



To: **Members of the Cabinet**

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

**Tuesday, 13 May 2014 at 2.00 pm  
in Meeting Rooms 1 & 2**

**County Hall, Oxford, OX1 1ND**

*Joanna Simons*

Joanna Simons  
Chief Executive

May 2014

Contact Officer: **Sue Whitehead**  
Tel: (01865) 810262; E-Mail: [sue.whitehead@oxfordshire.gov.uk](mailto:sue.whitehead@oxfordshire.gov.uk)

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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 &amp; Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children, Education &amp; Families</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Cultural &amp; 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 &amp; 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 21 May 2014 unless called in by that date for review by the appropriate Scrutiny Committee.*

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

*Date of next meeting: 17 June 2014*

## 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](mailto: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 - 10)

To approve the minutes of the meeting held on 15 April 2014 (**CA3**) and to receive information arising from them.

## 4. Questions from County Councillors

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

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

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

## 5. Petitions and Public Address

## 6. Draft Local Flood Risk Management Strategy (Pages 11 - 64)

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2013/079

*Contact:* Steve Smith, Highways & Transport Service Manager Tel: (01865) 810435

Report by Director for Environment & Economy (**CA6**).

Following the nationwide flooding events of 2007, the Pitt Review recommended that a single authority should be responsible for managing flood risk in local areas. This was

endorsed by subsequent legislation, the Flood and Water Management Act 2010, under which Oxfordshire County Council became the Lead Local Flood Authority for the County. As part of its role as the Lead Flood Authority the council is required to produce, publish and maintain a Local Flood Risk Management Strategy. The purpose of the strategy is to state how the county council, in conjunction with other flood and water management authorities intend to work together effectively in order to manage areas identified as being at risk of flooding within the county.

***The Cabinet is RECOMMENDED to approve the Draft Local Flood Risk Management Strategy for public consultation.***

## **7. Recommendations of the Cabinet Advisory Group (CAG) on the Strategic Assurance Framework for Safeguarding Children & Young People (Pages 65 - 70)**

*Cabinet Member:* Children, Education & Families

*Forward Plan Ref:* 2014/073

*Contact:* Peter Clark, Solicitor to the Council & Monitoring Officer Tel: (01865) 323907/Hannah Farncombe, Safeguarding Manager Tel: (01865) 815273

Report by Cabinet Advisory Group for Children's & Young People's Safeguarding Assurance Arrangements (**CA7**).

The report provides some background into the work of the Safeguarding Assurance Cabinet Advisory Group and makes some recommendations to Cabinet to strengthen the current assurance arrangements. These are intended to complement and strengthen existing arrangements rather than replace or subsume them.

***The Cabinet is RECOMMENDED to agree the recommendations of the CAG to allow officers to develop a delivery plan with clear timescales and ownership for implementation.***

## **8. Equality Policy 2012-17: Annual Update for 2013/14 and Action Plan for 2014/15 (Pages 71 - 108)**

*Cabinet Member:* Policy Co-ordination

*Forward Plan Ref:* 2014/051

*Contact:* Alison Yates, Senior Policy Officer Tel: (01865) 815214

Report by Head of Policy (**CA8**).

Oxfordshire County Council is committed to making Oxfordshire a fair and equal place in which to live, work and visit. We want our services to effectively meet the needs of local residents. We also aim to ensure that our staff are equipped with the knowledge and skills to meet the diverse needs of customers, that our services are accessible, and to encourage supportive and cohesive communities through our service delivery.

In 2012 we launched our Equality Policy setting out how we aim to achieve this goal, as well as meet our obligations under the Equality Act 2010. In January 2013 we published our first annual update on our progress. Both documents can be read here:

<http://www.oxfordshire.gov.uk/cms/public-site/equality-and-cohesion> Good progress has been made on the objectives in 2013/14 and a second annual update is included in this report in Annex 2.

As we are two years into the four year policy, it is timely to refresh the actions against which we are measuring our progress, to ensure that we are reflecting the work of all our service areas and the priorities of the council, as set out in the latest Corporate Plan and directorate Business Strategies. These new actions are the focus of Annex 1.

Annex 3 presents some key data about the Oxfordshire population, taken from the 2011 Census and categorised by protected characteristics. It also provides information about some of the data we collate about service users and potential service users. The council is required to show it has an adequate evidence base for its decision making.

***The Cabinet is RECOMMENDED to agree to the new Equality Policy Action Plan for 2014/15 (Annex 1)***

## **9. Staffing Report - Quarter 4 - 2013 (Pages 109 - 116)**

*Cabinet Member:* Deputy Leader

*Forward Plan Ref:* 2013/180

*Contact:* Sue Corrigan, Strategic HR Manager Tel: (018654) 810280

Report by Head of Human Resources (**CA9**).

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

***The Cabinet is RECOMMENDED to:***

***(a) note the report; and***

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

## **10. Forward Plan and Future Business (Pages 117 - 118)**

*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 **CA10**. This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

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

***The Cabinet is RECOMMENDED to note the items currently identified for***

***forthcoming meetings.***

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## CABINET

**MINUTES** of the meeting held on Tuesday, 15 April 2014 commencing at 2.00 pm and finishing at 3.06 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

**Other Members in Attendance:** Councillor Nick Hards (Agenda Items 6 and 7)  
Councillor John Sanders (Agenda Item 7),  
Councillor Liz Brighthouse, (Agenda Items 7 and 10)  
Councillor John Christie, (Agenda Item 8)

**Officers:**

Whole of meeting: Sue Whitehead (Chief Executive's Office)

Part of meeting: Item	Name
6	Stephanie Skivington (Corporate Finance)
7	Sue Scane, Director for Environment & Economy
9	Andrew Colling, (Quality, Procurements and Contracts)

*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.*

### **31/14 APOLOGIES FOR ABSENCE**

(Agenda Item. 1)

Apologies were received on behalf of Councillor Hibbert Biles.

### **32/14 MINUTES**

(Agenda Item. 3)

The Minutes of the meeting held on 18 March 2014 were approved and signed.

### **33/14 QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda Item. 4)

Councillor Jean Fooks had given notice of the following question to Councillor Rose:

“It is good that we have a screen in the reception area giving information about meetings in County Hall. However, it would be much more useful if it listed meetings in time order, giving the room involved, rather than in room order as at present. Please can you change this to help people find the meeting they want to attend?”

Councillor Rose replied:

“I thank the Councillor for this enquiry and take on board the request for a more user friendly screen presentation. Once this is established I will be consulting the group leaders before going forward.”

Councillor Nick Hards had given notice of the following question to Councillor Heathcoat

“How helpful or otherwise is the delivery of personal budgets through self-directed support in Oxfordshire?”

Councillor Heathcoat replied:

- “We strongly support the use of personal budgets as a way of allowing people more choice and control over their care.
- Oxfordshire performs extremely well on the numbers of people receiving self-directed support.
  - In the national outcome framework for adult social care for 12/13, 71% of adults, older people and carers receiving community based services are receiving self-directed support compared to 56.2% nationally.
  - 45.5% of adults, older people and carers receiving community based services are receiving a direct payment, the highest percentage in the country and significantly higher than the national average of 16.8%.
- Each year we take part in a national survey of people who use social care. Last year over 500 people in Oxfordshire responded to the survey.
  - 93.7% said they were satisfied with the service they got (compared to 90.4% nationally).
  - 62.7% said they were very satisfied (compared to 64.1% nationally)
- There was a specific evaluation of people in Oxfordshire receiving a direct payment at the end of 2012.
  - People felt they had increased choice and control, and they found support networks of other people who receive direct payments really helpful.



- They also highlighted the need to improve the customer journey from assessment to management of direct payments, and to provide more information and training around how to manage direct payments.
- Since this survey we have done a great deal of work to improve information and advice, including the introduction of community information networks, and the Adult Services Improvement Programme will simplify the process of accessing and managing personal budgets and direct payments further.”

Councillor Nick Hards had given notice of the following question to Councillor Rose

“I see that a new approval and adoption scheme is being put in place for sustainable drainage systems on new developments (Annex 9 on page 53 of the Cabinet papers). How hopeful are you that this scheme will reduce the incidence of flash flooding associated with new developments in the county?”

Councillor Rose replied:

“Sustainable Drainage (SUDS) is being promoted on all new developments as a method of restricting the discharge from the development to the green field run off rate only, by doing this any new development is not increasing the flooding risk downstream.

The methods which can be used are soakaways, swales, porous pavements underground storage, retention ponds and detention ponds, all these methods follow the Government recommendations and guidelines. All these methods cleanse the water which improves water quality and biodiversity.

At the present time intense storms or prolonged rainfall events that we are experiencing are surcharging our existing drainage systems and causing flooding, the only cost effective way of holding and storing rainfall or floods is by sustainable methods. Whilst this will reduce the incidence of flash flooding it will not prevent it entirely.

In 2007 we had major flooding in Oxfordshire, within these flooded areas, where we had porous pavements flooding did not occur. The flood flows were stored and discharged slowly under the pavement surfaces.

Oxfordshire are looked on as one of the leading Authorities in promoting and adopting SUDS systems within the Country.”

Councillor Glynis Phillips had given notice of the following question to Councillor Hibbert Biles

'We have been promised an improved integrated sexual health service bringing together Contraception & Sexual Health services with Genito-Urinary Medicine. There is universal support for an integrated service but one obvious requirement is that these services are easily accessible in

community settings. The service for Oxford City which serves the whole county is now on the Churchill Hospital site which is difficult to get to by public transport. Can you advise when a genuine community based service will be provided in Oxford City and what are the lessons that have been learned from this experience? '

Councillor Hibbert Biles had provided the following written answer:

"The new provider was keen to continue to deliver services from the site; unfortunately they have reported that this is not possible as the site will not be made available to them. Since OUHT were informed that the current site was not available to them they have been working to identify and secure an appropriate site in East Oxford to replace the Raglan House clinic. We are advised that OUHT have identified a suitable location, when the lease is secured an announcement will be made."

Supplementary: Councillor Phillips asked, that given the importance of continuity, what the length of lease would be on the new community facility. Councillor Hudspeth replied that he would let Councillor Phillips have this information when it was available.

### **34/14 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 John Sanders, Shadow Cabinet Member for Environment; Councillor Nick Hards, Councillor Liz Brighthouse, local councillors

Item 8 – Councillor John Christie, Deputy Opposition Leader

Item 9 – Mr Richard Burden, Oxfordshire Carehomes Association

Item 10 – Councillor Liz Brighthouse, Chairman of Performance Scrutiny Committee

### **35/14 2013/14 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT - FEBRUARY 2014**

(Agenda Item. 6)

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 February 2014, and also an update on grant funding for the costs of the recent flooding. Capital Programme monitoring was included at Part 3. Part 4 set out requests for changes to 2014/15 Fees and Charges and the Contributions in Adult Social Care Policy.

Councillor Hards referred to the useful overview provided by the summary on page 13 and commented that it would be helpful if public health information could be included. Referring to the savings as a result of staff vacancies he sought assurances that the impact on services would be monitored. Referring to the extra funding to deal with the impact of flooding he expressed concern that with only a limited number of experts in the field we would not be able to get the right people. He highlighted the one off funding for the Thriving families programme and looked forward to seeing how it progressed.

The Leader, responding, paid tribute to the Thriving Families Team who had done a terrific job which had been recognised by central government. Councillor Tilley, Cabinet Member for Children, Education & Families commented that the Thriving Families programme was very much valued and every effort would be made to keep it going.

Councillor Fatemian, responding, thanked Councillor Hards for his comments. He recognised that the hiring freeze put a possible pressure on staff but felt that overall there was an effort to ensure that they were not under undue pressure. Where there were issues they were picked up and he paid tribute to staff who worked to targets and were delivering the budget.

**RESOLVED:** to:

- (a) note the report;
- (b) note the 2013/14 virements set out in Annex 2d;
- (c) approve the 2014/15 virement requests set out in Annex 8; and
- (d) RECOMMEND Council to approve the requests to move additional non – Pool Mental Health expenditure into the Pool and to approve the use of £2.000m of the Public Health Grant Funding to support the Capital Programme in 2014/15 as set out in paragraph 49 and Annex 8;
- (e) approve the debt write off set out in paragraph 53;
- (f) note the updated Treasury Management lending list at Annex 4;
- (g) note the changes to the Capital Programme set out in Annex 7c;
- (h) approve the changes to Fees & Charges and the Contributions in Adult Social Care Policy as set out in Annex 9.

## **36/14 CITY DEAL - OVERVIEW & DELIVERY OF TRANSPORT SCHEMES**

(Agenda Item. 7)

The report summarised Oxfordshire County Council's City Deal submission as the first phase of achieving the long term ambition which will be fully set out in the forthcoming Strategic Economic Plan and further developed through the Local Growth Deal. The report set out the City Deal Transport Business Cases, progress to date, and requested the schemes' inclusion into the Capital Programme.

Councillor John Sanders, Shadow Cabinet Member for Environment, in accepting the concept raised a few individual issues: the bio escalator for the Churchill hospital site would put pressure on the infrastructure; referring to the Growth Board and the inclusion of District Councillors he queried whether there would be a conflict for them between wanting to save the green belt and the growth agenda; referring to all the transport schemes he queried who would be connecting them all up.

Councillor Hudspeth commented that the Universities were promoting the bio escalator and that the Growth Board would negotiate to find the right areas for development. Sue Scane and her team had done a great deal of work so far and there would be people working on the individual projects.

Councillor Hards, speaking as the local councillor for Didcot West highlighted the maps on page 71 and the implications of the Strategic Housing market Assessment (SHMA) for Didcot. With the proposed development getting the highways right was vital. The work to the transport hub would be wasted if the road network around it was choked. He also queried aspects of the funding.

The Leader responded to the points made and in particular commented that the SHMA had only been published in February and sites had not yet been identified. The County Council was working closely with District Councils to determine requirements. He highlighted that in terms of transport, cycling was a key element, particularly cycling between Didcot and Harwell science park. He would discuss the funding queries separately with Councillor Hards.

Councillor Brighouse, speaking as local councillor for Churchill & Lye Valley in connection with the bioescalator emphasised the concerns around road capacities in the local area. Transport reports from the City Council had highlighted severe transport problems more than once. There were major implications for the local community in terms of the traffic generated. Councillor Brighouse highlighted a number of issues, including problems with Old Road, the possibility of CPZs and that the Neighbourhood Planning Area would exclude Wood Farm so that needed funding from the CIL may not reach the community. The Leader commented that the Oxford Transport Strategy would look at these issues.

Councillor Nimmo Smith, Cabinet Member for Environment, moved the recommendations.

Sue Scane, Director for Environment & Economy, corrected the dates on page 59 of the agenda to read October 2013 to June 2014. Although the timescales were very tight work had been ongoing for some time. The biggest risk was that the Government had made it clear the money had to be spent by 2015.

**RESOLVED:** to

- (a) approve the proposed schemes for inclusion into the Capital Programme, to note the progress of the business case for each scheme and to note that the detailed business cases will be submitted for approval, in accordance with the financial procedure rules; and
- (b) approve the release of £1.5m project development budget for the Access to Enterprise Zone project under stage 0b of the capital governance procedures.

### **37/14 EXTERNALISATION OF BACK OFFICE/SCHOOL FACING SERVICES**

(Agenda Item. 8)

Cabinet considered a report that provided an update and sought approval to the next steps in the externalisation of corporate facing HR and Finance back office services and the joint venture proposal to cover school back office and schools learning and foundation years.

Councillor Christie, Opposition Deputy Leader, stated that this was a very welcome initiative and he offered public support for the recommendations. He commented that there was a lot of detail to be considered, not least governance and staffing. Staff had concerns which would need sensitive handling. He looked forward to seeing the detailed business case at scrutiny.

Councillor Rose in proposing the recommendations stated that he did welcome them and that if it did not work out there was the option to return to the full procurement process. Schools had previously indicated they preferred the status quo and valued the public element of the services provided so the public partnership element was to be welcomed.

**RESOLVED:** to:

- (i) suspend the current procurement process for the Outsource of Finance and HR back-office services and the Joint Venture for School Improvement and related support services for schools (with the exception of Outdoor Education Centres); and
- (j) commission a full business case for Oxfordshire with a view to joining the Hampshire IBC partnership and creation of a new partnership with Hampshire for Education services.

### **38/14 CARE HOME FEES 2014**

(Agenda Item. 9)

Cabinet considered a report that described the process the Council had undertaken to review the amount it pays for care homes this year, and that sought agreement of the Target Banding Rates to be applied for 2014-15.

Mr Richard Burden, Oxfordshire Carehomes Association, spoke on the fee increase figures and the lack of response from Care Homes referred to in the report. He commented that in the past figures had been provided and that the Council had a good idea of the figures. He noted the decline in the number of homes accepting Council placements and with regard to delayed transfer of care hoped the Council would not give up an opportunity to help the situation. He called on the Council to move to a negotiated fee increase. Responding to questions from Members Mr Burden commented that it was difficult to fill out the online form in the timescale provided unless you already had figures separated out. He referred to his costs per week and commented that the Council fees were far adrift of these figures. He did not take people at the Council rates.

Councillor Heathcoat, in proposing the recommendation emphasised that her role was to support the users to ensure genuine choice. However there had been wide consultation with the Care Homes with an open process asking for information. The model used was robust and in use nationally.

**RESOLVED:** that in view of the information in the report:

(a) for 2014/15 to:

- Revise our Target banding Rates from April 2014 and:
  - (i). Increase the Target Banding rate for the Residential-Extensive Specialist Category to £458 per week for new placements.
  - (ii). Increase all existing weekly Residential payment rates that are currently paid below £452 per week to £458 per week
  - (iii). Increase the Nursing-Extensive Target Banding Rate to £568 per week
  - (iv). Increase all existing weekly Nursing Extensive and Substantial rates that are currently below £560 per week to £568 per week.
  - (v). Increase the Nursing-Specialist Target Banding Rate to £639 per week
  - (vi). Increase the above rates to reflect the increase in Funded Nursing Care once this is announced later in April 2014.
  - (vii). Continue to use these rates as a guide to secure a care home placement at a funding level as close to the Target Banding Rate as possible.
  - (viii). The above to apply from April 2014 and for care home placements in Oxfordshire.

(b) to approve a permanent virement of £217,000 from corporate contingency to fund the increase in the Target Banding Rate.

## **39/14 CABINET BUSINESS MONITORING REPORT FOR QUARTER 3**

(Agenda Item. 10)

Cabinet had before them a report that provided details of performance for quarter three for the Cabinet to consider. The report is required so that the Cabinet can monitor the performance of the Council in key service areas and be assured that progress is being made to improve areas where performance is below the expected level.

Councillor Brighouse commented that the Performance Scrutiny Committee had considered the issues raised by the report. Responding to a comment from Councillor Chapman, Councillor Brighouse confirmed that the Performance Scrutiny Committee had scheduled an item on the 365 Alive Campaign for a future meeting.

Councillor Heathcoat, noted that delayed transfer of care had been brought up in the report and at the Performance Scrutiny Committee which she had attended. She commented that a lot of work was being done and improvements were being made. There was a need to ensure that these improvements were sustained. She also noted that re-ablement was improving.

**RESOLVED:** following discussion to note the performance reported in the dashboards.

#### **40/14 DELEGATED POWERS OF THE CHIEF EXECUTIVE - APRIL 2014**

(Agenda Item. 11)

**RESOLVED:** to note the following executive decisions 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).

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
3 February 2014	Amendment to the Contract for the Provision of a Discharge to Assess Service	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules with an amendment to the current contract for the provision of a discharge to assess service to include additional volumes over and above those	To provide additional capacity urgently to support the discharge of service users from hospital during a period of severe pressure on acute hospital beds.

		originally contracted	
4 February 2014	Further Education provision for High Needs Learners	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules in respect of commencing or continuing contracts in the academic year 2013/14 for the provision of education to learners with higher special educational needs which result in contracts with a value of over £75,000	To ensure continuity of provision for individuals with higher special educational needs.

**41/14 FORWARD PLAN AND FUTURE BUSINESS**

(Agenda Item. 12)

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.

..... in the Chair

Date of signing ..... 2014



Division(s):

## CABINET – 13 MAY 2014

### Draft Local Flood Risk Management Strategy

#### Report by Director for Economy & Environment

#### Introduction

1. Following the nationwide flooding events of 2007, the Pitt Review recommended that a single authority should be responsible for managing flood risk in local areas. This was endorsed by subsequent legislation, the Flood and Water Management Act 2010, under which Oxfordshire County Council became the Lead Local Flood Authority for the County.
2. As part of its role as the Lead Flood Authority the council is required to produce, publish and maintain a Local Flood Risk Management Strategy.
3. The purpose of the strategy is to state how the county council, in conjunction with other flood and water management authorities intend to work together effectively in order to manage areas identified as being at risk of flooding within the county.
4. Whilst the county council is the Lead Flood Authority, other authorities continue to retain their previous responsibilities (i.e. county council –highway drainage, Highways Agency – highway drainage for A34 and M40, City/ District Councils – planning and land drainage, Environment Agency – main rivers, national strategic overview and flood warning service, Thames Water - main sewage system).
5. An Oxfordshire Strategic Flooding Group and Operational sub Group have been established comprised of relevant partners, to ensure that there is a synergy between each authority's approach to flooding and that there is joint ownership of a strategy.
6. A Preliminary Flood Risk Assessment was produced to provide a high level overview of the flood risk within the county and to inform the mitigation requirements within the strategy.
7. A draft strategy (Annex 1) has been developed in conjunction with officers from the City and District Councils and the Environment Agency and is now at a stage to seek broader feedback through public consultation. The Highways Agency has not been involved in developing the strategy as the preliminary flood risk assessment did not identify any risks to flooding on the strategic road network.

8. The strategy is part of the overall vision for a 'Thriving Oxfordshire' and directly contributes to 'Thriving People and Communities' in the corporate plan.
9. The strategy has also included the feedback from the Members Flood Forum and the Flood Summit.
10. Following the flooding in 2007, which resulted from the wettest May-July period on record, the county council put in place a number of measures to reduce the risk of flooding. These included working with riparian owners to improve drainage and encouraging the development of local resilience plans to enable communities to develop their own flood defences.
11. Although no two flood events are the same the impact on households in 2013/14, including the wettest January on record, meant fewer than 170 homes flooded, compared to 3000 in 2007. In 2007, 600 residents had to be evacuated, compared to 32 in 2013/14.

### **Key Issues**

12. Flooding is a sensitive issue within the county with regular property flooding events having occurred over the past ten years and two major flooding events within the same time period.
13. The production of a strategy will raise public expectations at the same time as each authority, as well as DEFRA and DfT, are coming under significant budgetary pressures which is likely to mean that there is significantly less money or opportunity to address public concerns to the expected level.
14. Whilst the county council is the lead flood authority and 'owns' the strategy, the council has very little power in ensuring other authorities engage with the strategy or deliver against identified actions.
15. The successful delivery of the strategy will be dependent on each authority continuing to support the overarching approach both from a cultural and financial perspective. Should this not be the case the reputation of the county council could be detrimentally impacted.

### **Consultation**

16. It is proposed that the strategy be the subject of a broader public consultation for a minimum period of 12 weeks to enable appropriate feedback and challenge to the strategy to be considered for inclusion within the final document. This will be made available through the county council's consultation portal and through direct mailings to key stakeholders including, districts and parish/town councils.
17. It is proposed to hold consultation potentially from June to the end of September to allow for the school holidays.

## **Financial and Staff Implications**

18. The strategy has no immediate budgetary implications as DEFRA have provided a grant to enable the county to develop a strategy and undertake the additional responsibilities of being the Lead Local Flood Authority.
19. It has recently been confirmed that this grant will continue to be made available until at least 2015/16 albeit with a £55k pressure for that year. It is not anticipated that this pressure will have a significant impact on service delivery as new income should be realised through Sustainable Drainage Systems (SuDS) approvals which legislation will enable the county council to charge for from mid-2014. A separate paper will be submitted to Cabinet.
20. As part of this strategy the council would need to maintain revenue investment in highway drainage and gulley maintenance. There are however no current proposals to reduce the levels of service in this area.
21. There will continue to be a need for capital investment in highway drainage improvement schemes either as individual projects or as part of a contribution to broader drainage schemes in partnership with others. These will need to be considered on a case by case basis through the annual Capital Programme setting process.
22. The majority of minor flooding issues have now been addressed and the potential schemes outstanding are ones where a considerable investment would be required either as part of a highway drainage scheme undertaken by the authority itself or as a contribution to a broader scheme as part of a joint approach with others.

## **RECOMMENDATION**

23. **The Cabinet is RECOMMENDED to approve the Draft Local Flood Risk Management Strategy for Public Consultation.**

SUE SCANE  
Director for Economy and Environment

Background papers: None

Contact Officer: Mark Kemp, Deputy Director - Commercial

April 2014

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## **Draft Local Flood Risk Management Strategy Consultation xx 2014**

## Revision History

*To be deleted before Draft Final is issued for consultation*

<b>Issue/date</b>	<b>Amendments</b>	<b>Issued to</b>
Draft Outline Strategy (v1.0) 19 September 2012		Chris Brown (Oxfordshire County Council)
Draft Outline Strategy (v2.0) 1 October 2012	<i>Minor amendments (see OCC Strategy development and actions log .xls for details, note internal document only)</i>	Strategic Flooding Group and Flooding Steering Group members – issued from Chris Brown of Oxfordshire County Council
Draft Outline Strategy (v3.0) January 2013	<i>Comments from all Risk Management Authorities added following individual meetings with partners</i>	
Draft Outline Strategy (v4.0) October 2013	<i>Amendments from meeting with Colin Bailey, Chris Brown and Gordon Hunt</i>	Colin Bailey, Chris Brown, Gordon Hunt
Draft Outline Strategy (v5.0) December 2013	<i>Further amendments from discussion with Colin Bailey, Chris Brown, Gordon Hunt</i>	Colin Bailey, Chris Brown, Gordon Hunt
Draft Outline Strategy (v6.0) December 2013	<i>Governance amendments</i>	Cllr Rodney Rose, Steve Smith, Colin Bailey, Chris Brown, Gordon Hunt
Draft Outline Strategy (v7.0) December 2013	<i>Service amendments from Steve Smith and Cllr Rose</i>	Cllr Rodney Rose, Steve Smith, Colin Bailey, Chris Brown, Gordon Hunt
Draft Outline Strategy (v8.0) March 2014	<i>Amendments following flood summit and members event</i>	Mark Kemp, Steve Smith, Colin Bailey, Chris Brown, Gordon Hunt, Dave Etheridge, Nathan Travis, Maggie Scott
Draft Outline Strategy (v9.0) March 2014	<i>Further amendments to working arrangements, Riparian responsibilities and community resilience.</i>	Mark Kemp, Steve Smith, Colin Bailey, Chris Brown, Gordon Hunt, Dave Etheridge, Nathan Travis, Maggie Scott

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## Introduction

The Government has recently given local authorities new powers to help manage local flood risk in a more coordinated way. These new responsibilities relate primarily to 'local' flood risk, namely from surface water, groundwater and ordinary watercourses (smaller rivers, streams and ditches). Oxfordshire County Council has taken on the role of Lead Flood Authority for Oxfordshire and as part of that duty has a statutory requirement to produce a Local Flood Risk Management Strategy. The strategy has been developed in partnership with the City and District Councils and the Environment Agency, however Oxfordshire County Council remains the lead authority in developing and delivering the strategy.

## Background

Following significant river flooding in 2000, 2003 and 2007 which affected the whole country, including Oxfordshire, the national Pitt Review (2008) made a series of recommendations which included that clear roles and responsibilities should be established for flood risk and that greater consideration should be given to flooding caused by heavy localised rainfall. Flash flooding in 2012 has further highlighted how vulnerable our communities are to local flooding events. The Pitt Review recommendations have been crystallised in the Flood and Water Management Act (2010)

Oxfordshire County Council became the Lead Local Flood Authority under this act and now has the duty to "develop, maintain, apply and monitor" a flood risk management strategy.

Oxfordshire County Council along with District Councils, the Environment Agency and Thames Water became Risk Management Authorities, all have a duty to co-operate. The public organisations must "act consistently" when undertaking flood risk management functions, while water companies (which are private bodies) must "have regard" to it.

Oxfordshire County Council also has the responsibilities, duties and powers to enable it to manage flood risk from all local<sup>1</sup> sources of flooding across the County.

The Local Flood Risk Management Strategy:

- Sets a long term programme for the reduction of flood risk.
- Sets procedures for identifying the relative priorities of measures for reducing flood risk.
- Establishes how to identify areas where a holistic approach to flood risk management will achieve multiple benefits.

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<sup>1</sup> 'Local sources' exclude flooding from designated Main Rivers, reservoirs, water mains and sewers (unless sewer flooding is due to exceptional rainfall)



- Establishes how to identify affordable measures for implementation to agreed time frames.
- Will facilitate engagement and consultation with the community and all our partners.
- Encourage public awareness and self-help where appropriate.

This strategy sets out how the lead local flood authority will manage flood risk in the future including lessons learnt from recent flooding events including 2014.

## Exclusions

This strategy does not cover any emergency planning activities as a response to flooding and any effects of a flooding event such as the clean-up operation. The strategy takes into account severe weather in the managing and informing of flood risk but does not cover incidents arising from severe weather. The local authority is directly responsible for surface water and ground water and not for main river flooding or sewer flooding which are covered by other agencies in partnership, as is the deployment of non-fixed flood defences.

In the event of flooding the Thames Valley Local Resilience Forum implement their Adverse Weather Plan under the Civil Contingencies Act 2004<sup>2</sup> duties of Category 1 responders.

## About Oxfordshire

Oxfordshire has an estimated population of 661,000 in an area of 2,600km<sup>2</sup> - one of the lowest population densities in the south east region. At its centre is the historic university city of Oxford (population 152,500). The other urban areas (including Banbury, Abingdon, Bicester, Witney and Didcot) have populations of 47,000 or fewer, whilst one third of the population lives in settlements of fewer than 10,000 people.

The county is predominantly rural, with almost 75% of the land devoted to agricultural use and almost 25% with three 'Areas of Outstanding Natural Beauty', including the Chiltern Hills, the Cotswolds and the North Wessex Downs.

Oxfordshire is almost entirely within the Thames River Basin District (96.6%) of the Environment Agency's South East Region. Small areas drain to the Anglian (2.6 %) and Severn (0.8 %) River Basin Districts.

The topography is dominated by the major river valley of the Thames, with its many tributaries and predominantly comprises of low rolling hills. White Horse Hill is the highest point, at 260m above Ordnance Datum.

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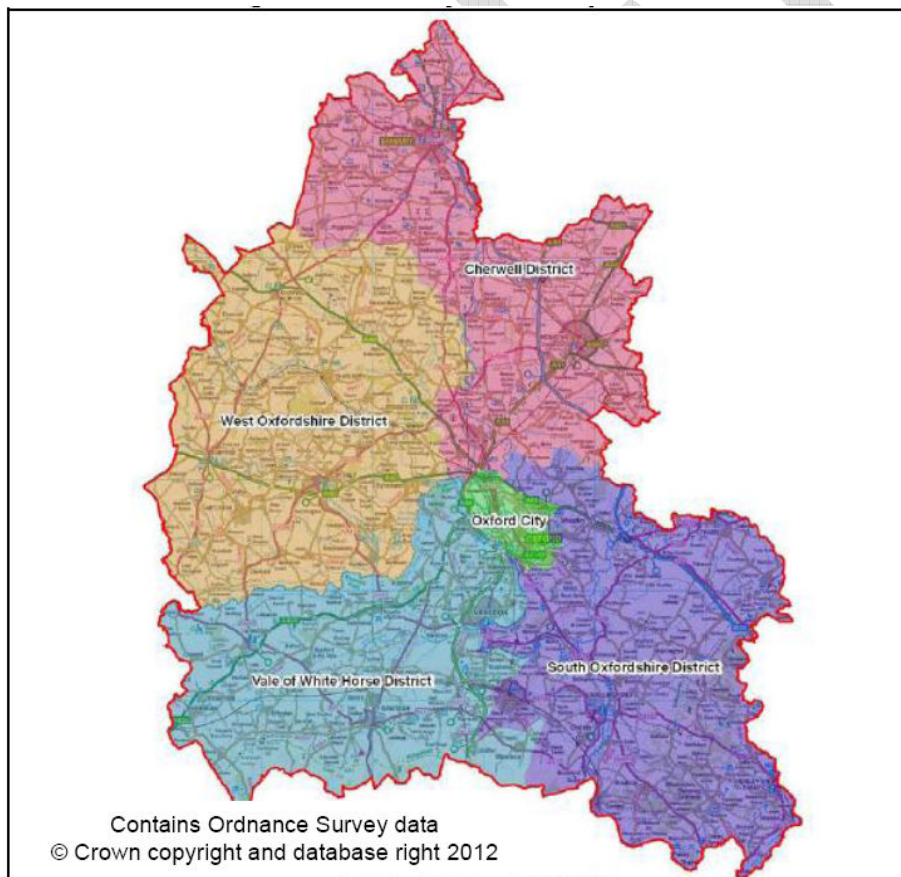
<sup>2</sup> <https://www.gov.uk/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others>

The underlying bedrock geology follows bands running in a south west to north east direction, which dip to the south east. The oolitic limestone of the Cotswolds in the northwest is followed progressively by overlying bands of Oxford clays, mudstone, siltstone and sandstone culminating in the chalk to the south and southeast which form the hills of the North Wessex Downs and the Chilterns.

Oxfordshire County Council administers first tier local government functions across Oxfordshire. It works in partnership with the second tier local authorities who administer the areas shown on the map:

- Cherwell District Council
- Oxford City Council
- South Oxfordshire District Council
- Vale of White Horse District Council and
- West Oxfordshire District Council.

### Local Government Administration Boundaries



## Vision

Oxfordshire County Council plans to improve the approach to reducing flood risk and thereby increasing the resilience of communities across the county.

## Objectives

The strategy is a source of information for all those individuals, communities and businesses prone to flood risk. It is also of relevance to authorities with flood risk management responsibilities, and other partners, to ensure that there is a common understanding of roles, responsibilities and priorities within Oxfordshire.

Our objectives reflect the requirements of the Flood and Water Management Act 2010 and the National Flood and Coastal Erosion Risk Management Strategy, 2011.

The National Strategy can be found at:

<http://www.environment-agency.gov.uk/research/policy/130073.aspx>

Oxfordshire County Council and Local Authorities have agreed objectives which enable the setting of targets, so that progress can be measured in managing flood risk.

The objectives for the strategy align with the objectives of the National Strategy

## Managing Flood Risk



(Source: National Strategy)

## High Level Objectives for Oxfordshire

1. Improve Understanding of flood risks and ensure that all stakeholders understand their roles and responsibilities for flood risk management.
2. Take a Collaborative Approach to reducing flood risks, using all available resources and funds in an integrated way and in so doing derive enhanced overall benefit.
3. Prevent an Increase in Flood Risk from development where possible, by preventing additional flow entering existing drainage systems and watercourses.
4. Take a Sustainable and Holistic Approach to flood risk management, seeking to deliver wider environmental and social benefits, climate change mitigation and improvements under the Water Framework Directive.

Appendix 1 provides more detail of the approaches within these high-level objectives. The objectives also take account of corporate priorities for each of the authorities as listed in Appendix 3.

The action plan at Appendix 2 details how the strategy objectives will be delivered, including timescales and funding.

### 1. Improve Understanding

The Flood and Water Management Act (2010) defines a flood as:

*"including cases where land not normally covered by water becomes covered by water and can be the result of water emanating from a number of sources".*

Flooding can occur at different times, for different reasons and may come from different sources. This strategy aims to assess the risks from all sources of flooding, including:

- Local sources (direct responsibility)
  - surface water (overland runoff),
  - groundwater
  - ordinary watercourses (which are not on the Environment Agency map of Main Rivers)
  - highway drains
- Other sources (responsibility of others)<sup>3</sup>
  - Main rivers (Environment Agency)
  - Sewers (Water Companies)

<sup>3</sup> Although Oxfordshire County Council is responsible for managing only some sources of flooding, DEFRA policy on "Flood and Coastal Resilience Partnership Funding" encourages risk management authorities to consider investment needs for all sources of flooding in the Local Strategy.

Oxfordshire County Council undertook a comprehensive review of flooding for the Preliminary Flood Risk Assessment. See:

<http://www.oxfordshire.gov.uk/cms/content/oxfordshire-preliminary-flood-risk-assessment-pfra>

That document has informed this Strategy. National datasets have been used to create interactive mapping to enable the public, and our partners, to locate areas of Oxfordshire at risk of flood from both main river and local sources.

The risk of flooding from surface water in your local area can be viewed on the Environment Agencies interactive flood map which can be found here:

<http://watermaps.environment-agency.gov.uk/wiyby/wiyby.aspx?topic=ufmfs#x=358047&y=355108&scale=2>

Flood predictions have been combined with records of past events and survey results to improve the understanding of public perception and principal concerns about flood risk. The Strategic Environmental Assessment considers environmental impacts.

Interaction between different sources of flooding is often complicated, so Oxfordshire County Council and other risk management authorities will ensure a co-ordinated approach to all flood management, whether new schemes, maintenance, development planning or emergency planning. This will help to reduce flood risk, whilst acknowledging that it cannot be eliminated.

Oxfordshire County Council will understand and manage flood risk by:

- Working in partnership with other risk management authorities.
- Having an appreciation of where flooding is likely to occur, how often and its potential impact.
- Taking reasonable steps to reduce the probability of events occurring.
- Identifying and implementing (where funding permits) measures that reduce the consequences of flooding when this does occur.
- Building on the information prepared for the Preliminary Flood Risk Assessment.
- Developing a clear picture of the flooding caused by different sources and how they interact.
- Understanding the causes of historic flood events and understanding likely impacts in the future.

## **Principles for understanding and managing flood risk**

- Promote the use of more sustainable drainage systems to reduce flood risk and impact on the sewer system and to improve water quality.

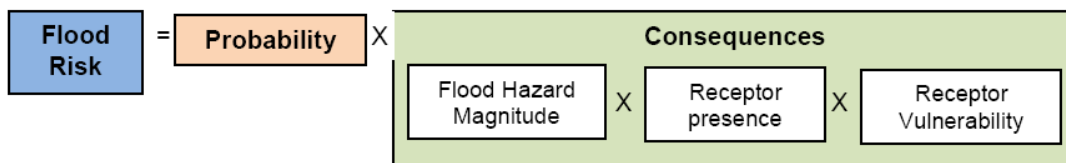
- Require better management of surface water through increasing above ground storage and reuse, ground absorption, more storage above ground, and routing away from foul sewers.
- Increase public awareness of the causes and consequences of surface water run-off and what can be done to minimise the risks of flooding.
- Promote and insist on sustainable solutions that enhance the environment where possible on new developments/redevelopments.
- Encourage new development only where flood risk is low and away from flood risk areas.
- Take a holistic approach to the assessment of risk and identify measures that provide multiple benefits.
- Lead on application, monitoring and maintenance of the Local Flood Risk Management Strategy.
- Lead on managing flood risk and flood events at strategic, tactical and operational levels.
- Encourage self-help and ensure that people have appropriate and timely information.
- Improve understanding of riparian landowners and their responsibilities.

## Defining Flood Risk

Flood Risk is defined as the combination of the probability of flooding occurring (which is often expressed as a return period or Annual Exceedance Probability) as defined by the Environment Agency.

In this report we have expressed flood probability as an Annual Exceedance Probability. Hence a flood with a 1% Annual Exceedance Probability has a 1 in 100 chance of happening in any one year or a return period of 100 years. Return periods can be misleading however as they suggest that such a flood might not happen again for another 100 years. Thus it is possible to define flood risk as:

Flood Risk = (Probability of a flood) x (scale of the consequences)



## Recording Flood Events

The Strategy takes account of both historic records and information collected more recently through questionnaires. We will continue to investigate flood events in order to update the database and welcome any information about past events that will help to refine understanding. For each event we aim to record:

- Where
- When
- Duration
- Why (Cause)
- How (Flood mechanisms) and
- What happened (Impact).

## Investigations of flooding incidents

The Lead Local Flood Authority (Oxfordshire County Council) and its partners investigate flooding incidents in their area to identify which organisation is responsible for the relevant flood risk management function and what that organisation has done or intends to do. Oxfordshire County Council will then publish the results of any investigation, and notify any relevant risk management authorities.

This complies with the Flood and Water Management Act 2010 which says:

*“On becoming aware of a flood in its area, a lead local flood authority must, to the extent that it considers it necessary or appropriate, investigate -*

*(a) which risk management authorities have relevant flood risk management functions, and*

*(b) whether each of those risk management authorities has exercised, or is proposing to exercise, those functions in response to the flood.”*

The duty is not to investigate the flood event per se – that happens already under other emergency planning procedures and legislation. The role of Oxfordshire County Council is to investigate the process by which the various flood risk management authorities undertook their duties in responding to the flood in order to learn lessons which can minimise flood risk in future.

## Risk Management Authorities and Responsibilities

The Act defines who the Risk Management Authorities are. Flood risk management is a cross-cutting activity that engages a number of their functions. Many County Council functions including Highways, Spatial Planning, Emergency Planning and Sustainability and Climate Change, have a bearing on flood risk management.

District Councils similarly have a range of functions which impact on flood management and all local authorities in Oxfordshire also have responsibilities as riparian land owners.

### Risk Management Authorities and Responsibilities

<b>Risk Management Authority</b>	<b>Strategic Level</b>	<b>Responsibilities</b>	<b>Activities</b>
Environment Agency	Strategic Overview for all sources of flooding  National Strategy  Reporting and general supervision	Main rivers (Permissive Powers)  Reservoirs  Developing long-term plans for sustainable flood risk management.  Powers to request information from any person in connection with the Environment Agency's flood and coastal erosion risk management functions  A duty to report to Ministers on flood risk management including implementation of the strategies  Statutory consultee to the sustainable drainage systems approving body on sustainable drainage  Ability to issue levies to lead local flood authorities	Maintaining designated main rivers, including flood defences  Consenting and enforcement  Environmental issues  Working with Riparian owners concerning maintenance  Issuing flood warnings and ensuring public awareness of flood risk
Lead Local Flood	Input into the National Strategy	Partnership working with relevant	Improvement to Highway Drainage



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<p>Authority (Oxfordshire County Council)</p>	<p>Produce the Local Flood Risk Management Strategy</p> <p>Strategic leadership of local flood risk management authorities</p>	<p>authorities</p> <p>Powers to request information from any person in connection with the authority's flood risk management functions.</p> <p>Responsible for :</p> <ul style="list-style-type: none"> <li>• Surface water</li> <li>• Ground water</li> <li>• Highway drains</li> </ul> <p>Responsibility for the sustainable drainage systems approving body with responsibility for approval, adoption, inspection and maintenance of new sustainable drainage systems</p>	<p>Assets</p> <p>Maintenance of Highway drainage Assets inc. gullies, manholes, culverts etc.</p> <p>Consenting and enforcement on ordinary watercourses</p> <p>Maintenance of Flood and Structure registers</p> <p>Checking planning applications for drainage design on developments of 10 units and over</p> <p>Maintain adopted SUDS web based GIS register</p> <p>Working with Riparian owners on ordinary watercourses</p>
<p>Oxford City Council, West Oxfordshire District Council, South Oxfordshire and Vale of White Horse District Council, Cherwell District Council</p>	<p>Input into the National and Local Strategies</p>	<p>Ordinary watercourses (Permissive Powers)</p> <p>Approving planning applications</p>	<p>Maintaining and clearing ordinary watercourses</p> <p>Consenting and enforcement on ordinary watercourses on behalf of the LLFA</p> <p>Working with Riparian owners on ordinary watercourses</p>
<p>Thames Water</p>	<p>Input into the National and</p>	<p>Public Foul and Surface Water sewers</p>	<p>Checking planning applications for foul</p>

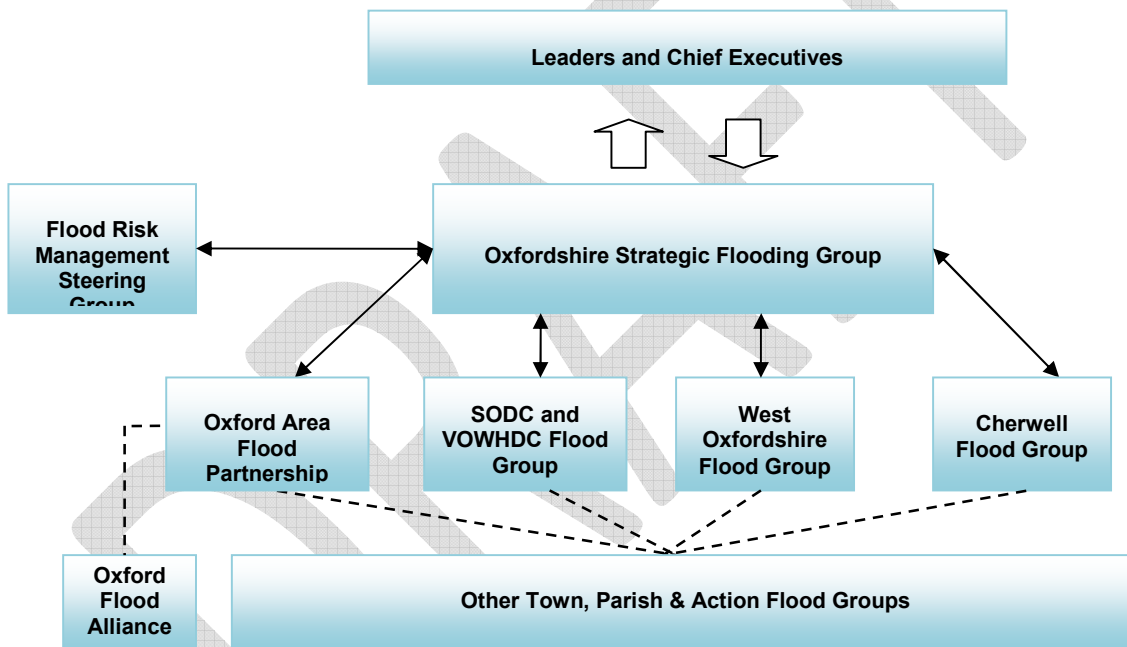
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	Local Strategies	and pumping stations	water
British Waterways Canal and River trust (Not a risk management authority)	Comment on Local Strategies	Canals including the licencing of new and changed structures affecting the canal network	Maintaining and clearing canals
Highways agency (Not a risk management authority)	Comment on Local Strategies	Managing motorways and strategic A roads on behalf of the Department for Transport.	Responsible for operating, maintaining and improving the strategic road network
Network Rail (not a risk management authority)	Comment on Local Strategies	Managing the rail network nationally	Responsible for operating, maintaining and improving the strategic rail network
Local Resilience Forum (not a risk management authority)	Multi-agency planning and co-ordination of emergency response to and recovery from wide-area flooding	Multi-agency risk assessment and emergency planning / Exercising of plans / Sharing Information / Warning & informing the public and the commercial sector (local authority) / Business Continuity Management of own resources.	Preparation, planning & exercising of emergency plans / Co-ordination, co-operation, deployment & management of response and recovery resources for major wide area flooding events
Regional Flood and Coastal Committee (not a risk management authority)	Strategic overview role	To promote efficient, targeted and risk-based investment in flood and coastal erosion risk management that optimises value for money and benefits for local communities	Providing coherent plans for managing flood risk across the Thames region
Utility Companies (not a flood risk management authority)	Comment on Local Strategies	Maintaining their networks and sub stations	Responsible for operating, maintaining and improving their networks

## 2. Taking a Collaborative Approach

### Working arrangements

The Oxfordshire Strategic Flooding Group was formed after the floods in July 2007. Its purpose was to facilitate a joined up approach to flood risk management, and the recommendations of the Pitt Review, through the work of its partners. It has since adopted a more strategic role in response to legislation including the Flood Risk Regulations (2009) and Flood and Water Management Act (2010). The diagram below identifies the governance arrangements.



The Oxfordshire Strategic Flooding Group meets quarterly and includes senior representatives from:

- Environment Agency
- Oxfordshire County Council
- Cherwell District Council
- Oxford City Council
- South Oxfordshire District Council
- Vale of White Horse District Council
- West Oxfordshire District Council
- Thames Water

It is chaired by the Lead Local Flood Authority Cabinet Member for flooding and reports to Leaders of all authorities. The group is responsible for the prioritisation of schemes to be put forward to the Environment Agency.

This group oversees the Flood Risk Management Steering Group which is a county wide group; membership includes engineers and planning officers from each of the Districts along with Thames Water and Environment Agency. It considers engineering and operational aspects in more detail.

The Oxford Area Flood Partnership formed in 2003 enables liaison on flood management issues and projects in Oxford City and the adjoining part of Vale of White Horse District Council. Details of the group, minutes and papers are available on Oxford City Council website.<sup>4</sup> The group meets four times a year and the partners are:

- Environment Agency
- Oxfordshire County Council
- Oxford City Council (Chair)
- Vale of White Horse District Council
- Thames Water
- Network Rail

The Oxford Flood Alliance (OFA) was formed in 2007 to campaign to reduce the risk of flooding in Oxford. Visit the [Oxford Flood Alliance website](#) for full details of their work.<sup>5</sup>

In addition there are district led groups:

- South Oxfordshire and Vale of White Horse Flood Group,
- West Oxfordshire Flood Group
- Cherwell Flood Group

These groups have representatives from the District Council, TWA and the EA along with Senior Drainage Engineers from OCC. They usually meet quarterly to discuss Land, Highway, Planning or Foul drainage problems within the District. At these meetings the future programs are discussed for each body and OCC updates the other Engineers on the LLFA.

From the most recent floods it was apparent that more work needs to be done to maintain vital infrastructure including utilities and rail networks. Engaging with these organisations at an earlier stage and understanding the options available will allow us to have a better future response and reduced impacts. This will be considered as part of the action plan.

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<sup>4</sup> [http://www.oxford.gov.uk/PageRender/decCD/Oxford\\_Area\\_Flood\\_Partnership\\_occw.htm](http://www.oxford.gov.uk/PageRender/decCD/Oxford_Area_Flood_Partnership_occw.htm)

<sup>5</sup> <http://www.oxfordfloodalliance.org.uk/>

## **Governance Arrangements**

The governance arrangements in the above diagram relate only to the management of this strategy and not to the prioritisation of schemes and allocation of funding which follow existing Oxfordshire County Council and District Council governance.

## **Prioritisation of schemes to manage local flood risk**

Oxfordshire County Council and its partners will identify potential schemes from past flood events including information and evidence received from Parish Councils and residents of Oxfordshire. These potential schemes will be assessed and prioritised by the relevant Risk Management Authorities and submitted to the Oxfordshire Strategic Flooding Group for approval and to bid for additional funding where appropriate.

It will assess those schemes in accordance with the rules that apply to funding applications to establish the relative priority of those schemes. See Appendix 4 for details.

Oxfordshire County Council will work with partners to co-ordinate and submit bids to the Environment Agency as part of the grant funding in line with the prioritisation.

In this process the relative priority of applications might be adjusted to take account of other factors including the availability of alternative sources of funding, interaction with other policies, and other matters that would influence a holistic pan Oxfordshire approach.

## **3. Prevent an Increase in Flood Risk**

The prevention of flooding to properties in Oxfordshire cannot be eliminated, however, by working collaboratively with our partner organisations we can seek to reduce the effects of flooding and the damage it causes. The County Council's policy of promoting Sustainable Drainage on all proposed developments and redevelopments goes a long way to help reduce the flooding of properties.

By working with the correct agencies and utility companies this risk can be minimised with better responses and reduced impacts.

- Major permanent flood alleviation projects – Government & EA main responsible bodies, with local flood risk authorities as main local stakeholders
- Planned large scale temporary demountable flood defences (e.g. Osney Island) – EA, with local flood risk authorities as main local stakeholders
- Smaller scale temporary demountable flood defences (e.g. Bullstake Close) – OCC & district councils, with local residents as main stakeholders

In addition to this we will focus on riparian responsibilities of land owners with water courses on or adjacent to their land. The Environment Agency<sup>6</sup> has outlined the following:

- You must let water flow through your land
- You must accept flood flows through your land
- You should maintain the bed and banks of the watercourse
- You should leave the bank edge development free
- You must keep any structures clear of debris
- You should not cause obstructions
- You have a legal obligation to inform the relevant people if you plan to build or alter a structure

Improving communication and working with riparian land owners around roles and responsibilities should see a proactive approach to managing watercourses reducing the likelihood of future flooding.

## **4. Take a Sustainable and Holistic Approach**

The strategy takes account of strategic development areas in order to identify opportunities for holistic approaches to managing flood risk which will achieve multiple benefits. The information, which is used to map a general overview of Oxfordshire, comes from the City and District Councils' Core Strategy documents. (See Appendix 5)

### **How flood risk may change in the future**

#### **Adverse Weather Incidents**

The most recent climate projections for the UK indicate that Oxfordshire will see a number of changes in climate over the next 50 years including warmer, drier summers, milder, wetter winters, more frequent extremes of temperature, rainfall and wind, reduced air quality and higher levels of ozone 3.<sup>7</sup>

The National Climate Change Risk Assessment identifies the South East as especially vulnerable to flooding with 25% of properties estimated to be at risk of some sort of flooding (Environment Agency).<sup>8</sup>

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<sup>6</sup> <http://www.environment-agency.gov.uk/homeandleisure/floods/31626.aspx>

<sup>7</sup> <http://www.ukcip.org.uk/>

<sup>8</sup> <https://www.gov.uk/government/publications/uk-climate-change-risk-assessment-government-report>

Severe weather has been identified and rated within the Thames Valley Community Risk Register; flooding and storms being two of the highest risks for Oxfordshire. The register can be found on the Thames Valley Local Resilience Forum website:<sup>9</sup> Information concerning Climate Change can be found on the Oxfordshire County Council website.<sup>10</sup>

Oxfordshire County Council will adopt a precautionary principle, to the extent permitted by methods for assessing scheme priorities. The normal approach will be to adopt the most likely scenario, whilst assessing the risks should the best and worst scenarios occur. (The flood precautions proposed could be much more costly than necessary under best case conditions or, in worst case conditions, much less effective than needed).

In following this strategy, Oxfordshire County Council will take account of climate change modelling and will be informed by the most reliable evidence that becomes available.

## Catchment Flood Management Plans

Oxfordshire comes within the Environment Agency's Thames Catchment Flood Management Plan, which establishes flood risk management policies for long term sustainability, which the strategy must allow for<sup>11</sup>.

Oxfordshire largely falls within the areas of low to moderate flood risk. In these areas there may be opportunities in some locations to reduce flood risk locally or more widely in a catchment by storing water or managing run-off.

Part of the Cherwell District Council area falls within the Great Ouse Catchment Flood Management Plan<sup>12</sup>: Bedford Ouse Rural and Eastern Rivers.

See Appendix 6 for details of the policies which apply to each area.

## River Basin Management Plans

Oxfordshire is covered by two River Basin Management Plans, Thames and Anglian. The Thames plan identifies four separate catchment areas within Oxfordshire. The Anglian plan identifies one. (See Appendix 7)

The River Basin Management Plan for the Thames establishes methods to protect improve and promote the sustainable use of water for the benefit of wildlife and for the people in the area.

<sup>9</sup> <http://www.thamesvalleylrf.org.uk/useful-links/publications/risk-register.ashx>

<sup>10</sup> <http://www.oxfordshire.gov.uk/cms/content/climate-change-oxfordshire>

<sup>11</sup> A small part of the South Oxfordshire District Council area falls within the Thames Catchment Flood Management Plan for "Colne tributaries and Wye", but this is not shown on the map

<sup>12</sup> No map has been included for this.

The Thames River Basin District is one of the driest in the UK with annual rainfall levels below the national average, so the plan identifies that maintenance and improvement of groundwater quality is a high priority. The plan has identified Oxford and Didcot as growth points within Oxfordshire, which Government has targeted as a focus for housing growth, regeneration and economic development. It has identified North West Bicester as an eco-town.

The overall aim is to ensure that all watercourses achieve a “good status” by 2015, so Oxfordshire County Council has a major role in this and will work with the Environment Agency to ensure that all relevant actions are identified, prioritised, resourced and implemented.

## **Community Resilience**

Feedback from the 2014 member’s forum identified community resilience played a critical role in being prepared for and during flooding events. Following the 2007 floods a number of communities across the county have developed community or parish flood plans. Increasing this community approach and removing barriers such as concerns around volunteers clearing ditches and watercourse will help prevent future flood events.

Improving communication through the communities and parishes in preparation of flood events such as roles and responsibilities of authorities, agencies and organisations can help in community action and response. This also allows for a more localised approach to managing the needs of the most vulnerable residents.

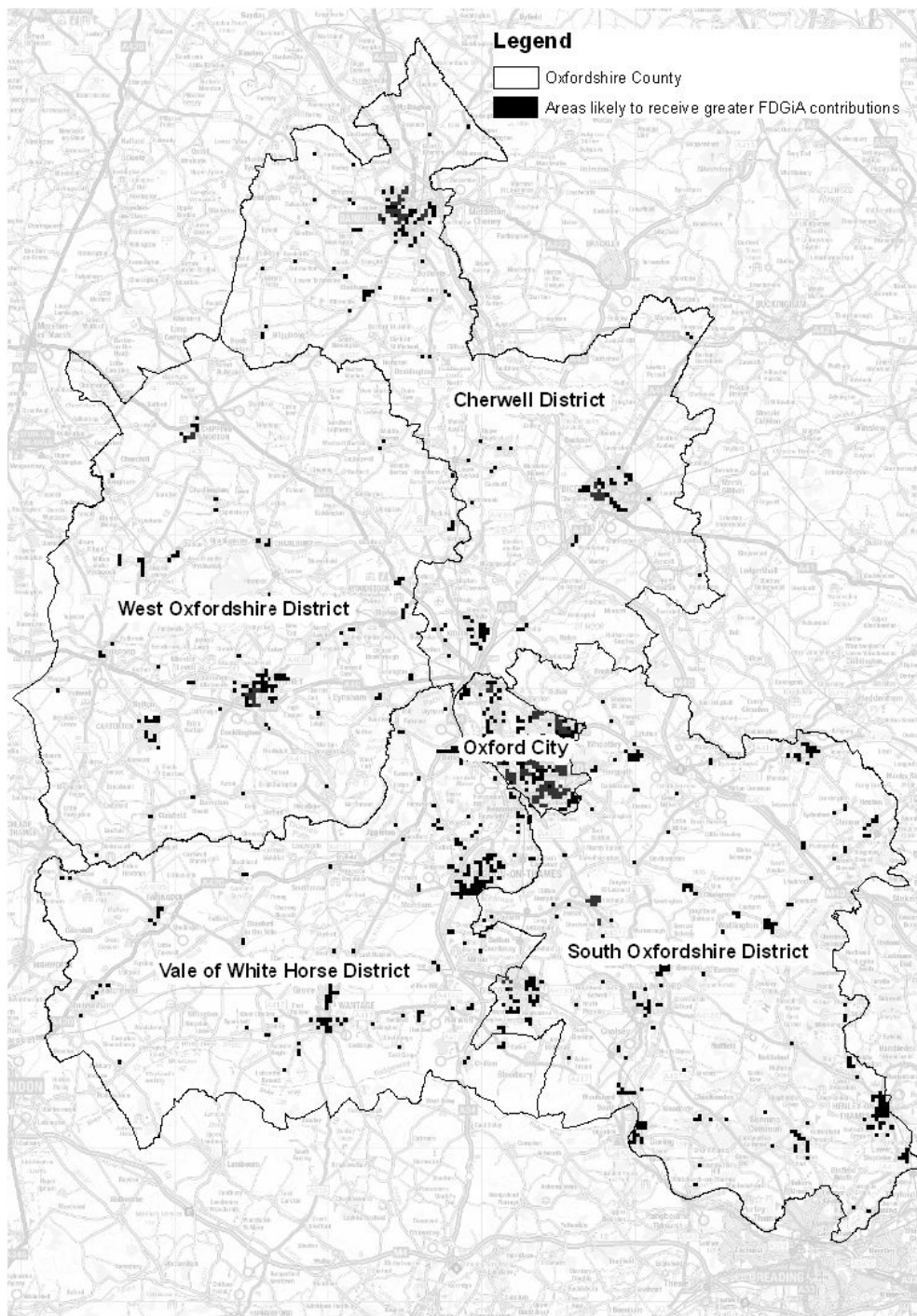
This further enhances the riparian land owners roles and responsibilities outlined in section 3.

## **Funding for managing flood risk**

In May 2011, DEFRA introduced a new policy on allocating funding for flood risk management under the Flood and Coastal Resilience Partnership. It sets out how this funding, Flood Defence Grant in-Aid, will be assessed for potential schemes, taking into account several outcome measures including: the number of households protected; the damage prevented; and other deliverable project benefits. The map overleaf outlines the potential areas likely to receive funding.



Fig. 4.1 Potential areas of Flood Defence Grant in Aid Contributions



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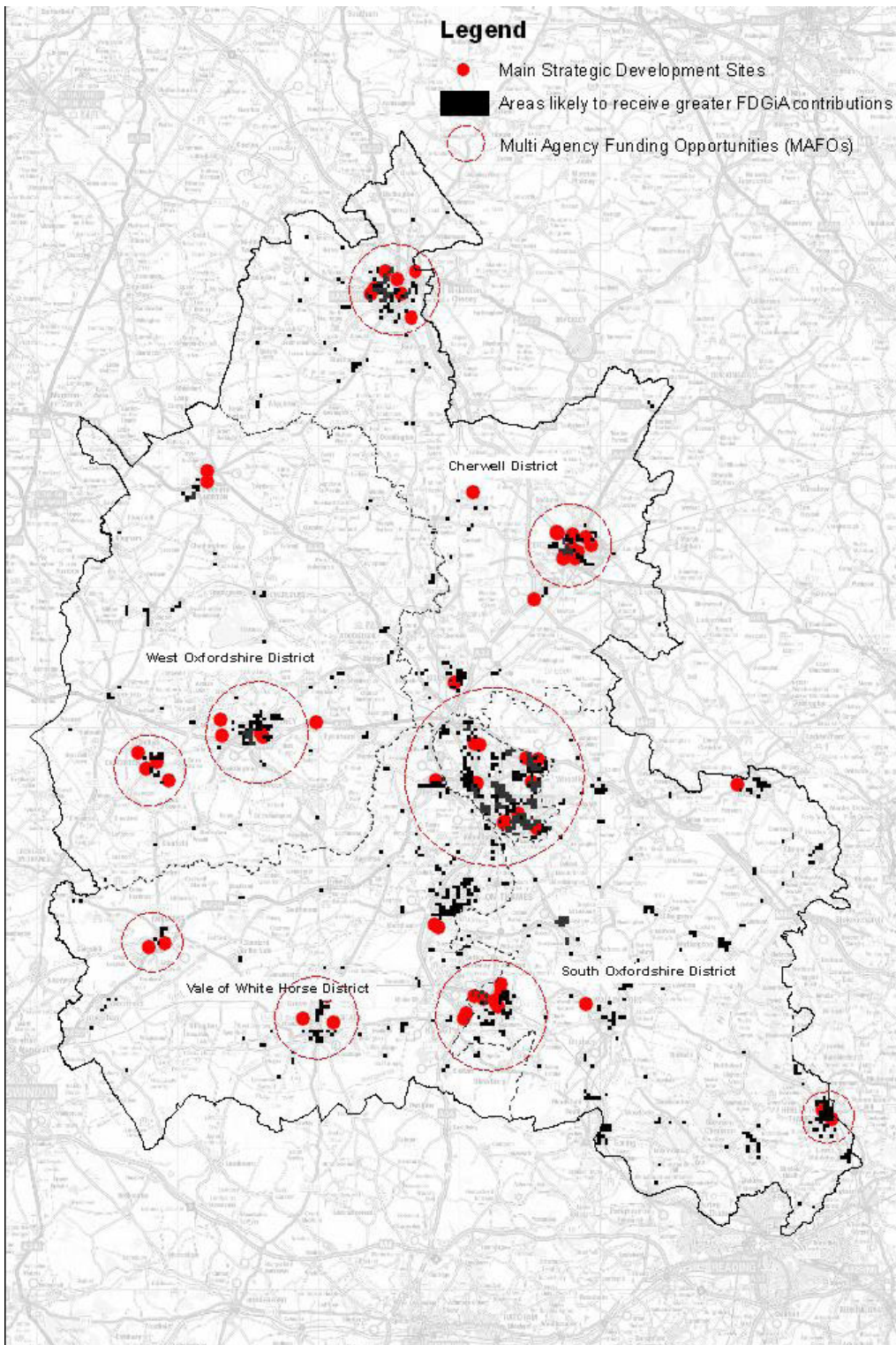
This partnership approach allows partial funding from other organisations (councils, community organisations etc.), enabling the Government to provide money for a wider range of schemes than previously. This also permits funding of health and safety improvements on existing flood risk management assets.

The availability of local 'partnership funding' has become an increasingly important factor in obtaining both grant and Local Levy funding. The strategy addresses three aspects:

- Making the case for local funding, in order to lever in significant grant and Local Levy contributions. This will require political and community engagement.
- Identifying holistic schemes with wider benefits, which could foster broader support and elicit contributions from more stakeholders
- Educating stakeholders about the reality of what is (and is not) affordable.

The areas of potential partnership funding opportunities have been overlaid with the areas likely to receive grant and is shown below.

Fig. 4.2 Potential opportunities for multi-agency funding



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Central government Flood Defence Grant in Aid is the major funding source. At present, £160million per annum is invested by government through this grant with a further £30million from Regional Flood and Coastal Committees through Local Levy, and £25million from “partnership funding” – contributions from other sources. Government policy is for the latter to grow significantly and the rules for accessing grant funding have been adjusted to assist this.

Provisional figures from Department for Communities and Local Government indicate Oxfordshire County Council will receive £322,000 in 2014/15 and £267,000 in 2015/16. This grant is made available to the Lead Local Flood Authority (Oxfordshire County Council) to fund additional activities as part of their role as the lead local flood authority. This funding is not intended for delivery of schemes.

Schemes will be considered on an individual basis as part of the annual capital programme and in line with the governance required for this programme.

Alongside this is the prioritisation of schemes by the Oxfordshire Strategic Flood Group and the process for this is outlined in the prioritisation of schemes section.

These will form the basis for the Medium Term Plans which have to be submitted annually to the Environment Agency to indicate the level of grant aid support sought, and to compete nationally for grant funding. The schemes are assessed taking into account their ability to meet DEFRA’s Outcome Measures. A “Sanctioned List” of agreed allocations for each region is then published.

The Regional Flood and Coastal Committee has an important role in this, both through support for the plan and in influencing distribution of funds allocated to the region. The RFCC is a committee established by the Environment Agency under the Flood and Water Management Act 2010 that brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience for three purposes:

1. to ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines;
2. to promote efficient, targeted and risk-based investment in flood and coastal erosion risk management that optimises value for money and benefits for local communities;
3. to provide a link between the Environment Agency, LLFAs, other risk management authorities, and other relevant bodies to engender mutual working.

## **Communications**

As a result of a survey in 2012 which indicated that many people (45%) want to know more about where work is planned to manage flood risk, Oxfordshire County Council will undertake to do the following:

- For each major planned scheme we will keep residents informed and engage at a local level
- Provide information to relevant County and District Councillors and Parish Councils
- Develop guidance notes to help improve public understanding of surface water management issues and what property owners and riparian land owners can do for themselves to reduce flood risk
- Develop and publicise a system for recording all flooding incidents and undertaking flooding investigations as needed

## **Review Arrangements**

Oxfordshire County Council will maintain a log of issues arising with operation of the Strategy to which all local authorities can contribute, and to which all partners can refer.

## **Strategy**

Oxfordshire County Council will arrange for this strategy to be reviewed every five years.

It will consult all risk management authorities on outline timetabling arrangements at least 18 months before the date proposed for formal adoption, to enable approval and adoption procedures to be programmed. The timetable will include an appropriate period for public consultation.

## **Appendices**

Oxfordshire County Council will notify all risk management authorities of changes to Appendices which result from changes in legislation, information or practice by other organisations.

Oxfordshire County Council will consult risk management authorities on any other proposed changes to Appendices, giving an appropriate period for response.

## Consultation

As part of the public engagement Oxfordshire County Council will be undertaking a 12 week consultation through e-consult and raising the profile on the council's homepage of the website. In addition to this, direct e-mails will be sent to stakeholders inviting them to comment on the strategy. It is expected that this will take place in early June 2014.

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# APPENDICES

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## Appendix 1: Strategy Objectives

The high level strategy objectives below are listed with explanatory comments:

### 1. **IMPROVE UNDERSTANDING of flood risks and ensure that all stakeholders understand their roles and responsibilities for flood risk management.**

- Provide a clear explanation of the statutory duties of Risk Management Authorities and the important roles of individuals, businesses and land managers.
- Consider comments and representations by property owners on flood risk management decisions.
- Risk management authorities will provide information about flood risk in consistent and easy formats for public use, including websites with relevant links.
- Ensure that information enables the public and businesses to make informed decisions about managing residual flood risk and to become more flood resilient.
- Develop guidance notes to help improve public understanding of surface water management issues and what property owners can do themselves to reduce flood risk.
- Develop and publicise a system for recording all flooding incidents and undertaking flooding investigations as needed.
- Develop a system for consistent recording of flood assets and make it readily available to all interested parties.
- Develop a consistent approach to designation of structures.
- Improve understanding of surface water flood risks through targeted detailed investigations (surface water management plans).
- Promote local community resilience to emergencies (including flooding) and provide appropriate support and information to ensure effective response.
- Co-ordinate flood risk management activities with the work of the Emergency Planning Unit.

### 2. **TAKE A COLLABORATIVE APPROACH to reducing flood risks, using all available resources and funds in an integrated way and in so doing derive enhanced overall benefit.**

- Develop partnership work in the Oxfordshire Strategic Flooding Group.
- Use appropriate opportunities to reduce short-term flood risk while working to reduce longer-term flood risks.
- Promote self-help for property protection.



- Assess resources and skills available to all RMAs in order to identify the optimum flood risk management programme.
- Establish communication systems and encourage interchange and publication of best practice in flood management, to ensure that local decisions take account of this.
- Develop improved, effective communication arrangements between Oxfordshire County Council, the Risk Management Authorities and all organisations with responsibility for flood risk management in Oxfordshire.

**3. PREVENT AN INCREASE IN FLOOD RISK from development where possible, by preventing additional flow entering existing drainage systems and watercourses.**

- Establish a sustainable drainage systems approval system to Defra guidelines.
- Establish a robust sustainable drainage system inspection system
- Prepare Advisory Guidelines to Planning Authorities about sustainable drainage systems in new developments in order to promote the need for no increase in surface water flow from sites, give guidance on site layout and levels, advise on impacts on natural environments and inform about inspection systems.
- Ensure that planning decisions take proper account of all flood risks.
- Ensure that new developments include proper and consistent management of surface water.
- Ensure that riparian land owners are informed of their roles and responsibilities.
- Develop and maintain a database of historic and predicted local flood risk and provide data to risk management authorities planning.

**4. TAKE A SUSTAINABLE AND HOLISTIC APPROACH to flood risk management, seeking to deliver wider environmental and social benefits, climate change mitigation and improvements under the Water Framework Directive.**

- Promote water cycle management and blue corridors/green infrastructure in master planning.
- Ensure that flood risk management schemes take account of all relevant plans and policies and the impact on protected environments.
- Ensure that planning and other guidance documents include reference to advice on flood management and these wider environmental issues.
- Work with the Climate Resilience Strategy Board to engage all stakeholders in the flood management aspects of resilience to climate change.

## CA6

- Work with Emergency Planning on implementing flood action plans in communities building resilience in the event of flooding.
- Develop improved communications with communities on support, sign-posting and funding opportunities.
- Develop and promote straightforward processes for consenting to new structures on watercourses, encouraging maintenance to reduce the risk of blockage and enforcement where necessary.
- Work with the Environment Agency and other partners to ensure that land owners are aware of their riparian responsibilities.
- Record all structures and assets on watercourses that have a role in flood management.

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## Appendix 2

**Oxfordshire County Council Action Plan 2013 – 2018 (reviewed annually)**

N.B. This action plan will be shaped by the outcomes of the consultation process

Ref:	Title	Description	Responsibility	Funding/Source	Timescale	Action & Status
<b>1. Improve Understanding</b>						
1.1	Explanation of statutory duties of Risk Management Authorities	Roles of Individuals, businesses and land managers	OCC	Lead Local Flood Authority Grant		
1.2	Consider comments and Representations by property owners	On Flood Risk Management Decisions	OCC	Lead Local Flood Authority Grant	2014	Consultation from strategy
1.3	Information on Flood Risk	Easy formats for public use	EA &OCC	Lead Local Flood Authority Grant	April 2014	On going
1.4	Information on residual flood risk	The public and businesses to make informed decisions	EA & OCC	Lead Local Flood Authority Grant	On going	EA and OCC web site
1.5	Develop Guidance notes on Surface Water Management issues	To inform the public and property owners on reducing flood risk	EA & OCC	Lead Local Flood Authority Grant	EA and OCC web site	On going

1.6	Develop system to record flooding incidents	To inform the public and undertake flooding investigations	OCC	Lead Local Flood Authority Grant	Dec 2014	On going
1.7	Recording of Flood Assets	Available to the Public	EA & OCC	Lead Local Flood Authority Grant	2015	Started
1.8	Designation of Flood Structures ie walls, banks	Design a consistent approach	EA & OCC	Lead Local Flood Authority Grant	On going	Started
1.9	Improve Knowledge of Surface Water Flood Risks	Produce Surface Water Management Plans	OCC	Lead Local Flood Authority Grant	On going	On going
1.10	Promote Flood Resilience	Support and Information to Emergencies	Emergency Planning Unit	Core Funding	On going	On going
1.11	Co-ordinate flood risk management with Emergency Planning	Work closely with Emergency Planning	OCC		On going	On going
<b>2. Take a Collaborative Approach</b>						
2.1	Oxfordshire Strategic Flooding Group	Develop Partnership Work	OCC & Partners	Core Funding	On going	On going
2.2	Oxfordshire Strategic Flooding Group	Invite Emergency Planning	OCC & Partners	Core Funding	June 2014	

2.3	Forward Planning on potential schemes	Reduce short and longer term flood risk	OCC & Partners	Core Funding	On going	On going
2.4	Western Conveyance Channel	Investigate the potential scheme and financial contribution required.	OCC			
2.5	Funding Schemes	Co-ordinate funding opportunities available for potential schemes	OCC & Partners		On going	On Going
2.6	Assess resources and skills	To identify flood risk management program	OCC & Partners	Core Funding	On going	On going
2.7	Promote good practice	On consenting, enforcement and maintenance	OCC	Core and Lead Local Flood Authority Grant	On going	On going
2.8	Work with Partners	Provide information on Riparian responsibilities	EA, OCC & Partners	Core Funding	On going	On going
2.9	Records management	Structures affecting flood management	EA, OCC & Partners	Lead Local Flood Authority Grant	2015	On going
<b>3. Prevent and Increase in Flood Risk</b>						

3.1	Set up SuDs Adoption Body	To Defra Guidelines	OCC	Core Funding	06/04/2014	Started
3.2	Set up Inspection System	For Inspection of SUDS	OCC	Core Funding	06/04/2014	On going
3.3	Production and Publishing of Advisory Notes	For Planning Authorities, Developers & Consultants	OCC	Lead Local Flood Authority Grant	06/04/2014	On going
3.4	Working with Planning Authorities	Guidance on SUDS	OCC & Partners	Core Funding	06/04/2014	On going
3.5	Developers Guidelines	Guidance on SUDS	OCC	Core Funding	06/04/2014	On going
3.6	Riparian Land Ownership	Work with land owners to ensure responsibilities are carried out	OCC & Partners	Core Funding		
3.7	Flooding Database	Guidance for Risk Management Authorities	OCC	Lead Local Flood Authority Grant	2015	On going
3.8	Groundwater Flood Risk	Develop a system for providing advance warning of areas with potential groundwater	OCC & Local Resilience Forum			

		flood risk				
<b>4. Take a Sustainable and Holistic Approach</b>						
4.1	Community Resilience – Flood Plans	Work with communities and parish councils to establish flood management plans	Emergency Planning	Core Funding	On going	
4.2	Community Resilience - Communications	Increase the level of communications about self help and support available	OCC & Partners	Core Funding		
4.3	Community Resilience – removing barriers	Work with volunteers to remove the barriers to clearing watercourses	OCC & Partners	Core Funding		
4.4	Flood Volunteers	Consider the use of the national website for flood volunteers <sup>13</sup>				
4.5	Training	Improve training for Customer Service Advisors in	OCC			

<sup>13</sup> <http://floodvolunteers.co.uk/>

		dealing with flood related issues				
4.6	Promote SUDS design in Master Planning	Blue and Green Corridors	EA, OCC & Partners	Core Funding	On going	On going
4.7	Flood Risk Management Schemes	Take account of all plans and policy's	EA, OCC & Partners	Capital Programme	On going	On going
4.8	Develop and Publish guidance documentation	Include guidance on flood management and environmental issues	OCC	Lead Local Flood Authority Grant	06/04/2014	On going
4.9	Work with Climate Resilience Strategy Board	All aspects of climate change	OCC	Core Funding	On going	On going



### Appendix 3: Corporate Objectives

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#### Oxfordshire County Council

<http://www.oxfordshire.gov.uk/cms/content/corporate-plan>

The Corporate Plan for the period to 2014/15 - 2017/18 outlines the overall goal of achieving a “Thriving Oxfordshire” and the three overarching aims. These are:

- A Thriving Economy
- Thriving People and Communities
- A Safety Net

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#### Environment Agency

<http://www.environment-agency.gov.uk/aboutus/131960.aspx>

The Corporate Plan is for the period to 2011 - 2015 set by the UK and Welsh governments. The work is grouped around five priority themes which are:

- Act to reduce climate change and its consequences
- Protect and improve water, land and air
- Work with people and communities to create better places
- Work with businesses and other organisations to use resources wisely

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#### Oxford City Council

<http://www.oxford.gov.uk/Library/Documents/Policies%20and%20Plans/Corporate%20Plan%202014%20-%202018.pdf>

The Corporate Plan for the period 2014 - 2018. These are:

- Vibrant, sustainable economy
- Meeting housing needs
- Strong, active communities
- Cleaner, greener Oxford
- Efficient, effective Council.

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#### Cherwell District Council

[http://www.cherwell.gov.uk/media/pdf/j/1/cdc\\_business\\_plan\\_2013-14.pdf](http://www.cherwell.gov.uk/media/pdf/j/1/cdc_business_plan_2013-14.pdf)

The Corporate Plan for the period to 2013 /14. These are:

- A District of Opportunity
- A Cleaner, Greener District
- A Safe, Healthy and Thriving District
- An Accessible, Value for Money Council

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**South Oxfordshire District Council**

<http://www.southoxon.gov.uk/sites/default/files/FINAL%20for%20web.pdf>

The Corporate Plan is for the period to 2012/16 and the strategic objectives are:

- excellent delivery of key services
- effective management of resources
- meeting housing need
- building the local economy
- support for communities

---

**Vale of White Horse District Council**

[http://www.whitehorsedc.gov.uk/sites/default/files/Vale%20corporate%20plan%20for%20web\\_0.pdf](http://www.whitehorsedc.gov.uk/sites/default/files/Vale%20corporate%20plan%20for%20web_0.pdf)

The Corporate Plan is for the period to 2012/16 and the strategic objectives are:

- a strong local economy
- positive and constructive work with community groups
- housing for people who need it
- affecting their local area
- communities involved in decisions about development and other things
- an efficiently run council, keeping council tax low.

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**West Oxfordshire District Council**

<http://www.westoxon.gov.uk/council/CP.cfm>

The Council Plan is for the period to 2012/15 and its priorities are to:

- Protect and enhance the environment of West Oxfordshire and maintain the district as a clean, beautiful place with low levels of crime and nuisance;
- Work in partnership to sustain vibrant, healthy and economically prosperous towns and villages with full employment;
- Be recognised as a leading council that provides efficient, value for money services.

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**Thames Water**

<http://www.thameswater.co.uk/tw/common/downloads/five-year-plan-summary-2015-2020.pdf>

The Business Plan is for the period 2015/20. Within the plan the aims are to:

- Provide a safe and reliable water service that complies with all necessary standards and is available when our customers request it
  - Provide a safe and reliable wastewater service that complies with all necessary standards and is available when our customers require it We will demonstrate to our customers and stakeholders that they can trust us, that we are easy to do business with and that we care
  - Provide a level of service our customers require, in the most economic and efficient manner, to ensure that bills are no more than necessary
  - Limit our impact on the environment and achieve a socially responsible , sustainable business for future generations, including reducing levels of leakage.
  - Provide our customers with a choice of easy to use contact options.
-

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### **Anglian Water**

<http://www.anglianwater.co.uk/about-us/statutory-reports/EF4060AF6BE345CE9F73F7F86158824C.aspx>

The Business Plan is for the period 2010/15. The aims of the plan include:

- secure the supply of reliable and resilient water and wastewater services
- offer an innovative and affordable pricing structure
- ensure we meet our goal of limiting average bill increases to an average of less than 1% p.a. above inflation for the AMP5 period
- build additional capacity in our networks to meet the needs of housing growth over the next five to ten years
- reduce even further the risk of customers being without water because of flooding, drought or exceptional events
- actively encourage water efficiency, in particular by increasing the number of customers on meters
- safeguard the precious environment in which we operate
- develop further the business in a sustainable way for the benefit of all the customers.

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### **Severn Trent Water**

<http://www.stwater.co.uk/about-us/our-business-and-strategy/our-five-year-plan-2010-2015/>

The Business Plan is for the period 2010/15. The aims of the plan are to:

- Lower bills on average
- Further investment
- A more efficient water company
- A more sustainable impact on the environment

---

### **Highways Agency**

<http://www.highways.gov.uk/publications/corporate-documents-strategic-plan/>

The Strategic Plan is for the period 2010/15. The goals within the plan include:

- To provide a service that our customers can trust
- To set the standard for delivery
- To deliver sustainable solutions
- To ensure roads are the safest in the world
- To ensure the network is a dynamic and resilient asset

**Appendix 4 Prioritisation of Schemes**

**Drainage Scheme Priority Assessment**

( This sheet is best used in MS Excel due to automatic calculation cells )

<u>Location</u>	<u>Parish</u>	<u>Assessment Date:</u>
Location plan attached:	Yes or No	
Has a flood Form been filled in?	Yes or No	
Photo's attached:	Yes or No	
Is land or property affected?	Yes or No	
<b><u>Reason for assessment</u></b>	<b><u>If flooding, date(s) of incident(s):</u></b>	<b><u>Incident Date</u></b>

**Type of Flooding**

Provide details : ie Extent of Flood, Flood Zone?

--

Number of known flooding incidents at this location.

--

**Additional Information**

--

**A - Assessment Criteria**

A1.1 - Flooding of property = (10 points)

A1.1

--

A1

--

A1.2 - Number of properties flooded

A1.2

--

A2 - Health Hazard = (9 points)

A2

--

State Main Hazard -

--

A3 - Flooding of highway= (8 points)

A3

--

A4 - Disruption to traffic= (7 points)

A4

--

A5 - Flooding of land etc.= (6 points)

A5

--

CA6

A6 - Vulnerable Occupier(s) ie. Disabled. = (5 points)

A6

A7 -Critical transport route into rural locations = (5 points)

A7

A8 - Route used to service industrial area extensively used by HGV's (5 points)

A8

A9 - Automatically calculated total

A9

(  $A9 = A1.1+A1.2+A2+A3+A4+A5+A6+A7+A8 \times Incident\ frequency$  )

**B - Risk Catagories**

B1 - Road category

( Un-cl + Rural =1, C & B Road=2, A & Urban Road=3 )

B1

B2 - No. of properties affected:

( 1 - 5 = 1, 5 - 10 = 2, 10 - 15 = 3, 15 - 20 = 4, 25+ = 5 )

B2

**C - Pedestrian flow**

Low = 1, Moderate = 2, Significant = 3.

C

**D - Traffic Speed**

( 0 -20 = 1, 20 - 30 = 2, 30 - 40 = 3, 50 - 60 = 4, 60+ = 5 ).

D

**E - Traffic Flow**

Low =1, Moderate = 2, Significant=3.

E

Risk of incident (  $C \times D \times E$  )

**F - Community Facilities affected ( 2 points for each)**

F1 - Bus Stop

F1

F2 - Premium Bus Route

F2

F3 - Road Layout ( Bend / Roundabout etc ) 2 point for each

F3

F4 - Emergency Services (Fire, Ambulance etc)

F4

F5 - Hospital

F5

F6 - Care Home

F6

F7 - Electricity Installation

F7

F8 - Sewer Pumping Station

F8

F9 - Sewer Treatment Works

F9

F10 - Shopping Area (3 or more shops)

F10

F11 - Filling Station

F11

F12 - School

F12

F13 - OTHER: ( Specify )

F13

Grand Total:

**Drainage Engineers Assessment**

**Estimated cost of repair**

**Cost benefit . ( Cost/points**

#DIV/0!	per point
---------	--------------

**Conclusion & action required:**

DRAFT

## Appendix 5: Core development strategies

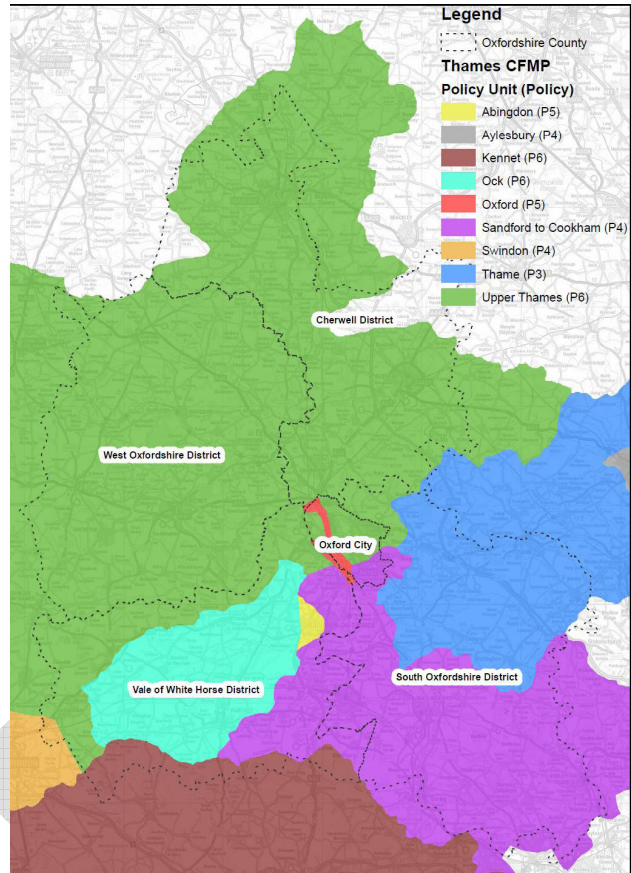
The City and District Councils' Core Strategy documents are available through these links:

<b>Council</b>	<b>Link</b>
Cherwell District Council	<a href="http://www.cherwell.gov.uk/index.cfm?articleid=1730">http://www.cherwell.gov.uk/index.cfm?articleid=1730</a>
Oxford City Council	<a href="http://www.oxford.gov.uk/PageRender/decP/Core_Strategy_occw.htm">http://www.oxford.gov.uk/PageRender/decP/Core_Strategy_occw.htm</a>
South Oxfordshire District Council	<a href="http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/core-strategy">http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/core-strategy</a>
Vale of White Horse District Council	<a href="http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-development-framework/core-strateg-3">http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-development-framework/core-strateg-3</a>
West Oxfordshire District Council	<a href="http://www.westoxon.gov.uk/residents/planning-building/planning-policy/local-development-framework-(ldf)/draft-local-plan-(previously-core-strategy)/">http://www.westoxon.gov.uk/residents/planning-building/planning-policy/local-development-framework-(ldf)/draft-local-plan-(previously-core-strategy)/</a>

The framework for housing development is rapidly changing and these will be changed as the Strategic Housing Market Assessment is published.

**Appendix 6: Catchment Flood Management Plan Policies**

**Figure A6-1 Thames**



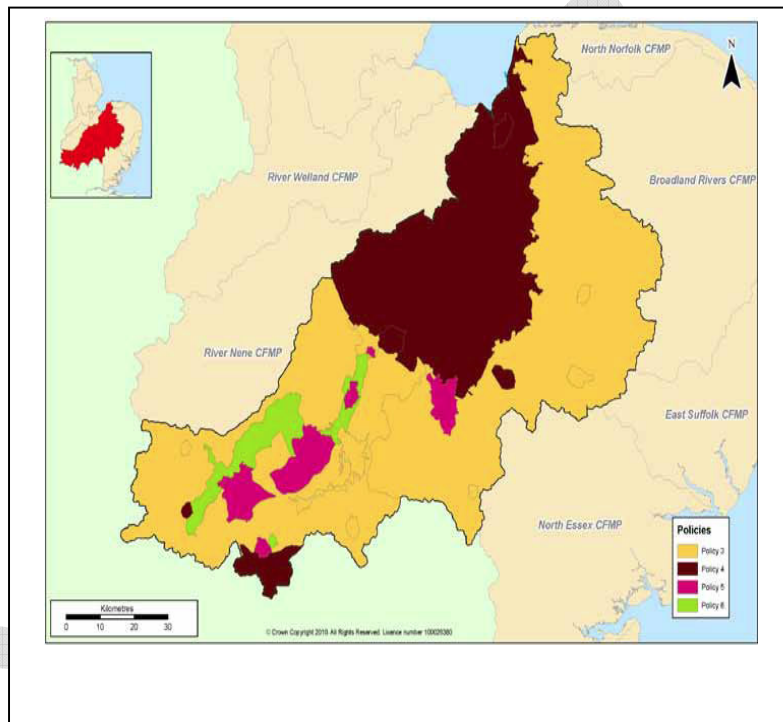
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<b>Thames Catchment Flood Management Plan</b>	
<b>Catchment</b>	<b>Policy (EA wording)</b>
Thame	<b>Policy 3:</b> Areas of low to moderate flood risk where we are generally managing existing flood risk effectively
Sandford to Cookham	<b>Policy 4:</b> Areas of low, moderate or high flood risk where we are already managing the flood risk effectively but where we may need to take further actions to keep pace with climate change
Swindon	<b>Policy 4:</b> Areas of low, moderate or high flood risk where we are already managing the flood risk effectively but where we may need to take further actions to keep pace with climate change
Abingdon	<b>Policy 5:</b> Areas of moderate to high flood risk where we can generally take further action to reduce flood risk
Oxford	<b>Policy 5:</b> Areas of moderate to high flood risk where we can generally take further action to reduce flood risk



Ock	<b>Policy 6:</b> Areas of low to moderate flood risk where we will take action with others to store water or manage run-off in locations that provide overall flood risk reduction or environmental benefits
Upper Thames	<b>Policy 6:</b> Areas of low to moderate flood risk where we will take action with others to store water or manage run-off in locations that provide overall flood risk reduction or environmental benefits

**Figure A6.2 Great Ouse Catchment Flood Management Plan policies for Oxfordshire**



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Great Ouse Catchment Flood Management Plan	
Catchment	Policy
Bedford Ouse Rural and Eastern Rivers	<b>Policy 3:</b> Areas of low to moderate flood risk where we are generally managing existing flood risk effectively This policy will tend to be applied where the risks are currently appropriately managed and where the risk of flooding is not expected to increase significantly in the future. However, we keep our approach under review, looking for improvements and responding to new challenges or information as they emerge. We may review our approach to managing flood defences and other flood risk management actions, to ensure that we are managing efficiently and taking the best approach to managing flood risk in the longer term.

## Appendix 7: River Basin Management Plan policies

Thames: <http://cdn.environment-agency.gov.uk/geth0910bswa-e-e.pdf>

Anglian: <http://cdn.environment-agency.gov.uk/gean0910bspm-e-e.pdf>

**Table A7-1 Thames River Basin Management Plan action areas**

<b>Catchment</b>	<b>Actions applicable to Oxfordshire</b>
Cherwell	<ul style="list-style-type: none"> <li>• Encourage uptake of Voluntary Initiative best practice advice by farmers and agronomists, eg Ditch/Watercourse maintenance</li> <li>• Target high-risk farms and undertake regulatory farm visits using pollution prevention notices and advisory letters where necessary.</li> <li>• River Ray Landscape Restoration Project.</li> <li>• Further investigations to improve understanding of (the scale of) habitat restoration required to achieve "Good Ecological Status". Improve understanding of the scale of habitat restoration required to achieve Good Ecological Status / Good Ecological Potential.</li> </ul>
Cotswold	<ul style="list-style-type: none"> <li>• Contribute to achieving favourable condition on Cotswold Water Park Sites of Special Scientific Interest by implementing invasive species control programme.</li> <li>• Investigate impact of sediments on ecological status.</li> <li>• Contribute to achieving favourable condition on Cotswold Water Park Site of Special Scientific Interest by planning permission - enforcement/revocation.</li> <li>• Apply national guidance framework on disposal of dredging to refine local measures as appropriate (where not is proportionately costly or technically infeasible).</li> </ul>
Thame	<ul style="list-style-type: none"> <li>• Actively promote the use of storage reservoirs for non-potable water uses (e.g. irrigation storage reservoirs).</li> <li>• Promote "Best Farming Practice", including the use of soil and nutrient management plans.</li> <li>• Ensure the need for Water Cycle Studies are included in policies in regional strategies and local development frameworks where appropriate, particularly in growth and/or high risk areas.</li> <li>• Further investigations to improve understanding of (the scale of) habitat restoration required to achieve GES / GEP.</li> </ul>
Vale of White Horse	<ul style="list-style-type: none"> <li>• Target high risk farms and undertake regulatory farm visits using, pollution prevention notices and advisory letters where necessary.</li> <li>• Further investigations to improve understanding of habitat restoration required to achieve Good Ecological Status / Good Ecological Potential.</li> </ul>

**Table A7-2 Anglian River Basin Management Plans action areas**

<b>Catchment</b>	<b>Actions applicable to Oxfordshire</b>
Upper Ouse and Bedford Ouse	This is only a small part of Oxfordshire, in the upper reaches of the Ouse catchment, which drains out of Oxfordshire: The impact on the strategy has yet to be assessed.

DRAFT

## Appendix 8: Flood legislation and useful reference documents

Information relevant to the Local Flood Risk Management Strategy includes:

### LEGISLATION:

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- **Flood Risk Regulations (2009)**  
<http://www.legislation.gov.uk/uksi/2009/3042/contents/made>
- **Flood and Water Management Act (2010)**  
<http://www.legislation.gov.uk/ukpga/2010/29/contents>
- **Climate Change Act (2008)** - requires a UK wide adaptation programme and risk assessment every five years. It gives the Government power to see how public bodies, statutory organisations and water companies are adapting to Climate Change.  
<http://www.legislation.gov.uk/ukpga/2008/27/contents>
- **The Conservation of Habitats and Species Regulation (2010)** – transposes the Habitats Directive<sup>14</sup> into UK law.  
<http://www.legislation.gov.uk/uksi/2010/490/contents/made>
- **The Civil Contingencies Act (2004)** – The Act sets out the actions that need to be followed in the event of a flood. It is separated into two parts, the first defines the local arrangements for civil protection and the second describes emergency powers.  
<http://www.legislation.gov.uk/ukpga/2004/36/contents>
- **Strategic Environment Assessment Directive (2001)**  
<http://ec.europa.eu/environment/eia/sea-legalcontext.htm>
- **Land Drainage Act (1991)** - outlines the duties of a number of bodies to manage land drainage, i.e. LLFA, IDBs, navigation authorities and riparian owners.  
<http://www.legislation.gov.uk/ukpga/1991/59/contents>
- **Water Framework Directive (2000)** – described as the most substantial piece of water-related legislation. Aimed at improving the chemical and ecological status of inland and coastal waters to “good” by 2015.  
[http://ec.europa.eu/environment/water/water-framework/index\\_en.html](http://ec.europa.eu/environment/water/water-framework/index_en.html)

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<sup>14</sup> Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora available at  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:31992L0043:EN:NOT>

**DOCUMENTS:**

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- **The Pitt Review:**  
[http://webarchive.nationalarchives.gov.uk/20100807034701/http://archive.cabinetoffice.gov.uk/pittreview/thepittreview/final\\_report.html](http://webarchive.nationalarchives.gov.uk/20100807034701/http://archive.cabinetoffice.gov.uk/pittreview/thepittreview/final_report.html)
- **National Planning and Policy Framework** and associated Technical Guide (2012): <http://www.communities.gov.uk/documents/planningandbuilding/pdf/2116950.pdf>  
(This superseded PPS 25: Development and Flood Risk)
- **Thames River Basin Management Plan** [2009]:  
<http://www.environment-agency.gov.uk/research/planning/125035.aspx>
- **Thames Catchment Flood Management Plan** [2008]  
<http://cdn.environment-agency.gov.uk/geth1209bqyl-e-e.pdf>
- **Strategic Flood Risk Assessments** – by City and District Councils  
Cherwell DC: <http://www.cherwell.gov.uk/index.cfm?articleid=4356>  
  
Oxford City C: <http://www.oxford.gov.uk/PageRender/decP/SitesandHousingProposedSubmissionConsultation.htm>  
  
South Oxon DC: <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/evidence-studies/district-flood-risk>  
VoWH DC: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-development-framework/core-strategy/evidence-base/strategic-flood>  
West Oxon DC: <http://www.westoxon.gov.uk/environment/floodreviews.cfm>
- **Adverse Weather Plan** [July 2012, v7] – by Thames Valley Local Resilience Forum
- **Preliminary Flood Risk Assessment** [June 2010] – by Oxfordshire County Council  
<http://www.oxfordshire.gov.uk/cms/content/oxfordshire-preliminary-flood-riskassessment-pfra>

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Division(s): NA

## CABINET - 13 MAY 2014

### **Recommendations of the Cabinet Advisory Group on the Strategic Assurance Framework for safeguarding children and young people**

#### **Report by Cabinet Advisory Group on Safeguarding**

#### **Introduction**

1. This report provides some background into the work of the Safeguarding Assurance Cabinet Advisory Group and makes some recommendations to Cabinet to strengthen the current assurance arrangements. These are intended to complement and strengthen existing arrangements rather than replace or subsume them.

#### **Background**

##### ***Terms of reference***

2. At their meeting on 7 September 2013 the Cabinet Advisory Group agreed the following terms of reference:
3. *The Cabinet Advisory Group will be made up of 7 councillors, chaired by the Cabinet Member for Children, Education and Families.*
4. *The group will meet to consider the existing strategic assurance framework for safeguarding children and young people and make any recommendations to Cabinet for changes.*
5. *This includes considering:*
  1. *How do councillors and senior managers have assurance about front line practice and how safe things are in Oxfordshire? (the council's internal quality assurance framework)*
  2. *The current role of each of the groups below in the overall strategic framework.*
    - *Health and Wellbeing Board*
    - *Children and Young People's Board (including the children's plan)*
    - *Corporate Parenting Panel*
    - *Panels - adoptions and fostering*
    - *Cabinet*
    - *Audit and Governance Committee*
    - *Performance Scrutiny Committee*

3. *The council's inter-relationship with the Local Safeguarding Children Board*
6. *It was agreed that in order to consider these issues the Cabinet Advisory Group will need to understand:*
- *The national safeguarding framework [e.g. The new national indicator set and local safeguarding questions / the new Ofsted framework (out for consultation) / Working Together 2013 etc. ]*
  - *Existing Terms of Reference for each group with a role in the framework*
  - *The key statutory functions and legal accountability for children's safeguarding including legally prescribed roles for the Director of Children's Services; the Chief Executive; the Local Safeguarding Children Board.*
  - *The council's approach to corporate parenting*
  - *Key performance metrics*
  - *The council's whistleblowing and complaints procedures*
  - *The involvement of children and young people in governance arrangements*
7. **Members of the Group**

- Cllr Melinda Tilley (Chairman)
- Cllr Val Smith (Vice Chairman) [Cllr Liz Brighthouse in Cllr Smith's absence]
- Cllr Janet Godden
- Cllr Gill Sanders
- Cllr Yvonne Constance
- Cllr Caroline Newton
- Cllr Maurice Billington

### **Summary of meetings and key issues discussed**

8. The Group has met twice - in September 2013 and January 2014, and considered the following issues:
- **Partnerships and Governance in relation to children's safeguarding arrangements** - Jim Leivers, Director of Children Education and Families
  - **Role of the Oxfordshire Safeguarding Children Board (OSCB)** - presented by Peter Clark as Vice Chairman of the OSCB, and Hannah Farncombe, Safeguarding Manager
  - **Child Protection and Safeguarding procedures** - presented by Karen Palmer and Julie Shepherd, children's social care area managers
  - **Existing Safeguarding Assurance Arrangements** - presented by Sarah Cox, Audit Manager and Tan Lea Early Intervention Manager
  - **Role of the Corporate Parenting Panel in safeguarding assurance** - presented by Lucy Butler, Deputy Director, Children's Social Care
  - **Statutory role and responsibilities in relation to safeguarding** - Jim Leivers - Director of Children Education and Families
  - **Corporate parenting - duties and responsibilities of the Councillor** - presented by Peter Clark, Head of Legal Services



9. Meetings were held in public and papers and minutes are available on the council's website.
10. The Group will be meeting during the summer to look at progress and timeframes for the recommendations below.

### **Recommendations to Cabinet**

11. The Cabinet Advisory Group meetings have provided members with an understanding of the substantial and often sensitive work that children's social care undertakes to keep Oxfordshire children and young people safe.
12. The Cabinet Advisory Group now has a good understanding of the complex existing assurance mechanisms, both within the council and in a formal set of partnership governance arrangements.
13. The Cabinet Advisory Group recognise that these are already substantial and include the council's performance management processes, that cascade 'up' from:
  - individual members of staff
  - social care teams
  - the children's social care management team
  - the directorate management team
  - and in reports to the County Council Management team (CCMT) and to Performance Scrutiny and Cabinet.
14. In addition there are additional safeguards that are in place that include
  - The Council's existing audit processes as overseen by the Audit and Governance Committee
  - The key challenge role of the Oxfordshire Safeguarding Children Board (OSCB)
  - The oversight of Children's Services commissioning by the Health and Wellbeing Board.
  - The work of the Corporate Parenting Panel relating to all Looked After Children
  - The role of the Performance Scrutiny Committee to hold the Children and Families Directorate to account
15. The Cabinet Advisory Group's view is that whilst there is very significant work undertaken by these various bodies, nonetheless there is an opportunity to further strengthen the coordination of various bodies involved in safeguarding to ensure there is a robust framework in place that provides the best possibility of protecting children of Oxfordshire.
16. The recommendations below are proposed to complement and strengthen existing arrangements rather than replace or subsume them.
  1. That the Director for Children's Services and the Lead Member for Children's Services make appropriate arrangements to provide effective bi-annual

briefings for all County Councillors on the work of the Oxfordshire Safeguarding Children Board and associated issues.

2. The Annual Report of the Oxfordshire Safeguarding Children Board to be made available for all members of Council to enable a full and public discussion of all safeguarding issues relating to the county council. It is proposed that this should be through the following mechanisms:
  - The annual report and minutes of the OSCB Full Board meetings should be scheduled for discussion by the Corporate Parenting Panel (with a focus on safeguarding of looked after children).
  - The Director for Children's Services providing a report to Cabinet on an annual basis on relevant issues for the County Council arising from the report.
  - The Director for Children's Services providing a report to full Council with regards to the implications from the Annual Report for the Council. This will include inviting the Chairman of the OSCB to address Council and the Director for Children's Services setting out a response. In particular considering practice arising from that review and to ascertain the effectiveness of front line practice and an evaluation as to how safe children are in Oxfordshire.
3. That the Director for Children's Services develop and put into place formal protocols and arrangements for effective ways of working between the OSCB, the Health and Wellbeing Board and the Children's Partnership Board (formally the Children's trust). This will include:
  - The Director for Children's Services clarifying the key roles and responsibilities and working arrangements between Children and People's Partnership Board and the Health & Wellbeing Board to include formulation and commissioning and review of the Children and People's plan.
  - The Director for Children's Services ensuring that the Health and Wellbeing Board formally receive the OSCB annual report.
4. A review to be undertaken of the working relationship between all external partners including OSCB and Oxfordshire Community Safety Partnerships to ensure that we all work in a joined up way to ensure that all children are safe within Oxfordshire.
5. That the Performance Scrutiny Committee review current safeguarding key performance indicators (KPIs) in order to ascertain how these can be effectively utilised by the Committee to monitor and performance manage the key safeguarding and child protection work of the Council and its key partners and to hold the DCS to account for performance. In particular consideration should be given to the indicators currently reported to the relevant subcommittee of the OSCB.
6. That the Education Scrutiny Committee receive the Annual Report of the Virtual School for Looked After Children and Care Leavers so that members

are clear about the educational outcomes for children and the impact of actions being taken to maximise their achievements.

7. That the Deputy Director for Education & Early Intervention's annual briefing for all members on educational attainment includes the outcomes for looked after children and all vulnerable groups.
8. Members' understanding in relation to safeguarding is strengthened through a broad training session on safeguarding issues led by Director for Children's Services and County Solicitor.
9. Annual locality specific items on children's safeguarding and corporate parenting is provided to members at locality meetings - e.g. including information on numbers of looked after children in a local area, any significant safeguarding trends locally. This will not include any information on individual children.
10. That the Director for Children's Services and Lead Member provide a formal overview of safeguarding arrangements to Cabinet covering the following issues:
  - Recommendation as to whether the Corporate Parenting Panel be made a formal sub-committee of the Council so as to ensure better integration within the governance of the Council.
  - Consideration as to whether there should be a formal member briefing setting out the legal changes to statutory provision for homelessness for under 16 and 17 year olds within Oxfordshire and the services that are provided to them.
  - That all members receive a copy of the Corporate Parenting Responsibility Report that was presented to the Cabinet Advisory Group.
  - Consider how best school achievement of looked after children is reported to Members.
11. The Director for Children's Services to report on the outcome of all serious case reviews, action taken to address any identified improvements and assurance that all frontline children's practitioners have been briefed on the findings. This report to be submitted to the Corporate Parenting Panel, Performance Scrutiny Chairman, Lead Member and Cabinet. This should be a formal report to Cabinet on analysis implications and implementation.
12. The Council's section 11 self-assessment audit on safeguarding and other safeguarding audits undertaken by OSCB and Children, Education and Families Directorate to be reported formally to the Corporate Parenting Panel, Performance Scrutiny, Performance Scrutiny Chairman and Cabinet.
13. The Director for Children's Services to consider improvements with regards to communication and briefings for Members on all aspects of safeguarding to include the following:

- Annual safeguarding review of LAC, Care Leavers and homeless young people
  - S11 self assessment audit on safeguarding.
  - Children in care council and sounding board publications
  - OSCB Annual Report
  - OCSP Annual Report
  - DCS to set out how School Achievement, Children's Voice and Children's home visits are communicated to Members
  - Members to be invited to the annual OSCB conference
  - Need to collate all relevant reports and statutory guidance as a Member resource available to all members and deposited in the Members Resource Library
14. The role of the Corporate Parenting Panel be reviewed to ensure that it has regard to, and properly evaluates, the following in relation to any looked after child
- CDOP Annual Report
  - Receive regular reports on missing episodes for LAC and actions taken to address
  - Placement information and performance to go to Corporate Parenting Panel.
  - Any other reports, audits or other relevant information that relates to LAC

## **RECOMMENDATION**

17. **The Cabinet is RECOMMENDED to agree the recommendations of the CAG to allow officers to develop a delivery plan with clear timescales and ownership for implementation.**

COUNCILLOR TILLEY

Lead member for Children's Services & Chairman of the Cabinet Advisory Group on Safeguarding

Contact Officers:

Peter Clark Head of Law & Governance 01865 323907

Hannah Farncombe Safeguarding Manager Team 01865 815273

April 2014

Division(s):NA

## CABINET – 13 MAY 2014

### EQUALITY POLICY: ACTION PLAN FOR 2014/15

#### Report by Head of Policy

#### Introduction

1. Oxfordshire County Council is committed to making Oxfordshire a fair and equal place in which to live, work and visit. We want our services to effectively meet the needs of all local residents, including those in rural areas and areas of deprivation. We also aim to ensure that our staff are equipped with the knowledge and skills to meet the diverse needs of customers, that our services are accessible, and to encourage supportive and cohesive communities through our service delivery.
2. In 2012 we launched our *Equality Policy* setting out how we aim to achieve this goal, as well as meet our obligations under the Equality Act 2010. In January 2013 we published our first annual update on our progress. Both documents can be read here:  
<http://www.oxfordshire.gov.uk/cms/public-site/equality-and-cohesion>  
Good progress has been made on the objectives in 2013/14 and a second annual update is included in this report in Annex 2.
3. As we are two years into the four year policy, it is timely to refresh the actions against which we are measuring our progress, to ensure that we are reflecting the work of all our service areas and the priorities of the council, as set out in the latest Corporate Plan and directorate Business Strategies. These new actions are the focus of Annex 1.
4. Annex 3 presents some key data about the Oxfordshire population, taken from the 2011 Census and categorised by protected characteristics. It also provides information about some of the data we collate about service users and potential service users. The council is required to show it has an adequate evidence base for its decision making.

#### Background

5. The Equality Act 2010 sets out nine protected characteristics which, taken together, include everybody in the country. We all share some or all of these characteristics and it is an offence to use any of them as an excuse to treat people unfairly. These protected characteristics are:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity

- Race, including ethnic or national origins, colour, or nationality
  - Religion or belief, including the lack thereof.
  - Sex
  - Sexual orientation
6. The Act places specific obligations on public bodies. Section 149 sets out the Public Sector Equality Duty. Under this duty, all public bodies, including Oxfordshire County Council must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the 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.
7. The Public Sector Equality Duty requires public bodies:
- To consider how the decisions that they make, and the services they deliver, affect people who share different protected characteristics and publish information to demonstrate that they have done this. At Oxfordshire County Council we use Service and Community Impact Assessments (SCIAs) to review the potential impact of new and updated policies and service delivery decisions on groups that share the nine protected characteristics and on rural communities and areas of deprivation. The SCIAs produced as part of the 2013/14 budget setting process can be found on Oxfordshire County Council's website here:  
<https://www.oxfordshire.gov.uk/cms/content/service-and-community-impact-assessments-scias>
  - To publish information to demonstrate it has considered how its activities as an employer affect people who share different protected characteristics. This is available at:  
<http://www.oxfordshire.gov.uk/cms/content/fairness-and-equality-work> .
  - To set specific, measurable equality objectives and publish these, along with an equality policy. These are set out below. We have to report at least annually on our progress, and we have to revise our objectives every four years. In our *Equality Policy 2012-17*, we set ourselves the following objectives:
    1. Understanding the needs of individuals and communities
    2. Providing accessible, local and personalised services, including to rural areas and areas of deprivation
    3. Supporting thriving and cohesive communities
    4. Promoting a culture of fairness in employment and service delivery
8. These key equality objectives align closely with the council's overall strategic objectives, as set out in the council's Corporate Plan. This helps to ensure that our work on equality and diversity is embedded within service planning and supports our commitment to making equalities integral to everything we do.

## **Financial and Staff Implications**

9. None

## **RECOMMENDATION**

10. **The Cabinet is RECOMMENDED to agree to the new Equality Policy Action Plan for 2014/15 (Annex 1)**

MAGGIE SCOTT  
Head of Policy

Background papers: Oxfordshire County Council Equality Policy 2012-2017

Contact Officer: Alison Yates, Senior Policy Officer

May 2014

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### Annex 1 Action Plan 2014/15

The council is required to set and publish specific, measurable equality objectives. We have to report at least annually on our progress against these, and we have to revise our objectives every four years.

In our *Equality Policy 2012-17*, we set ourselves the following objectives:

1. Understanding the needs of individuals and communities
2. Providing accessible, local and personalised services, including to rural areas and areas of deprivation
3. Supporting thriving and cohesive communities
4. Promoting a culture of fairness in employment and service delivery

An update on progress towards these objectives in 2013/14 is attached as Annex 1.

As we are two years into the four year policy, it is timely to refresh the actions against which we are measuring our progress, to ensure that we are reflecting the work of all our service areas and the priorities of the council, as set out in the latest Corporate Plan and directorate Business Strategies. These new actions are set out below, with a reference to the objective to which they relate.

#### Council-wide Actions

Action	Objective
Ensure the content of the Joint Strategic Needs Assessment contains access to ever-richer data on groups with protected characteristics or facing inequalities of outcome or access and make it publicly available on the JSNA website. (Produced by the Chief Executive's Office, commissioned by the Public Health directorate.)	1
Ensure that Service and Community Impact Assessments (SCIAs) are produced for all new and updated policies and service delivery decisions. We will assess all budget proposals to consider the impacts of any potential changes on groups with protected characteristics and, in addition, look at impacts on rural areas and areas of deprivation.  (A SCIA is a review of the potential impact of policies and is intended to ensure the diverse needs of our individuals and communities in Oxfordshire are met. We assess the impact of decisions on any relevant community, but with particular emphasis on groups that share the protected characteristics in the Equality Act 2010.)	1

Continue to enhance the focus on 'locality working', ensuring officers and members work together to listen to and understand local needs. This includes a continuation of the councillor community budget scheme, where councillors have a fund for projects that matter most to their local community.	2
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### Children, Education and Families

Action	Objective
Review and monitor the access and engagement of fathers in services, including Early Intervention and Children's Social Care, and identify ways to improve access and targets for improvement where necessary.	3
Take action to identify and agree plans and measures to address gaps in educational attainment levels between children from different backgrounds (for example, looked after children, some black and minority ethnic groups, white British boys and some children with special educational needs, including children and young people with Autistic Spectrum Disorders).	3
Review the equality of access to Early Intervention and Children's Social Care for black and minority ethnic groups (including those from gypsy, Romany, and traveller groups), and identify ways to improve access and targets for improvement.	2

### Social and Community Services' Actions

Action	Objective
<p>Increase the use of the Shared Lives service by older people.</p> <p>(Shared Lives is a scheme where adults who need care and support are offered the chance to stay in a Shared Lives carer's home, or, alternatively, to be supported in their own home by a Shared Lives carer.)</p>	3

Ensure all staff in Integrated Mental Health Teams are trained in relation to Independent Mental Capacity Advocacy and Independent Mental Health Advocacy.	2
Improve information available for service users and carers when choosing new services.	2

### Public Health

Action	Objective
Ensure services commissioned by the Public Health Directorate contain specifications that detail the need for services to be locally accessible and personalised.	2
Continue the countywide Thriving Families programme, Oxford's Breaking the Cycle programme, and Banbury's Brighter Futures programme to bring a range of agencies together to improve outcomes in the most deprived communities of Oxfordshire.	3
Conduct Health Equity Audits to ensure that services are fairly accessible to the whole population.  (A Health Equity Audit (HEA) is a review procedure, which examines how health determinants, access to relevant health services, and related outcomes are distributed across the population, relative to need.)	4

### Environment and Economy

Action	Objective
Ensure equality and diversity are considered throughout the development of proposals for the Supported Transport Programme, specifically by engaging with stakeholders and user groups, so that the potential impact of changes on groups with protected characteristics is fully understood.  (Supported transport includes home to school transport, subsidised buses, and transport to day centres, along with various other forms of direct or indirect provision.)	1

Ensure equality and diversity is integrated into the culture of the Customer Service Centre by embedding it within the behaviour and attitudes of staff, as well as the routine policies, procedures and practices of the service.	4
Continue to expand the number of apprenticeship opportunities to create entry level posts for young people, including those from disadvantaged backgrounds such as those leaving care, non-school attendees and Young Carers.	4

### Fire and Rescue Service

Action	Objective
Encourage applications from members of underrepresented groups by continuing to hold initiatives such as 'have a go' days for potential recruits, mentoring support for candidates close to reaching the required assessment standards, and producing targeted recruitment materials.	4
<p>Deliver four case studies outlining how FRS is actively delivering against the objectives in its Equality and Inclusion strategy. The strategy incorporates the Equality Framework for Fire and Rescue Services, the County Council Equality Policy and the Equality Act 2010 general and specific duties.</p> <p>The case studies will be scrutinised by our internal Employment and Equality group, chaired by the Deputy Chief Fire Officer and they will be published at least annually on the county council's website.</p>	4

### Community Safety

Action	Objective
Further develop and maintain the Community Safety Information Management System (part of Oxfordshire Insight) so that it provides readily accessible data on a range of different groups and communities in relation to crime.	1

### Gypsy and Traveller Service

Action	Objective
Develop the Multi-Agency Gypsy & Traveller Networking Group (a group for practitioners from different sectors and professions who work with Gypsies and Travellers in Oxfordshire), to ensure it effectively shares knowledge and understanding of each-others services, and provide improved services to children, young people and families living on Travellers sites and unauthorised encampments in Oxfordshire.	3

### Trading Standards

Action	Objective
Ensure that people living in sheltered accommodation receive and understand consumer education and information services, especially regarding scams and other forms of financial abuse.	2
Lead the development of a strong partnership response to financial abuse of vulnerable people in Oxfordshire.	2

### Chief Executive's Office, including Human Resources

Action	Objective
Analyse and share data from the 2011 Census to build up the most accurate picture of the diversity of the county's residents.	1
Continue to ensure that Oxfordshire Voice Citizens' Panel, our resident's panel, is broadly representative of the makeup of the county to ensure it is balanced to reflect age, gender, ethnicity and disability.	1
Ensure equality of access to the Registration service for people committing to a same-sex marriage.	4

Continue to support the military community in the county, including veterans and reservists, and ensure equality of access to services, particularly around issues of health and wellbeing and education.	3
In addition to ensuring all staff have completed the mandatory 'Respect for People' eLearning course, to also encourage all employees to access further learning and development opportunities to increase their awareness and understanding of equality and diversity issues.	4
Ensure any organisational or employment changes are handled with a well-mannered approach to diversity by completing service and community impact assessments for all changes to ensure no group is disproportionately affected and monitoring statistics for redundancy.	4
Continue to encourage people from diverse backgrounds to apply for roles at the council, and do more to increase awareness of the support available to staff and guidance for managers to ensure that reasonable adjustments are made where appropriate.	4

## Annex 2: Equality Policy – Annual Update 2013/14

The council is required to report at least annually on progress against set specific, measurable equality objectives, and we have to revise our objectives every four years. In our *Equality Policy 2012-17*, we set ourselves the following objectives:

1. Understanding the needs of individuals and communities
2. Providing accessible, local and personalised services, including to rural areas and areas of deprivation
3. Supporting thriving and cohesive communities
4. Promoting a culture of fairness in employment and service delivery

For each key objective we identified a number of actions which were intended to build on achievements and address areas where improvement was needed in our performance. This is our second annual report on progress against those actions.

### Objective 1: Understanding the needs of individuals and communities

This objective is focused on how we understand the needs of the people and communities of Oxfordshire, including the wide range of consultation and engagement activities we already have in place. Our actions relate to how we can use this better understanding of need to plan services in response to the needs we have identified.

Action	Update
1a) Investigate why levels of satisfaction with services that are generally high are variable between different groups, for example by running focus groups with adult social care service users.	<p>The council takes part in a national survey of people who use social care which is run in February each year. In the 2013 survey, satisfaction overall remained high, with 64% of those users saying they were either very satisfied or extremely satisfied with the services they received, and this figure is slightly above the average for similar authorities.</p> <p>Analysis of results from 2012 showed that of the groups surveyed those with Physical Disabilities were comparatively less satisfied than all clients taken as a whole. In responding to this finding, additional resources were targeted at this group and in 2013 their level of satisfaction with services was reported to be in line with other client groups.</p> <p>The survey is currently being re-run and results are due to publish in the</p>

	Summer of 2014.
1b) Ensure that Oxfordshire Voice Citizens' Panel, our resident's panel, is broadly representative of the makeup of the county by increasing the number of people who share some of the protected characteristics to ensure it is balanced to reflect age, gender, ethnicity and disability.	Oxfordshire Voice is a citizens' panel made up of over 3,000 Oxfordshire residents who have volunteered to give up some of their time to answer surveys on a wide variety of issues. Panel members are carefully recruited to be representative of the population of Oxfordshire and are invited to stay on the panel for around three years. We continue to encourage people from under-represented groups to join the panel and participate in our surveys.
1c) Implement our new Strategy for Education to improve educational outcomes for all young people. In particular, we will take action to close unacceptable gaps in attainment levels between children from different backgrounds and who share protected characteristics (for example looked after children, some black and minority ethnic groups, and some children with special educational needs).	<p>Our Strategic Plan for Education was approved by Cabinet in July 2012. It focuses on specific needs of all young people of the county. The delivery of the strategy has included a complete review of our educational attainment support, resulting in the establishment of a new support service specifically targeting those areas of greatest need.</p> <p>Overall attainment has shown an improvement, but there are a number of vulnerable groups in Oxfordshire that do not achieve as well as the rest of the cohort, or the same groups nationally. In particular the performance of children known to be eligible for free school meals (FSM), children supported at school action plus, and looked after children is of concern. Work has started to identify schools where good practice and intervention had had a marked impact on these groups. This good practice will then be transferred to schools where the gap is not improving. These issues are subject to exploration by the Education Scrutiny Committee who have set up a working party specifically to examine issues with educational attainment.</p>
1d) Provide information and support to vulnerable adults so that more people who use services report that they feel safer each year.	<p>The council takes part in a national survey of people who use social care which is run in February each year. In the 2013 survey, 69% of users said that they felt as safe as they want. For people who don't feel as safe as they would like, the greatest worry is falling over, particularly inside the house.</p> <p>The Falls Prevention Service is jointly funded by Health and Social Care and</p>



	<p>delivers a comprehensive fall prevention and intervention countywide service. It delivers: falls assessments and treatment plans in patients' homes in clinics and in care homes; home based exercise programs; and education and training – to both health and social care practitioners, private providers and to the general public. The increase of both Oxfordshire Clinical Commissioning Group and Oxfordshire County Councils pooling of resources in older peoples services allows an increased scope for further support of services such as the falls prevention service.</p>
<p>1e) Ask older people and people with a disability who we work with if we can pass on their details to other services and organisations, including the Fire and Rescue Service who will be able to undertake Fire Risk Assessments in their homes.</p>	<p>The Combined Care service was launched in 2012 between the Oxfordshire Fire and Rescue Service and the Social and Community Services directorate. The service allows for closer synergy and co-ordination between the two services to enable OFRS to effectively identify households and pro-actively target its fire risk prevention support to those already identified by the county as vulnerable. An information sharing protocol was developed through the county council's legal team, which allowed SCS clients to be given the option of having their home address details shared with OFRS. This process triggers OFRS into offering the resident a Home Fire Risk Check (HFRC), as well as potentially a free smoke alarm installed in their home in order to make them safer.</p> <p>In 2013/14 a second tranche of data was shared between the teams resulting in 1,039 HFRCs. In total, over 2,300 HFRCs have been carried out since the service was launched. A third tranche of data sharing is planned for 2013/14. We are extending the service to clients receiving direct payments for social care, and are also offering to pass information on if, during a social care assessment, staff notice the absence of a smoke alarm.</p>

## Objective 2: Providing accessible, local, and personalised services

This objective, and our priority actions, is focussed on how the council responds to the needs of the people and communities of Oxfordshire.

Action	Update
<p>2a) Maintain our focus on preventing the need for more specialist services through early identification of problems and early intervention in adult and children's services.</p>	<p>Within Children's Services, our seven Early Intervention Hubs work with children, young people, and their families across the county to provide intensive support designed to meet their individual needs. Although the usual age range is from birth to 19, we can extend this up to 25 if users have special educational needs.</p> <p>Between September 2012 and October 2013, 2,776 new children and young people were referred to the Early Intervention Service, of whom 43% were between 11 to 15 years old. This is an increase on the previous year and reflects the overall trend for rising demand on our children's services. 57% of these were male and 43% were female. 2,183 (79%) came from White British backgrounds, and this was the most common ethnic background for all those receiving referrals to the seven Hubs. This compares to a countywide figure of 83.6% of the population reporting as White British in the 2011 census. 63% of these children had special educational needs. 28% of those referred had behavioural, emotional, and social difficulties.</p> <p>The Thriving Families programme works with the most disadvantaged and challenged families to reduce worklessness, antisocial behaviour, crime and school exclusions and to increase school attendance. The key focus is on our most resource intensive and vulnerable families with the aim of reducing the numbers needing the type of support offered by social care.</p>

	<p>This continues to be a vital strand in the on-going work locally to narrow the gap in outcomes that exists across the county.</p> <p>Within the Adult Social Care service, one of the key elements of our strategy is 'keeping people well'. This means we have a continued focus on providing early support to keep people well, support and increase their independence and prevent them from needing more intensive (and expensive) care. Services include information and advice, reablement (to aid recovery after illness), falls prevention, support to family carers, employment, assistive technology, equipment and day services.</p>
<p>2b) Analyse the number of children from minority ethnic backgrounds on child protection plans. The findings will be used to develop plans to address any over representation identified, and to learn from where the number of young people from certain groups on child protection plans is lower than might be expected.</p>	<p>We monitor the ethnic backgrounds of people on child protection plans and the Quality Assurance and Audit subgroup of the Safeguarding Board receives regular updates. We will continue to examine the data we hold to identify any potential areas to address.</p>
<p>2c) Map the dispersal of young carers around the County to see if there are any geographical clusters or patterns, with a view to understanding why this occurs and what action is needed to address issues that cause it</p>	<p>Our database allows us to analyse and map the data we have on our clients to see if there are any geographical clusters or other patterns.</p> <p>In 2013/14 we identified 1518 identified Young Carers - this represents an increase of approximately 30% on last year. Targeted work in schools by the Young Carers' team and the initiation of a schools standard pilot has led to a significant rise in identification of Young Carers. The Young Carers identified are reasonably evenly distributed according to Hubs, with the largest number, as might be expected, in the major population areas.</p> <p>Young Carers identified by Early Intervention Service Hub area:</p> <ul style="list-style-type: none"> <li>• 187 Witney</li> </ul>

	<ul style="list-style-type: none"> <li>• 268 Abingdon</li> <li>• 217 Didcot</li> <li>• 213 Littlemore</li> <li>• 240 East Oxford</li> <li>• 166 Bicester</li> <li>• 227 Banbury</li> </ul> <p>Hubs offer support groups to all identified Young Carers.</p>
<p>2d) Change the way day services for older people are provided, maintaining services in major towns, but focusing on community initiatives and local decision-making about how best to support older people in their community.</p>	<p>During 2013 Health and Wellbeing Centres across the county have developed new services to support the Health &amp; Wellbeing model, which best supports people to stay healthy, well and independent in their local community, and they have been well received by customers. The centre buildings are increasingly used by a range of partners providing complimentary support and advice for people, including Alzheimers Society, Stroke Association, MIND and local groups and organizations, which run both alongside and with the Health &amp; Wellbeing service.</p> <p>Local Friends and Stakeholder groups have been formed to inform and steer local service development, providing customer feedback and ideas. Further stakeholder involvement is a key priority for the coming year and the services are currently looking to achieve Saturday opening in all of the seven centres by the end of 2014.</p> <p>A key element of the vision of supporting people in our communities is to help them to live at home and remain active in their community for as long as possible. We want people in Oxfordshire to know where they can access the right information and advice to help them make good choices about what help they or their family might need and to this end we have awarded a contract to Age UK Oxfordshire, in partnership with Volunteer Link Up to provide the Community Information Network. The Community Information Networkers will be a face-to-face contact for people who are</p>

	<p>less likely to use the telephone or internet services to access information. They will also signpost people to sources of more specialist information and advice such as dementia advisors or assistive technology specialists. The network will officially launch in May 2014.</p>
<p>2e) Focus on giving people choice in the way they lead their lives and how they secure the services they need to support them. We will increase each year the proportion of people who receive a direct payment which allows them to secure the services they need to support them.</p>	<p>The proportion of social care users receiving self-directed support or direct payments allowing them to secure the services they need to support them continues to rise.</p> <p>In 2012/13, 45.5% of service users, including carers, were receiving direct payments. This meant we ranked top compared to all other local authorities in England. In 2013/14, the number of people receiving direct payments increased by a further 9%. Over 3,000 people now receive direct payments or self-directed support.</p>
<p>2f) Support older people and people with a disability to live in their own home for longer by:</p> <ul style="list-style-type: none"> <li>i. Providing more support to help older people increase their ability to cope so that more of them can return home and stay there after hospital discharge</li> </ul>	<p>We have a continued focus on providing early support to keep people well, support and increase their independence, and prevent them from needing more intensive (and expensive) care. Services include information and advice, reablement (to aid recovery after illness), falls prevention, support to family carers, assistive technology, equipment and day services.</p> <p>By the end of 2013/14 approximately 50% of people completing the reablement service have been sufficiently supported so they need no on-going care. However, this is below our target, so we need to work even more closely with Health partners to improve performance, increase the number of people accessing the service, and encourage all home care providers to take an enabling approach. As outlined in update 2d above, we are also establishing Community Information Networks so that</p>

<p>ii. Increasing the number of hours of long term support made available to clients</p>	<p>older people can access the right information and advice about the support and care available to them.</p> <p>Over the last three years we have increased the amount of care provided to support people to live at home. Comparing the number of users of our services on 1 April 2012 with the same day on 2013 and 2014, the number of hours has risen by 41%, from 21,491 hours in 2012 to 30,475 hours by 2014. This has supported an additional 24% more older people from 1,970 in 2012 to 2,433 in 2014. People are also getting much more support when they are supported.</p>
<p>iii. Devolving budgets to local area managers so that they are specifically able to address the needs of their locality</p>	<p>We have been moving toward a policy of devolving budgets to localities and in 2014/15, over £13 million will be formally devolved to locality teams for older people to spend either on care homes or home support depending on local pressures. A further £1m has been allocated to local physical disability teams to spend on home support.</p>
<p>iv. Increasing the availability of extra care housing and assistive technology</p>	<p>Extra care housing offers older people the combination of living independently in their own home with access to on-site support and services they might need. It is an increasingly popular alternative to residential care. In 2009, there were only 20 extra care housing units in Oxfordshire. A total of 893 flats are on track during the first five year period of the programme (2010-15). The ambition is to develop Extra Care Housing at a ratio of 55 places per 1,000 persons aged 75+, giving a long-range target of 4,300 flats to be developed within Oxfordshire from 2010 until 2031.</p> <p>We are now supporting over 4,600 people living in the community with telecare and stand-alone assistive technology. In 2013/14, additional funding was put into training health and social professionals to improve awareness of the technology available and how it can be used to support clients to live independently.</p>

<p>v. Continuing to provide information and support to carers.</p>	<p>We continue to offer information and support to carers. We have a dedicated website for carers (<a href="http://www.carersoxfordshire.org.uk/">http://www.carersoxfordshire.org.uk/</a>), and produce publications offering advice and information for everyone who cares for others. We also offer grants to give carers the help or breaks they need.</p>
<p>2g) Work with business network providers to develop and implement a strategy for the roll out of super-fast broadband across the county, to improve access to online services.</p>	<p>Better Broadband for Oxfordshire is a £25 million project extending commercial deployment of fibre broadband to over 90% of homes and businesses in Oxfordshire by the end of 2015. It is jointly funded by £10 million from Oxfordshire County Council, £4 million from the Government and £11 million from BT. By stepping in to fill gaps not served commercially, the project is ensuring that many more people can get online and take advantage of a wide range of services that many already take for granted, such as accessing the increasingly available on-line public sector transaction capability.</p> <p>The contract signed in August 2013 requires BT to upgrade the infrastructure in such a way that the maximum number of premises possible are able to order fibre broadband with funding available.</p> <p>Roll out began just before Christmas 2013 and the surveys for the whole intervention area are due to be completed by July 2014.</p> <p>More information about the Better Broadband for Oxfordshire project can be found online at <a href="http://www.betterbroadbandoxfordshire.org.uk">http://www.betterbroadbandoxfordshire.org.uk</a></p>
<p>2h) Enable all Adult Learning tutors to integrate equality and diversity into their teaching – content and classroom management – in order to ensure inclusivity for all learners</p>	<p>Equality and diversity are integral to all the training and sessions Oxfordshire Skills and Learning provide. During observation sessions, tutors are assessed on their implementation and understanding of this. The overall grade is collected centrally, and along with six sub-grades, four of which relate to equality and diversity.</p>

	To help raise awareness about the diverse nature of the county's residents, the Oxfordshire Skills and Learning Service also creates posters highlighting festivals and celebrations from around the world that are displayed in all learning centres.
2i) Continue to develop improved accessibility routes on the public rights of way network.	Our Transport Strategy commits us to improving accessibility on routes across the county. In close consultation with representative individuals and groups, we aim to ensure that footway provision, parking, bus stops and other highway measures take full account of the needs of all people irrespective of movement or sensory ability.
2j) Provide training to Highways & Transport staff involved in policy and design to ensure they understand the constraints faced by customers with a disability using our services, and have regard to these constraints in service design and delivery.	Awareness is managed through the personal development process for all staff as and when required. In addition we undertake regular consultation with vulnerable user groups on individual schemes in advance of construction.

### Objective 3: Supporting thriving and cohesive communities

The county council is committed to working closer to the communities we serve, to understand the challenges they face, and to make sure our services are working together as effectively as possible. We are also committed to empowering communities to do things for themselves, including identifying and/or responding when the public sector might not be able to continue to provide a service.

3a) Continue to work in partnership to improve the quality of life in the most deprived areas of the county. This will include promoting better engagement in education, employment and training; supporting the vulnerable and those with multiple and enduring problems; promoting healthy lifestyles and reducing health inequalities; reducing and mitigating the effects of child	<p>We are continuing our 'Breaking the Cycle' programme that concentrates on the most deprived wards in Oxford and Banbury, identifying families most at need of help and providing them with intensive support from all agencies able to assist.</p> <p>As part of our Thriving Families programme, we are working with</p>
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poverty.	the district and city councils and other agencies, especially those dealing with anti-social behaviour and community safety. We are identifying families who either receive services or are known to others agencies, and deciding which agency is best placed to work with them. We are then monitoring their success to build up a picture of what works and how to identify other families likely to require support, so future interventions can happen early and effectively.
3b) Continue to provide a Big Society Fund that will support local communities and organisations who wish to identify local priorities and do things for themselves about issues that matter to them. We will also review expressions of interest, applications and funding patterns from 2011/12 and work with community groups to raise awareness and encourage access to the Fund.	<p>Looking to build on the success of the Big Society Fund, it was renamed 'Councillor Community Budgets' in 2012, and the policy was refreshed to allow even greater local determination over how money is spent. In 2013/14 each county councillor had a £10,000 budget to support projects that mattered most to their local community. Over 400 community projects received funding under the 2013/14 Councillor Community Budgets grant scheme, with a total spend of £590k.</p> <p>Grants were allocated to a variety of community associations and voluntary organisations, schools, town and parish councils, sports clubs, youth clubs, residents associations, parent-teacher associations, social enterprises, museums, historical associations, community newspapers and magazines. A wide range of projects have been awarded funding under the programme: repairs and refurbishment work to village halls and community centres, purchasing of equipment for schools, youth clubs, playgrounds and after school clubs, day activities for the most vulnerable members of the community, youth engagement and outreach programmes, festivals and community events, support for carers, small infrastructure projects. Councillor Community Budget funding has often been requested as match funding or additional funding to top up existing grants.</p>

<p>3c) Continue to work closely with our military partners to maximise the value obtained from the pupil premium by focusing on specific needs of children from armed forces families, and ensure schools have appropriate information to support these children.</p>	<p>Best practice for spending the service pupil premium has been circulated to all schools. This advice will help schools provide the appropriate support to service children to reduce the disadvantages they face as part of the armed forces community.</p>
<p>3d) Continue to work closely with military partners to ensure we maximise the support we offer to carers of vulnerable people. We will ensure that we provide more information and support to carers around military bases and ensure that we support developments such as good neighbours' schemes by military bases.</p>	<p>The needs of the armed forces are championed through our armed forces health and wellbeing board which has representatives for the local NHS and armed forces community. We have been working in partnership with the local military to ensure our work continually matches the needs of the armed forces communities in Oxfordshire. Carers on military bases have received information and support to ensure they receive the same service as other residents in Oxfordshire.</p>
<p>3e) Raise awareness of the MANTRA (Multi-Agency Network for Tackling Racially Aggravated Harassment) service. We will also increase the number of agencies and venues people can use to report incidents of and concerns about hate crime, including in rural areas.</p>	<p>A review of the MANTRA service in May 2012 concluded that it was not as performing as effectively as intended. It was replaced with a free 24 hour phone line providing a single approach to third party reporting of hate crime across all local authorities in the Thames Valley area. The phone line is provided by Stop Hate UK, a registered charity and social enterprise based in Leeds. The service also offers users the option to use text relay services or online systems instead of the telephone.</p> <p><a href="#">Stop Hate UK</a> is a registered Charity providing a third party reporting system for victims of hate crime. A trained counsellor is available 24/7 365 days per year. Callers can remain anonymous and can choose whether or not to report to the Police.</p> <p>Information about Stop Hate UK is available on the Oxfordshire County Council <a href="#">website</a>.</p>

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**Objective 4: Promoting a culture of fairness in employment and service delivery**

The county council is committed to ensuring equality of access, fairness, and consideration to all of our staff and potential future staff, and in the delivery of services to the people and communities of Oxfordshire.

<p>4a) Ensure all managers and Councillors are aware of their responsibilities under the Equality Act 2010, and encourage all employees to access learning and development opportunities to increase their awareness and understanding of equality and diversity issues.</p>	<p>Directorates regularly run their own training and refresher sessions for staff, and revised and updated guidance on equality issues is easily found on the council's intranet.</p> <p>Staff are also required to complete the online 'Respect for People' e-learning course which outlines why we should value diversity and provides essential information about the importance of fair and equal treatment for all service users and colleagues. We also encourage staff to repeat the course every two years.</p> <p>Managers are reminded of their responsibilities at 'Managing People Equality Act Essentials' briefing sessions.</p> <p>There was a county council election in May 2013. As part of the induction process, the principles around the Equality Act and the Equality Policy at the council were broadly covered as part of both the Code of Conduct training for councillors and the training for the Appeals &amp; Tribunals Sub-Committee in dealing with appeals.</p> <p>In addition the council's Respect for People eLearning course was included in the list of recommended eLearning courses that was given to councillors at the Welcome Event.</p>
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<p>4b) Ensure equality and diversity is integrated into the culture of the Customer Service Centre by embedding it within the behaviour and attitudes of staff, as well as the routine policies, procedures and practices of the service.</p>	<p>The Customer Service Centre prides itself on how its culture, policies, and practices integrate and embed awareness of equality and diversity issues into its work.</p> <p>All staff complete our mandatory online training in equality and diversity when they start working for us, and we ask people to repeat it on a rolling basis. We also run a series of briefings for staff. Internal staff satisfaction surveys always include questions about equality and diversity requirements.</p> <p>We regularly monitor calls to ensure people receive a quality service, including giving appropriate attention to any special requirements requested by the caller. We also offer supportive information in EasyRead format, and we now accept more on-line and over the phone applications.</p>
<p>4c) Undertake a full review of existing equality and diversity policies to ensure they remain in line with best practice and meet the requirements of the Equality Act 2010.</p>	<p>Following the review, our new Dignity at Work policy dealing with bullying and harassment in the workplace was launched in April 2013 and a series of briefings were delivered raising awareness of the responsibilities of managers and employees.</p>
<p>4d) Continue to encourage people from diverse backgrounds to apply for roles at the council, and do more to increase awareness of the support available to staff and guidance for managers to ensure that reasonable adjustments are made where appropriate.</p>	<p>We continue to encourage people from diverse backgrounds to apply for roles at the council, and were successfully re-awarded the Disability Two Ticks Symbol for 2013/2014.</p> <p>We provide a course for managers ensuring that they have a good understanding of the Equality Act and their legal responsibilities towards staff.</p>
<p>4e) Investigate the reasons for the lower levels of young workers employed by the council, and continue to expand the number of apprenticeship opportunities to create entry level posts.</p>	<p>We currently offer access to 8 different apprenticeship frameworks and a growing number of services and teams are taking these up. This means that our opportunities are not only</p>

	<p>open to people from a broader range of backgrounds but that where appropriate, we are also able to support the council's positive recruitment policy.</p> <p>We have recruited 55 apprentices since the beginning of April 2013. 22 of these were Level 3 qualifications starting at Grade 3. The rest of the apprentices were entry level, Level 2. The qualification level for entry to a Level 2 apprenticeship is Level 1 (GCSE Grades D-G). Of these 45 apprentices, 3 were care leavers. More information about the schemes and how representative our apprentices are of the wider community can be found in our latest 'Equality in Employment Report' <a href="#">here</a>.</p> <p>The council is tackling under-representation of young people in our workforce under section 159 of the Equality Act 2010 and for this reason a number of our apprenticeship vacancies are only open to individuals aged between 16 and 24 years old.</p>
<p>4f) Identify opportunities to work with others to deliver services that improve outcomes for groups with protected characteristics more effectively and develop innovative approaches to common issues, whether through formal partnership arrangements or more informal collaborative arrangements.</p>	<p>Oxfordshire County Council proudly works in partnership with other organisations from the public, private, military, voluntary, and community sectors across the county on areas of common interest. There are several partnerships in operation, all overseen by the <a href="#">Oxfordshire Partnership</a>.</p>
<p>4g) Ensure that where services are being restructured there is a well-managed approach to diversity, including completion of Service and Community Impact Assessments to ensure that under-represented groups are not disproportionately affected in the resulting staff reductions. Statistics for redundancy will also need to be closely monitored.</p>	<p>Service and Community Impact Assessments (SCIAs) form an important part of how we develop policies and make decisions. They are produced for every contemplated service change, and regularly updated as proposals change and develop, ensuring that under-represented groups will not be not disproportionately affected by the changes.</p> <p>The HR department monitors the characteristics of staff leaving</p>

	the organisation and the reasons for their departure, and presents their findings in the annual 'Equality in the Workplace' report. The most recent edition can be downloaded from <a href="#">here</a> .
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## Annex 3 – Population data: Current and potential service users

This Annex sets out some of the key data we hold about the Oxfordshire population, taken from the 2011 Census and categorised by protected characteristics.

In addition to Census data, we also collate a wealth of information about service users and potential service users which is available for us to use to inform our decision making. For example:

- Statistics and briefings on Oxfordshire’s residents are on the ‘Oxfordshire Insight’ website:  
<http://insight.oxfordshire.gov.uk> .
- Our Joint Strategic Needs Assessment is a shared evidence base which helps us to understand the differing health and wellbeing needs of Oxfordshire's residents. It is available here:  
<http://insight.oxfordshire.gov.uk/cms/joint-strategic-needs-assessment>
- The Community Safety Information Management System provides data on a range of different groups and communities in relation to crime:  
<http://insight.oxfordshire.gov.uk/cms/community-safety-0>
- Information about the diversity of the council’s staff is available in our annual report on equality and employment, available here :  
<http://www.oxfordshire.gov.uk/cms/content/fairness-and-equality-work>

The council’s Research and Intelligence team publishes monthly briefings on new and themed data, making the information accessible to all staff.

### 2011 Census

#### Population

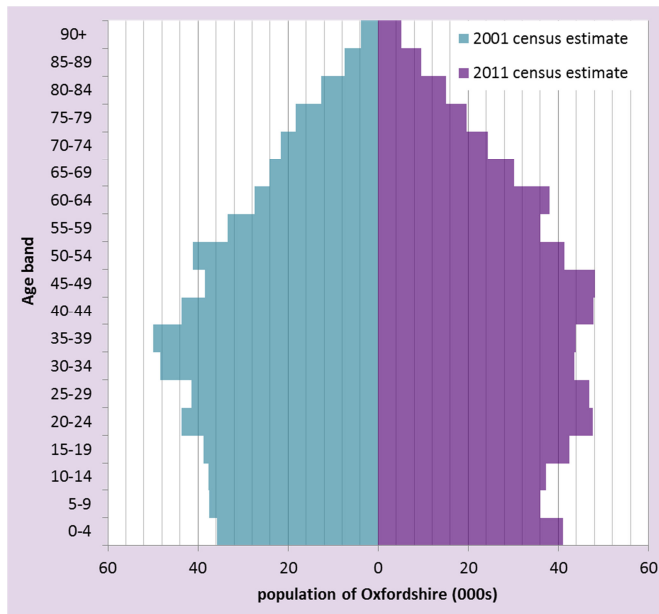
The 2011 Census showed that an estimated 653,800 people were living in Oxfordshire on 27 March 2011:

<b>Oxfordshire</b>	<b>653,800</b>
Cherwell	141,900
Oxford	151,900
South Oxfordshire	134,300
Vale of White Horse	121,000
West Oxfordshire	104,800

Oxfordshire’s population has increased by 48,500 people (8%) since the last Census estimate in 2001. Oxford City’s population has increased the most (13%) followed by West Oxfordshire (10%). Cherwell’s population has grown by 8%, while the populations of South Oxfordshire and Vale of White Horse have both grown by 5%.

## Age

Oxfordshire's population has aged overall, due to the older age groups experiencing greater growth than younger groups. The 65-and-over population has grown by 18% since 2001, while the number of people aged 85 and over increased by 30%. The number of people in their 30s in the County has declined by 12%. The number of children aged 4 and under has grown by 13%.

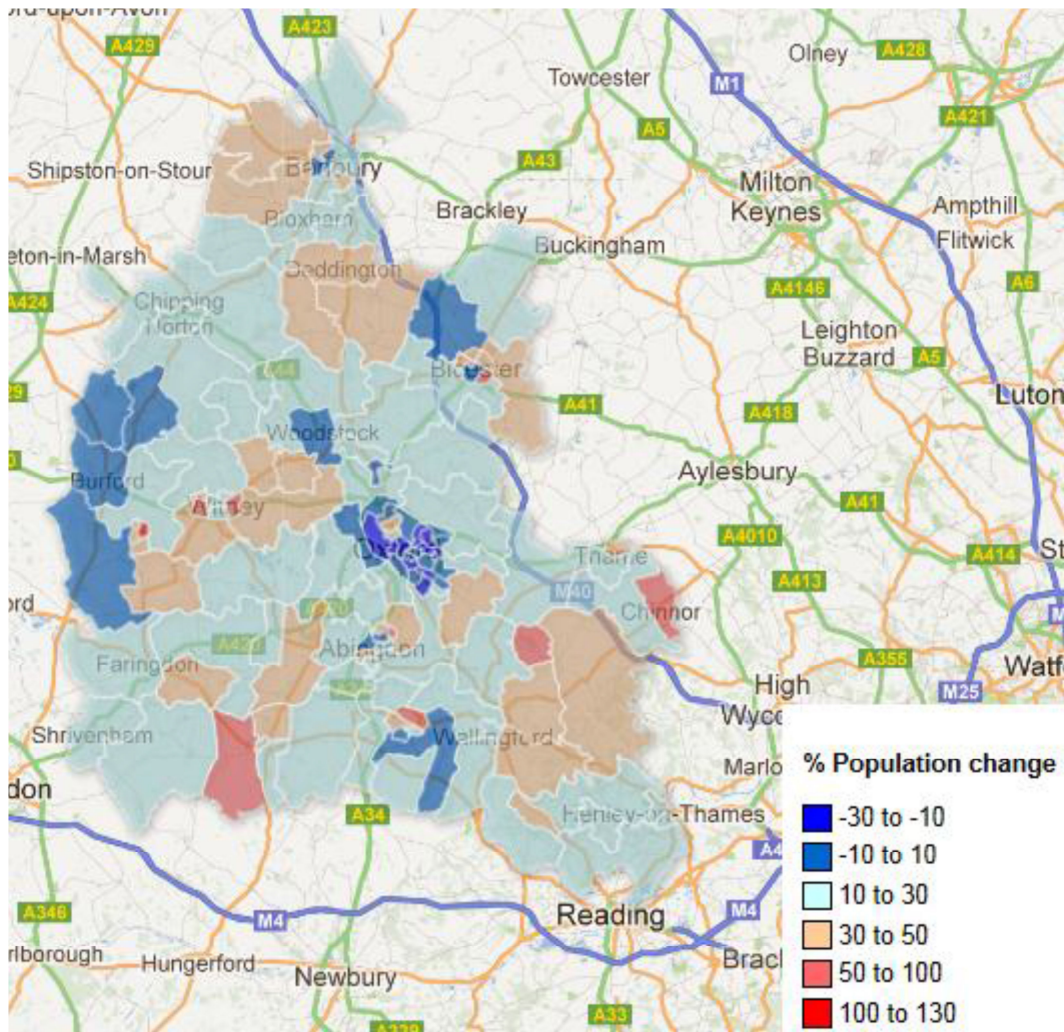


The number of young people aged 0-14 years in urban areas has increased by over 40%, but has declined in rural areas (by 21% in the town and fringe areas and by 35% in the most rural areas)

In contrast, the number of people aged 65 years and over has increased in by 25% in rural areas – but unlike the younger age groups, the numbers of over 65s has increased in all areas of the county.



**Change in number of people over 65 (%), 2001 to 2011**



**Sex**

Women remain in the majority across the county.

	Men		Women	
<b>Oxfordshire</b>	323,000	49.4%	330,800	50.6%
Cherwell	70,100	49.4%	71,700	50.6%
Oxford	75,300	49.6%	76,600	50.4%
South Oxfordshire	66,000	49.1%	68,300	50.9%
Vale of White Horse	60,100	49.7%	60,900	50.3%
West Oxfordshire	51,400	49.1%	53,300	50.9%

**Gender reassignment**

Figures for the number of transgender people in the county remain unobtainable, and no relevant question was asked in the census.

**Race, including ethnic or national origins, colour, or nationality**

The ethnic composition of Oxfordshire has changed since the 2001 census.

All of the county’s black or minority ethnic communities have grown, and now account for 9.2% of the population, just under double the 2001 figure of 4.9% .

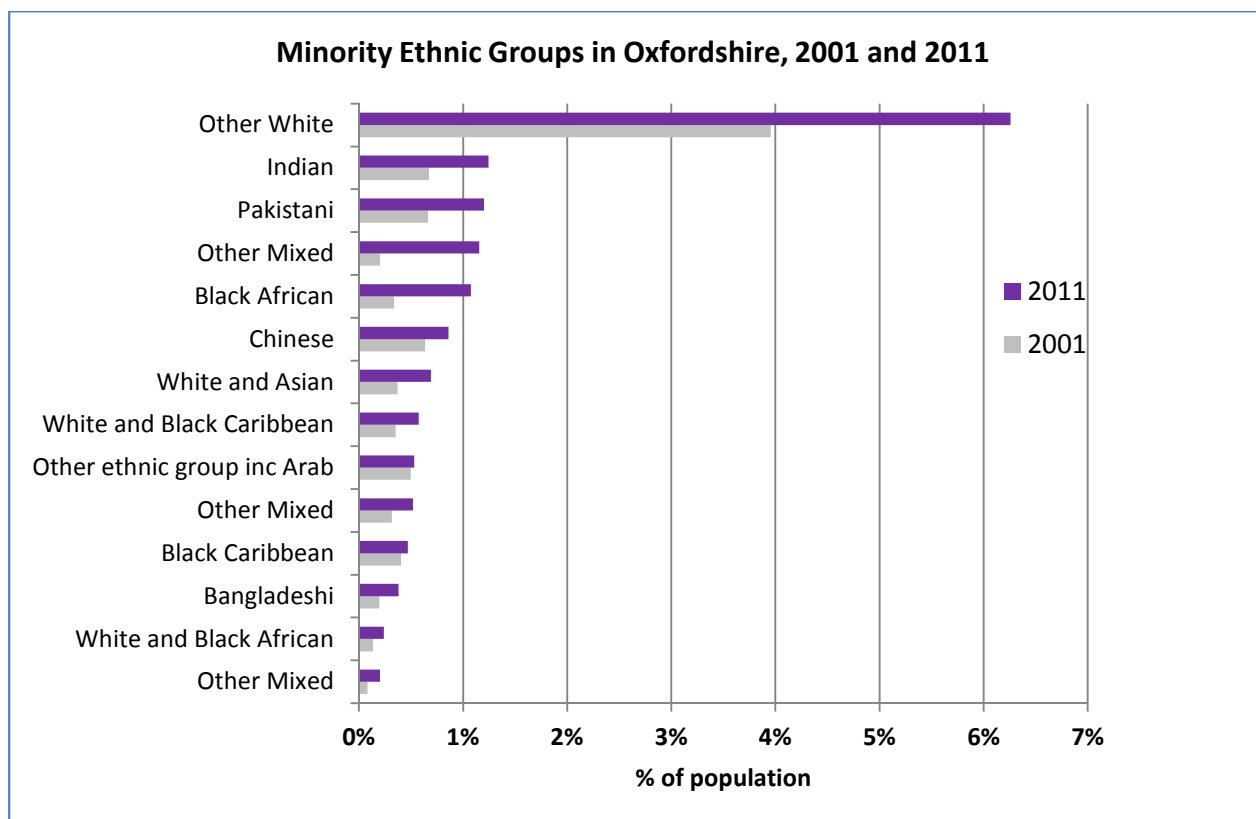
There has been a growth in people from white backgrounds other than British or Irish, who now account for 6.3% of the population (up from 4% in 2001). This rise can be explained by the expansion of the EU. People from white gypsy or Irish Traveller backgrounds make up 0.1% of the county, and this is the same proportion across all the districts aside from West Oxfordshire, where 0.2% of the population classify themselves as such.

4.8% of the population are from Asian backgrounds, twice the 2001 figure of 2.4%

People from Asian communities form the largest minority ethnic group in the county, and most come from Indian or Pakistani backgrounds (2.45%)

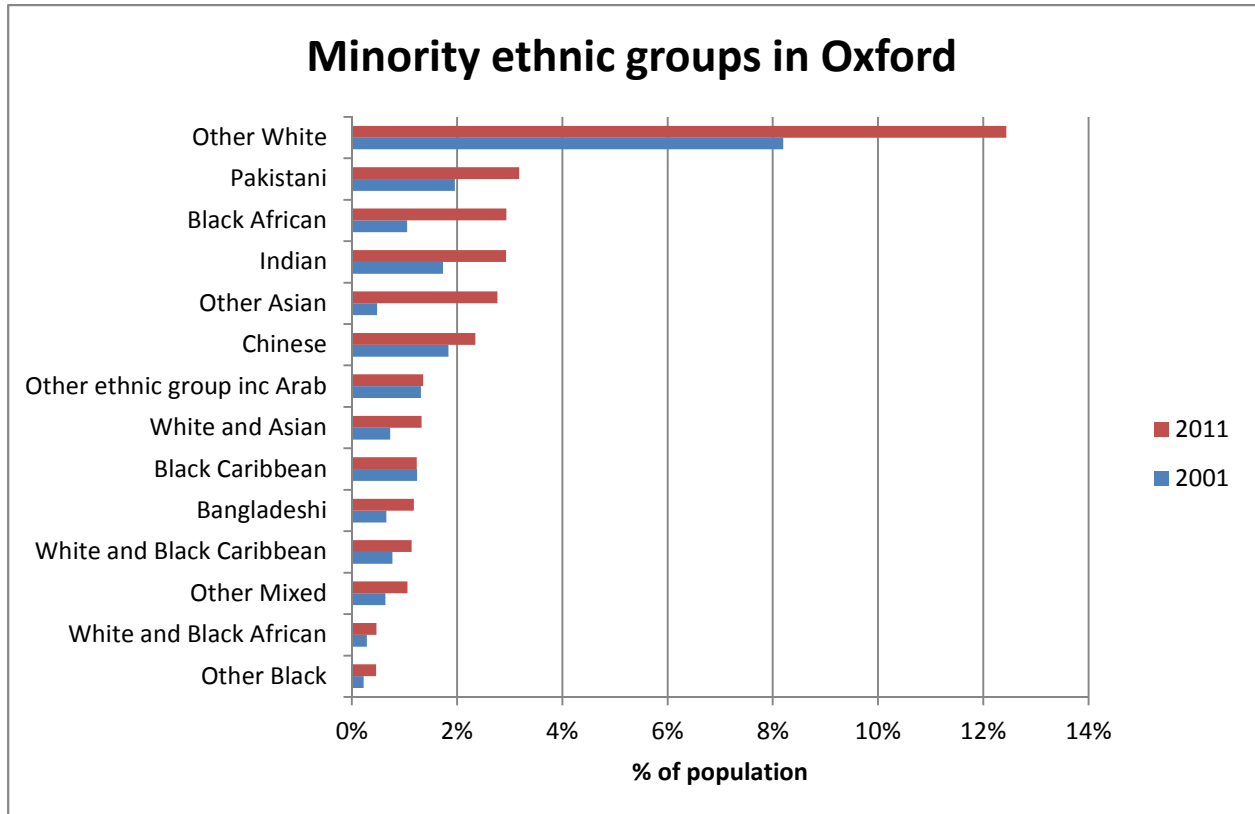
The proportion from all black backgrounds has more than doubled from 0.8% to 1.75% of the county’s population.

People from mixed backgrounds account for 2% of the population (2001: 1.2%)



Source: ONS. In order to display minority groups on a chart, the categories of ‘White British’ and ‘White Irish’ are not shown.

Oxford remains the county's most diverse district. People from white British or white Irish backgrounds make up 65% of the city's population, down from 79% in 2001. Reflecting migration trends, the proportion of the city from other white backgrounds has risen to 12.4%, up from 8.2% in ten years.



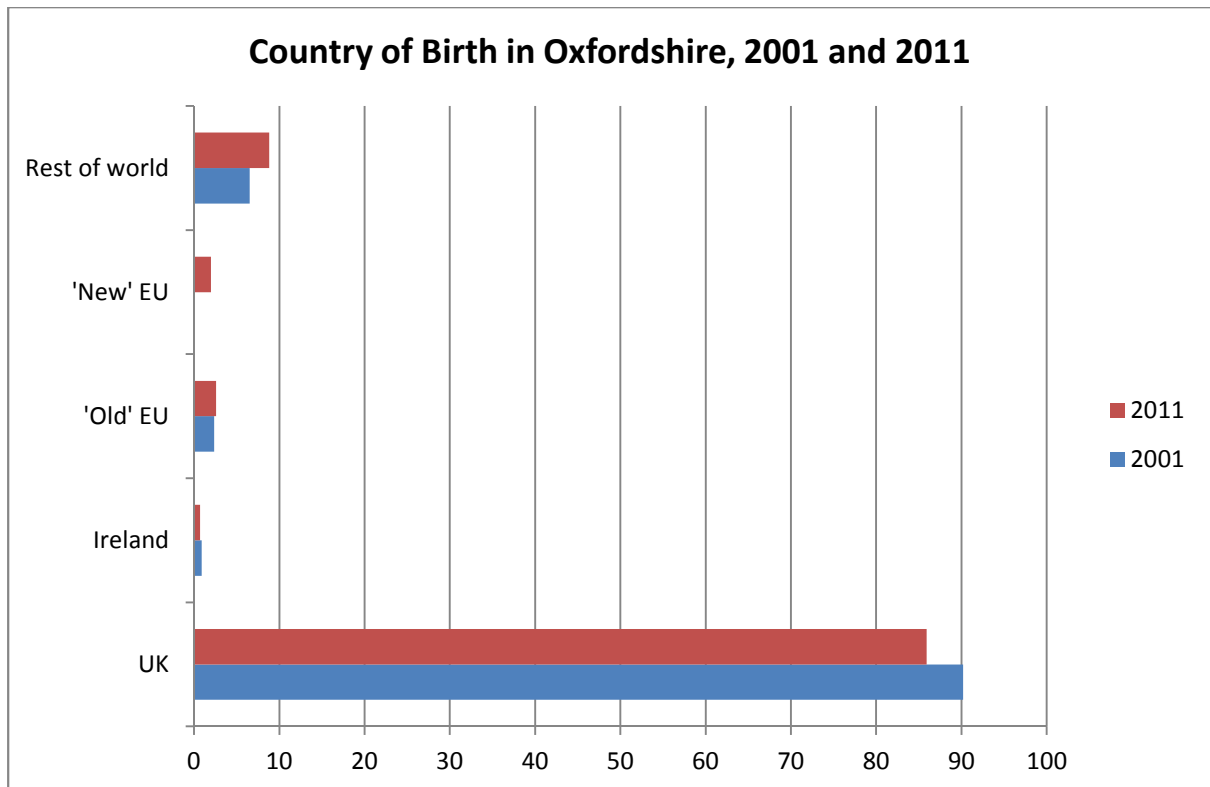
Source: ONS. In order to display minority groups on a chart, the categories of 'White British' and 'White Irish' are not shown.

### Country of origin

There has been a rise in the number of people born outside the UK or Ireland since 2001. Not only has the number of people from the 'old' EU risen, but there has been a growth in people from both the new member countries and from the rest of the world.<sup>1</sup>

<sup>1</sup> 'Old' EU refers to the countries of the European Union at the time of the 2001 Census: Belgium; France; Germany; Italy; Luxembourg; Netherlands; Denmark; Greece; Portugal; Spain; Austria; Finland; Sweden

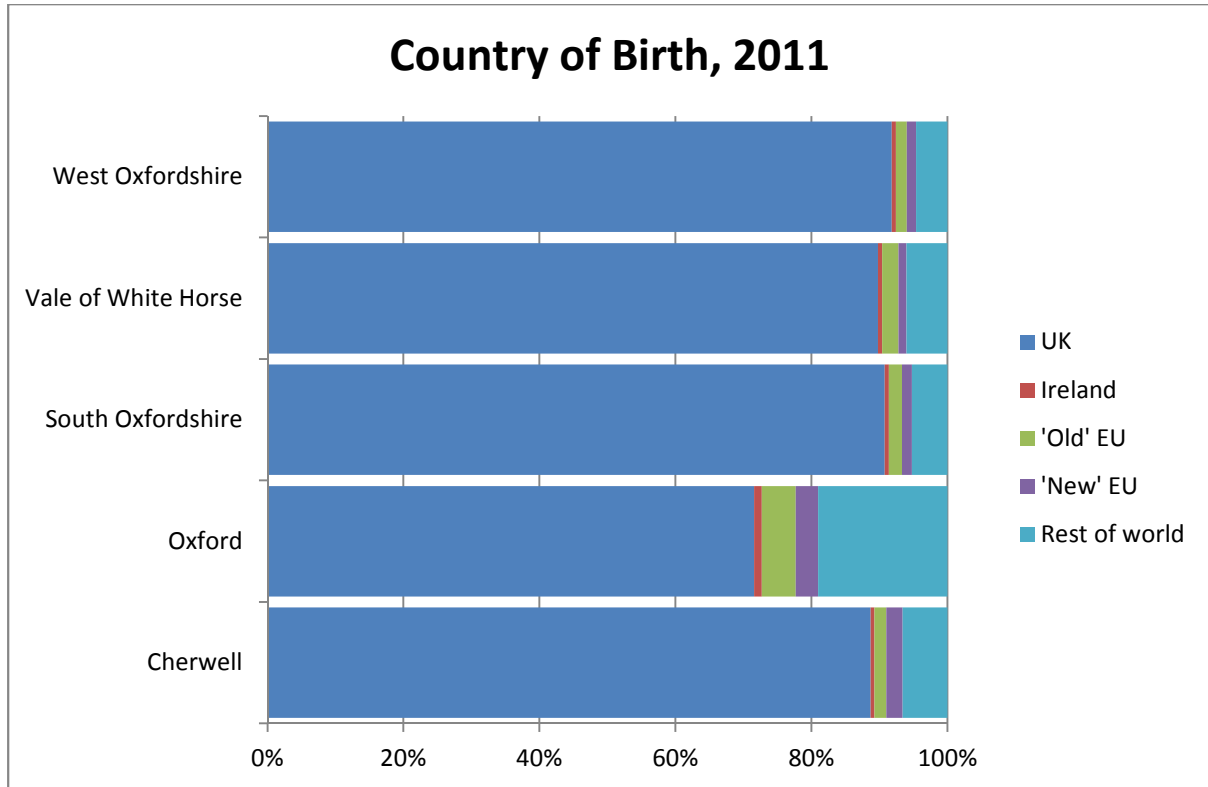
'New' EU refers to those countries joining the EU between 2001 and 2011: Cyprus; Czech Republic; Estonia; Hungary; Latvia; Lithuania; Malta; Poland; Slovakia; Slovenia; Bulgaria; Romania



Source: ONS. 'Rest of world' in 2001 would have included those countries yet to join the EU when the census was taken

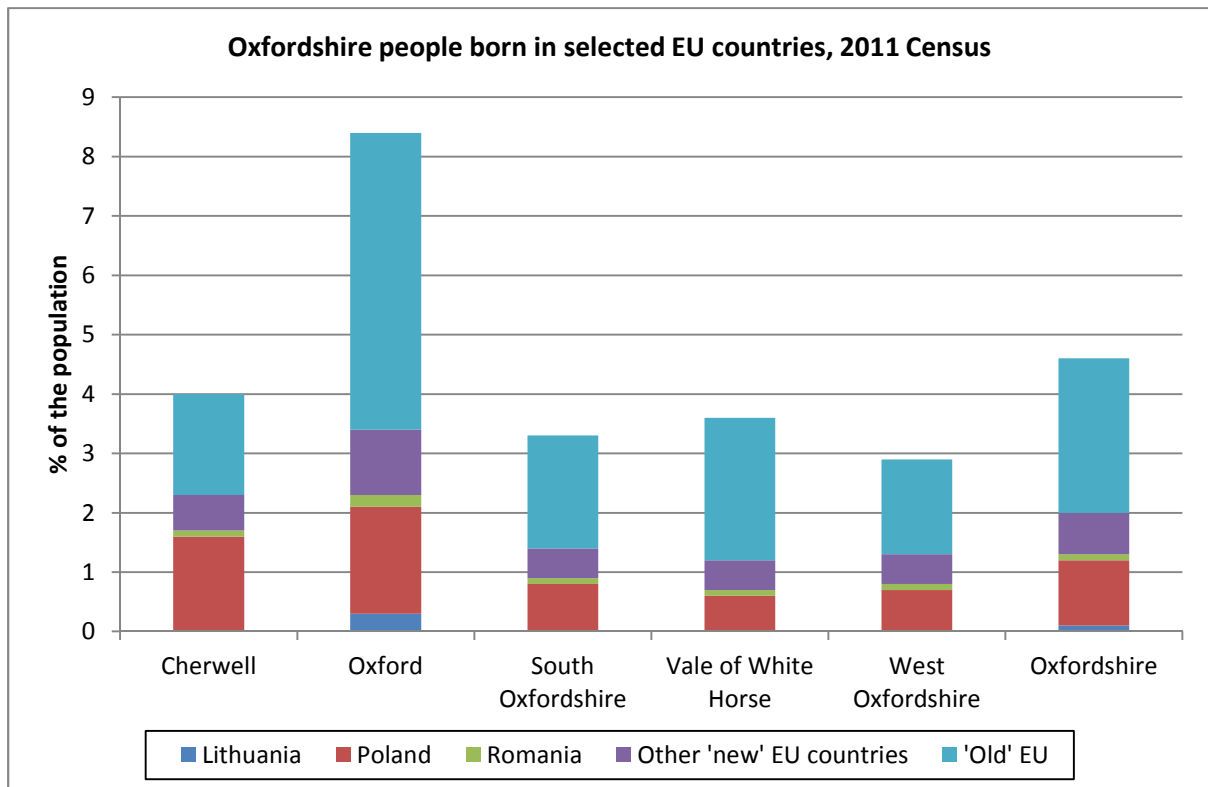
8.8% of the county's residents (about 57,500 people) were born outside the UK or the EU. 13,000 (2%) came from the new EU countries that joined after 2001.

Again, Oxford is the most diverse district. Only 72% of the population of Oxford were born in the UK, significantly below the proportion nationally or in Oxfordshire's other districts. It is noticeable how similar the other four districts are to each other.

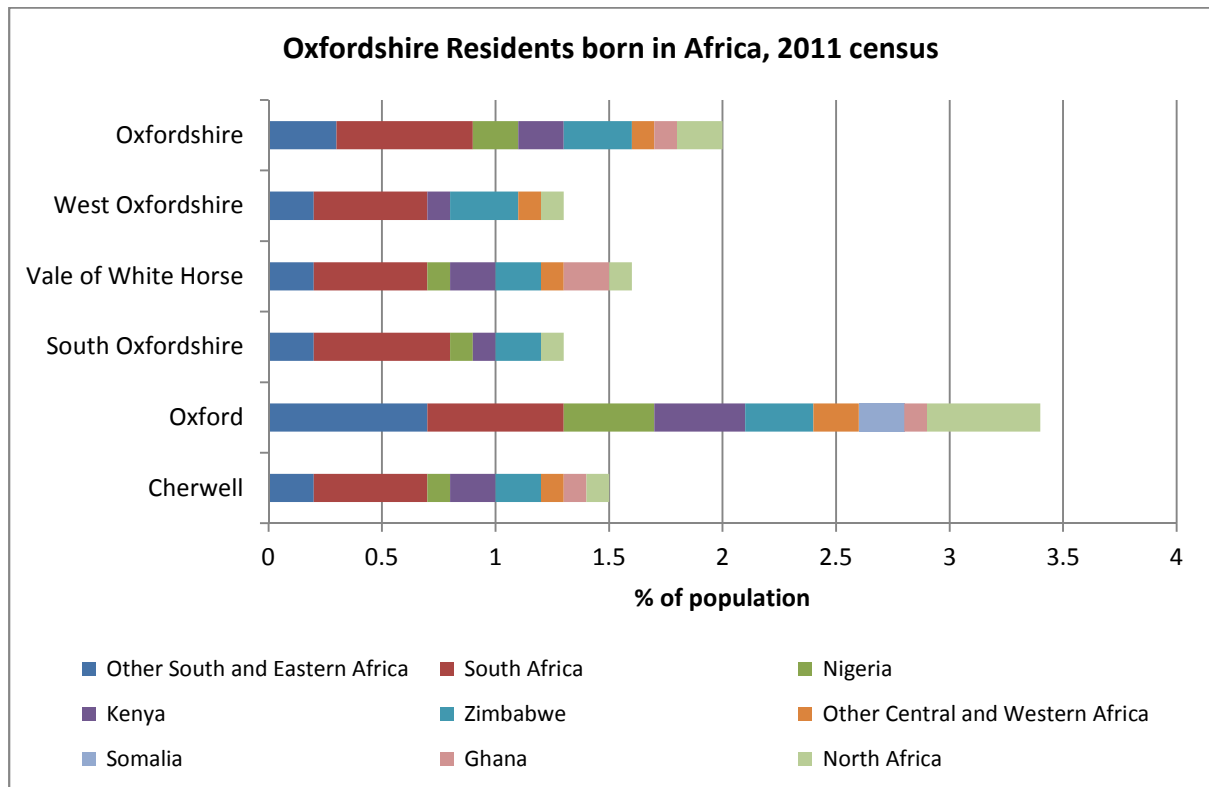


Source: ONS

The eastward expansion of the EU during the last decade saw a rise in migration to the county, especially Oxford. The largest group in the county (1.1%) in 2011 were from Poland. Of the 7,500 people born in Poland, 2,700 live in Oxford and 2,300 live in Cherwell.

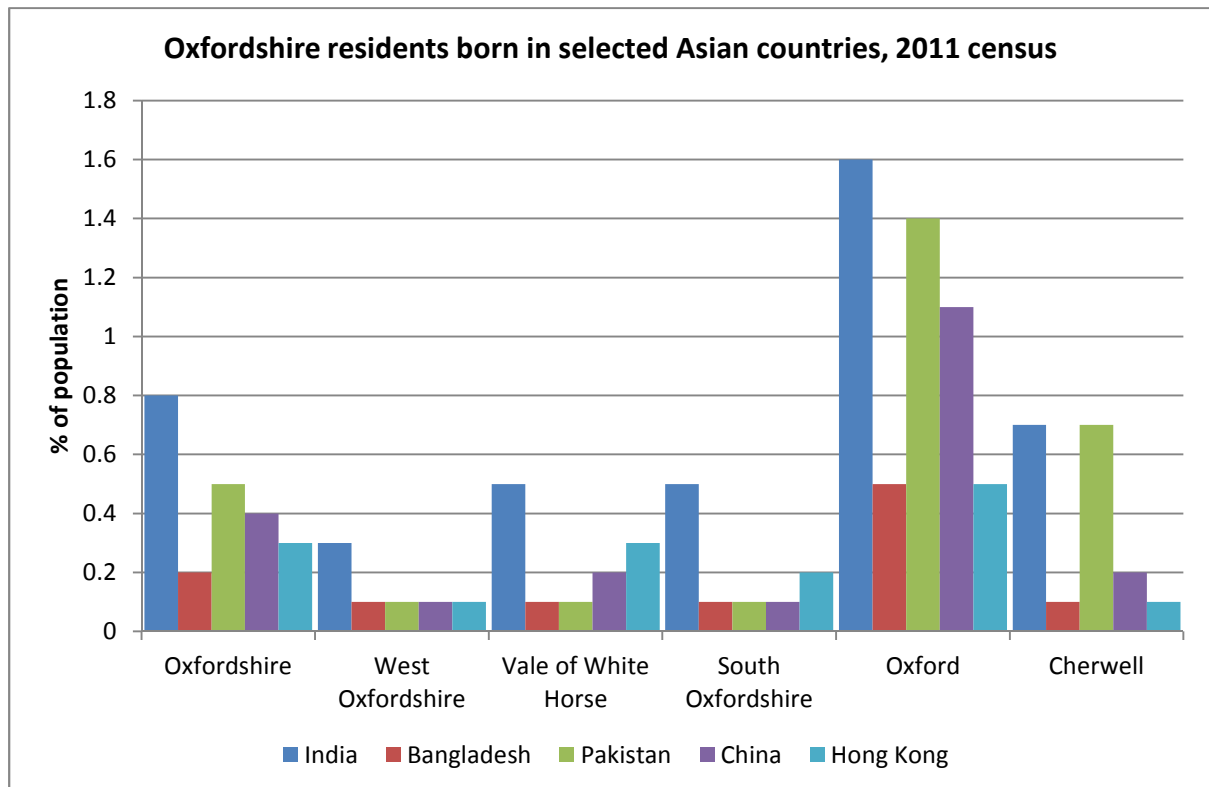


Other Countries



Source: ONS

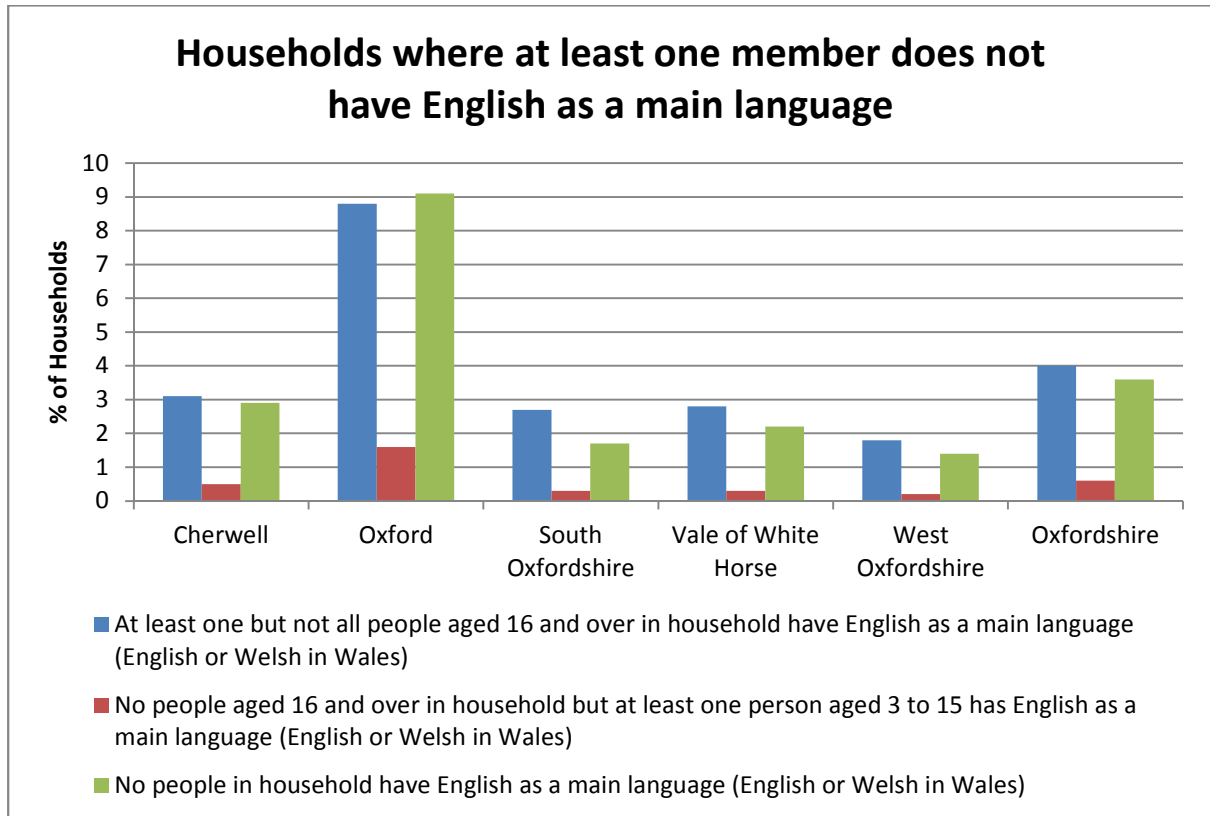
2% of the county's population were born in African countries.



Source: ONS

The population born in India is comparatively large across all the districts. Oxford has the largest community of people born in China, although part of this figure might represent students studying in the city.

## Language



Source: ONS

Just over 9% of households in Oxford do not have anyone member who speaks English as a main language. This is over double the figure for the county as a whole.

## Religion

60% of the county's population are Christian, whilst 28% do not have any religion. The county's Muslims make up 2.4% of the populace. The proportion of Hindus in Oxfordshire in 2011 was 0.6%. The size of the county's Jewish population is 0.3%. The growth and size of county's Buddhist population (0.5%) is in line with the regional and national figures.

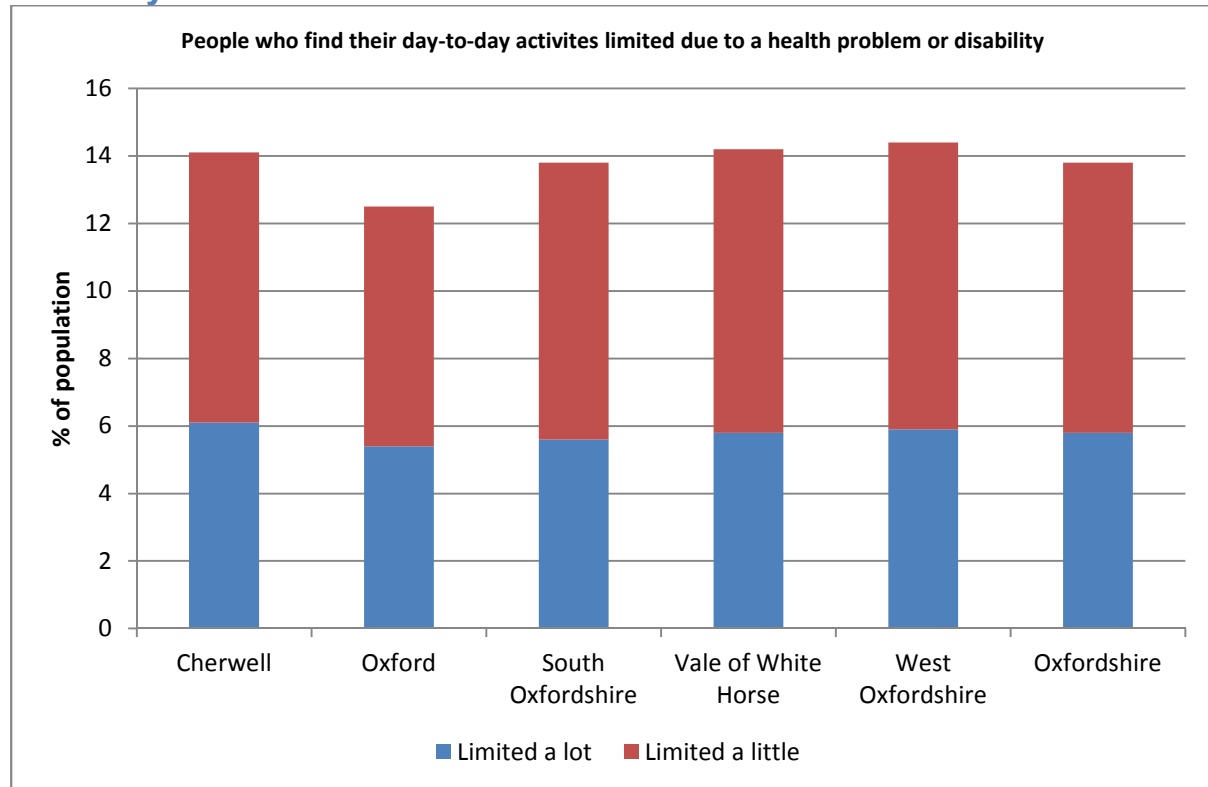
As the table below shows, Oxford remains the most diverse district in the county.

	Cherwell	Oxford	South Oxfordshire	Vale of White Horse	West Oxfordshire
Christian	64%	48%	64%	63%	65%
No religion	25%	33%	27%	27%	26%
Religion not stated	7%	8%	8%	7%	7%
Muslim	2.3%	6.8%	0.5%	0.9%	0.4%

Buddhist	0.4%	0.9%	0.3%	0.4%	0.3%
Hindu	0.4%	1.3%	0.4%	0.5%	0.2%
Any other religion	0.4%	0.5%	0.4%	0.4%	0.4%
Sikh	0.3%	0.3%	0.1%	0.1%	0.0%
Jewish	0.1%	0.7%	0.2%	0.2%	0.2%

Source: ONS

## Disability



Source: ONS

The proportion of residents reporting that their day-to-day activities are limited either a little or a lot due to a long-standing health problem or disability is roughly the same across the districts.

## Sexual Orientation

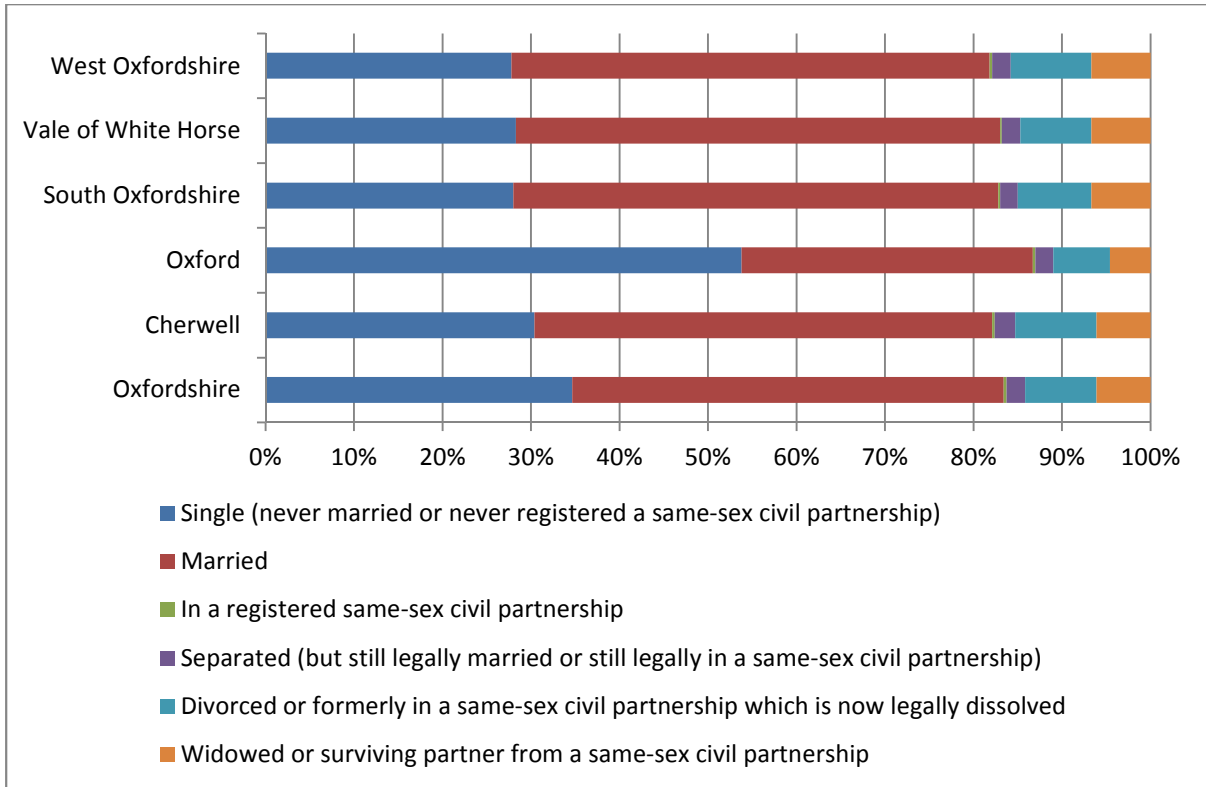
Reliable figures on the number of lesbian, gay, or bisexual people in the county are still difficult to obtain. The Census did not include a question on sexual identity or sexual orientation, and using the number of people in a civil partnership will not capture those who are either in a relationship but are not registered or those who are single.

Experimental statistics from the ONS's 2011 'Integrated Household Survey' suggested that the proportion of people identifying as gay, lesbian, bisexual, or other was 1.6% in the South East, against a figure for England of 1.9%.

## Marriage and civil partnership

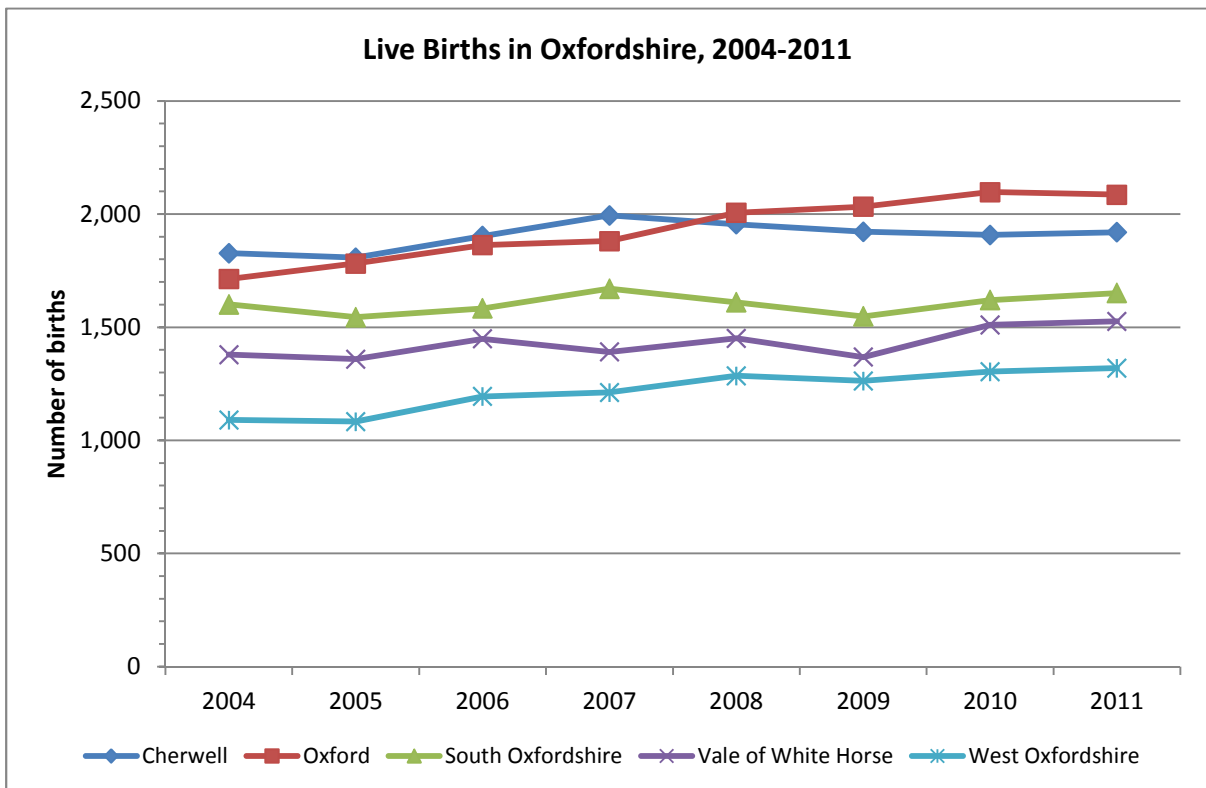
259,252 people (48.8%) in the county said they were married in the 2011 Census. A further 1,393 people (0.3%) were in a registered civil partnership.





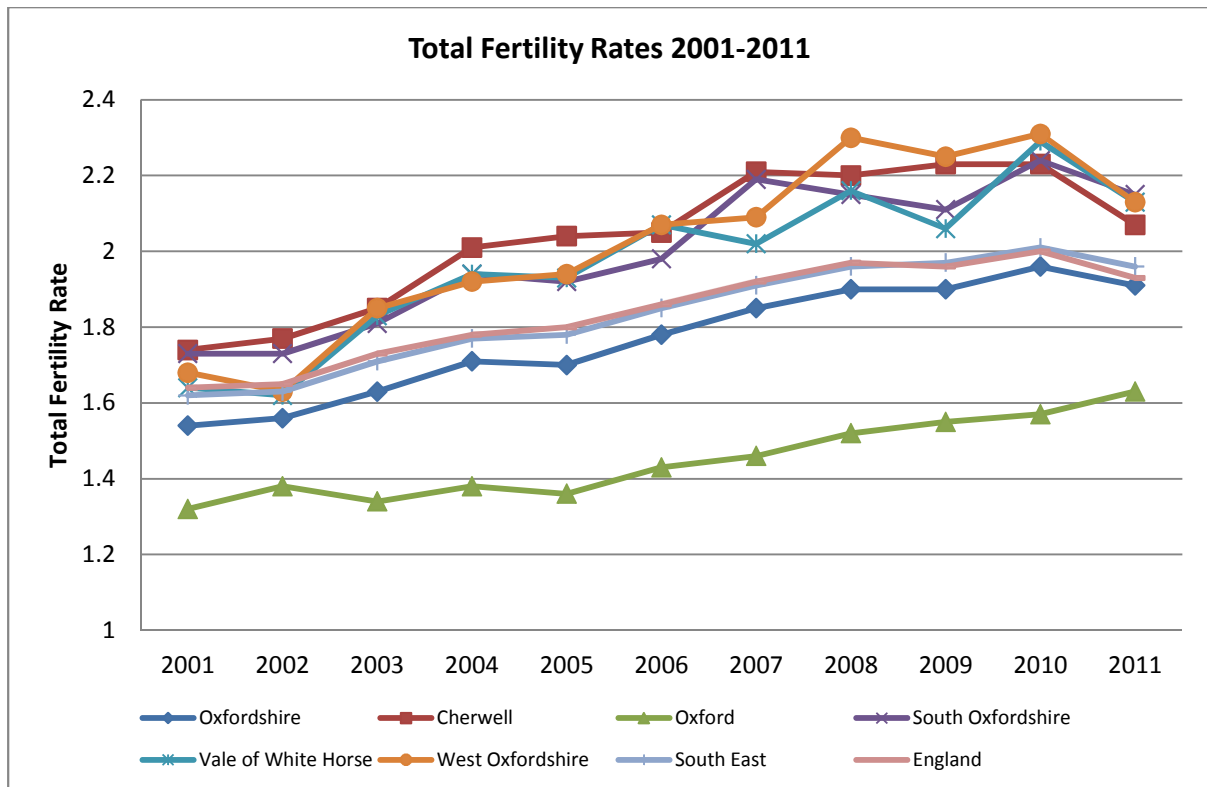
Source: ONS

### Pregnancy and maternity



Source: ONS

The number of live births in each district is slowly, but steadily, rising.



Source: ONS

The Total Fertility Rate indicates the average number of children per woman. Whilst the fertility rate has been rising steadily, Oxford is noticeably behind the rest of the county and the regional and national figures. This is probably representative of its large student population.

As more census information becomes available, reports and briefings will be placed on the [Oxfordshire Insight](#) website.

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**CABINET – 13 MAY 2014**

**STAFFING REPORT – QUARTER 4 2013/14**

**Report by Chief HR Officer**

**Introduction**

1. This report provides an update on staffing numbers and related activity during the period 1 January 2014 to 31 March 2014. Progress is also tracked 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 31 March 2014 are 4361.1 Establishment; 3966.53 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 31 March 2014 were as follows - Full time 2830 and Part time 2379. This equates to the total of 3966.53 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	-76.23	84.10
Reported Figures at 31 March 2014 – Non-Schools	3966.53	4361.10

**Quarter 4 Changes**

5. There has been an increase in establishment since Q3. This is partly due to Swimming Instructors now being managed by Education

## CA9

Support Services and therefore counted in Oxfordshire Customer Services rather than Schools. In addition, where services are out to consultation, there will be both the existing and revised establishments in place until the re-structures have been finalised.

6. 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 2 successful redeployments this quarter.
7. 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 has risen slightly to £1,558,612. Total spend on agency staff for 2013/14 represents 3.3% of the council's overall salary budget. A breakdown of spend on agency staff by service area is attached at Appendix 2.
8. A vacancy freeze has been implemented from Q3 to assist with redeployment for those who are at risk of redundancy given the potential for significant job losses due to the impact of the cuts.
9. We have tracked progress from 1 April 2013 during the year. As at 31 March 2014 the position is as below:
  - **Establishment FTE** up from 4277 to 4361 – 1.96% increase (see para 5 above)
  - **Staff employed FTE** down from 4042 to 3966 – 1.88% reduction

## Accountability

10. Staffing numbers continue to be monitored rigorously. All new posts are reviewed by the Chief HR Officer 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

11. The Cabinet is RECOMMENDED to:
  - (a) note the report; and
  - (b) confirm that the Staffing Report meets the requirements in reporting and managing staffing numbers.

STEVE MUNN  
Chief HR Officer

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Contact Officer: Sue James, HR Officer, 01865 815465.

28 April 2014

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STAFFING REPORT 31 MARCH 2014

DIRECTORATE	Total Established Posts at 31 March 2014	Changes to Establishment since 31 March 2013	FTE Employed at 31 March 2014	Changes in FTE Employed since 31 March 2013	Vacancies at 31 December 2013	Cost of Agency Staff * £
CHILDREN, EDUCATION & FAMILIES	1416.77	-7.07	1291.92	-52.75	87.75	323,186
PUBLIC HEALTH	25.88	25.88	22.91	22.91	2.00	13,420
SOCIAL & COMMUNITY SERVICES	812.38	47.47	733.51	11.54	62.02	583,323
COMMUNITY SAFETY	395.94	-2.01	387.59	-4.88	7.59	25,798
ENVIRONMENT & ECONOMY	516.95	5.07	478.45	-5.83	30.55	437,791
OXFORDSHIRE CUSTOMER SERVICES	730.11	9.94	610.77	-57.21	35.68	119,882
CHIEF EXECUTIVE'S OFFICE	223.25	4.41	211.65	9.03	12.78	51,809
CULTURAL SERVICES	239.82	0.41	229.73	0.96	8.44	3,401
<b>TOTAL</b>	<b>4361.10</b>	<b>84.10</b>	<b>3966.53</b>	<b>-76.23</b>	<b>246.81</b>	<b>1,558,611</b>

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.

Adjustments have been made back to 31 March 2013 where restructures have taken place.

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<b>Agency Staff Q4 2013-14</b>		
<b>Directorate</b>	<b>Service</b>	<b>Spend £</b>
Children Education & Families	Education & Early Intervention	95,135
Children Education & Families	Children's Social Care	228,051
<b>Total Children Education &amp; Families</b>		<b>323,186</b>
Public Health	Other Public Health Services	13,420
<b>Total Public Health</b>		<b>13,420</b>
Social & Community Services	Learning Disabilities	61,719
Social & Community Services	A S I Board	34,439
Social & Community Services	Leadership Team	24,659
Social & Community Services	Strategy & Performance & Public Engagement	16,984
Social & Community Services	Commissioning	4,058
Social & Community Services	Older People Pooled Budget	441,463
<b>Total Social &amp; Community Services</b>		<b>583,323</b>
Community Safety	Fire & Rescue	15,638
Community Safety	Safer Communities	8,760
Community Safety	Trading Standards	1,400
<b>Total Community Safety</b>		<b>25,798</b>
Environment & Economy	EE1 Strategy & Infrastructure Planning	196,252
Environment & Economy	EE2 Commercial	241,539
<b>Total Environment &amp; Economy</b>		<b>437,791</b>
Oxfordshire Customer Services	Educational Support Services	14,138
Oxfordshire Customer Services	ICT	2,820
Oxfordshire Customer Services	Customer Service Centre	55,440
Oxfordshire Customer Services	HR	3,757
Oxfordshire Customer Services	E&E Business Support	19,554
Oxfordshire Customer Services	Pensions, Insurance & Money Mgmt	4,293
Oxfordshire Customer Services	Operational Finance	19,881
<b>Total Oxfordshire Customer Services</b>		<b>119,882</b>
Chief Executive's office	Democractic Services	375
Chief Executive's office	Strategy & Communications	3,246
Chief Executive's office	Corporate Finance & Internal Audit	40,905
Chief Executive's office	Human Resources	7,284
<b>Total Chief Executive's Office</b>		<b>51,809</b>
Cultural Services	Library Services	3,401
<b>Total Cultural Services</b>		<b>3,401</b>
<b>Grand Total All Directorates</b>		<b>1,558,611</b>

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Division(s): N/A
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## CABINET – 15 MAY 2014

### FORWARD PLAN AND FUTURE BUSINESS

#### Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
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#### Cabinet, 17 June 2014

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ <b>Appointments 2014/15</b><br/>To consider member appointments to a variety of bodies which in different ways support the discharge of the Council's Executive function.</li> </ul> | Cabinet, Leader<br>2014/061               |
| <ul style="list-style-type: none"> <li>▪ <b>Oxfordshire Growth Board</b><br/>To seek approval of the Constitution of the Oxfordshire Growth Board.</li> </ul>   | Cabinet, Deputy<br>Leader<br>2014/052     |
| <ul style="list-style-type: none"> <li>▪ <b>Section 75 Agreement</b><br/>To approve amendments to the agreement that governs the pooled budget arrangements between health and social care.</li> </ul>                        | Cabinet, Adult<br>Social Care<br>2014/013 |
| <ul style="list-style-type: none"> <li>▪ <b>Provisional 2013/14 Revenue and Capital Outturn</b><br/>To consider the 2013/14 outturn report and virements.</li> </ul>  | Cabinet,<br>2014/001                      |

#### Cabinet Member for Environment, 12 June 2014

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ <b>Dissolution of the Oxfordshire Waste Partnership</b><br/>To seek approval to proceed with the dissolution of the Oxfordshire Waste Partnership.</li> </ul> | Cabinet Member<br>for Environment,<br>2014/062 |
| <ul style="list-style-type: none"> <li>▪ <b>Proposed Disabled Persons Parking Places - Oxford City and West Oxfordshire</b><br/>To seek approval to the proposals.</li> </ul>                          | Cabinet Member<br>for Environment,<br>2014/031 |
| <ul style="list-style-type: none"> <li>▪ <b>Proposed Environmental Weight Restriction - Timms Estate - Banbury</b><br/>To seek approval to the proposals.</li> </ul>                                   | Cabinet Member<br>for Environment,<br>2014/034 |
| <ul style="list-style-type: none"> <li>▪ <b>Proposed Amendments to Headington Central CPZ</b><br/>To seek approval to the proposals.</li> </ul>  | Cabinet Member<br>for Environment,<br>2014/032 |

- **Proposed Minor Changes to Magdalen Road (North) CPZs** Cabinet Member for Environment, 2014/038
- **Proposed Amendments to Parking Restrictions - Corn Street, Witney** Cabinet Member for Environment, 2014/063
- **Proposed Puffin Crossing - A417 Stanford in the Vale** Cabinet Member for Environment, 2014/064  
To seek approval of the proposals.
- **Position Statement on Major Development Proposals for Ground-Mounted Solar PV Arrays** Cabinet Member for Environment, 2014/071  
To seek endorsement of the position statement as the County Council's view on the principle of ground-mounted solar PV development and the issues to be considered when developing planning applications for major solar energy proposals.

### **Cabinet Member for Public Health & the Voluntary Sector, 25 June 2014**

- **Smoking Cessation Programme** Cabinet Member for Public Health & the Voluntary Sector, 2014/059  
To seek approval of the incurring of expenditure for the commissioning of the smoking cessation programme and to delegate to the Director of Public Health, following consultation with the Cabinet Member for Public Health & the Voluntary Sector, the authority to determine tenders and contracts in order to secure provision of services.
- **Provision of Adult Drug and Alcohol Treatment Services** Cabinet Member for Public Health & the Voluntary Sector, 2014/060  
To seek approval of the incurring of expenditure for the commissioning of the Adult Drug and Alcohol Treatment Services and to delegate to the Director of Public Health, following consultation with the Cabinet Member for Public Health & the Voluntary Sector, the authority to determine tenders and contracts in order to secure provision of services.
- **Chill Out Fund 2014/15 - June 2014** Cabinet Member for Public Health & the Voluntary Sector, 2014/002  
To consider applications (if any) from the Chill Out Fund.