Amended prior to consultation in light of working group and communications group feedback
3	23 June 2013	Amended to reflect further amendments to policy prior to consultation
4	4 September 2013	Amended following consultation outcomes and changes to proposals as a result

CA14
CABINET – 17 SEPTEMBER 2013

STAFFING REPORT – Quarter 1 2013/14

Report by Head of HR

Introduction

1. This report provides an update on staffing numbers and related activity during the period 1 April 2013 to 30 June 2013. Reports this year will also track progress on staffing numbers since 1 April 2013 as we continue to implement our Business Strategy.

Current numbers

2. The establishment and staffing numbers (FTE) as at 30 June 2013 are 4280.25 Establishment; 4004.36 employed in post. These figures exclude the school bloc.
3. We continue to monitor the balance between full time and part time workers to ensure that the best interests of the Council and the taxpayer are served. For information, the numbers as at 30 June 2013 were as follows - Full time 2928 and Part time 2199. This equates to the total of 4004.36 FTE employed in post.
4. The changes in both establishment and staffing numbers since 31 March 2013 are shown in the table below. A breakdown of movements by directorate for this financial year is provided at Appendix 1.

	FTE Employed	Establishment FTE
Reported Figures at 31 March 2013 – Non-Schools	4042.76	4277.00
Changes	-38.4	3.25
Reported Figures at 30 June 2013 – Non-Schools	4004.36	4280.25

Quarter 1 Changes

5. On 1 April 2013 Public Health transferred into the County Council from the NHS. Sixteen employees transferred with an FTE of 15.92. However, the overall staffing numbers employed this quarter have reduced by 38.4 FTE

6. The establishment shows a small increase this quarter – 3.25 FTE. This is due, in part, to the number of Public Health posts transferred onto the establishment - 22.88 FTE. An exercise is currently being undertaken to review all vacancies held within services.
7. We remain committed to redeploying displaced staff wherever possible via our Career Transitions Service but this is getting more difficult as staffing numbers reduce across the Council. There were 5 successful redeployments this quarter.
8. We recognise that operational services are critical and cannot be left without any cover. Prudent use of agency staff is therefore deployed to ensure continuity of service. In common with all employers, the council deploys agency staff as cover for instances of maternity leave, illness and short-term gaps in recruitment when a permanent member of staff has left the council and their permanent replacement is not due to arrive until sometime after. The cost of agency staff this quarter is £1,153,857 down from the quarter ending 31 March 2013 figure of £1,364,738 and representing approximately three per cent of the council's overall salary budget. A breakdown of spend on agency staff by service area is attached at Appendix 2.
9. We will track progress from 1 April 2013 during the year. As at 30 June 2013 the position is as below:
 - **Establishment FTE** up from 4277 to 4280 – 0.07% increase.
 - **Staff employed FTE** down from 4042 to 4004 – 0.95 % reduction

Accountability

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

Recommendation

The cabinet is RECOMMENDED to:

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

Steve Munn
Head of HR

28 August 2013

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

DIRECTORATE	Total Established Posts at 30 June 2013	Changes to Establishment since 31 March 2013	FTE Employed at 30 June 2013	Changes in FTE Employed since 31 March 2013	Vacancies at 30 June 2013	Cost of Agency Staff * £
CHILDREN, EDUCATION & FAMILIES	1400.99	-22.85	1293.07	-51.60	75.57	266,312
PUBLIC HEALTH	22.88	22.88	15.92	15.92	6.88	3012
SOCIAL & COMMUNITY SERVICES	764.43	-0.48	744.83	22.86	25.78	372,221
COMMUNITY SAFETY	414.63	16.68	391.30	-1.17	22.91	14,416
ENVIRONMENT & ECONOMY	526.78	-0.77	493.04	-5.71	35.79	296,527
OXFORDSHIRE CUSTOMER SERVICES	700.67	-10.04	641.06	-21.63	39.75	97,357
CHIEF EXECUTIVE'S OFFICE	216.73	4.10	200.64	7.20	15.53	99,517
CULTURAL SERVICES	233.14	-6.27	224.50	-4.27	6.92	4495
TOTAL	4280.25	3.25	4004.36	-38.40	229.13	1,153,857

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

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

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Agency Staff	
Social & Community Services	Spend £
Prevention & Early Support	2,983.30
Social Work & Commissioning	262,995.01
Learning Disabilities	76,185.11
Leadership Team	3,701.94
Strategy & Performance & Public Engagement	11,804.54
Commissioning	1,263.97
Older People Pooled Budget	13,287.18
Total	372,221.05
Environment & Economy	Spend £
EE1 Highways and Transport	211,147.50
EE2 Growth and Infrastructure	82,707.49
EE4 - Directors Office	2,671.97
Total	296,526.96
Children, Education & Families	Spend £
CEF1 - Education & Early Intervention	97,954.18
CEF2 - Children's Social Care	167,388.06
CEF3 - CEF Central Costs	969.95
Total	266,312.19
Community Safety	Spend £
Fire & Rescue	6,780.30
Safer Communities	41.74
Trading Standards	7,594.14
Total	14,416.18
Oxfordshire Customer Services	Spend £
Management Team	2,236.95
Customer Services Centre	47,038.10
Financial & Mgt Accounting	4,534.69
Financial Services	18,587.49
HR (Oxford Bucks Partnership)	6,009.99
ICT	532.50
Procurement	18,417.60
Total	97,357.32
Chief Executive's Office	Spend £
Democratic Services	2,093.74
Library Services	4,494.86
Broadband Oxon	34,612.82
Media/Communications	6,164.95
Performance & Improvement	48,289.46
Place and Local Partnerships	2,204.21
Policy and Improvement	6,151.67
Total	104,011.71
Public Health	Spend £
DAAT staffing	3,011.51
Total	3,011.51
Grand Total	1,153,856.92

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Division(s): N/A

CABINET – 17 SEPTEMBER 2013

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 15 October 2013	
<ul style="list-style-type: none"> <p>▪ East-West Rail Local Contributions To seek agreement to the terms of a formal agreement on local contributions for East-West Rail over a 15-year period from 2014, ahead of Oxfordshire County Council entering into the agreement with Buckinghamshire County Council and the Department for Transport by October 2013.</p> 	<p>Cabinet, (Deputy Leader) 2013/100</p>
<ul style="list-style-type: none"> <p>▪ Flood Risk Management Strategy To seek members approval of the draft Flood Risk Management Strategy prior to formal public consultation.</p> 	<p>Cabinet, (Deputy Leader) 2013/079</p>
<ul style="list-style-type: none"> <p>▪ Oxfordshire Customer Services (OCS) Externalisation To agree the strategy for delivering the OCS services with a possible external partner.</p> 	<p>Cabinet, (Deputy Leader) 2013/125</p>
<ul style="list-style-type: none"> <p>▪ Cabinet Business Monitoring Report for Quarter 1 To note and seek agreement of the report.</p> 	<p>Cabinet, (Deputy Leader) 2013/141</p>
<ul style="list-style-type: none"> <p>▪ Final Decision on Expansion of Watchfield Primary School to 2 Forms of Entry (2fe) To consider final decision on expansion.</p> 	<p>Cabinet, (Children, Education & Families) 2013/114</p>
<ul style="list-style-type: none"> <p>▪ Financial Contribution towards the University Technical College Project in Didcot To seek Cabinet approval for the funding of a number of facilities to be shared subsequently with the co-located 11-16 school.</p> 	<p>Cabinet, (Children, Education & Families) 2013/107</p>
<ul style="list-style-type: none"> <p>▪ Strategy for Expanding Primary and Secondary School Provision in the Grove and Wantage Area To approve the strategy, following public consultation.</p> 	<p>Cabinet, (Children, Education & Families) 2013/106</p>
<ul style="list-style-type: none"> <p>▪ Witney Transport Strategy - Phase 1 To seek approval of the scheme outline design, so that detailed design can be undertaken for scheme implementation in 2014.</p> 	<p>Cabinet, (Environment) 2013/138</p>

- **2013/14 Financial Monitoring & Business Strategy Delivery Report - August 2013** Cabinet, (Finance) 2013/081

Financial report on revenue and capital spending against budget allocations, including virements between budget heads.
- **Coroner's Rule 43 Notice - Retro-Fitting of Water Suppression Systems (Sprinklers) to High Rise Properties in Oxfordshire** Cabinet, (Policy Co-ordination) 2013/143

To request Cabinet, as fire authority, to make a formal decision on its position regarding sprinklers.

Cabinet Member for Children, Education & Families, 7 October 2013

- **Bournemouth Churches Housing Contract** Cabinet Member for Children, Education & Families, 2013/140

To seek approval to extend the contract.

Cabinet Member for Environment, 10 October 2013

- **Abingdon: Wootton Road - Cycle Safety Improvements** Cabinet Member for Environment, 2013/145

To present the consultation outcome of proposals for improvements to cycle infrastructure.
- **Consideration of Objections to Experimental Traffic Regulation Order - Banned Turns on A40 Risinghurst** Cabinet Member for Environment, 2013/069

To seek approval to proceed.
- **Oxfordshire Minerals and Waste Monitoring Report 2012** Cabinet Member for Environment, 2013/133

To seek approval for the Oxfordshire Minerals and Waste Monitoring Report 2012, setting out information on progress in preparation of the Minerals and Waste Local Plan and on the implementation of planning policies for minerals and waste developments, to be published.
- **Proposed Removal of Parking Bay - Lime Walk, Headington** Cabinet Member for Environment, 2013/136

To consider objections received.

- **Updated National Waste Planning Policy - Planning for Sustainable Waste Management - Consultation Responses** Cabinet Member for Environment, 2013/139

To seek approval for a Council response to a consultation by the Department for Communities and Local Government on an update of the Government's National Waste Planning Policy: Planning for Sustainable Waste Management.

- **Reading Road (Henley) Public Transport Infrastructure Improvements** Cabinet Member for Environment, 2013/144

To present the consultation outcome of proposals for improvements to cycle infrastructure.

Cabinet Member for Public Health & the Voluntary Sector, 16 October 2013

- **Chill Out Fund 2013/14 - October 2013** Cabinet Member for Public Health & the Voluntary Sector, 2013/083

To consider applications received (if any) from the Chill Out Fund.

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