



To: Members of the Cabinet

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

**Tuesday, 17 July 2018 at 2.00 pm**

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

A handwritten signature in black ink that reads "Peter Clark".

Peter Clark  
Chief Executive

July 2018

Committee Officer: **Sue Whitehead**  
Tel: 07393 001213; E-Mail: [sue.whitehead@oxfordshire.gov.uk](mailto:sue.whitehead@oxfordshire.gov.uk)

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**Membership**

*Councillors*

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care
Steve Harrod	Cabinet Member for Children & Family Services
Lorraine Lindsay-Gale	Cabinet Member for Property & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Hilary Hibbert-Biles	Cabinet Member for Public Health & Education
Mark Gray	Cabinet Member for Local Communities

*The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 25 July 2018 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: 18 September 2018*

## 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 Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@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

To approve the minutes of the meeting held on 19 June 2018 (**CA3 (to be circulated separately)**) 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. Follow-up to Call in - Home to School Transport and Travel Policy (Pages 1 - 78)

At their meeting on 5 July 2018, the Performance Scrutiny Committee considered the decision of Cabinet made on 19 June 2018 following proper notice of a call in. The Committee agreed to refer the decision back to Cabinet for it to consider in the light of material concerns:

The following documents are attached (**CA6**)

- (a) a note of the material concerns of the Performance Scrutiny Committee
- (b) a report setting out the names of the Councillors who have required the call in and the reasons given for the Call in.
- (c) the report considered by Cabinet on 19 June 2018 together with a note of the recommendation of the Education Scrutiny Committee who considered the Cabinet report at their meeting on 18 June 2018. The minute of the Cabinet meeting can be found elsewhere on this agenda.
- (d) additional information provided to the Performance Scrutiny Committee in response to the call in

## 7. **Financial Monitoring and Medium Term Financial Plan Delivery Report - May 2018** (Pages 79 - 110)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2018/089

*Contact:* Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

*Tel:* 07584 909518

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

The purpose of this report is to set out the forecast position of the revenue budgets as at the end of May 2018. This report also includes an update on the Medium Term Financial Plan savings, reserves and balances.

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

- (a) note the report***
- (b) approve the virements as set out in Annex 2a;***
- (c) note the virements set out in Annex 2b;***
- (d) note the use of the £7.5m iBCF ringfenced grant funding in 2018/19 as set out in paragraph 15;***
- (e) approve the transfer of the Troubled Families Payment by Results Grant Funding into the Government Initiatives Reserve for use by Children's Services as set out in paragraph 19;***
- (f) approve the transfer of £3.9m from the Budget Priorities Reserve to the Transformation Reserve as set out in paragraph 20;***
- (g) approve the bad debt write-offs as set out in paragraph 27;***
- (h) approve the fees and charges as set out in paragraph 33 and Annex 6.***

## 8. **Capital Programme Monitoring Report - May 2018** (Pages 111 - 166)

*Cabinet Member:* Finance

*Forward Plan Ref:* 2018/090

*Contact:* Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

*Tel:* 07584 909518

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

This is the first separate capital programme update and monitoring report and focuses on the delivery of the 2018/19 capital programme based on projections at the end of May 2018 and new inclusions within the overall ten-year capital programme.

**The Cabinet is RECOMMENDED to:**

- (a) note the report;**
- (b) approve the updated Capital Programme at Annex 2 and the associated changes to the programme in Annex 1c;**
- (c) approve the basic need programme up to September 2019 set out in Annex 3;**
- (d) approve the School Structural Maintenance Programme for 2018/19 set out in Annex 4;**
- (e) approve the inclusion of the budget requirement of £1.550m for the developer led new primary school for Crab Hill, Wantage;**
- (f) approve the inclusion of the budget requirement of £1.300m for the developer led new primary school for North Curbridge, West Witney;**
- (g) approve the inclusion of the budget requirement of £1.630m for the developer led new primary school for Graven Hill, Bicester;**
- (h) approve the commencement of the re-provision of Maltfield House with a £3m budget provision;**
- (i) approve the stage 0 budget requirement of £1.240m towards the Children Services Phase 2 electronic social care record system;**
- (j) approve the revised two-year Highways Structural Maintenance Programme set out in Annex 5;**
- (k) approve the additional £10m Highways Structural Maintenance Programme for 2018/19 as set out in Annex 6;**
- (l) approve that a business case is produced to support the significant borrowing investment in the Council's assets;**
- (m) approve the inclusion of £40.8m for the investment in the Street Lighting estate;**
- (n) approve the inclusion of the Botley Road Corridor scheme with a budget provision of £9.1m as part of the Growth Deal Infrastructure Programme;**
- (o) approve the inclusion of the budget requirements of £0.5m each towards the Housing Infrastructure Fund bid projects for Didcot Garden Town and A40; and**
- (p) approve the inclusion of the budget requirement of £1.6m towards improvements to facilities at Didcot Library.**

## 9. Performance Scrutiny Household Recycling Deep Dive Recommendations (Pages 167 - 174)

*Cabinet Member:* Environment

*Forward Plan Ref:* 2018/094

*Contact:* Katie Read, Senior Policy Officer Tel: 07584 909530

Report by Assistant Chief Executive (**CA9**).

The Performance Scrutiny Committee has led a deep dive into Oxfordshire's falling household recycling rates and deteriorating performance outlook to understand the underlying reasons for this and to commend remedial action.

The recommendations arising from the deep dive were considered and endorsed by the Committee on 24 May 2018 with minor amendments. These recommendations are outlined in the report for Cabinet to consider and respond to.

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

- (a) consider the recommendations of the Performance Scrutiny Committee for the Council;***
- (b) agree which recommendations the Cabinet will accept; and***
- (c) ask the Director for Planning and Place, in consultation with the Cabinet member for Environment to prepare a response for the next meeting of the Performance Scrutiny Committee.***

## 10. Engagement of External Advisory Services (Pages 175 - 182)

*Cabinet Member:* Leader

*Forward Plan Ref:* 2018/088

*Contact:* David Cooke, Interim Head of Procurement & Commercial Tel: 07990 367796

Report by Chief Executive (**CA10**).

This report seeks the agreement of Cabinet to the principle of engaging an external provider to deliver expert advisory services to the Council over the next three years on the Fit for the Future programme and other associated strategic change initiatives. The report also sets out the proposed procurement approach

***Cabinet is RECOMMENDED to approve entering into an access agreement to the Islington procurement framework as set out in paragraph 15 for the provision of engaging expert advisory services to support and accelerate cross council transformation***

## 11. Innovation Funding (Pages 183 - 202)

*Cabinet Member:* Adult Social Care

*Forward Plan Ref:* 2018/052

*Contact:* Rebecca Lanchbury, Commissioning Officer – Older People Tel: 07584

481255

Report by Deputy Director for Joint Commissioning (**CA11**).

The Innovation Fund for Daytime support 2018-19 was open to applications from all community and voluntary organisations to deliver new innovative projects for daytime support in Oxfordshire.

The aim of the funding is to provide one-off funding to support the development of self-sustaining projects, delivering new opportunities for adults in Oxfordshire.

As per the agreed cross-party decision-making process, the cross-party panel reviewed the applications and assessed them against grant criteria. Decisions on recommendations for award were coproduced with people who use services and supported by officer recommendations.

This paper sets out the final cross-party panel recommendations for allocation of the Innovation Fund for daytime support 2018-19, for decision by Cabinet.

**Cabinet is RECOMMENDED to:**

- (a) Congratulate the voluntary sector for its continued commitment and dedication to innovation and provision of new opportunities to people using services in Oxfordshire;**
- (b) Consider and agree the criteria for the Innovation Fund 2018-19 - in line with the agreed process and scope for the same as decided by Cabinet in January 2017 as part of the overall changes to daytime support;**
- (c) Review and agree the cross-party evaluation panel's recommendations for Innovation Fund grant awards as set out under 17 above; and**
- (d) Approve utilisation of the remaining amount as set out under 18 above for a second round of applications to the Innovation Fund 2018-19.**

## **12. Cogges Manor Farm (Pages 203 - 208)**

*Cabinet Member:* Property & Cultural Services

*Forward Plan Ref:* 2018/109

*Contact:* Alexandra Bailey, Director for Property & Investment Tel: 07768 027257

Report by Director for Capital Investment & Delivery (**CA12**).

Cogges Heritage Trust (the Trust) have provisionally been awarded circa £1m of Heritage Lottery Funding (HLF) to undertake work / improvements to the Cogges Manor Farm buildings which are owned by the County Council and leased to the Trust. Cogges Manor Farm is a Scheduled Ancient Monument, consisting of a 13th century manor house and 17th century farm buildings which are Grade 2 Listed. The Council retains responsibility for structural repairs.

The current lease terms do not align with HLF policy and consequently the HLF have asked the Council to vary the lease terms, including the removal of break clauses,

which would put the Council at risk in terms of ongoing repairing liability.

The HLF requirement to make changes to the lease has brought an opportunity to reconsider the future of Cogges Farm and negotiate other changes. An alternative proposal has been put to the Trust, the principles of which were outlined in a Memorandum of Understanding between the parties and this was submitted by the Trust to the HLF Board on 26 June 2018. Cabinet approval is required to enable the Council to proceed if agreement on terms can be reached.

**The Cabinet is RECOMMENDED to:**

- (a) To declare the property surplus to requirements.**
- (b) To approve the principle of transferring Cogges Manor Farm to the Cogges Heritage Trust, as a named purchaser, for £1 (one pound) on terms that accord with the Council's statutory obligations or if terms cannot be agreed, to grant a new lease upon terms that satisfy the Council's and HLF requirements.**
- (c) Subject to the transfer of Cogges Manor Farm, as noted in 2 above, to approve the transfer of £1m to Cogges Heritage Trust in full and final settlement of all the Council's liabilities and obligations under the lease.**
- (d) Approve the £0.6m increase to the capital programme budget to make £1m available to Cogges Heritage Trust in full and final settlement of all the Council's liabilities and obligations under the lease, funded from the Capital Programme Contingency.**
- (e) Delegate authority to the Director of Capital and Investment Delivery and Director of Law and Governance to agree appropriate terms.**

### **13. Delegated Powers - July 2018**

*Cabinet Member: Leader*

*Forward Plan Ref: 2018/021*

*Contact: Sue Whitehead, Principal Committee Officer Tel: 07393 001213*

To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for scrutiny call-in.

### **14. Forward Plan and Future Business**

*Cabinet Member: All*

*Contact Officer: Sue Whitehead, Committee Services Manager Tel: 07393 001213*

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



for inclusion in the next Forward Plan update.

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

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

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## CABINET – 17 JULY 2018

### PERFORMANCE SCRUTINY COMMITTEE REFERRAL OF CABINET DECISION ON HOME TO SCHOOL TRANSPORT AND TRAVEL POLICY

#### Background

1. At its meeting on 5 July 2018 the Performance Scrutiny Committee discussed the Call-In of Cabinet's decision to make changes to the Home to School Transport and Travel Policy. The Call-In specifically focused on the decision to end the automatic free travel policy for post-16 students with Special Educational Needs and Disabilities (SEND) whose nearest suitable placement is more than 3 miles from their home. In particular, the reasons for the Call-In were:
  - the discrepancy between the information considered by Scrutiny before the decision and what was available to the Cabinet when making the decision;
  - the availability of various alternative cash funds to support post-16 SEND student travel, where these are discretionary or limited and may already be used to support respite care and after-school activities;
  - the confusion about how families should access various sources of alternative funding to support home to school transport for post-16 SEND students.

#### Referral

2. Following discussion, the Performance Scrutiny Committee has agreed to refer the decision back to Cabinet for it to reconsider in light of the following material concerns:
  - a) There is insufficient information about the impact of the Policy change on the families of post-16 SEND children and on their education.
  - b) The capacity of schools' and colleges' discretionary bursaries to fund additional requests for support with transport costs is not well understood, including whether this will divert funding from support to meet other needs of SEND children.
  - c) There is a lack of clarity about the number of children expected to have their transport funded through bursaries and how this relates to the anticipated savings.
  - d) There is insufficient information about the costs of implementing the Policy change and a business case for how £300,000 saving will be achieved.
  - e) The effect of the change on the Council's duties in regard to participation of all post-16 students is not clear.

## **RECOMMENDATION**

- 3. The Cabinet is RECOMMENDED to reconsider its decision on the Home to School Transport and Travel Policy changes in respect of post-16 SEND students, in light of the material concerns raised by the Performance Scrutiny Committee.**

Cllr Liz Brighthouse  
Chairman of the Performance Scrutiny Committee

July 2018

**PERFORMANCE SCRUTINY COMMITTEE  
4 FEBRUARY 2016**

**CALL IN OF A DECISION BY THE CABINET –  
HOME TO SCHOOL TRANSPORT AND TRAVEL POLICY**

A request has been received to call in the decision for scrutiny by the following Councillors:

Councillor Waine  
Councillor Howson  
Councillor Bartington  
Councillor Carter  
Councillor Corkin  
Councillor Fitzgerald-O'Connor  
Councillor Matelot  
Councillor Gill Sanders  
Councillor Turnbull

The background and reasons given for the request by the councillors are:

Cabinet at its meeting on 19th June 2018 agreed all the recommendations in respect to Agenda Item 7 - Home to School Transport and Travel Policy. The resolutions to Cabinet made by the Extraordinary Meeting of the Education Scrutiny Committee were not directly referred to or responded to, and still stand.

Further to this, and more importantly, the Director of Children Services gave a range of verbal re-assurances and interpretations regarding the policy document to the Cabinet Meeting. These were not available to the Education Scrutiny Committee and materially changed the policy as written and discussed by the Education Scrutiny Committee.

The statement by the Director that no SEND child would fail to have a Post 16 placement at an appropriate school or college because of transport costs was not in the policy document or accompanying papers, and therefore not understood by the Education Scrutiny Committee.

Various funds, either held by OCC, schools or colleges, were referred to as being the necessary support for pupils ineligible for free transport under the proposed policy. This was not the understanding of the Committee, both in regard to normal travel from home to school or respite provision, as these funds were either discretionary or cash limited and thereby insufficient to guarantee to meet the needs of those children affected. No information was given in the document as to how this funding would operate and what levels of funding would be available to individual children. It is not now clear whether there is now additionally a cash fund for travel to and from education provision as well as respite care and the after school fund mentioned in the policy, all managed by the County Council using County Council funds.

In the absence of significant information, interpretations, and re-assurances to the Education Scrutiny Committee at its meeting on 19th June we believe that further consideration needs to be given to the effectiveness of the proposed changes to the current Home to School Transport and Travel Policy agreed at Cabinet in relation to (POST 16) SEND Travel and Transport and ask that that the decision of Cabinet is Called-in so that the Education Scrutiny Committee can consider the additional information and interpretation presented at the Cabinet Meeting.”

## CABINET – JUNE 2018

# THE PROPOSED HOME TO SCHOOL TRAVEL AND TRANSPORT POLICY

### Report by Director for Children's Services

#### Introduction

1. The Council has proposed and consulted upon a number of changes to its home to school transport policies applying to Post 16 students and to those of statutory school age:
  - a. Post 16:
    - i. The discontinuation of the provision of free transport to students with Special Educational Needs & Disabilities; and
    - ii. the ending of subsidising transport to The Henley College (mainstream)
  - b. Statutory school age (5 – 16 years)
    - i. Making explicit that children of pre-statutory school age are not covered by the Council's home to school transport policy and that transport will only be provided for the journeys between a home and school;
    - ii. Defining the circumstances in which the Council will provide free transport to Alternative Providers; and
    - iii. Increasing charges for the 'Spare seat' scheme (currently known as the Concessionary Travel Scheme).
2. Oxfordshire County Council's current Home to School Travel and Transport Policy is more generous than the law requires for Post 16 students who have an Education Health and Care Plan (EHCP) and for Post 16 mainstream students who attend Henley College. Unfortunately, given the continuing pressure on public finances, the Council now needs to critically consider whether it should continue to maintain spending on this non-statutory assistance for these groups of Post 16 students. The main proposals include ending automatic free travel for most Post 16 SEND students attending their nearest suitable placement if that placement is over 3 miles away, ending Post 16 subsidised transport to Henley College, clearly specifying when free travel will be provided to alternative education providers and specifying charges for the Spare Seat Scheme (formerly known as the Concessionary Travel Scheme) for the years 2018/19 to 2022/23. In addition, as part of Oxfordshire County Council's commitment to the Military Covenant we also consulted on whether to continue for a further year the current time limited free travel arrangements for those secondary school students who are resident at RAF Benson.
3. The free travel arrangements for young people of statutory school age who are resident at RAF Benson and attend Icknield Community College are cost-neutral and are a response to a school places issue in the Wallingford area.

Icknield Community College is the nearest school that is likely to be able to offer places to those living at RAF Benson and is over 3 miles from the base.

4. The legal basis for providing home to school transport is set out in sections 508A, 508B, 508C, 508D and 509AD and Schedule 35B of the Education Act 1996 (as amended by Part 6 of the Education and Inspections Act 2006) and where appropriate the Equality Act and English and European case law. Local authorities are also under a statutory duty to have regard to the Home to School Travel and Transport Guidance and the Post 16 Transport to Education and Training Guidance. The Home to School Travel and Transport Guidance was issued by the Department for Education on 18 July 2014 and was last updated on 7 December 2016. The Post 16 Transport to Education and Training Guidance was issued by the Department Education on 5 February 2014 and was last updated on 26 October 2017. Copies of these documents have been placed in the Members' Resource Centre.
5. The Spare Seat Scheme sets out the prices and terms for seats on Home to School Transport routes. The new name for the scheme is intended to avoid confusion with the arrangements for older citizens. The proposed charges for the Spare Seat Scheme for 2020/21, 2021/22 and 2022/23 have been determined by adding 2% for inflation in each successive year. These proposed increases for 2020/21 to 2022/23 are intended to maintain the "real" cost of the charges and reflect the Government's 2% target inflation rate for the Bank of England. The charges for 2018/19 and 2019/20 set out in the consultation document are those originally set by Oxfordshire County Council's Cabinet in February 2014.
6. The decision to review the discretionary elements within the policy was made to ensure the policy is equitable and in the light of reduced Central Government funding for local authorities.
7. Between 27 Feb 2018 and 30 April 2018, the Council conducted a consultation on changes to the policy on home to school transport.
8. The Council will continue to provide transport assistance to all Post 16 students who would otherwise be unable to access education.

## **Consultation**

10. Consultations on changes to home to school transport policy need to last at least 28 working days. The consultation was opened on 27 February 2018 and ended on 30 April 2018. Therefore, the consultation lasted for 63 days of which 44 were school days.
11. The consultation documents were placed on the County Council's public website and were accessible through the Consultation Portal. Links to the documents were sent to all County Councillors, all state funded mainstream schools in Oxfordshire, all special schools in Oxfordshire, all FE colleges in Oxfordshire and to Henley College (a 6th Form College). The consultation



was publicised through local newspapers as well as Schools News which is circulated to all schools and letters were Posted to those families whose children were most likely to be affected by the change to Post 16 transport for students with special educational needs or disabilities.

12. There were 111 responses to the consultation. A summary of the results of the consultation can be found in Annex 1, the SCIA (Social and Community Impact Assessment) can be found in Annex 2 and the proposed policies for 2019/20 onwards can be found in Annex 3. Details of the 16 to 19 Bursary Fund can be found in Annex 4 and the criteria for Short Break Transport for Disabled Children and Young People are shown in Annex 5.
13. Copies of the responses have been placed in the Members' Resource Centre.

## **Proposals**

*Proposal 1: Ending automatic free travel for Post 16 students who have special educational needs and disabilities and whose nearest suitable placement is over 3 miles from their home*

14. If this proposal is agreed Post 16 students with special educational needs and disabilities would continue to receive assistance with travel if they or their parents can demonstrate that they are attending the nearest suitable placement at which their special needs can be met, and that without assistance from the Council they would not be able to attend that placement. In practice, problems in accessing placements are likely to be greater for Post 16 students with special educational needs and disabilities than for mainstream Post 16 students, for example a student may need to attend a special school but cannot walk the relevant distance, there is no suitable public transport and the student's parent has no private vehicle. Therefore, it is recognised that some Post 16 students with special educational needs or disabilities will continue to need travel assistance from the Council but the assessment will be fair, equitable and evidence based and the Council will seek a contribution towards the cost of travel this where this would be appropriate. This would replace the current approach of providing free travel to all Post 16 students with special educational needs or disabilities due to the distance from home to school/college or the lack of a safe walking route, irrespective of any other factors. As with other Post 16 students, those with special educational needs or disabilities may be eligible for bursary funding from the institution attended.
15. There is no proposal to change the current arrangements for Post 16 students who are placed in residential special schools. These students will continue to receive free travel to their placements, irrespective of whether the proposals regarding other Post 16 students are adopted. This group is characterised by a high level of special educational needs.
16. In addition, if Proposal 1 is agreed those Post 16 students with special educational needs or disabilities who are already receiving travel assistance would continue to do so for the duration of their course. Therefore, the new

arrangements we are proposing to introduce from September 2019 would only apply to Post 16 students who have special educational needs or disabilities who are starting a new course at college/school. No Post 16 student would be affected in 2018/19.

17. There are already transport appeal arrangements in place for the Post 16 special educational needs or disabilities group. If the phased ending of automatic provision of free travel is agreed, a Post 16 student who can show they cannot access education or training without assistance from the Council will, subject to individual circumstances, receive assistance from the Council to enable access.
18. A majority of those who commented on this proposal were opposed to it.

*Proposal 2: Ending subsidised travel to Henley College from September 2018*

19. Currently mainstream Post 16 students who are resident in the area served by Icknield Community College, Langtree School, Chiltern Edge School and Gillotts School receive a subsidy towards the cost of travel to Henley College.
20. The current arrangements are not equitable since those receiving subsidised travel to Henley College do not receive a subsidy for travel to any other college or school and there is no similar direct subsidy to any other group of mainstream Post 16 students attending a college or school in Oxfordshire.
21. To ensure the policy is equitable the subsidy for travel to Henley College needs to be ended in line with the current policy for the rest of Oxfordshire.
22. Post 16 students may be eligible for bursary funding from Henley College in the same way that other Post 16 students may be eligible for bursary funding when attending other schools and colleges. The bursary funding is accessed by schools and colleges and individual bursaries can total £1,200, dependent on personal circumstances.
23. There are already transport appeal arrangements in place for the Post 16 age group and if a Post 16 student can show they cannot access education or training without assistance the Council will, subject to individual circumstances, enable access to the nearest suitable placement.
24. A majority of those who commented did not agree with this proposal.

*Proposal 3: Clearly specifying when free travel will be provided to alternative education providers*

25. Proposal 3 is that free travel should be provided for those students who have been placed at an alternative education provider if the places have been paid for by Oxfordshire County Council and the distance from home to the placement is over the statutory walking distance or the route is unsafe to walk even if accompanied as necessary by a responsible adult or they are unable

to walk. The statutory walking distance is 3 miles for those who are aged 8 to 16 and 2 miles for those who are 5 to 8. This goes beyond simple statutory entitlement to free travel since most students attend only part of the week and remain on the roll of their school.

26. Currently the main provider of alternative education in Oxfordshire is Meadowbrook College. Up until October 2017 Meadowbrook College determined whether its students were eligible for free travel, and it also decided the type of transport that would be made available, for example whether a taxi should be provided. Oxfordshire County Council remained responsible for funding and organising the transport. Free travel was provided on the distance based statutory entitlement.
27. Decisions about whether free travel should be made available to any other alternative education providers were made by Oxfordshire County Council.
28. The budget for transport to alternative education providers was regularly exceeded and some transport was provided outside of the Home to School Transport Policy.
29. From October 2017 the Transport Eligibility Team (part of the Admissions Team) has been responsible for determining whether students should receive free travel to alternative education providers.
30. In 2017/18 expenditure on home to school transport to Meadowbrook College fell by £100,000. This is directly attributable to the changes made in determining free travel to Meadowbrook College. These changes involved a more consistent application of the current policy.
31. A majority of those who commented did not agree with this proposal.

*Proposal 4: Setting charges for the "Spare Seat" Scheme (formerly known as the Concessionary Travel Scheme)*

32. The "Spare Seat" Scheme (formerly known as the Concessionary Fares Scheme) sets out the prices and terms for seats on Home to School Transport routes operated by the Council that can be used by children and young adults not eligible for free travel. The new name for the scheme is intended to avoid confusion with the arrangements for older citizens.
33. The overall cost of the contracts used to run the home to school transport services increased at a rate of 2% a year between 2009 and 2012 but the Council did not pass on these additional costs to families by increasing fares. The first increase in concessionary fares took place in September 2013. In February 2014 the Cabinet set concessionary fares up until 2019/20 with the aim of reducing the subsidy to concessionary travellers.
34. Currently the parents of children from low income families do not have to pay the concessionary fare. Low income families are defined as those in receipt of the maximum of Working Tax Credit or whose children eligible for free school

meals. There is no proposal to change this arrangement and therefore the charge will continue to be waived for students of statutory school age from low income families.

35. The proposed charges for 2018/19 and 2019/20 are those originally set by the Council's Cabinet in February 2014. The proposed charges for the "Spare Seat" scheme for 2020/21, 2021/22 and 2022/23 have been determined by adding 2% for inflation in each successive year. The proposed increases for 2020/21 to 2022/23 are intended to maintain the "real" cost of the charges by reflecting the Government's 2% target inflation rate for the Bank of England. The proposed charges are shown in the table below.

Table 1. Proposed Charges for 2018/19 to 2022/23

2018/19 Reception to Year 13	
Less than 3 miles	£352.99 per annum
3 miles and over	£657.836 per annum
2019/20 Reception to Year 13	
Less than 3 miles	£370.64 per annum
3 miles and over	£690.72 per annum
2020/21 Reception to Year 13	
Less than 3 miles	£378.20 per annum
3 miles and over	£704.82 per annum
2021/22 Reception to Year 13	
Less than 3 miles	£385.92 per annum
3 miles and over	£719.20 per annum
2022/23 Reception to Year 13	
Less than 3 miles	£393.80 per annum
3 miles and over	£733.88 per annum

36. Ceasing to increase charges on an annual basis would represent a subsidy to a minority of families based on geography and the availability of seats. This would be an inequitable approach.
37. A majority of those who commented on this proposal were opposed to it.

*Proposal 5: Continuing to provide free travel from RAF Benson to Icknield Community College*

38. As part of its commitment to the Military Covenant the Council consulted on whether to continue to provide free travel for young people of statutory school age who are resident at RAF Benson and attend Icknield Community College. This provision is cost-neutral and is a response to a continuing school places issue in the Wallingford area. The Council needs to regularly review this special arrangement to ensure that there has been no change of circumstances and that the arrangement is still necessary.

39. Wallingford School, the nearest secondary school to RAF Benson, is due to expand to meet a projected increase in demand from within its catchment area but this expansion is not intended to meet potential additional demand from outside its catchment area and RAF Benson is not within the catchment area. Icknield Community College is the next nearest school to RAF Benson.
40. A majority of those who commented on this proposal were in favour of its adoption. The headteachers of RAF Benson Primary School, Wallingford School and Icknield Community College all favour retaining this guaranteed provision of free travel from RAF Benson to Icknield Community College.

*Proposal 6: To adopt the Home to School Travel and Transport Policy documents for those aged 5 to 16 (the group defined by Central Government as covered by the statutory guidance on Home to School Travel and Transport) and Post 16 students*

41. There is no proposal to change the reasons for providing free travel for those aged 5 to 16 but the policy has been rewritten to ensure clarity.
42. The Home to School Travel and Transport Policy document for Post 16 students has been rewritten to reflect the proposals consulted upon between 26 February and 30 April 2018.

*Proposal 7: Setting a cash limited sum for disabled children and young people for travel to after school activities*

43. This proposal was not part of the consultation but is made in response to the strongly worded opposition to excluding the provision of transport to after school activities from the Home to School Transport Policy for those of statutory school age.
44. Home to school travel is intended for travel at the beginning of the school day from a child's home address to the school they attend and for that child's return to home at the end of the school day. It is not intended as a means of accessing child care arrangements or after school activities.
45. However, there has been some provision of free travel for after school activities during the school term for some disabled children and young people. There is evidence that this has been highly valued by families and special schools.
46. Setting a specific cash limited budget for assisting children to access after school would help address the concerns expressed by parents and schools. The criteria would need to be similar to the current criteria for supporting access to holiday activities for children aged 5 – 17 years. The children supported in this way would have the most complex needs, or be identified as being from vulnerable families, and they would not have access to transport that would help attend after school clubs. The criteria for Short Break Transport for Disabled Children and Young People (for holiday activities) are attached as Annex 5.

## **Carbon Reduction**

47. Any reduction in the number of vehicles operated by the Council will reduce the Council's carbon footprint. Additionally, any pupil who walks or cycles to school due to the measures proposed in this report will be involved in a healthier life style and contribute a real carbon reduction (as opposed to those cases where a parent transports a child to school by car). However, the withdrawal of free transport to some schools could lead to more parents choosing to convey their children to school by car, leading to a net increase in Carbon emissions. Officers will work with willing groups of parents and schools to seek to implement more sustainable alternatives, for instance helping procure collective transport and seeking to increase the availability of public bus services.

## **Financial and Staff Implications**

48. If Proposal 1 is agreed, in a full year, there will be a potential saving of £300,000. Assuming those receiving free travel before the proposed change continue to receive this assistance until the end of their two-year course, and the proposed change is introduced in September 2018, the full saving will be achieved in the 2020/21 fiscal year. If the proposed change is introduced in September 2019 the full saving will be achieved in the following fiscal year, 2021/22.
49. If Proposal 2 is agreed there would be a potential saving of £28,000 for each full year. Therefore in 2018/19 there would be a potential saving of £16,000. The full savings would be made from 2020/21.
50. There are no financial implications regarding Proposal 3.
51. If Proposal 4 is agreed the planned increases for 2018/19 and 2019/20 will be implemented and charges in 2020/2021, 2021/22 and 2022/23 will increase in line with projected inflation.
52. If Proposal 5 is agreed there will be no cost implications for Oxfordshire Council.
53. There are no financial implications regarding Proposal 6.
54. It is suggested that if Proposal 7 is accepted for the first year of operation, 2018 to 2019, the new cash limited budget should be set at £50,000 for 2018/19. This arrangement would need to be subject to annual review.

## RECOMMENDATION

55. The Cabinet is **RECOMMENDED** to agree the following proposals for SEND students:
- (a) To agree the ending of the current arrangements giving free travel to Post 16 students who have special educational needs and/or disabilities, levying the 'spare seat' charge where the Council provides transport, and implementing this change from September 2019. In addition, it is recommended that the Cabinet agrees to continue to provide transport assistance to all Post-16 students who would otherwise be unable to access education and to encouraging low income parents of Post 16 students to apply to their school or college for a 16–19 bursary to defray the costs of transport.
  - (b) To agree to the setting of a specific cash limited budget for supporting access to after school clubs for those who have the most complex needs or are identified as being from vulnerable families who do not have access to transport. The eligibility criteria should be similar to those for supporting access to holiday activities for this group of children and young people who are aged 5 to 17.
56. The Cabinet is **RECOMMENDED** to agree the following proposals for all students:
- (a) To agree the ending of the current arrangements giving free travel to Post 16 students to Henley College and to implement this change from September 2018.
  - (b) To agree that from September 2018 free travel should be provided for those students who have been placed at an alternative education provider if the places have been paid for by Oxfordshire County Council and the distance from home to the placement is over the statutory walking distance or the route is unsafe to walk even if accompanied, as necessary, by a responsible adult.
  - (c) To confirm the increased charges for the Spare Seat Scheme for 2018/19 and 2019/20 and agree an increase in the charges for the Spare Seat Scheme of 2% in 2020/21, 2% in 2021/2022 and a further 2% in 2022/23.
  - (d) To agree to the continuation of free travel for children of secondary school age who live at RAF Benson to Icknield Community College and to agree to annually review this arrangement.

- (e) To introduce the new Home to School Travel and Transport Policy for those aged 5 to 16 and the new Post 16 Home to School/College Transport Policy from September 2019.

LUCY BUTLER  
Director for Children's Services

Background papers: Responses to the consultation are available in the Member's Resource Centre or on request.

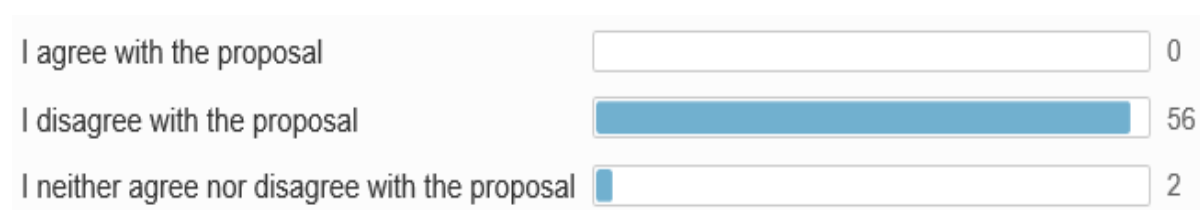
Contact Officer: Neil Darlington, Admissions and Transport Services Manager,

June 2018

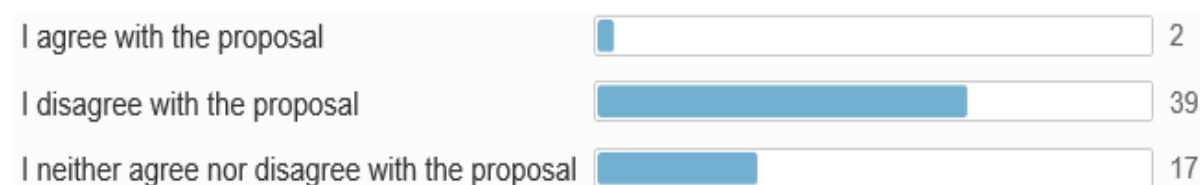


A summary of the results of the consultation on proposed changes to the Home to School Travel and Transport Policy

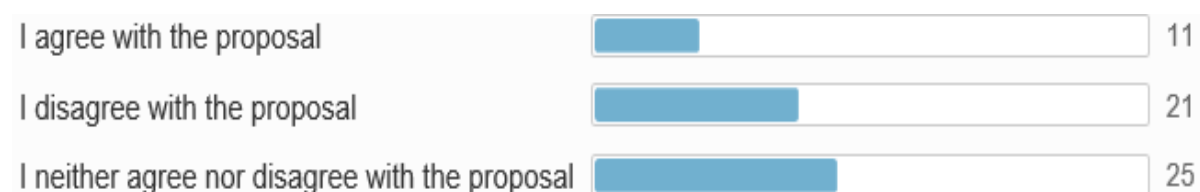
Q1: How do you feel about the ending of free travel for most Post-16 SEND students from September 2018?



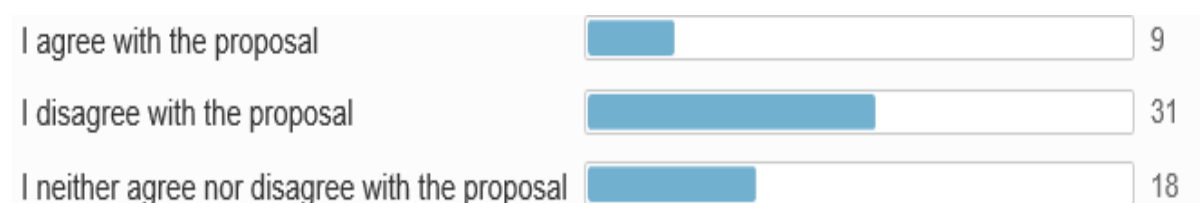
Q2: How do you feel about the ending of Post-16 subsidised transport to Henley College?



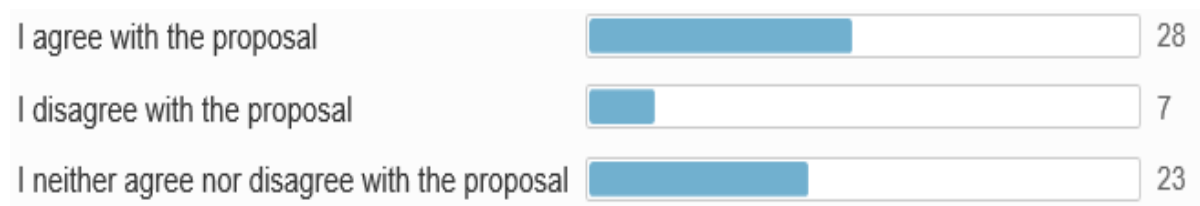
Q3: How do you feel about the Council clearly specifying when free travel will be provided to alternative education providers?



Q4: How do you feel about the charges for the 'Spare Seat' scheme (formerly known as the Concessionary Travel Scheme) increasing in line with the Government's 2% target inflation rate?



Q5: How do you feel about the Council continuing the time limited free travel arrangements for young people of statutory age who are resident at RAF Benson and attend Icknield Community College?



#### Themes mentioned by respondents during the consultation

Themes	Number of references
Limit interaction with life outside of home	10
SEN children have just as much of a right to education as those without	4
Limit future opportunities	3
Difficult for parents to fit school hours around their work	8
Discriminatory	21
Policy is misguided	1
Money saved would be minimal	2
No regard to Council policies on safeguarding children and young people.	1
Just an attempt to cut costs	5
Policy barely acknowledges Special schools	1
Undermines quality of delivery of EHCP	2
Undermines County's work on responding to OFSTED concerns	2
Consultation is unlawful	3
Consultation should be withdrawn	3
Consultation fails to support parents with SEN children	2
Consultation does not explain what training Transport team has to assess	2
Short-sighted to make places available at special schools and not include support to those that need it	1
Home to School transport should be allowed	1
All children 2-19 with EHCP (in progress) should get transport to named school	1
Criteria to receive Council support too restrictive	1
Proposal lacking information	3
Draft proposal doesn't address several mandatory points	1
All children must remain in education until 18	5
Local authority should consider needs of those vulnerable to becoming NEETs	1
Proposal is additional barrier to parents	2
Proposal directly contradicts Council's ethos	3

Restricting choice	1
Officers writing EHCPs are also charged with controlling costs	2
Clarify Spare Seat Scheme	1
Disadvantaging rural students	3

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# Service and Community Impact Assessment (SCIA)

## Front Sheet:

**Directorate and Service Area:**

Children Education and Families  
Education, Sufficiency and Access and Special Educational Needs and Disabilities

**What is being assessed (e.g. name of policy, procedure, project, service or proposed service change):**

Home to School Transport Policy

**Responsible owner / senior officer:**

Neil Darlington, Admissions and Transport Services Manager

**Date of assessment:**

26 February 2018, updated 11 May 2018, 5 June 2018 and 6 June 2018

**Summary of judgement:**

The Council needs to reduce non-statutory expenditure given the pressure on public finances.

The main proposals include ending free travel for most Post 16 SEND students, ending Post 16 subsidised transport to Henley College, clearly specifying when free travel will be provided to alternative education providers and continuing for a further year the current time limited free travel arrangements for those students who are resident at RAF Benson. In addition, the proposals include specifying charges for the "Spare Seat" scheme for the years 2018/19 to 2022/23.

The free travel arrangements for young people of statutory school age who are resident at RAF Benson and attend Icknield Community College are essentially cost-neutral and are a response to a school places issue in the Wallingford area. Icknield Community College is the nearest school that is likely to be able to offer places to those living at RAF Benson and is over 3 miles from the base.

The proposed charges for the "Spare Seat" scheme for 2020/21, 2021/22 and 2022/23 have been determined by adding 2% for inflation in each successive year. These proposed increases for 2020/21 to 2022/23 are intended to maintain the real cost of the charges and reflect the Government's 2% target inflation rate for the Bank

of England. The charges for 2018/19 and 2019/20 are those originally set by Oxfordshire County Council's Cabinet in February 2014.

## Detail of Assessment:

### Purpose of assessment:

The assessment has been prepared because of proposed changes to the Home to School Travel and Transport Policy.

### You should also include the following statement to clearly set out the reasons and context for undertaking the assessment:

Section 149 of the Equalities Act 2010 (“the 2010 Act”) imposes a duty on the Council to give due regard to three needs in exercising its functions. This proposal is such a function. The three needs are:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic, and those who do not.

Complying with section 149 may involve treating some people more favourably than others, but only to the extent that that does not amount to conduct which is otherwise unlawful under the new Act.

The need to advance equality of opportunity involves having due regard to the need to:

- remove or minimise disadvantages which are connected to a relevant protected characteristic and which are suffered by persons who share that characteristic,
- take steps to meet the needs of persons who share a relevant protected characteristic and which are different from the needs other people, and
- encourage those who share a relevant characteristic to take part in public life or in any other activity in which participation by such people is disproportionately low.
- take steps to meet the needs of disabled people which are different from the needs of people who are not disabled and include steps to take account of a person’s disabilities.

The need to foster good relations between different groups involves having due regard to the need to tackle prejudice and promote understanding.

These protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality

- religion or belief – this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership

## **Social Value**

*Under the Public Services (Social Value Act) 2012 the Council also has an obligation to consider how the procurement of services contracts with a life value of more than £173,934<sup>11</sup> might improve the economic, social, and environmental well-being of the area affected by the proposed contract, and how it might act to secure this improvement. However, it is best practice to consider social value for all types of contracts, service delivery decisions and new/updated policies. In this context, 'policy' is a general term that could include a strategy, project or contract.*

## **Context / Background:**

Oxfordshire County Council's current Home to School Travel and Transport Policy provides a greater level of financial support than the law requires for Post 16 students who have special educational needs and disabilities as well as for Post 16 mainstream students who attend Henley College. Unfortunately, given the continuing pressure on public finances, the Council now needs to critically consider whether it should continue to maintain spending on this non-statutory assistance for these groups of Post16 students.

Approximately £8.6 million is spent on SEND transport for under 16s each year, with a further £1.1m spent annually on transport for Post 16 SEND students and those attending Meadowbrook College. Expenditure has increased by £2.5m since 2013/14, in contrast to a reduction of £2.7m in the cost of home to school transport to mainstream schools.

In 2013/14, 2014/15, 2015/16, 2016/17, and 2017/18 expenditure on mainstream transport was respectively £9,427,972, £8,276,710, £7,795,705, £7,441,114, and £6,715,532 (estimated). However, the expenditure on non-mainstream transport in these years was respectively £6,153,168, £ 7,199,546, £8,587,017, £9,302,245, and £9,890,296.

Total expenditure on Home to School transport in 2013/14 was £15,581,140, in 2014/15 it was £15,476,256, in 2015/16 it was £16,382,722, in 2016/17 it was £16,743,359, and in 2017/18 it is expected to be £16,605,828 (estimated figure).

The overall savings from the proposed changes to policy and practice are expected to be £1,101,000 in 2020/21.

<sup>11</sup> [EC Procurement Threshold for Services](#)



## **Proposals:**

The County Council's current Home to School Travel and Transport Policy is more generous than the law requires for Post 16 students who have Special Educational Needs and Disabilities and for Post16 mainstream students who attend Henley College and live in the areas served by Icknield Community College, Langtree School, Chiltern Edge School and Gillotts School. Unfortunately, given the continuing pressure on public finances, the Council now needs to critically consider whether it should continue to maintain spending on this non-statutory assistance for these groups of Post16 students.

There is also a need for clarity regarding when free travel will be made available to attend a provider of alternative education.

The proposal to continue to provide free travel from RAF Benson to Icknield Community College is cost-neutral.

Proposal 1. Ending automatic free travel for Post 16 students who have special educational needs and disabilities and whose nearest suitable placement is over 3 miles from their home

There is no legal requirement to automatically provide free travel to Post 16 SEND students but there is still a need to assist those who otherwise would not be able to access education or training provision and to assist the most vulnerable or socially excluded.

Under the existing policy free travel is automatically provided to those Post 16 SEND students who attend the nearest suitable placement and it is proposed to end this approach for new Post 16 SEND students from the beginning of September 2019.

The proposed change would place these students at no disadvantage to mainstream Post 16 students. In addition, Post 16 SEND students would continue to receive assistance with travel if they or their parents can demonstrate that they are attending the nearest suitable placement at which their special needs can be met and that without assistance from the Council they would not be able to attend that placement. In practice, problems in accessing placements are likely to be significantly greater for SEND students than for mainstream Post 16 students, for example a student may need to attend a special school but cannot walk the relevant distance, there is no suitable public transport and the student's parent has no private vehicle. Therefore, it is recognised that some Post 16 SEND students will continue to need travel assistance from the Council but the assessment will be fair, equitable and evidence based. This is intended to replace the current universal approach of providing free travel to Post 16 SEND students based on the distance from home to school/college or, if less than 3 miles away, there is no safe walking route, irrespective of any other mitigating factors such as family income.

There is no proposal to change the current arrangements for Post 16 SEND students who are placed in residential special schools. These students will continue to receive free travel to their placements, irrespective of whether the proposals regarding other Post 16 students are adopted. All these students have high level special educational needs that require a residential placement.

Post 16 SEND students in receipt of travel support who are in receipt of travel support prior to September 2019 (the proposed date for introducing the new policy) would not be affected for the duration of their course. However, new Post 16 students who have special educational needs or disabilities would, potentially, be affected from September 2019.

There will be appeal arrangements in place for Post 16 SEND students to ensure that decisions can be challenged by families.

Post 16 SEND students may be eligible for bursary funding from the institution attended and will be encouraged to apply to that institution for bursary assistance.

#### Proposal 2: Ending subsidised travel to Henley College from September 2018

Currently Post 16 students who are resident in the area served by Icknield Community College, Langtree School, Chiltern Edge School and Gillotts School receive a subsidy towards the cost of travel to Henley College. There is no direct subsidy to any other group of mainstream Post 16 students attending a college in Oxfordshire.

There is no statutory requirement to provide subsidised travel to Post 16 students and to ensure the policy is equitable the subsidy for travel to Henley College needs to be ended or a similar subsidy should be provided to Post16 students who attend other colleges and schools in Oxfordshire. The current arrangements are not equitable.

Therefore, given the financial difficulties faced by the Council, it is proposed to end the travel subsidy provided to students attending Henley College. This would affect students from September 2018.

Some Post 16 students may be eligible for bursary funding from Henley College.

There will be appeal arrangements in place for this age group and the Council will continue to assist Post 16 students if it can be shown that they would otherwise be unable to access education or training.

#### Proposal 3: Clearly specifying when free travel will be provided to alternative education providers

If the Council applies the criteria on statutory entitlement to free travel only to those on the roll of an alternative provider and not on the roll of a school this may affect the use of places paid for by the Council since travel for many students would then be

the responsibility of the school or parent rather than the Council. This would make it very difficult for schools to use the provision unless they are close to the alternative provider (the main provider of alternative education is Meadowbrook College which has a main base in Oxford). Therefore, the Council proposes to provide free travel to places it has funded at alternative education providers, subject to the distance from home to alternative education provider being over the relevant statutory walking distance or if the distance is less than the statutory walking distance whether the route is safe to walk, accompanied as necessary by a responsible adult.

The statutory walking distance is 3 miles for those aged 8 to 16 and 2 miles for those aged 5 to 8. This goes beyond simple statutory entitlement to free travel since most students attend only part of the week and remain on the roll of their school.

Currently the main provider of alternative education in Oxfordshire is Meadowbrook College. Up until October 2017 Meadowbrook College determined whether its students were eligible for free travel, and it also decided the type of transport that would be made available, for example whether a taxi should be provided. Oxfordshire County Council remained responsible for funding and organising the transport. Free travel was provided on the distance based statutory entitlement.

The budget for transport to alternative education providers was regularly exceeded and some transport was provided outside of the Home to School Transport Policy.

From October 2017 the Transport Eligibility Team (part of the Admissions Team) has been responsible for determining whether students should receive free travel to alternative education providers.

In 2017/18 expenditure on home to school transport to Meadowbrook College fell by over £100,000. This is directly attributable to the changes made in determining free travel to Meadowbrook College. These changes involved a more consistent application of the current policy.

**Proposal 4: Setting charges for the “Spare Seat” Scheme (formerly known as the Concessionary Travel Scheme)**

The proposed charges for the “Spare Seat” scheme for 2020/21, 2021/22 and 2022/23 have been determined by adding 2% for inflation in each successive year. The proposed increases for 2020/21 to 2022/23 are intended to maintain the “real” cost of the charges by reflecting the Government’s 2% target inflation rate for the Bank of England. The charges for 2018/19 and 2019/20 are those originally set by Oxfordshire County Council’s Cabinet in February 2014.

The charge will continue to be waived for students from low income families.

Ceasing to increase charges on an annual basis would represent a subsidy to a minority of families based on geography rather than income. This would be an unfair and inequitable approach.

**Proposal 5: Free travel from RAF Benson to Icknield Community College**

The free travel arrangements for young people of statutory school age who are resident at RAF Benson and attend Icknield Community College are cost-neutral and are a response to a school places issue in the Wallingford area.

The nearest secondary school to RAF Benson is Wallingford School but RAF Benson is not within the catchment area and children from this location are highly unlikely to be offered places. Icknield Community College is the nearest school that is likely to be able to offer places to those living at RAF Benson and it is over 3 miles from the base. In addition, Icknield Community College is a popular school and if it is not named on an application a child is unlikely to be offered a place. Given the lack of spare capacity at Wallingford School this means that a child may have to be transported to the nearest available school and in 2018 this would have been Didcot for a boy and Oxford for a girl.

This situation is unique in Oxfordshire.

Proposal 6: To adopt the Home to School Travel and Transport Policy documents for those aged 5 to 16 (the group defined by Central Government as covered by the statutory guidance on Home to School Travel and Transport) and Post 16 students

There is no proposal to change the reasons for providing free travel for those aged 5 to 16 but the policy has been rewritten to ensure clarity.

The Home to School Travel and Transport Policy document for Post 16 students has been rewritten to reflect the proposals consulted upon between 26 February and 30 April 2018.

Any issues regarding the proposals are addressed separately in the SCIA and the Cabinet report.

Proposal 7: Setting a cash limited sum for disabled children and young people for travel to after school activities

Home to school travel is intended for travel at the beginning of the school day from a child's home address to the school they attend and for that child's return to home at the end of the school day. It is not intended as a means of accessing child care arrangements or after school activities. Nevertheless, in response to comments expressed during the consultation on proposed changes to the policy on home to school transport the Council is considering setting a cash limited budget to assist disabled children and young people access after school clubs.

This arrangement will not be part of the Home to School Transport Policy.

### **Evidence / Intelligence:**

A public consultation was undertaken between 27 February and 30 April. This will inform the eventual Cabinet decision.

The affected groups are:

1. Post 16 students in the area covered by Icknield Community College, Langtree School, Chiltern Edge School and Gillotts School.
2. Post 16 SEND students
3. Students attending a provider of alternative education to attend a course that is not funded/commissioned by OCC
4. Students travelling in spare seats in transport provided by OCC for those who are eligible for free travel. Students travelling in spare seats are fare payers.
5. Students in Years 7 to 11 travelling from RAF Benson to Icknield Community College
6. Disabled children and young people who need assistance to access after school activities

### **Alternatives considered / rejected:**

The alternative to the proposed policy changes regarding SEN transport would be to follow the policy and practice of previous years. There would be no reduction in expenditure.

The alternative to setting fare increases in advance would be to rely on the Council making an annual decision on fare increases. This would mean that families would not have long term information on the likely cost of using home to school transport routes. Ceasing to increase charges on an annual basis would simply represent a subsidy to a minority of families based on geography rather than income and would be an inequitable approach.

The alternative to the proposed policy changes regarding transport to alternative education providers would either be to provide the statutory minimum, which would increase the cost of attendance to schools or parents, or return to the previous practice of relying on Meadowbrook College (the main provider of alternative education) to determine eligibility, an approach which resulted in an overspend of approximately £200,000 in 2016/17.

### **Impact Assessment:**

*Identify any potential impacts of the policy or proposed service change on the population as a whole, or on particular groups. It might be helpful to think about the largest impacts or the key parts of the policy or proposed service change first, identifying any risks and actions, before thinking in more detail about particular groups, staff, other Council services, providers etc.*

*It is worth remembering that 'impact' can mean many things, and can be positive as well as negative. It could for example relate to access to services, the health and wellbeing of individuals or communities, the sustainability of supplier business models, or the training needs of staff.*

*We assess the impact of decisions on any relevant community, but with particular emphasis on:*

- *Groups that share the nine protected characteristics*
  - *age*
  - *disability*
  - *gender reassignment*
  - *pregnancy and maternity*
  - *race – this includes ethnic or national origins, colour or nationality*
  - *religion or belief – this includes lack of belief*
  - *sex*
  - *sexual orientation*
  - *marriage and civil partnership*
- *Rural communities*
- *Areas of deprivation*

*We also assess the impact on:*

- *Staff*
- *Other council services*
- *Other providers of council services*
- *Any other element which is relevant to the policy or proposed service change*
- *How it might improve the economic, social, and environmental of the area affected by the contract if the Public Services (Social Value) Act 2012 applies*

*For every community or group that you identify a potential impact you should discuss this in detail, using evidence (from data, consultation etc.) where possible to support your judgements. You should then highlight specific risks and any mitigating actions you will take to either lessen the impact, or to address any gaps in understanding you have identified.*

*If you have not identified an impact on particular groups, staff, other Council services, providers etc. you should indicate this to demonstrate you have considered it.*

## **Impact on Individuals and Communities:**

**Community / Group being assessed (as per list above – e.g. age, rural communities – do an assessment for each one on the list)**

*Summarise the specific requirements and/or potential impact on this community / group, and then highlight the most significant risks and mitigating action that has been or will be taken.*

<b>Risks</b>	<b>Mitigations</b>
<p>Post16 students attending in the area covered by Icknield Community College, Langtree School, Chiltern Edge School and Gillotts School.</p> <p>The consultation contained a proposal to end subsidised travel to Henley College</p>	<ul style="list-style-type: none"> <li>• Students will be able to apply for bursary funding at Henley College.</li> <li>• Those unable to access Post 16 education because of the cost of transport will be still be able to apply for assistance from the council.</li> <li>• There will be an appeals/complaints system</li> </ul>
<p>Post 16 SEN students will be affected by proposed changes to Post 16 travel</p>	<ul style="list-style-type: none"> <li>• Students will be able to apply for bursary funding.</li> <li>• Those unable to access Post 16 education because of the cost of transport will be still be able to apply for assistance from the council.</li> <li>• There will be an appeals/complaints system</li> </ul>
<p>Students attending alternative education providers such as Meadowbrook College will not receive free travel if they do not meet the distance or walking route requirements</p>	<ul style="list-style-type: none"> <li>• There will be an appeals/complaints system</li> </ul>
<p>There will be annual increases in the cost of purchasing a spare seat in transport provided by OCC for those who are eligible for free travel.</p>	<ul style="list-style-type: none"> <li>• Fare increases are intended to reflect rising inflation and avoid further subsidising this group.</li> </ul>
<p>Students in Years 7 to 11 travelling from RAF Benson to Icknield Community College</p>	<ul style="list-style-type: none"> <li>• The proposed arrangements address concerns expressed by the RAF and local schools and whether they are agreed or not the children at RAF Benson will continue to receive free travel if they are unable to gain a place at Wallingford School (the nearest school to their homes).</li> </ul>
<p>Disabled children and young people traveling to after school activities</p>	<ul style="list-style-type: none"> <li>• The proposed cash limited budget for this activity is intended to address concerns expressed by families and schools regarding access to after school activities.</li> <li>• There is no legal requirement to provide assistance of this kind and there is no basis for any transport appeal. Therefore if Cabinet decide not to proceed the effect</li> </ul>

	cannot be mitigated.
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**Impact on Staff:**

Summarise the specific requirements and/or potential impact on staff, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
Increased workload within the Admissions Team	Additional temporary staffing is in place

**Impact on other Council services:**

Summarise the specific requirements and/or potential impact on other council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
Implementation of the new policy and practice will involve an increased workload for the Supported Transport Service	3 additional staff have been appointed to implement changes in practice.

**Impact on providers:**

Summarise the specific requirements and/or potential impact on providers of council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
There may be a reduction in the take up of places on courses that are provided by Meadowbrook College (or any other provider of alternative education) but which are not funded by OCC	It is open to schools to fund the travel to Meadowbrook College.
Selection of courses for Post 16 SEND students	There is an appeals system in place.



## **Social Value**

***If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area.***

***How might the proposal improve the economic well-being of the relevant area?***

***How might the proposal improve the environmental well-being of the relevant area?***

### **Action plan:**

Summarise the actions that will be taken as a result of the assessment, including when they will be completed and who will be responsible. It is important that the officer leading on the assessment follows up to make sure the actions are completed, and updates the assessment as appropriate. Any significant risks identified should also be added to the appropriate service or directorate risk register, to ensure they are appropriately managed and reviewed.

<b>Action</b>	<b>By When</b>	<b>Person responsible</b>
Public consultation	27 February 2018 to 30 April	Neil Darlington
Cabinet report	19 June 2018	Neil Darlington

### **Monitoring and review:**

Try to be as specific as possible about when the assessment will be reviewed and updated, linking to key dates (for example when consultation outcomes will be available, before a Cabinet decision, at a key milestone in implementation)

### **Person responsible for assessment:**

<b>Version</b>	<b>Date</b>	<b>Notes</b> (e.g. Initial draft, amended following consultation)
1	26 February 2018	Initial draft
2	11 May 2018	Review following the end of the consultation
3	5 June 2018	Review prior to the Informal Cabinet meeting due on 5 June 2018

4	6 June 2018	Review prior to the Cabinet meeting due on 19 June 2018
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## Oxfordshire County Council's Proposed Home to School Travel and Transport Policy 2019/20 onwards for Reception to Year 11

### 1. Introduction

- 1.1 Parents have a legal duty to make necessary arrangements to ensure that their statutory aged children attend school regularly. The council is only required to provide free school travel to children resident within the administrative area of Oxfordshire County Council who are eligible under the law and this policy. If children move to an address outside the administrative area of Oxfordshire County Council, the responsibility for determining and, where appropriate, providing free or assisted travel passes to the child's new home authority.
- 1.2 The legal basis for the provision of home to school transport is set out in sections 508A, 508B, 508C, 508D and 509AD and Schedule 35B of the Education Act 1996 (as amended by Part 6 of the Education and Inspections Act 2006) and, where appropriate, the Equality Act and English and European case law. In addition, local authorities are under a statutory duty to have regard to the Home to School Travel and Transport Guidance issued by the DfE in July 2014 and the statutory Post 16 Transport to Education and Training guidance issued in October 2016.
- 1.3 Oxfordshire County Council is keen to encourage young people to walk or cycle to the school or college they attend, or to make use of public transport.
- 1.4 Those who are not resident in Oxfordshire are advised to contact their own home local authority for details of any policy that their local authority may have regarding home to school/college transport.
- 1.5 Free and subsidised transport **is not provided to children of pre-school age** who attend nurseries or other Early Years settings, irrespective of whether they have an Education Health and Care Plan. Travel to nursery/early years settings is wholly the responsibility of a child's parent. This the case both for children who have an Educational Health and Care Plan and those who do not have a such a plan.
- 1.6 There is no legal right of appeal should a parent believe the policy regarding free travel to nursery/early years settings should be set aside in the case of their child or any other child.
- 1.7 Normally eligibility for free travel will be determined at the time that a school place is allocated through:
- Oxfordshire's coordinated admissions scheme for entry at the normal points of admission;
  - the issuing of an Education, Health and Care Plan;
  - the operation of the Fair Access Protocol;
  - the In-Year Coordinated Admissions Scheme.
- In addition, the School Admissions Team determines whether free transport should be provided for a temporary or permanent placement funded by the council at an alternative education centre, such as Meadowbrook College.

- 1.8 Parents applying for places in-year at schools that are not part of the in-year coordinated admissions scheme for Oxfordshire need to check the Home to School Travel and Transport Policy to see whether their children may be eligible for free transport. At that point if they believe their children are eligible they need to apply directly to the School Admissions Team using the online form. The School Admissions Team will then determine whether free travel should be provided. The schools that are not part of the coordinated admissions scheme are listed on the admissions page of Oxfordshire's public website.
- 1.9 Having an Education, Health and Care Plan does not give an automatic entitlement to travel assistance, free or subsidised. **Therefore, if a school has been named in an Education, Health and Care Plan in accordance with parental preference and it is not the nearest suitable school,** and there is no other basis in the Home to School Travel and Transport Policy for agreeing free travel, **there is no obligation on Oxfordshire County Council to provide free or subsidised travel. In these circumstances transport to school is wholly a parent's responsibility.**
- 1.10 When, under the Home to School Travel and Transport Policy, children and young people are entitled to free travel it is provided by the most cost effective means. This will usually be by the provision of a free bus pass. However, where numbers are small, children may sometimes have to be transported by taxi. If parents wish to take their children to school and it is therefore possible to avoid the provision of a taxi, the council may agree to the payment of a mileage allowance. The mileage allowance is provided for the child's journey to school and the return to the child's home. Parents are not provided with a mileage allowance for their own return to home in the morning or their journey to the school in the afternoon, i.e. the council pays a mileage allowance for two journeys per day rather than four. The mileage allowance is 40p per mile. If through a change in circumstance the payment of the mileage allowance proves no longer to be the cheapest means of transporting the child to school, the alternative means of travel will be offered and the parent will be given up to 6 weeks to consider the new arrangement. At the end of that period or when the alternative means of transport is taken up, whichever is the sooner, the mileage allowance will be withdrawn.
- 1.11 Where free travel is provided or a seat is purchased through the Spare Seat Scheme travel is provided for attendance at the beginning and end of the school day only and not for extracurricular activities. This applies both to children who have an Education Health and Care Plan and those who do not have a Plan.
- 1.12 Free or subsidised travel is not provided for children attending induction, taster or transitional days or sessions before joining the school/establishment.
- 1.13 If free or subsidised travel is provided to an educational establishment **there is no free or subsidised travel between sites at that educational establishment or from that educational establishment to any other educational provider/providers.**
- 1.14 The responsibility for determining entitlement to free travel rests with the School Admissions Team since transport decisions relate to the school attended. The responsibility for organising transport rests with the Supported Transport Team.
- 1.15 Any information regarding Oxfordshire's Home to School Travel and Transport Policy obtained from any source other than the School Admissions Team of Oxfordshire County Council or the Oxfordshire public website should be disregarded.

- 1.16 Buses and coaches used on contracted home to school transport routes are public service vehicles and are subject to specific safety legislation. This is enforced by an initial inspection and certification of the vehicle followed by subsequent annual checks. Vehicles are also subject to random roadside checks undertaken by the 'Vehicle and Operator Service Agency' (VOSA). VOSA may prohibit the use of any vehicle that is non-compliant, i.e. is in a dangerous condition, not roadworthy and/or the driver's hours are irregular. Any service provider using sub-standard vehicles may lose their operator's licence.
- 1.17 No free transport is provided to address poor attendance or non-attendance unless this is attributable to permanent or temporary medical/disability/mobility issues that mean a child cannot walk to the nearest available school. This applies both to children who do not have an Education Health and Care Plan and those do have such a plan.
- 1.18 If free travel is agreed children and young people will normally be expected to use public transport (ordinary scheduled bus or train services) or, if this is unavailable, contracted transport such as a coach or minibus. Up until the end of Year 5 children of primary school age who receive free travel to school by public transport will normally be expected to travel with a parent and the parent as well as the child will be eligible for a free bus pass. However, in normal circumstances, once a child is of Year 6 age and above only the child will receive free travel. Parents will not normally be able to accompany their children on contracted home to school transport routes.
- 1.19 Taxis will only be used where there:
- is no public transport; or,
  - it would be too onerous to use public transport due to multiple changes of bus; or,
  - it can be demonstrated that a young person is unable to travel on public transport or a contracted coach/minibus because of specific permanent or temporary disabilities/special needs; or
  - the journey would take longer than 1 hour 15 minutes for secondary age pupils, or 45 minutes for a children of primary school age, and it would be a significantly shorter journey time by taxi.
- 1.20 There are circumstances in which a young person will travel alone in a taxi. However, this is normally when there are no other travellers to be carried rather than because there is an actual requirement for the child to travel alone.
- 1.21 Specialised tail lift vehicles will only be agreed after an assessment by the Supported Transport Service or following a successful Stage 1 or Stage 2 appeal.
- 1.22 Lone taxi travel will also only be agreed after an assessment by the Supported Transport Team or following a successful Stage 1 or Stage 2 appeal. Assessments will be made by specialist officers within the Supported Transport Team.

## **2. Roles and Responsibilities of the Parent**

- 2.1 Parents should ensure that a child of statutory school age receives appropriate full-time education. In all except a small number of cases this involves attending a school.
- 2.2 Parents are responsible for making any necessary arrangements for attendance at an appropriate school or other setting, including submitting timely applications for admission.

- 2.3 Regarding travel to school, parents are expected to:
- accompany their child as necessary when walking to and from school;
  - accompany their child as necessary when walking to and from a pick-up point for transport to school and waiting with their child until the vehicle arrives;
  - ensure that their child has any travel pass that has been issued before their child leaves home;
  - ensure that their child knows what to do if they lose their travel pass and are refused travel, or if for any reason the vehicle does not arrive, for example, this could be return home, go to a neighbour or telephone the parent for assistance;
  - provide evidence of personal circumstances in support of any appeal for free transport;
  - submit any Stage 1 or Stage 2 appeal;
  - inform the School Admissions Team of any change of address or school and return any pass issued because of living at a previous address;
  - inform the council of any change in financial circumstances that may affect entitlement under the low income arrangements set out in the Home to School Travel and Transport Policy
- 2.4 Parents have a right to express a preference for their child's admission to a specific school or schools. However, this right is solely concerned with admission to school and there is no eligibility for free transport based upon parental preference of school. Therefore, if a child is not eligible for free travel the parent concerned is wholly responsible for getting their child to that school.
- 2.5 Similarly, parents who transfer their child to an alternative school for any reason will not be able to claim eligibility for free travel unless the child concerned meets the eligibility criteria shown in this document, for example free transport will not be provided on the basis that a parent believes a child to be unhappy at their original school.

### **3. Statutory Walking Distance**

- 3.1 In understanding home to school transport, and what can and cannot be provided free of charge, it is important to understand what is referred to as "the statutory walking distance". This is 2 miles for children who are under 8 years of age, and 3 miles for those of statutory school age who are aged 8 and over. It is measured along the shortest route along which a child, accompanied by a responsible adult, may walk with reasonable safety. The route may include footpaths, bridleways, and other pathways, as well as recognised roads. All such routes need to be open to the public. If issues are raised over the possible safety of a walking route the School Admissions Team will arrange for an initial assessment and, if necessary, a full road safety assessment by a member of the Traffic and Road Safety Team.

### **4. Walking Routes to School**

- 4.1 The council expects that, where necessary, a child will be accompanied to school by a responsible person, such as a parent or other adult. This is a well-established legal point regarding the responsibilities of a parent and means that any assessment of route safety assumes that a child will be accompanied as necessary by a parent or other adult.
- 4.2 It is also well-established in law that the shortest publicly accessible route may include:

- footpaths;
- shared footpath/cycle tracks;
- bridleways and other pathways;
- recognised roads;
- paths along trunk roads;
- footpaths along which there is a permissive right of way.

It is important to note that there is no requirement for a route to be maintained by Oxfordshire County Council or by another public body. It simply needs to be available for public use.

- 4.3 If a parent is concerned that a child needs to be accompanied for safety reasons but the route has been judged by the council to be safe it is the responsibility of that parent to ensure that the child is accompanied on the route to and from school. Parental perception of risk is not sufficient cause for the provision of free or subsidised travel.
- 4.4 Route Assessments are carried out by a member of the Traffic and Road Safety Team, in accordance with Oxfordshire County Council's Home to School Travel and Transport Policy, the guidance issued by the Department for Education in 2014 and the Road Safety manual 'Assessment of Walked Routes to School' which is issued by Road Safety GB.
- 4.5 In accordance with the law, all routes are assessed with the assumption that pupils are accompanied as necessary by a responsible person (see paragraph 4.1 above). Routes are not classed as unavailable solely due to any or all of the following factors:
- lonely routes;
  - routes that pass close to canals, rivers, ditches, lakes, ponds;
  - routes that require railway crossings if a suitable authorised crossing is present;
  - the absence of street lighting.
- 4.6 It is clear from relevant case law that assessments must look at the relationship between pedestrians and traffic only and that personal safety/security issues of children travelling alone should not to be considered. Therefore, routes are assessed in terms of road safety rather than personal safety/security in any other sense.
- 4.7 The assessment carried out is a road safety assessment. This assessment does not include the weight of the bags carried by an individual, the local weather conditions, temporary surface conditions such as mud or puddles, the presence of uncut hedges, difficult terrain and the arduousness of the route or whether the accompanying responsible adult will also have a younger child or pram with them.
- 4.8 If a footway is over ½ metre in width the footway is classed as an available route.
- 4.9 If a footway is less than ½ metre in width then traffic volumes and speeds are included in the assessment to determine whether the footway is an available route.
- 4.10 Even if there is not a footway the walking route will still be assessed as available if it is safe to walk, accompanied, as necessary, by a responsible adult. The assessment will take account of traffic flows and whether drivers have enough time to slow down or pedestrians have time to step-off the road or verge. It is the responsibility of a parent to ensure that a child is accompanied as necessary on the walking journey to school.

- 4.11 No walking route can be absolutely safe. The term used in the Road Safety GB guidance to describe the accepted standard is “reasonable safety”.
- 4.12 Assessments will usually take place in the morning during the times children will be travelling to school and assessments may also be undertaken when returning home in the afternoon. Visits will be timed, where possible, so that crossing assessments of main roads take place at the times when the number of children travelling to school is highest.
- 5. Children who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs or disability (SEND)**
- 5.1 Children who cannot walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs or disability (SEND), will not automatically be refused free travel on the basis that they live within the statutory walking distance of the school attended, if that school is the nearest that they could attend.
- 5.2 Parents who believe their child is unable to walk to the nearest school that they could attend because of mobility problems or associated health and safety issues **will be expected to provide supporting evidence from a GP or consultant**. In the case of a child with an Education Health and Care Plan the Plan may provide all the information required.
- 5.3 **Free transport will not be agreed to any school irrespective of distance, journey time or number of other suitable schools that are closer to the family home. Free travel will only be provided to the nearest suitable school.**
- 5.4 The Supported Transport Team may need to assess the mobility problems, or associated health and safety issues, related to a student’s special educational needs or disability (SEND) to determine the type of free travel that can be made available to that student.
- 6. Children with an Education, Health and Care Plan**
- 6.1 The Children and Families Act received the Royal Assent in March 2014 and this resulted in the gradual replacement of Statements of Special Educational Need with Education, Health and Care Plans.
- 6.2 Having an Education, Health and Care Plan does not give automatic eligibility for free or subsidised travel. Therefore, **if a school has been named in an Education, Health and Care Plan in accordance with parental preference, and there is a nearer suitable and available school**, and there is no other basis in the Home to School Travel and Transport Policy for agreeing free travel, **transport to the named school will be wholly the responsibility of that child’s parent**.
- 6.3 Some children with Education, Health and Care Plans may have specific needs that require the use of specialist transport that is not widely available. If a specialist vehicle is not required, it may still be necessary to use more expensive transport provision, such as taxi transport, to meet the specific needs of the children concerned. However,



in all cases the council will provide the cheapest possible means of travel that will meet a child's need.

- 6.4 Parents of children with Education, Health and Care Plans may, in certain circumstances, be given the option of a personal budget to meet some or all of the provision detailed in the Plan and special transport will be an element of the personal budget.
- 6.5 Whether there is a requirement to assist in meeting a child's travel needs will be considered when an Education, Health and Care Plan is issued or amended. Liaison will take place between the School Admissions and Special Educational Needs and Disability (SEND) Services to ensure the needs of the child are fully understood, as they relate to travel arrangements.

## **7. Assessments regarding Travel Arrangements**

- 7.1 If free travel is agreed, an assessment regarding a child's mode of travel will be made by the Supported Transport Team. This will normally only be necessary for children with significant disabilities/special needs. In most cases the child will have an Education, Health and Care Plan. Options will include:
- direct travel payment;
  - independent travel;
  - directly procured travel assistance.
- 7.2 A parent will be formally notified, in writing, of the travel arrangements that the council believes to be appropriate. At that point the parent may appeal against the mode of transport decided upon through the normal transport appeal process set out in this document. The first stage of this process is to appeal to the Admissions and Transport Services Manager. Prior to any appeal the council will only make available the transport decided upon in the assessment. The result of any transport appeal is binding on the council.

## **8. Children in Public Care (looked after children)**

- 8.1 Children in public care (looked after children) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) will be assessed against the Home to School Travel and Transport Policy. If a child is not entitled to free travel, it is the carer's responsibility to ensure that he/she will be able to get the child to and from school.
- 8.2 If the professionals working with the child believe that there are extenuating circumstances that should be considered, the child's social worker may refer the issue to the Admissions and Transport Services Manager for a Stage 1 review.

## **9. Split site schools**

- 9.1 In the case of split site schools, as with all other schools, when assessing whether a child should receive free travel because of the walking distance to that school, the distance will be measured to the site they initially attend. **This decision will not be**

**reviewed because a child subsequently moves to a different site of the same school.**

- 9.2 The following Oxfordshire secondary schools currently have split sites:
- The Cherwell School;
  - King Alfred's Academy;
  - Lord Williams's School.
- 9.3 Those currently attending split site schools will be affected by this change from September 2018.

**10. Distance Measurement for Free Transport for Children of Low Income Families**

- 10.1 The 2 mile limit is measured in the same way as the "statutory walking distance". However, the 6 mile and 15 mile upper limits are not walking routes. The 6 mile and 15 mile limits are measured along routes that are passable using a road route suitable for motorised vehicles.

**11. Home**

- 11.1 In this policy document a child's home is defined as the child's main place of residence during the normal school week. Free travel can only be provided to and from that one address.
- 11.2 There is no use of notional addresses based on the midpoint between a mother's address and a father's address or addresses of convenience such as the address of a grandparent, cousin, family friend or legal representative.
- 11.3 Where children spend time with parents at more than one address then the address considered as the main address will be the one that they live at (i.e. sleep at) for most of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address used for admissions purposes and to determine transport will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.
- 11.4 Free travel is not provided to and from the address of other family members with whom the child is not normally/mainly resident, for example the address of a grandparent.

**12. Travel to a Friend's Home, Induction/Taster Days, Breakfast/After School Clubs, Work Experience and Foreign Exchange Programmes**

- 12.1 No free travel can be provided on an ad hoc basis to children wishing to travel to the homes of children who are entitled to free transport. In addition, no free transport will be provided to:
- attend work experience;
  - attend an induction or taster day at another school/college;
  - attend a school as part of a foreign exchange programme;
  - attend appointments and activities for medical or sports reasons;
  - attend breakfast or after-school clubs;

- attend extracurricular activities/clubs;
- attend school trips.

12.2 Paragraph 12.1 applies both to children who do not have an Education Health and Care Plan and those who do have such a plan.

### **13. Escorts**

13.1 Escorts are normally only provided when it has been established through the “Mode of Travel Assessment” or appeals process that a child with an Education, Health and Care (EHC) Plan has a specific need to be accompanied. Escorts are subject to Disclosure and Barring Service (DBS) checks and undertake Safeguarding training. Escorts will not normally be provided in any other circumstances.

13.2 Examples of factors that may be considered when determining whether to provide an escort are shown below:

- medical issues;
- health and safety related issues, including risk to self or others;
- the child’s mobility;
- severe learning or physical difficulties that necessitate continual care and supervision.

13.3 If a passenger escort is provided, he or she will:

- travel with the child from an agreed pick-up point to an agreed drop-off point;
- assist with entry to, and exit from, the vehicle;
- ensure as far as reasonably practicable, a safe journey for the child and other passengers;
- provide a caring environment whilst on the vehicle.

13.4 Once transport with an escort has been arranged, parents must provide full details of any changes in the child’s needs and circumstances, including any information specific to the journey or which should be passed on to others at the destination.

13.5 A passenger escort may supervise more than one child on a journey, consistent with providing the appropriate level of service for each individual child while they are on the vehicle.

13.6 It is a parental responsibility to get a child to the pick-up and from the drop-off point for education transport. Therefore, parents must be ready at the arranged pick up and drop off times to ensure the child’s safe handover.

13.7 Escorts are not assigned for the specific purpose of managing behaviour. An acceptable standard of behaviour is expected of all young people using transport contracted by the council.

13.8 The need for an escort is reviewed on an annual basis.

### **14. Drivers**

14.1 Drivers used on contracted transport for home to school travel are subject to Disclosure and Barring Service (DBS) checks and they undertake Safeguarding training.

## **15. Parents accompanying children in OCC transport**

15.1 Parents will not normally be able to travel in OCC provided transport.

## **16. Change of Address**

16.1 If a child is in receipt of free travel and the family changes address the child's parent needs inform the School Admissions Team. The child's eligibility for free travel will then be reassessed against the Home to School Travel and Transport Policy. The parent will then be notified in writing if the child is still longer eligible for free travel.

## **17. "No Pass, No Travel"**

17.1 All passengers are required to carry a pass if one has been issued to them. This establishes whether they may be carried on the vehicle, either under a statutory entitlement, a discretionary entitlement or under the Spare Seat Scheme.

17.2 Oxfordshire operates a "No Pass, No Travel Policy" for the safety of its passengers and to restrict access to vehicles to passengers who are not eligible. By limiting access to vehicles, the council seeks to avoid situations where eligible passengers cannot board because their seats are occupied by non-eligible passengers. A full vehicle cannot safely carry additional passengers.

17.3 Children may not board a public service vehicle without a pass or the means to pay for the journey. "No Pass, No Travel" takes the same approach with contracted vehicles.

17.4 A child who is unable to present a pass when requested to do so by the vehicle driver or council officer will not normally be carried on the vehicle.

17.5 It is a parent's responsibility to ensure that their children have a pass each morning to get on the vehicle to school or college. If not, the parent may have to return home with the child or make other arrangements to get them to school.

17.6 If a child loses the pass during the school day, he or she can approach the school to arrange for a temporary pass to get home. No child eligible for free travel will be refused access for the return journey. A child who has been issued with a pass and persistently travels without it may be banned from travelling on the vehicle.

## **18. Offer of free transport made in error**

18.1 If free transport is offered in error, because of a mistake made by the council, the free travel will be withdrawn after a notice period of not less than 6 weeks.

18.2 If free transport is offered in error because of false or inaccurate information provided by the parent the transport may be withdrawn immediately.

**19. Assessment of eligibility for free transport on admission to mainstream school, special school and alternative education providers**

19.1 An assessment of eligibility for free travel is made by the School Admissions Team as part of the normal admissions process for entry to mainstream schools. Parents are normally notified of the decision in the letter offering a school place.

19.2 If a child ceases to be eligible during the school term, for example due to moving address, the provision will be discontinued at the end of that term.

19.3 In the case of children who do not have an Education, Health and Care Plan, and whose parents make in-year applications to mainstream schools that are not part of the Oxfordshire In-Year Scheme, eligibility will be assessed when the parents concerned contact the School Admissions Team to request an assessment. Appendix 1 lists the mainstream schools in Oxfordshire that are currently not part of the In-Year Scheme. This list may change in the future since currently admission authorities do not have to be part of the In-Year Scheme.

19.4 The School Admissions Team also determines eligibility for free travel to alternative education providers and eligibility for free travel for those with an Education Health and Care Plan.

**20. Free transport for those of school age (Reception to Year 11)**

20.1 Children within the following categories are eligible for free travel:

a. Children attending the nearest available school or educational placement to their address, if the distance from home to school is over the “statutory walking distance” of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age. This applies whether the school was listed on the Common Admissions Form (CAF) or not and whether the child concerned does or does not have an Education, Health and Care Plan.

b. Children attending the nearest school in Oxfordshire, if the distance from home to school is over the “statutory walking distance” of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age. This applies whether or not the school was listed on the Common Admissions Form (CAF) and whether the child concerned does or does not have an Education, Health and Care Plan.

c. Children attending the nearest available school to their address even if it is less than the statutory walking distance, if it would not be safe for a child accompanied by an adult to walk from the home to the school. This applies whether a child does or does not have an Education, Health and Care Plan. If the route is subsequently determined to be safe to walk the parent will be given up to 6 weeks’ notice of the withdrawal of free transport. At the end of

that period, or when the alternative means of transport is taken up, whichever is the sooner, the mileage allowance will be withdrawn.

- d. Where at least 20% of addresses are nearest to the catchment/designated area school and the rest are nearest to another school free transport will be provided to the catchment school for all addresses if the distance is beyond the “statutory walking distance” or there is no safe walking route. This is referred to as the ‘split village’ entitlement. This additional entitlement applies to all children of the relevant age for the schools concerned and applies whether a child does or does not have an Education, Health and Care Plan. The villages affected are listed in Appendix 2.
- e. Children who are aged 8 or over and are under 11 years old who are eligible for free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit, and attend the nearest school if it is over 2 miles from their home. This entitlement applies to all children of the relevant age for the schools concerned and applies whether a child does or does not have an Education, Health and Care Plan.
- f. Children aged 11 to 16 who are eligible for free school meals or whose parents are in receipt of the maximum level of Working Tax Credit and who attend one of their three nearest suitable schools (or places other than school at which they might receive education under section 19(1) of the Education Act 1996), where they live more than 2 but not more than 6 miles from that school. The 2 mile distance is measured by “walking route” and the 6 mile distance is measured by road route. This entitlement applies to all children of the relevant age for the schools concerned and applies whether a child does or does not have an Education, Health and Care Plan.
- g. Children aged 11 to 16 who are eligible for free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit, and want their child to be educated in accordance with their religion or belief and they attend the nearest suitable school preferred on grounds of religion or belief that is over 2 miles but no more than 15 miles from their home. The 2 mile distance is measured by “walking route” and the 15 mile distance is measured by road route. This entitlement applies to all children of the relevant age for the schools concerned. Therefore, this criterion whether a child does or does not have an Education, Health and Care Plan.
- h. Children entitled to free transport, who move house during Year 11 and continue to attend their original school, subject to the following limits:
  - transport can be provided other than by taxi;
  - The distance travelled is no more than 15 miles.This applies whether a child does or does not have an Education, Health and Care Plan.
- i. Children who cannot walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs (SEND) or disability, if the school they attend is the nearest suitable and available school that they could attend. In the case of a child with an Education Health and Care Plan, the Plan may provide all the information required.
- j. Children who attend their nearest suitable and available school and are temporarily unable to walk to school because of a short or medical condition.

Evidence of the medical condition and its effects is required from a GP or consultant. This applies whether a child does or does not have an Education, Health and Care Plan.

- k. Children who live at RAF Benson and attend Icknield Community College (annually reviewable). This applies whether a child does or does not have an Education, Health and Care Plan.

## **21. Free Travel to Alternative Education Providers**

- 21.1 The School Admissions Team will determine whether free travel will be provided to children and young people who have been placed at an alternative education provider by the council. A short term full time placement at an alternative education provider would normally follow a permanent exclusion from a mainstream school and some children may receive a long term full time placement at an alternative provider. In addition, some children attend council funded days at an alternative education provider and other attend a mix of council and school funded days at an alternative education provider.
- 21.2 Currently the main provider of alternative education for Oxfordshire County Council is Meadowbrook College which is an academy and independent of council control. This determination will be made on the same basis as attendance at a mainstream school and the relevant criteria are shown in the 20.1 above. No free travel will be provided to school funded days at an alternative education provider.
- 21.3 Therefore after a permanent exclusion from school a young person allocated a council funded short term place at Meadowbrook College (or a similar establishment) will receive free travel if that young person:
- lives over the statutory walking distance from the institution attended; or,
  - lives under the statutory walking distance from the institution but the route is unsafe to walk, even if accompanied by an adult; or
  - meets the eligibility criteria related to family income.
- 21.4 Free travel to both short and long-term places will be provided by the most cost-effective means.
- 21.5 If a young person is allocated a mix of council funded days and school funded days at Meadowbrook College (or similar establishment) the criteria for provision of free transport will be applied and if there is a right to free travel on the council funded days the transport costs for those days will be met by the council. Any transport costs on school funded days will be the responsibility of the school/family. Therefore, if a young person has two council funded days (and meets the criteria for free transport) and two school funded days at Meadowbrook College (or similar establishment) 50% of the cost will be met by the Local Authority and 50% will be met by the school or family. Travel funded by the council will be provided by the most cost-effective means.
- 21.6 If a young person allocated a short term or long-term council funded place at Meadowbrook College (or a similar establishment) does not meet any of the criteria for provision of free transport their parent will have the right of appeal. The transport appeal process is set out in this policy document.
- 21.7 Students attending an alternative education provider should have the same start and finish times and if free home to school travel is agreed it will only be provided at the beginning and end of the school day.

- 21.8 No free transport will be provided at council expense to address poor attendance or non-attendance at the alternative education provider.
- 21.9 If free travel is agreed the “default” position will be that students will be expected to use public transport (service bus or rail). Taxis will not normally be provided within urban and rural areas served by service bus or rail routes.
- 21.10 Taxis will only be used:
- if there is no public or contracted bus or minibus transport; or,
  - it would be too onerous to use public transport because of multiple changes of bus; or,
  - the journey would take longer than 1 hour 15 minutes for secondary age pupils, or 45 minutes if of primary school age, and it would be a significantly shorter journey time by taxi.
- 21.11 Most students within Oxford will not be eligible for free travel to Meadowbrook College given the relatively short distances that are likely to be travelled.
- 21.12 Students living in Bicester and Bloxham who attend a council funded place at Meadowbrook West Bar in Banbury will normally be expected to use public transport.
- 21.13 Most students who live in Banbury will not be eligible for free travel to Meadowbrook West Bar since no student of secondary school age will live far enough away to meet the distance criterion.
- 21.14 As with students who attend mainstream or special schools any necessary assessments regarding the mode of travel/travel arrangements for young people attending an alternative education provider will be made by the Supported Transport Team. The same appeal arrangements will apply as for all other children of statutory school age.

**22. Naming a school in an Education, Health and Care Plan when there is a nearer suitable and available school**

- 22.1 If the parent of a child with an Education, Health and Care Plan requests a particular school, and that school is named in the Plan, no free or subsidised transport will be provided to that school if there is a nearer suitable school that has been identified by the SEND Team that can meet that child’s assessed needs.

**23. Free Travel to Out County Residential Schools for those with an Education, Health and Care (EHC) Plan or Statement of Special Educational Need aged 11 to 16**

23.1 Out County Weekly Boarding

A child is eligible for free travel at the beginning and end of each term and at the beginning and end of each school week to a total of 76 single journeys per year.

23.2 Termly Boarding (3 terms per year)



Children of 11 or over are entitled to free travel at the beginning and end of each term and half term up to a maximum of 16 single journeys per year.

Children aged up to 11 are entitled to free travel at the beginning and end of each term and half term, plus 4 discretionary journeys home per year, up to a maximum of 24 single journeys per year.

### 23.3 Termly Boarding (4 terms per year)

Children of 11 or over are entitled to free travel at the beginning and end of each term and half term up to a maximum of 16 single journeys per year.

Children aged up to 11 are entitled to free travel at the beginning and end of each term and half term, plus 4 discretionary journeys home per year, up to a maximum of 24 single journeys per year.

### 23.4 Out County 52 Week Boarding (joint placement with another agency)

All boarders (or parents) are entitled to 12 single trips home per year (broadly relating to term times). Any additional trips will be the responsibility of the other agency.

### 23.5 Payment of parental journeys for those with children at out county residential special schools

- Payment will be made if one of the following applies:
- attendance at their child's annual review;
- attendance at any meeting called by the council at the pupil's school;
- journeys necessitated by a child's sickness or emergency medical appointments;
- an agreed journey to visit a new school placement;
- to attend up to three additional meetings per year at the school (called by the school or requested by the parents) if sanctioned by the council in advance;
- to travel with the child on train or service bus journeys if the child needs an adult escort.

### 23.6 Overnight Accommodation

The council will not normally reimburse the cost of overnight accommodation for parents/carers.

## **24. Applications for Transport Assistance on Grounds of Religion and Belief**

24.1 In making decisions on assistance with transport the council will respect parents' religious and philosophical convictions as to the education to be provided for their children in so far as this is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.

- 24.2 However, a parent will need to satisfy the council of the genuine nature of the religious and/or philosophical belief and that the application is made in good faith. The burden of proof lies with the child's parent/parents.
- 24.3 Examples of acceptable evidence are:
- The provision of a baptismal certificate.
  - A statement of atheism.
  - A statement of adherence to a particular faith.
  - A letter of support from a priest or rabbi stating that the child belongs to a particular congregation.

Normally two pieces of evidence will be required.

- 24.4 It is important to note that the council will consider the financial consequences of any applications for assistance and that setting up new coach services or taxi routes, or specifically continuing them when they could be discontinued, in order to accommodate new travellers would normally fall within the definition of "unreasonable public expenditure". However, where there are spare seats on already existing home to school transport routes, or scheduled public transport services, the council will be able to consider applications for places under the Spare Seat Scheme arrangements.
- 24.5 The council will not consider academic grounds expressed for preferring a particular school when making a decision on whether to provide assisted transport on grounds of faith or belief.
- 24.6 Decisions on applications for transport assistance on grounds of faith or belief will normally be taken by a panel of three.

## **25. The "Spare Seat Scheme"**

- 25.1 The "Spare Seat Scheme" operates on contracted routes that are operated for the benefit of those who are entitled to free transport to and from school. The key points regarding this scheme are set out below:
- The council cannot guarantee that a young person will keep the seat for longer than one full term (based on a three-term academic year).
  - Fare prices are reviewed annually.
  - The parent, or in the case of Years 12 and 13, the student, must complete an application form.
  - Parents are required to pay in advance for one full term's travel.
  - The price charged covers a return journey for every school day of the relevant period.
  - There will be no rebates for those deciding to travel for less than the maximum number of possible journeys per term, for example there is no rebate if a young person decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon.
  - If a seat is available a bus pass will only be issued on receipt of a completed application form, and correct payment.
  - There is no guarantee that the bus will continue to run throughout a young person's time at a school, or that the place on the bus will not be withdrawn at some future date if the place is required for a young person who is entitled to free travel.

- The Spare Seat charge will be waived for those of statutory school age who are eligible for free school meals, or in the case of those aged 5,6 or 7 would be eligible for free school meals on income grounds, or whose parent is in receipt of the maximum level of Working Tax Credit.
- If there are more applicants than places a parent will be able to add a child's name to a waiting list. Any waiting list for a specific route will operate for no longer than one academic year.
- If there is an available home to school transport route operated on behalf of Oxfordshire County Council, students who are not of statutory school age and who are aged 16 to 18, may use the Spare Seat Scheme to purchase a seat on that route to enable access to their school or college.
- When there are more requests to pay for seats on a specific route than there are seats available, they will be allocated in the descending order of priority shown in the table "Priority for Spare Seats".

Table 1- Priority for Spare Seats

Priority	Category
1.	Those with an Education, Health and Care naming the school
2.	Looked After Children
3.	Years 12 and 13 (if there is no available service bus route)
4.	Children in receipt of Free School Meals or whose parent /parents are in receipt of the maximum of Working Tax Credit
5.	Those who travelled on the route the previous term
6.	By year group, in ascending order of priority from Reception to Year 11 (or to Year 13 if there is an available service bus route)

*\*Where there are more applicants than places in any of the above categories priority will be given to those living closest to the destination school (measured using the shortest designated route on Oxfordshire County Council's Geographic Information System)*

25.2 The charges for 2018/19 and 2019/20 are set out in Table 2. These fares were set in 2014.

Table 2 - Spare Seat Fares

Spare Seat Fares 2018/19	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£352.99 per annum

<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£657.83 per annum
Spare Seat Fares 2019/20	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£370.64 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£690.72 per annum

25.3 The fares for the Spare Seat Scheme for 2020/21, 2021/22 and 2022/23 are shown in Table 3. The fares include an annual 2% inflation increase and rounding to the nearest whole number. The use of the 2% figure reflects the target inflation figure set for the Bank of England. If this target changes or transport inflation rises beyond 2% the council reserves the right to consult on the use of a different inflation figure and the amendment of "Spare Seat Fares".

Table 3 - Spare Seat Fares for 2020/21, 2021/22 and 2022/23

Spare Seat Fare 2020/21	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£ 378 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£705 per annum
Concessionary Fares 2021/22	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£386 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£719 per annum
# Spare Seat Fares 2022/23	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£394 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£733 per annum

## **26. Code of Conduct for those travelling on Home to School Transport**

- 26.1 The Code of Conduct for those travelling on Home to School Transport is shown at Appendix 3.
- 26.2 Free travel, or “Spare Seat” travel, may be suspended if a child who is aware of the Code of Conduct breaches it in a significant way. The child’s school may also potentially, impose a disciplinary sanction. The Code of Conduct applies to all travellers although the special needs of a child with an Education Health and Care Plan will be taken into account when considering a response to breaching the Code.
- 26.3 If free travel is suspended the child’s parent has a right of appeal against the decision. The appeal process is the two-stage process set out in section 30. Stage 1 reviews are conducted by the Admissions and Transport Services Manager and Stage 2 reviews are carried out by an independent panel.

## **27. Home to School Transport Appeals**

The appeals process set out below applies to:

- children and young people who live in Oxfordshire, are of statutory school age, and attend a mainstream school;
- children and young people with an Education, Health and Care Plan who attend either a mainstream school or a special school;
- children and young people of statutory school age who are not on the roll of a mainstream or special school who attend alternative education provided at Oxfordshire County Council expense, for example at Meadowbrook College.

27.2 A parent may appeal over any of the following matters:

- the transport arrangements offered;
- their child’s eligibility;
- the distance measurement in relation to statutory walking distances; and
- the safety of the route.

### **Stage 1: Review by the Admissions and Transport Services Manager**

- 27.3 A parent has 20 working days from receipt of the council’s home to school transport decision to make a written request asking for a review of the decision.
- 27.4 The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed, including information from a child’s EHCP they consider relevant to travel needs.
- 27.5 Within 20 working days of receipt of the parent’s written request the Admissions and Transport Services Manager will review the original decision and send the parent a detailed written notification of the outcome of the review, setting out:
- the nature of the decision reached;
  - how the review was conducted (including the standard followed, for example route safety assessments that have followed Road Safety GB guidance);

- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about how the parent can escalate their case to stage two (if appropriate).

27.6 Complex Stage 1 cases may take longer than the timescale given in paragraph 27.5.

## **Stage 2: Review by an Independent Appeal Panel**

27.7 A parent has 20 working days from receipt of the council's stage one written decision notification to make a written request to escalate the matter to stage two.

27.8 Within 40 working days of receipt of the parent's request an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case and give a detailed written notification of the outcome (within 5 working days), setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about the parent's right to put the matter to the Local Government Ombudsman.

27.9 Stage 2 appeals will be heard by a panel of three comprising of one officer, one county councillor and one independent person. All panel members receive specific training prior to undertaking their role. The training includes information to ensure an understanding of the specific needs of children with SEN and EHCPs. The Audit & Governance Committee have governance oversight of the process. The county councillor will not be the councillor for the division within which the child resides, no officer will have been involved in the previous decision making and the independent person will be drawn from the volunteers for hearing admission appeals.

27.10 The Clerk to the Stage 2 Appeal Panel will not be a member of the School Admissions Team or the Supported Transport Team.

27.11 A representative of the School Admissions Team, normally the Admissions and Transport Services Manager, will present the council's reasons for not providing transport and appellants can present a case in writing and /or in person (if the parent wishes, accompanied by a friend). The format of the appeal is set out below:

- Presentation of the council's case by the council representative;
- Committee members and the parent may ask questions of the LA representative;
- Presentation of the parent's case;
- Committee members and the council's representative may ask questions of the parent;
- Summing up by the council's representative;

- Summing up of the parent's case;
- The LA representative, parent(s) and any friends accompanying the parent(s) leave the hearing together;
- Consideration of the case by the Panel with only the Clerk to the Panel present to record their decision and their reasoning;
- The Panel decides whether to uphold or refuse the appeal.

27.12 The decision of the Stage 2 Appeal Panel will be considered binding by the council and there is no further right of appeal.

27.13 The council will not consider requests for a further transport appeal within the school year unless there has been a significant change of circumstance.

27.14 Complex Stage 2 cases may take longer than the timescale given in paragraph 27.8.

Appendix 1

### **Schools that have opted out of the In-Year Admissions Scheme for Oxfordshire as of September 2017**

1. The following secondary phase academy has opted out of the in-year scheme:

- Banbury Academy (Aspirations Academy Trust).

The main point of entry for Banbury Academy is Year 7.

2. The following all through academy has opted out of the in-year scheme:

- Heyford Park Free School (Heyfordian School Trust).

This school has two main points of entry, Reception and Year 7.

3. The following studio school has opted out of the In-Year Scheme (normal point of entry Year 10):

- Space Studio, Banbury (Aspirations Academy Trust).

This school has a main point of entry in Year 10

4. The following Oxfordshire primary schools have opted out of the In-Year Scheme:

- Ashbury with Compton Beauchamp CE Primary School;
- St Mary & St John CE Primary School;
- St Christopher's CE Primary School;
- The John Henry Newman Academy;
- St Joseph's Catholic Primary School;
- Goring CE Primary School;
- The Blake CE Primary School;
- North Leigh CE Primary School.

These schools have a main point of entry in Reception.



### “Split Village” Entitlement

- Transport will be provided to the catchment/designated area school from all addresses in the contiguous built-up area of the village if more than 20% of the addresses are closest to the catchment/designated area school and the distance is over the statutory walking limit. Transport will also be provided from individual addresses to the relevant nearest school (if different) if the distance is over the statutory walking limit.

“Split Village” Entitlement Table

Villages	Number of addresses nearest each school listed	Percentage of addresses nearest to each school listed	Catchment / nearest school
<b>Adderbury/Twyford</b>			
Blessed George Napier Catholic	823	69.33%	Nearest
The Warriner	364	30.67%	Catchment
Total	1187		
<b>Ascot-Under-Wychwood</b>			
Chipping Norton	199	75.95%	Nearest
Burford	63	24.05%	Catchment
Total	262		
<b>Dry Sandford</b>			
Larkmead	15	65.22%	Nearest
Fitzharrys	8	34.75%	Catchment
Total	23		
<b>Duns Tew</b>			
Dr Radcliffe’s	65	32.18%	Catchment
Middle Barton	137	67.82%	Nearest
Total	202		
<b>Freeland</b>			
Bartholomew	580	94.62%	Catchment
Wood Green	33	5.38%	Nearest
Total	613		
<b>Great Haseley</b>			
Lord William’s	61	36.53%	Catchment
Wheatley Park	106	63.47%	Nearest
Total	167		
<b>Horspath</b>			
Wheatley Park	563	92.59%	Catchment
Oxford Spires	45	7.41%	Nearest
Total	608		

<b>Kirtlington</b>			
The Malborough CE	335	85.24%	Catchment
Gosford Hill	7	1.78%	Nearest
Heyford Park Free School	51	12.98%	Nearest
Total	393		
<b>Old Boars Hill</b>			
Matthew Arnold	35	50%	Nearest
Fitzharrys	35	50%	Catchment
Total	70		
<b>Tadmarton</b>			
Sibford Gower Endowed CE	62	43.97%	Catchment
	79	56.03%	Nearest
Total	141		
<b>Twyford / Adderbury</b>			
Blessed George Napier Catholic	823	69.33%	Nearest
The Warriner	364	30.67%	Catchment
Total	1187		
<b>Yatscombe Copse</b>			
St Gregory the Great Catholic	49	54.44%	Nearest
Fitzharrys	41	45.56%	Catchment
Total	90		

2. The council considers the 'village' to be the contiguous built-up area. Therefore, an address within the Civil Parish but outside the contiguous built-up area of the village does not qualify for free travel under the 'split-village' rule.
3. Similarly, where the village name forms part of the postal address, but the property is outside the contiguous built-up area of the village, free transport will not be provided under the 'split-village' rule.
4. The School Admissions Team will annually review the "spilt village" entitlement in the light of new housing developments, new routes and new schools to ensure that only villages in which more than 20% of the addresses are closest to the designated area school, and the distance is over the statutory walking limit or there is no safe walking route, are included in the list of "split villages".
5. Any changes to the list of "spilt villages" will be made once per year.
6. Once the list of "split villages" has been published in the admissions literature it will remain unchanged for that academic year.

### Code of Conduct for those travelling on Home to School Transport

1. If you have been given a bus pass to travel on a school bus it is only for your use and must always be carried if you want to use the school transport.
2. If you lose your bus pass you need to tell your school's office and ask your parent to contact the Supported Transport Team.
3. In the morning, you and your parent are responsible for you being at the pick-up point five minutes before the schooled pick up time.
4. If the transport is late only wait at the pick-up point for 20 minutes and if you are late you need to remember that the school bus will not wait for late-comers.
5. You and your parent need an agreed plan about what you should do if transport doesn't arrive as scheduled.
6. Before setting out, if there is a storm, major flooding or snow, you and your parent should listen to the travel news on the radio and/or telephone the school. If the weather is poor and your parent takes you into school in the morning because the transport has not arrived remember that you may need to rely on your parent to get you home in the evening, particularly if the weather remains bad.
7. You should always:
  - Treat the driver and your fellow passengers with respect.
  - Do as the driver requests.
  - Stay in your seat and keep your seat belt on – for your safety and that of everyone else.
  - Look after your possessions and the bus or other vehicle that you travel on.
  - Take any litter home with you.
  - Keep noise to a reasonable level.
  - Report to the driver or your school anyone you see behaving badly or who is bullying others - always report this kind of behaviour.
  - Do not distract the driver except in an emergency.
  - Do not throw things.
  - Do not carry real or replica weapons.
  - Do not eat, drink or smoke (smoking is against the law for everyone on buses, taxis and trains).
  - Do not use bad language to other students or to adults.
  - Do not damage the vehicle - if you do your parents or carers may have to pay for the damage.

# **Oxfordshire County Council's Proposed Post 16 Education Travel and Transport Policy for 2019/20 onwards**

## **1. Introduction**

- 1.1 The LA has a statutory duty to arrange free home to school travel for some children of compulsory school age. However, there is no universal entitlement to free or subsidised travel assistance from the council for post-16 students, including disabled students and students who have an Education, Health and Care Plan.
- 1.2 Oxfordshire County Council expects that parents and students will consider how to access the relevant college, school or training prior to seeking and accepting a place. Students are expected to use public transport where this is available and appropriate and, in normal circumstances, young people or their parents are expected to pay for any bus or rail ticket or pass. In cases of financial hardship schools and colleges operate a bursary scheme to assist students (see 1.3 below).
- 1.3 Colleges and secondary schools are provided with bursary funds by the Government to support a student with travel, clothing, books and equipment for a course. Therefore, where there is a financial difficulty, parents should approach colleges or schools for assistance through their bursary scheme.
- 1.4 Except for students attending residential special schools, beyond allowing a parent to purchase a seat on contracted transport through the "Spare Seat Scheme", the council will normally only provide assistance with travel where there is a barrier to accessing or remaining in education and where all other options have been investigated and are not available, as evidenced by the parent. Where travel assistance is provided by the council, a contribution towards costs will normally be required. This contribution is the distance based fare set out in the "Spare Seats Scheme".

## **2. 16 to 19 Transport Policy Statement**

- 2.1 The 16 to 19 Transport Policy Statement covering young people who live in the administrative county of Oxfordshire, and who are under 19 on 31st August immediately preceding the start of the academic year, will be published annually. This document will:
  - contain details of travel provision for this age group;
  - is intended to ensure that young people can make informed choices regarding Post 16 education;
  - can be amended in year in response to complaints or a direction from the Secretary of State.

### **3. Independent Travel Training**

- 3.1 Oxfordshire County Council may be able to provide Independent Travel Training, where appropriate, to assist a student. Information on the scheme can be provided by the Supported Transport Service.

### **4. The “Spare Seat Scheme”**

- 4.1 Where transport arranged by Oxfordshire County Council already operates to a school or college there may be an opportunity to purchase a seat under the “Spare Seat Scheme” for those who are aged 16 to 19. In these circumstances the normal charges set out in the “Spare Seat Scheme” will apply.

- 4.2 The “Spare Seat Scheme” operates on contracted routes that are operated for the benefit of those who are entitled to free transport to and from school. The key points regarding this scheme are set out below:

- The council cannot guarantee that a young person will keep the seat for longer than one full term (based on a three-term academic year).
- Fare prices are reviewed annually
- The parent or student, must complete an application form for the Spare Seat Scheme.
- Parents/students are required to pay in advance for one full term’s travel.
- The price charged covers a return journey for every school day of the relevant period.
- There will be no rebates for those deciding to travel for less than the maximum number of possible journeys per term, for example there is no rebate if a young person decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon.
- If a seat is available a bus pass will only be issued on receipt of a completed application form, and correct payment.
- There is no guarantee that the bus will continue to run throughout a young person’s time at a school, or that the place on the bus will not be withdrawn at some future date if the place is required for a young person who is entitled to free travel.
- When there are more requests to pay for seats on a specific route than there are seats available, they will be allocated in the descending order of priority shown in the table “Priority for Spare Seats”.
- If there are more applicants than places a parent will be able to add a child’s name to a waiting list. Any waiting list for a specific route will operate for no more than one academic year.

Table 1 - Priority for Spare Seats

Priority	Category
1.	Those with an Education, Health and Care naming the school
2.	Looked After Children
3.	Years 12 and 13 (if there is no available service bus route)
4.	Children in receipt of Free School Meals or whose parent /parents are in receipt of the maximum of Working Tax Credit
5.	Those who travelled on the route the previous term
6.	By year group, in ascending order of priority from Reception to Year 11 (or to Year 13 if there is an available service bus route)

*\*Where there are more applicants than places in any of the above categories priority will be given to those living closest to the destination school (measured using the shortest designated route on Oxfordshire County Council's Geographic Information System)*

4.3 The charges for 2018/19 and 2019/20 are set out in Table 2.

Table 2 - Spare Seat Fares

Spare Seat Fares 2018/19	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£352.99 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£657.83 per annum
Spare Seat Fares 2019/20	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£370.64 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£690.72 per annum

4.4 The council's Spare Seat Scheme fares for 2020/21, 2021/22 and 2022/23 are shown in Table 3. The fares include an annual 2% inflation increase and rounding to the nearest whole number. The use of the 2% figure reflects the target inflation figure set for the Bank of England. If this target changes or transport inflation rises

beyond 2% the council reserves the right to consult on the use of a different inflation figure and the amendment of “Spare Seat Fares”.

Table 3 - Spare Seat Fares for 2020/21, 2021/22 and 2022/23

Spare Seat Fares 2020/21	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£ 378 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£705 per annum
Spare Seat Fares 2021/22	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£386 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£719 per annum
Spare Seat Fares 2022/23	
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Less than 3 miles</li> </ul>	£394 per annum
<ul style="list-style-type: none"> <li>• Reception to Year 13</li> <li>• Over 3 miles</li> </ul>	£733 per annum

## 5. Requests for travel assistance

- 5.1 Where there is no suitable public transport, or any available vacant seats on existing contracted transport, and a young person is unable to make his/her own arrangements to attend school or college, an application can be made for transport assistance to the School Admissions Team (Transport Eligibility). Where a young person has an Education, Health and Care Plan (EHCP) in place, liaison will take place between the School Admissions and Special Educational Needs and Disability (SEND) Services to ensure the needs of the child are fully understood, as they relate to travel arrangements.
- 5.2 Financial and medical information will be needed before a decision on such a request can be reached. In addition, any support agreed will normally be subject to a financial contribution equivalent to the relevant distance related charge set out in the “Spare Seat Scheme”.

- 5.3 To receive any assistance from the council, the student/student's parent must be able to demonstrate that the student attends or is due to attend the nearest suitable establishment for their post-16 education, lives more than 3 miles from the college or school, is in full-time education, and there is satisfactory evidence of:
- an application to the college or school for financial assistance, with details of the level of support offered; and
  - the cost to them if they were to make the necessary travel arrangements; and
  - any medical condition or other circumstance that would prevent the parent making the necessary travel arrangements; and
  - low income, for example proof of receipt of the Maximum of Working Tax Benefit or eligibility for free school meals.

## **6. Free Travel to Out County Residential Schools for those with an Education, Health and Care (EHC) Plan**

### **6.1 Out County Weekly Boarding**

A student is eligible for free travel at the beginning and end of each term and at the beginning and end of each school week to a total of 76 single journeys per year.

### **6.2 Termly Boarding (3 terms per year)**

Students are entitled to free travel at the beginning and end of each term and half term up to a maximum of 16 single journeys per year.

### **6.3 Termly Boarding (4 terms per year)**

Students are entitled to free travel at the beginning and end of each term and half term up to a maximum of 16 single journeys per year

### **6.4 Out County 52 Week Boarding (Joint placement with another agency)**

All boarders are entitled to 12 single trips home per year (broadly relating to term times). Any additional trips will be the responsibility of the other agency.

### **6.5 Payment of parental journeys for those with children at out county residential special schools**

Payment will be made if one of the following applies:

- attendance at their child's annual review;
- attendance at any meeting called by the council at the student's school;
- journeys necessitated by a child's sickness or emergency medical appointments;
- an agreed journey to visit a new school placement;
- to attend up to three additional meetings per year at the school (called by the school or requested by the parents) if sanctioned by the council in advance;



- to travel with the student on train or service bus journeys if the student needs an adult escort.

## 6.6 Overnight Accommodation

The council will not normally reimburse the cost of overnight accommodation for parents/carers.

## 7. Transport Appeals/Complaints

- 7.1 An appeal against a decision to refuse travel assistance to post 16 students will be heard as set out below. Complaints regarding the Transport Statement will also be subject to the same two stage process.
- 7.2 The Local Authority publishes the appeals process on its website. This sets out the two-stage process (with paper copies available on request) for parents who wish to challenge a decision about:
- the transport arrangements offered;
  - the young person's eligibility
  - the distance measurement in relation to statutory walking distances; and
  - the safety of the route.

### Stage 1 Review by the Admissions and Transport Services Manager

- 7.3 A parent has 20 working days from receipt of the local authority's home to school transport decision to make a written request asking for a review of the decision. The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed, including information from a child's EHCP they consider relevant to travel needs.
- 7.4 Within 20 working days of receipt of the parent's written request the Admissions and Transport Services Manager will review the original decision and send the parent a detailed written notification of the outcome of the review, setting out:
- the nature of the decision reached;
  - how the review was conducted (including the standard followed, for example route safety assessments that have followed Road Safety GB guidance);
  - information about other departments and/or agencies that were consulted as part of the process;
  - what factors were considered;
  - the rationale for the decision reached; and
  - information about how the parent can escalate their case to stage two (if appropriate).

7.5 Complex Stage 1 cases may take longer than the timescale given above.

### **Stage two: Review by an independent appeal panel**

7.6 A parent has 20 working days from receipt of the local authority's stage one written decision notification to make a written request to escalate the matter to stage two.

7.7 Within 40 working days of receipt of the parents request an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case and give a detailed written notification of the outcome (within 5 working days), setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about the parent's right to put the matter to the Local Government Ombudsman (see below).

7.8 Stage 2 appeals will be heard by a panel of three comprising of one officer, one county councillor and one independent person. All panel members receive specific training prior to undertaking their role. The training includes information to ensure an understanding of the specific needs of children with SEND and EHCPs.

7.9 The Clerk to the Appeals & Tribunals Sub-Committee will not be a member of the Admissions Team, the Transport Hub or the Environment & Economy Department.

7.10 A representative of the Admissions Team will present the LA's reasons for not providing transport and appellants can present a case in writing and /or in person (if the parent wishes, accompanied by a friend). The format of the appeal is set out below:

- presentation of the LA's case by the LA representative;
- committee members and the parent are able to ask questions of the LA representative;
- presentation of the parent's case;
- summing up by the LA representative;
- summing up of the parent's case;
- both the LA representative and the parent/parents friend leave the hearing together;
- consideration of the case by the Appeals & Tribunals Sub-Committee;
- the Appeals & Tribunals Sub-Committee makes a decision as to whether to uphold or refuse the appeal.

- 7.11 The decision of the Appeals & Tribunals Sub-Committee will be considered binding by the LA and there is no further right of appeal.
- 7.12 The LA will not consider requests for a further transport appeal within the school academic year unless here there has been a significant change of circumstance.
- 7.13 Complex Stage 2 cases may take longer than the time

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## 16-19 Bursary Funding

### Overview

A young person could get a bursary to help with education-related costs if aged 16 to 19 and:

- studying at a publicly funded school or college in England - not a university or on a training course, including unpaid work experience
- A publicly funded school is one that doesn't charge for attending it.

### Eligibility

The person must:

- be at least 16 and under 19 on 31 August 2018
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

### Vulnerable student bursary

The young person could get up to £1,200 if at least one of the following applies:

- they're in or have recently left local authority care
- they receive Income Support or Universal Credit because they are financially supporting themselves
- they receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- they receive Personal Independence Payment (PIP) in their own name and either ESA or Universal Credit

The young person may get the full amount if they have expenses and study full-time on a course of at least 30 weeks.

Young people may receive less than the full amount, or no bursary, if one of the following apply:

- the course is shorter than 30 weeks
- they study part time
- they have few expenses

## Discretionary bursary

A school or college will have their own criteria for discretionary bursaries. They will look at individual circumstances and this usually includes family income.

Young people can apply for a discretionary bursary if they are over 19 and either:

- continuing on a course they started aged 16 to 18 (known as being a '19+ continuer')
- have an Education, Health and Care Plan (EHCP)

## How to claim

A young person should apply to their school, college or training provider. This needs to be done once the young person knows where they will be studying or training.

It may be necessary for a young person to reapply for a bursary for each year of their course.

## Short Break Transport for Disabled Children and Young People

### Short Break Transport – Criteria

**Purpose:** The purpose of this funding is primarily to support access to holiday activities for children aged 5 – 17 years who have the most complex needs and/or identified as vulnerable families who do not have access to transport.

**Criteria:**

1. All funding is subject to the availability of funding from Oxfordshire County Council (OCC). Funding is limited and will be assessed on a needs basis and as applications are received.

2. Transport funding will be prioritised for:

Children/young people aged 5 – 17 years who have the most complex needs and/or identified as vulnerable families.

Where there is no other alternative and without which the child/young person would otherwise be unable to access provision.

Access to holiday activity clubs

Other applications e.g. to/from youth groups or weekend activities should be requested as for the holiday club but **please discuss with Kay Willis prior to application.**

3. **Except in exceptional circumstances** (contact Kay Willis to discuss) it is unlikely that applications will be considered to support:

Families who are working or who have access to a car in the family.

Children accessing activities on more than 2/3 days a week

Children attending after school activities. (Access to after school activities should be applied for through the SEN transport scheme unless otherwise discussed).

Eligibility for funded transport for after school activities from Short Break transport budget is restricted to:

○ Children where there are identified safeguarding concerns or high CIN concerns and where the after school activities will improve child outcomes

○ Families who cannot provide transport because of post-operative issues (affecting child or parent) or significant ill health preventing the parent from driving

○ Confirmation will be required that the request has been agreed by a disability team manager.

4. The funding can only be used for children who live in Oxfordshire. It can be used for them to attend play, childcare or leisure provision outside Oxfordshire (if applicable and in exceptional circumstances when there is no other alternative.)

5. Applications must be received **at least TWO weeks** before the start of the requested transport (unless previously agreed).

6. Applications are made online and **must include**

a. **All** details of the specific needs and requirements of the child must be included (this includes any risk assessment for the child) in the on-line booking form in order that the appropriate taxi provider can be found. Once the transport is allocated to a company, the taxi drivers will receive the risk assessments for each child

b. Clear details of dates, times, pick-up, delivery and collection information and contact details of the group they are attending and a named person.

2 of 2 Short Break Transport Criteria revised 14/11/2016 - Jo Roberts



## **Short Break Transport for Disabled Children and Young People**

c. Any specific requirements for individual children in regards to the taxi company to be used or the driver/escort (e.g. female) can **only** be added with the agreement and **approval of your Manager and you would need to add that to your application** and then reasons why.

d. Reasons the transport is required.

7. Applications can be made by OSLOs, OCC's Children's Disability Teams or Pauline MacKinnon (Disability Information Officer, OxonFIS) and other identified named professionals or providers as agreed by Kay Willis.

8. The scheme **cannot**:

- Fund transport across more than one financial year
- make payments directly to individuals
- fund transport for activities/provision for children during the school/education day
- fund transport for residential holidays

**These criteria can only be varied in very exceptional circumstances, in consultation with and agreed by Kay Willis (prior to application).** Kay Willis is the Disability Services Development Manager

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## CABINET – 18 JUNE 2018

### Item 7 – The Proposed Home to School Travel and Transport Policy

On the 18 June 2018 an Extraordinary Meeting of the Education Scrutiny Committee was convened to discuss the proposals put forward for a Home to School Transport Policy for Oxfordshire. The Committee considered the report and recommendations and **RESOLVED** to:

- (a) ask the Cabinet to reject recommendations (a) and (b) in relation to SEND pupils set out in paragraph 55 of the report, on the basis that it was premature to make those decisions at this point in time whilst there was both a SEND and High Block Needs Review underway of which they should be an integral part;
- (b) In relation to recommendation (b) set out in paragraph 56 of the report, the Committee asked that further work and analysis be undertaken in relation to the funding for this provision.

The Committee would also wish to be assured that any future proposals coming forward be underpinned by strategic rationale and that any future consultation should include all services users, currently receiving or about to receive transport.

The Committee also asked that any future reports coming forward, particularly in relation to some of the most vulnerable children in society, should include all the analysis that underpinned the proposals or was referred to in the report.

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# PERFORMANCE SCRUTINY COMMITTEE – 5 JULY 2018

## THE PROPOSED HOME TO SCHOOL TRAVEL AND TRANSPORT POLICY

### Report by Director for Children's Services

#### Introduction

1. In accordance with the Scrutiny Procedure Rules, the Proper Officer has agreed to a request from the following Councillors for a Call In of Cabinet's decision made on 19 June 2018 in relation to 'Proposed Home to School Travel and Transport Policy':
  - Councillor Waine
  - Councillor Howson
  - Councillor Bartington
  - Councillor Carter
  - Councillor Corkin
  - Councillor Fitzgerald-O'Connor
  - Councillor Matelot
  - Councillor Gill Sanders
  - Councillor Turnbull
2. The Cabinet decision was to approve the adoption of a revised Home to School Travel and Transport Policy 2019/20 onwards for Reception to Year 11 and a revised Post 16 Education Travel and Transport Policy for 2019/20 onwards. The proposed changes were brought to Cabinet as part of a broader programme of work to bring spending on Home to School Transport in line with the resources available within the agreed Medium Term Financial Plan.

#### Reasons for the Call In Request and Response

3. The statement by the Director that no SEND child would fail to have a Post 16 placement at an appropriate school or college because of transport costs was not in the policy document or accompanying papers, and therefore not understood by the Education Scrutiny Committee.
  - (a) Paragraph 14 of the report to Cabinet 19 June 2018 states, "... Post 16 students with special educational needs and disabilities would continue to receive assistance with travel if they or their parents can demonstrate that they are attending the nearest suitable placement at which their needs can be met and that without assistance from the Council they would not be able to attend that placement."
  - (b) In practice this means that if a student is unable to access education, at the nearest establishment that is able to meet their needs, due to transport the Council will assist them with their travel. For example, by providing them with a seat on transport already going to that establishment, or setting up specific arrangements for them.

4. Various funds, either held by OCC, schools or colleges, were referred to as being the necessary support for pupils' ineligible for free transport under the proposed policy. This was not the understanding of the Committee, both in regard to normal travel from home to school or respite provision, as these funds were either discretionary or cash limited and thereby insufficient to guarantee to meet the needs of those children affected. No information was given in the document as to how this funding would operate and what levels of funding would be available to individual children. It is not now clear whether there is now additionally a cash fund for travel to and from education provision as well as respite care and the after school fund mentioned in the policy, all managed by the County Council using County Council funds.

(a) For pupils who are not eligible for free home to school travel under the policy, the following financial support is available:

Post-16 students, including those with special educational needs and disabilities

Schools and colleges have access to funding which enables them to provide students with bursaries. These bursaries are available to help with education related costs, including travel costs.

Two types of bursaries are available: (i) Vulnerable student bursary for which there are nationally set qualifying criteria and (ii) Discretionary bursary where the qualifying criteria are set by the school or college. (see Annex 1 of report to Cabinet 19 June 2018)

To claim a bursary a young person should apply to their school and college.

Should a young person be refused a bursary, this would be part of the evidence that could be presented to the Council to substantiate that they cannot access college or school.

Travel to respite care

For some children and their families, respite care is an important part of their care and support package. Where these children need to travel between respite care and school arrangements will continue to be made and paid for by the Council. Arrangements will be made on an individual basis, and there will be not be cash limited fund for them.

Travel to after school clubs

It is proposed to establish a specific cash limited budget to assist children and young people who have the most complex special educational needs and disabilities to access after school clubs. This will enable them to travel from their school to clubs that are able to cater for their specific needs. It is proposed to set a budget of £50,000 in 2018/19, which is in-line with current spending on these arrangements

### **Additional information**

5. The proposed Home to School Travel and Transport Policy for Reception to Year 11, is not suggesting changes to the current eligibility criteria for free travel.
6. If the proposed post-16 Home to School Travel and Transport Policy is adopted, it is anticipated that there will be a potential saving of £300,000 per annum for each year group affected. This saving is an indicative amount and will be realised in part due to contributions for travel assistance, which will not exceed those set out under the space seat scheme.
7. The Council is making investments in home to school transport:
  - (a) Creation of a Travel Options Team: Since April 2018, there have been three additional workers within the Supported Transport Hub. This team work with parents to understand the child's needs as they relate to transport and put in place transport arrangements that meet these
  - (b) Independent Travel Training: The Council are currently recruiting workers into this team, with the aim of having it in place in Autumn 2018. This team will work with individual children to support and train them to travel to and from school independently. While travel training will not be suitable for all children with special educational needs and disabilities, the development of these skills will increase the child's independence and confidence in all aspects of their lives
  - (c) Personal Travel Budgets: parents are now able to receive money from the Council to make their own transport arrangements for their child.

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Division(s):
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## CABINET – 17 JULY 2018

### FINANCIAL MONITORING AND MEDIUM TERM FINANCIAL PLAN DELIVERY REPORT – MAY 2018

#### Report by the Director of Finance

1. The purpose of this report is to set out the forecast position of the revenue budgets as at the end of May 2018. This report also includes an update on the Medium Term Financial Plan savings, reserves and balances.
2. The report sets out an underspend on revenue of **£1.0m**. This reflects an overspend of **£3.9m** by directorate services offset by unallocated contingency of **£4.9m**. The report to Cabinet at the same time last year anticipated a directorate overspend of **+£7.6m**.

Directorate	Latest Budget 2018/19	Forecast Outturn 2018/19	Forecast Outturn Variance 2018/19	Forecast Outturn Variance 2018/19
	£m	£m	£m	%
People	315.3	316.6	+1.3	0.4%
Communities	98.6	100.6	+2.0	2.0%
Resources	19.6	20.2	+0.6	3.0%
<b>Total Directorate Position</b>	<b>433.5</b>	<b>437.4</b>	<b>+3.9</b>	<b>0.9%</b>
Contingency	7.5	2.6	-4.9	
<b>Adjusted Directorate Position</b>	<b>441.0</b>	<b>440.0</b>	<b>-1.0</b>	<b>-0.2%</b>
Strategic Measures	-441.0	-441.0	0.0	0.0%
<b>Overall Surplus/Deficit</b>	<b>0</b>	<b>-1.0</b>	<b>-1.0</b>	

3. The following Annexes are attached and referenced in the report:

Annex 1	Directorate Budgets and Forecast Variation
Annex 2a	2018/19 virements to approve
Annex 2b	2018/19 virements to note
Annex 3	Grants
Annex 4	Reserves
Annex 5	General Balances
Annex 6	Fees and Charges

## Part 1 - Executive Summary

### Revenue

4. Annex 1 provides a summary of the forecast position by directorate. Commentary on key variations greater than £0.1m for each service is provided in Part 2 of the report.
5. Children's Services are forecasting an overspend of **£1.1m** which relates to Children's Social Care.
6. **£0.8m** of the Children's Social Care overspend relates Unaccompanied Asylum Seeking Children (UASC). As set out in the Chief Finance Officers' Statutory Report to Council on 13 February 2018 where new duties, policies or initiatives are passed onto local authorities, central Government has agreed that all new burdens should be properly assessed and fully funded. The new burdens doctrine has been in place since 2011 and Government departments are required to adhere to it. One area where the Council feels it is not receiving sufficient funding to meet costs is in relation to UASC. The grant received is insufficient to meet costs as it is based on a national average and costs are much higher in the South East. The Council has been lobbying Government to fund the estimated shortfall since 2016/17, but it has not been successful in securing additional funding. As this is a new burden, the Council has not made provision in the budget for 2018/19 for any shortfall. If the full funding is not received, then it will need to be met from either balances or contingency.
7. The Communities directorate is forecasting an overspend of **£2.0m**. This relates to overspends on Street Lighting, Defects and Supported Transport.
8. There is also a **£5.0m** overspend forecast on the Dedicated School Grant (DSG) – High Needs Block. This is mainly due to increasing demand for special school places and the need to place children at independent non-maintained schools. This overspend will be met partly by using the **£4.3m** DSG reserves but the remaining overspend will need to be either carried forward or met by council resources as in accordance with the terms of the grant.

### Virements and Supplementary Estimates

9. Virements larger than £0.5m or that relate to un-ringfenced grants requiring Cabinet approval under the Virement Rules agreed by Council on 14 February 2018 are set out in Annex 2a. None of these virements represent a change in policy as the service is unchanged.
10. Virements this month include a virement of £1.2m relating to the increase in the Improved Better Care Fund Grant for 2018/19. This was initially held outside the pool but needs to be transferred into the Better Care Pooled Budget. A virement of £0.3m to move base budget funding from the Better Care Fund Pooled Budget into the Adults with Care and Supporting Needs Pooled Budget will be requested to help meet the increased pressures reported. A further £0.8m virement has

been requested from the precept funding to support one off costs relating to the daytime support service implementation and care workforce initiatives.

11. Annex 2b shows virements Cabinet need to note.
12. There are no supplementary estimate requests included in this report.

### Grants

13. As set out in Annex 3 the Council receives ringfenced and un-ringfenced government grants totalling £344.4m.
14. The total above includes the Improved Better Care Fund Grant of £7.5m. The conditions attached to the grant funding require it to be used for the purposes of meeting adult social care needs, including contributing to the stabilisation of local care markets and supporting the NHS in addressing pressures such as delayed discharges.
15. The table below shows how the £7.5m grant available is expected to be utilised in 2018/19 as agreed with our Health partners. Cabinet is recommended to note the 2018/19 allocations.

		£m
Market resilience	On - going cost of provider inflation uplifts agreed in 2017/18	1.7
	Ongoing support to the social care market to improve resilience.	1.8
	Extension of Wellbeing Teams and technology pilots to explore alternatives to traditional home care.	0.5
	Ongoing contingency homecare capacity	0.8
	Delegated healthcare tasks, to support changes in delivery leading to support increased capability in the homecare market.	0.2
	Implementation of short stay beds review	0.5
Improving flow	On-going cost of the hospital team put in place in 2017/18	1.2
Market capacity	Dementia nurses	0.2
Additional provision	Maintain HART mitigation beds for three months, then ramp down bed numbers.	0.6
<b>TOTAL iBCF</b>		<b>7.5</b>

16. New ringfenced grants this month include **£0.026m** for Extended Personal Adviser Duty Implementation Grant and **£0.038m** for Virtual School Heads from the Department for Education. Ringfenced Grants are held by the directorates for use in line with the grants terms and conditions.
17. New un-ringfenced Grants this month include **£0.060m** for Troubled Families payment by results, **£0.492m** for Troubled Families Attachment Fees, **£0.168m** for the Mockingbird Project and **£0.231m** for School Improvement and Brokering Grant.

18. It is proposed that Cabinet approve the allocation of the Troubled Families Attachment Fee Grant, Mockingbird Project Grant and the School Improvement and Brokering Grant for use in Children's Services. The grant determination sets out additional requirements that the service need to deliver.
19. It is also proposed that the Troubled Families Payment by Results grant is transferred to the Government Initiatives Reserve for Children's Services to utilise. This is additional funding that the council will receive during the year in recognition of the success of the Troubled Families Programme.

### **Reserves**

20. Annex 4 sets out the earmarked reserves brought forward from 2017/18 and the forecast position as at 31 March 2019. These reserves are held for specified one-off projects, contractual commitments and to support the Medium Term Financial Plan. Reserves are forecast to reduce by **£22.9m** from **£96.6m** to **£73.7m** at 31 March 2019. It is proposed that **£3.9m** is transferred from the Budget Priorities Reserve to the Transformation Reserve for use on Transformation projects as part of the Fit for the Future programme.

### **General Balances**

21. As set out in Annex 5 general balances were £25.8m as at 31 March 2018. This compares to the risk assessed level of £16.3m as set out in the Medium Term Financial Plan (MTFP) approved by Council in February 2017.

### **Strategic Measures**

22. There have been no changes to the lending list since the last update.
23. The following table sets out average in-house cash balances and average rates of return for April and May 2018. In house interest receivable for April & May 2018 was **£0.4m**. The actual interest rates have been slightly higher than the forecast average interest rates, if this continues for the remainder of the year then interest received will be higher than budgeted for. Updates will be included in future reports.

Month	Average cash balance	Average rate of return
April	£317.4m	0.77%
May	£336.0m	0.77%

24. External Fund dividends are paid quarterly and have not yet been received, but are expected to be in line with budget.
25. Interest payable is forecast to be in line with the budgeted figure of £15.6m.

### **Debt and Loan Write – Offs & Impairments**

26. There are no bad debts to write off as at the end of May 2018.
27. Cabinet is recommended to approve the writing off of two adult social care debts totalling **£0.04m**. One of these debts is required because of the resolution of a complaint and the other is related to a mismanagement of funds by the service user leaving no opportunity to recover the income due.

### **Medium Term Financial Plan Savings**

28. The forecasts shown in this report incorporate savings included in the medium term financial plan agreed by Council in February 2018 and previous years. At this early stage of the year, at least **98.3%** of the planned savings of **£41.0m** is expected to be delivered.
29. Children's Services are forecasting that they will achieve all of the 2018/19 savings.
30. Adult Social Care currently expects to achieve **77%** of the savings built into 2018/19 budgets. **£1.4m** of the directorate's savings are flagged red or amber. The **£0.4m** saving reflecting an expected reduction in the total income impairment required at the end of 2018/19 is currently assessed as red. The **£1.0m** saving built into Learning Disabilities budgets is noted as amber because of the forecast pressures noted within the Adults with Care and Support Needs pooled budget. Revisions to the Adult Social Care contributions policy were agreed by Cabinet on 22 May 2018 and will be implemented from 1 October 2018. Financial re-assessments are being offered to all service users as part of the implementation so an update on the part – year saving expected to be achieved in 2018/19, and on-going full year effect from 2019/20 will be provided later in the year. The **£2.6m** full year effect of the implementation of the council's new Daytime Support service which has been operating since October 2017 is also expected to be achieved but a further review of the financial position will be carried out later in the year.
31. The Communities directorate are expected to achieve **96%** of the savings agreed. **£0.1m** of the directorate savings are flagged Red or Amber. This is due to a risk that additional income from solar panels on property sites will not be realised and reduced costs through joint working will not be fully delivered.
32. Resources are expected to achieve **91%** of the savings agreed. £0.3m of the directorate savings are flagged Red or Amber. This mainly relates to the unachievable target for ICT income from non-OCC users.

### **Fees and Charges**

33. Human Resources have consulted on introducing charges to recover the full cost of providing a Job Evaluation service for Academies. Academies are entitled to set their own policies and introduce their own job evaluation scheme, but many have continued to apply the OCC scheme. It is likely that introducing a charge for Job Evaluation will

result in a reduction in volume of requests. However, as these roles take up a considerable amount of Oxfordshire County Council's time, any reduction in submissions would not be a cause for concern. Cabinet are recommended to agree the charges set out in Annex 6 effected from 1 September 2018.

## Part 2 – Revenue Service Commentary

### People – Children

34. An overspend of **£1.1m (0.8%)** is reported by Children's services.

#### Education & Learning – nil variance

35. A breakeven position is forecast for this service, however there are risks in some budgets which need to be managed, particularly over the medium term.
36. Home to School Transport is currently forecast to spend to budget, however there are risks to this being achieved. Savings of **£1.2m** are included in the budget for 2018/19 with **£0.3m** of these savings currently at risk, as identified through benefits realisation reporting at the directorate working group. The savings at risk relate to transport to Northfield School and Meadowbrook. The current circumstances at Northfield have made savings more difficult to achieve, but this requires further analysis and the outcome of the consultation. There is also a risk savings relating to Meadowbrook won't be achieved in full. It is possible through the continuation of nearest school and contract efficiencies, in mainstream and the potential overachievement of Special Educational Needs and Disabilities (SEND) demographic savings, as the impact of greater eligibility control is realised, there may be underspends elsewhere which could meet some of this pressure. The position will become clearer once the new school year begins in September.

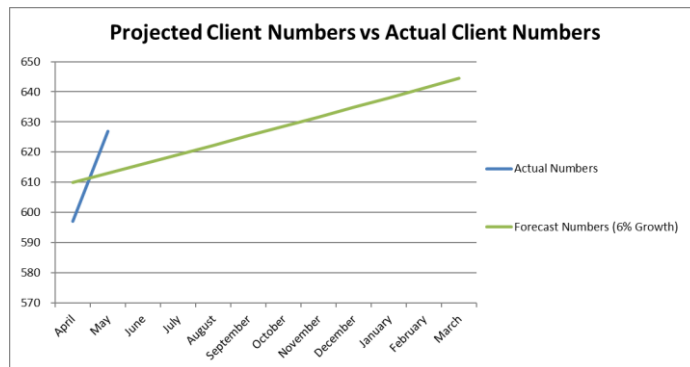
#### Children's Social Care - £1.1m overspend

37. The main pressure within Social Care at present relates to Asylum which is currently forecasting an overspend of **£0.8m**. This service is grant funded from the Home Office, however at present the grant isn't sufficient to fully fund costs in Oxfordshire. This is mainly due to the availability of placements for this client group being limited and requiring external resources. In the short-term unless there is a change in Home Office policy it won't be possible to bring this within budget, without adversely affecting another budget, therefore it was agreed that the Council will not be making provision in the budget for 2018/19 for any shortfall. If the full funding is not received, then it will be requested to be met from either balances or contingency. The client group is relatively small, but client numbers can change quickly due to new arrivals in county as well as transfers from other authorities and therefore there is risk within this forecast.

38. In addition, there are overspends and risks within the Leaving Care Service totalling **£0.4m**. This is made up of Leaving Care Allowances where there is a forecast overspend of **£0.2m**, which relates to a growth in client numbers over recent years. This is likely to become a greater pressure in to the future, as the increase in looked after children numbers moves in to Leaving Care services. In addition, an increase in the statutory aged from 21 to 25 since 1 April 2018 is expected to bring additional pressures. A grant of £25,802 has been received from the Department for Education in relation to this, to increase Personal Adviser support, however no additional funding has been received in relation to allowances and support. Further work needs to be completed to identify the likely pressure due to the additional requirements once demand can be measured more accurately.

### Children's Social Care Countywide – nil variance

39. At present a breakeven position is forecast within Corporate Parenting, however there are risks within this service. Growth in the number of mainstream looked after children in the first two months of the year has been higher than anticipated, which has put a potential pressure on the budget for this year, however this needs to be monitored over a longer period, as this has followed a drop in the number in the later part of 2017/18. The increase of 30 mainstream looked after children in May 2018 brings the number of children reported to 627, adding potentially **£1.0m** to the forecast during May.



40. The position reported assumes that all savings relating to the High Cost Placement Review and Reconnecting Families are achieved and this will be reviewed as progress is made with these projects throughout the year. These programmes are not yet scheduled to deliver benefits and therefore at this stage no variance is forecast.

### Schools

41. Two schools are due to convert to academy status in August and September 2018. The schools currently have accumulated deficits of **£1.1m**. The conversion process requires the council to fund any accumulated deficits at the point of conversion. Once the final school balances have been agreed, a supplementary estimate will be requested for Cabinet approval.

### **DSG Funded Services**

42. The high needs block is forecast to overspend by **£5.0m** in 2018/19, mainly due to increasing demand for special school places and the need to place children at independent non-maintained special schools. The Strategic Review of High Needs, which will devise a long-term strategy to control demand and improve sufficiency of places, with the aim of bringing spend within the funding available in the medium-term.
43. In addition, the consultation relating to Northfield School increases the risk in this budget and is likely to increase spend in the medium term. Until the consultation is completed and the outcome known it will be difficult to calculate the impact on this budget. In order to keep the school open in the short term and to undertake works to the building, the total budget requirement is **£0.7m**, of which **£0.3m** is expected to be charged to revenue.

### **People – Adult Services**

44. Adult Services is forecasting an overspend of **£0.2m (0.1%)**.
45. The pooled budget contributions and risk shares for 2018/19 are yet to be formally agreed with the Oxfordshire Clinical Commissioning Group (OCCG). These are expected to be considered by the relevant Joint Management Group in July 2018 and an update will be provided in the report to Cabinet in October 2018.

### **Better Care Fund Pool £0.3m underspend (0.4%)**

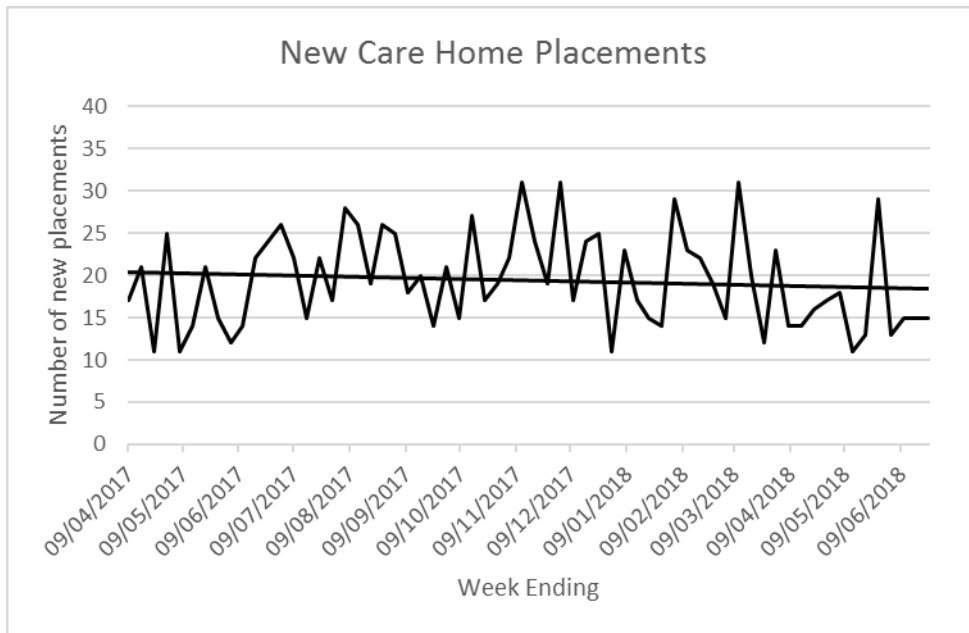
46. Since the health contributions and associated risk share for 2018/19 are yet to be agreed with Oxfordshire Clinical Commissioning Group this report reflects variations for the council elements of the Pooled Budget and excludes any variations against health budgets. Future reports will reflect the position for the whole pool including updates on expenditure for Continuing Health Care. Reflecting the Section 75 agreement and outcomes sought by the Health & Wellbeing Board, the pool combines expenditure on care homes, activity relating to hospital avoidance and prevention and early support activities.

### Care Homes

47. The forecast position reflects a **£0.8m** anticipated underspend on care homes placements based on expected activity. This is a 1.4% variance on the gross budget for care home placements. This is a demand led service based on need and availability and inevitably this fluctuates from month to month; a net increase of 10 placements at an average cost of £714 per placement per week would increase expenditure by **£0.3m** over the remaining 10 months of the year. The additional cost would potentially be higher than the average if prices are rising generally – often the cost of new placements is higher than ones ending.



48. As indicated below on average there has been a slight decline in the number of new care home placements each week since April 2017.



49. However, after taking account of packages which have ended as well as new packages the overall number of on-going placements appears to be relatively stable so far in 2018/19. Further work is required to assess whether demography added to this budget in 2018/19 should be utilised to mitigate pressures elsewhere.
50. The forecast also reflects a pressure arising from the **£0.4m** saving built into the Medium Term Financial Plan and previously expected to be achieved as a result of a forecast reduction in Adult Social Care bad debt over six months old. Since the level of debt over six months old has instead increased by **£0.1m** since April 2018 work is underway to take action to improve income collection rates. Further updates will be provided throughout the year.

#### Prevention and Early Support

51. The forecast position reflects a number of offsetting under and over spends. In light of the outturn position for 2017/18 and known commitments, budgets will be reviewed to reflect current activity within Prevention and Early Support. As part of this budget realignment exercise it is proposed to move **£0.3m** into the Adults with Care and Supporting Needs Pooled budget to offset part of the forecast pressure there.

#### Hospital Avoidance

52. There is a **£0.4m** forecast overspend based on expenditure to date and commitments for home support packages. Work is on-going to validate this and the associated forecast service user income and this will be continued to be closely monitored throughout the year.

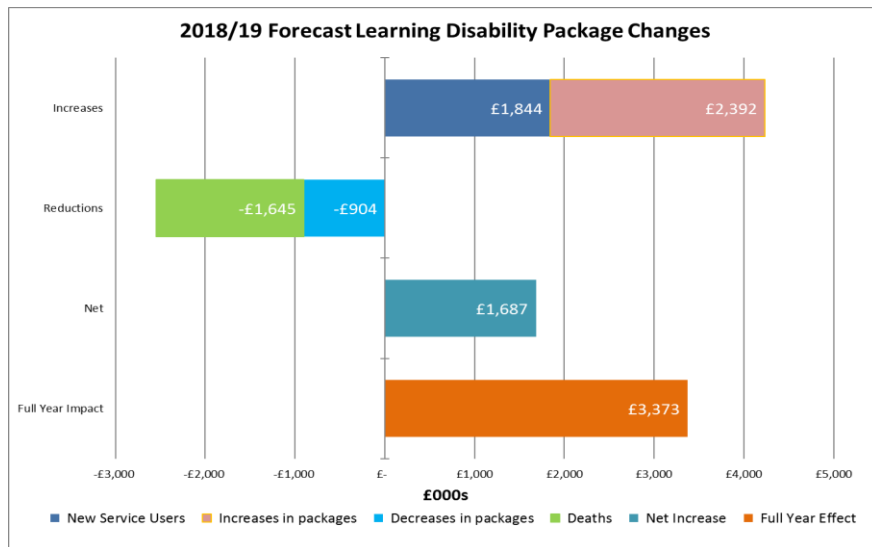
53. An overspend of **£0.2m** on intermediate care beds is an on-going pressure that was absorbed within variances in other areas last year.
54. The first two months of equipment costs have increased when compared to the same period last year. Using a rolling forecast method this has resulted in a possible pressure of **£0.1m** in this area. Work is being undertaken to validate this and to provide more assurance about the anticipated future costs.
55. The forecast assumes 94% of the activity level assumed in the reablement contract with Oxford University Hospital Trust is met throughout the year. This is based on actual data for the first two months of the year and action being taken to increase capacity and the number of people accessing reablement. At present there is a forecast underspend of **£0.1m** but this will be closely monitored throughout the year to ensure the forecast reflects any change to the assumed activity and the cost of any associated mitigations.

**Adults with Care and Support Needs (ACSN) Pool - £2.0m (2.4%) overspend**

56. As noted above the risk shares for the Pooled Budgets are yet to be agreed. Since it is not possible to separate the health and social care elements of Learning Disability expenditure within the pool this report assumes the budgets are risked shared on the same basis as in 2017/18 until the 2018/19 risk share has been agreed.
57. **£2.1m** demography has been added to this budget as part of the 2018/19 Medium Term Financial Plan. Savings of **£1.0m** that need to be achieved through reductions in package costs while continuing to meet assessed needs are also built into the budget. Part of the Adult Social Care precept was used to reduce the original planned saving by **£1.0m** but while cost avoidance is more likely the achievement of the remaining saving will be extremely challenging.

Learning Disabilities

58. The 2017/18 outturn for the Learning Disabilities element of the pool was an overspend of £1.6m and reflected increases in average placement costs and some high cost packages transferring from Children's Social Care late in 2016/17. The forecast position for 2018/19 reflects the council's share of the continuing pressure from last year and the additional £0.6m full year effect of panel decisions made during 2017/18.
59. Early indications reflect that the effect of panel decisions will outweigh the net £1.1m growth included within the budget by £0.6m as indicated in the following table.



60. If nothing changed the on-going full year effect of the net increase in 2018/19 would be £3.4m in 2019/20.
61. Action is being taken to review activity and packages within the pool and to ensure all known changes to packages and moves to supported living placements, which are generally lower cost than residential placements, have been reflected in the forecast.
- Other Non-Pool Services - £1.5m underspend**
62. All other non-pool Adult Social Care Services are currently forecasting an underspend of **£1.5m**, **-7.6%** of the £19.7m budget.
63. Vacant posts with the Responsible Localities teams are being recruited to and at this stage in the year it is anticipated that the staffing budgets will be fully utilised in 2018/19.
64. The Adult Protection and Mental Capacity service is also forecasting a breakeven position. Included within this forecast is a **£0.4m** overspend in relation to Approved Mental Health Professional Service, which is currently under review. This is offset by a **£0.5m** underspend within the Deprivation of Liberty Safeguards (DoLS) service because of posts agreed to be held vacant. This underspend will be used to fund out of county DoLS assessments. Any financial pressure across the two services will be met from the funding held in the DoLS reserve.
65. The **£1.5m** forecast underspend is made up of **£0.7m** one-off funding from the **£2.9m** available through the Adult Social Care precept and **£0.8m** of unallocated base budget held since 2015/16 relating to the Care Act and Independent Living Fund funding which continues to be held outside of the pools but is offsetting part of the pressure on the ACSN pooled budget.

## People – Public Health

66. There is currently a breakeven position forecast for Public Health. Under the terms and conditions of the ring-fenced Public Health grant require that any under spends are used in future years for Public Health purposes.

## Communities

67. The Communities directorate has an overspend of **£2.0m (2%)**.

### Infrastructure Delivery - £1.2m overspend

68. The forecast position reflects an anticipated pressure of **£0.7m** on Street Lighting due to significant increases in energy prices, including over 30% in the latter part of 2017/18. A plan is in place to invest in LED lighting across the Street Lighting network which will reduce energy costs down to an affordable level. However, the benefits will not be realised in time to reduce the 2018/19 pressure.
69. The forecast position also reflects an anticipated pressure on the Defect Repairs budget of **£0.5m** due to the significant increase in road defects following the abnormal weather over the winter month. Further investment is being sought which could reduce this pressure but at present an overspend is anticipated.

### Property & Investment - £0.7m overspend

70. Supported Transport are forecasting an overspend of **£0.7m**. The forecast position reflects a net pressure of £1.3m on the Fleet budget where its new operating model is still to be implemented, now that it mainly delivers transport for term time only SEN students. This has been offset by cost reductions of **£0.2m** due to reduced vehicle numbers and therefore reduced maintenance costs, amendments to staff contacts of **£0.1m** and additional short-term income of £0.3m (Bus Service Operators Grant) towards funding the Comet bus. An ongoing Fleet project is looking at ways to further reduce this pressure and the results will be reported in future months.
71. Although Property are reporting a balanced budget, the business is still designing its operating model, and investing significantly in interim management to implement a new fit for purpose business as usual model. This coupled with the uncertainty over the wrap up of the liquidation of Carillion and the need to establish the condition of the council's estate, with yet unknown consequences, puts at risk the services ability to work within the agreed budgets set for the medium term.

## Resources

72. Resources is forecast to overspend by **£0.6m (0.6%)**. This mainly relates to Legal Services due to the cost of external Counsel fees.

## **RECOMMENDATIONS**

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

- (a) note the report**
- (b) approve the virements as set out in Annex 2a;**
- (c) note the virements set out in Annex 2b;**
- (d) note the use of the £7.5m iBCF ringfenced grant funding in 2018/19 as set out in paragraph 15;**
- (e) approve the transfer of the Troubled Families Payment by Results Grant Funding into the Government Initiatives Reserve for use by Children's Services as set out in paragraph 19;**
- (f) approve the transfer of £3.9m from the Budget Priorities Reserve to the Transformation Reserve as set out in paragraph 20;**
- (g) approve the bad debt write-offs as set out in paragraph 27;**
- (h) approve the fees and charges as set out in paragraph 33 and Annex 6.**

### **LORNA BAXTER**

Director of Finance

Background papers:

Directorate Financial Monitoring Reports for May 2018

Contact Officers:

Katy Jurczynszyn, Strategic Finance Manager  
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July 2018

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**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

Directorate	BUDGET 2018/19		Latest Budget	Outturn Forecast Year end Spend/Income	Projected Year end Variation to Budget	Projected Year end Variance Traffic Light
	Original Budget	Movement to Date				
	£000	£000	£000	£000	underspend - overspend + £000	
<b>People</b>						
Gross Expenditure	628,461	101	628,562	629,845	1,283	G
Gross Income	-312,944	-367	-313,311	-313,311	0	G
	<b>315,517</b>	<b>-266</b>	<b>315,251</b>	<b>316,534</b>	<b>1,283</b>	<b>G</b>
<b>Resources</b>						
Gross Expenditure	65,015	682	65,698	66,109	411	G
Gross Income	-45,952	-104	-46,056	-45,902	154	G
	<b>19,063</b>	<b>579</b>	<b>19,642</b>	<b>20,207</b>	<b>565</b>	<b>A</b>
<b>Communities</b>						
Gross Expenditure	170,097	-328	169,769	171,084	1,315	G
Gross Income	-71,117	17	-71,100	-70,400	700	G
	<b>98,980</b>	<b>-311</b>	<b>98,669</b>	<b>100,684</b>	<b>2,015</b>	<b>A</b>
<b>Directorate Expenditure Total</b>	<b>863,573</b>	<b>456</b>	<b>864,029</b>	<b>867,038</b>	<b>3,009</b>	<b>G</b>
<b>Directorate Income Total</b>	<b>-430,013</b>	<b>-454</b>	<b>-430,467</b>	<b>-429,613</b>	<b>854</b>	<b>G</b>
<b>Directorate Total Net</b>	<b>433,560</b>	<b>2</b>	<b>433,562</b>	<b>437,425</b>	<b>3,863</b>	<b>G</b>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

Directorate	BUDGET 2018/19		Latest Budget	Outturn Forecast Year end Spend/Income	Projected Year end Variation to Budget	Projected Year end Variance Traffic Light
	Original Budget	Movement to Date				
	£000	£000	£000	£000	underspend - overspend + £000	
Contributions to (+)/from (-)reserves	-10,090		-10,090	-10,090	0	
Contribution to (+)/from(-) balances			0	0	0	
Public Health Saving Recharge	-500		-500	-500	0	
Contingency	7,481	-2	7,479	2,570	-4,909	
Capital Financing	24,065		24,065	24,065	0	
Interest on Balances	-6,015		-6,015	-6,015	0	
<b>Strategic Measures Budget</b>	<b>14,941</b>	<b>-2</b>	<b>14,939</b>	<b>10,030</b>	<b>-4,909</b>	
Unringfenced Government Grants	-13,059		-13,059	-13,059	0	
Council Tax Surpluses	-5,316		-5,316	-5,316	0	
Revenue Support Grant	-5,868		-5,868	-5,868	0	
Business Rates Top-Up	-39,046		-39,046	-39,046	0	
Business Rates From District Councils	-33,170		-33,170	-33,170	0	
<b>Council Tax Requirement</b>	<b>352,042</b>	<b>0</b>	<b>352,042</b>	<b>350,996</b>	<b>-1,046</b>	

**KEY TO TRAFFIC LIGHTS**

**Balanced Scorecard Type of Indicator**

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





**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

People Directorate	BUDGET 2018/19			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
	Original Budget	Movement to Date	Latest Estimate			
	£000	£000	£000			
<b>CEF1 Education &amp; Early Intervention</b>						
Gross Expenditure	72,563	344	72,907	72,907	0	G
Gross Income	-51,320	-130	-51,450	-51,450	0	G
	<b>21,243</b>	<b>215</b>	<b>21,458</b>	<b>21,458</b>	<b>0</b>	<b>G</b>
<b>CEF2 Children's Social Care</b>						
Gross Expenditure	31,369	90	31,459	32,559	1,100	A
Gross Income	-3,109	-26	-3,135	-3,135	0	G
	<b>28,260</b>	<b>65</b>	<b>28,325</b>	<b>29,425</b>	<b>1,100</b>	<b>A</b>
<b>CEF3 Children's Social Care Countywide Services</b>						
Gross Expenditure	53,465	273	53,738	53,738	0	G
Gross Income	-3,856	-222	-4,078	-4,078	0	G
	<b>49,609</b>	<b>52</b>	<b>49,661</b>	<b>49,661</b>	<b>0</b>	<b>G</b>
<b>CEF4-1 Delegated Schools</b>						
Gross Expenditure	166,684	95	166,779	166,779	0	G
Gross Income	-166,684	-95	-166,779	-166,779	0	G
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>G</b>
<b>CEF4 Other Schools</b>						
Gross Expenditure	39,963	-74	39,889	39,889	0	G
Gross Income	-39,671	1	-39,670	-39,670	0	G
	<b>292</b>	<b>-74</b>	<b>218</b>	<b>218</b>	<b>0</b>	<b>G</b>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

People Directorate	BUDGET 2018/19			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
	Original Budget	Movement to Date	Latest Estimate			
	£000	£000	£000			
<b>CEF5 Quality &amp; Compliance</b>						
Gross Expenditure	6,271	-259	6,012	6,012	0	G
Gross Income	-609	0	-609	-609	0	G
	<b>5,662</b>	<b>-259</b>	<b>5,403</b>	<b>5,403</b>	<b>0</b>	<b>G</b>
<b>CEF Non Negotiable Support Service Recharges</b>						
Gross Expenditure	12,175	0	12,175	12,175	0	G
Gross Income	0	0	0	0	0	
	<b>12,175</b>	<b>0</b>	<b>12,175</b>	<b>12,175</b>	<b>0</b>	<b>G</b>
<b>SCS1 Adult Social Care</b>						
Gross Expenditure	195,184	-26	195,158	195,341	183	G
Gross Income	-16,108	1	-16,107	-16,107	0	G
	<b>179,076</b>	<b>-26</b>	<b>179,050</b>	<b>179,233</b>	<b>183</b>	<b>G</b>
<b>SCS2 Joint Commissioning</b>						
Gross Expenditure	6,291	-342	5,949	5,949	0	G
Gross Income	-786	104	-682	-682	0	G
	<b>5,505</b>	<b>-238</b>	<b>5,267</b>	<b>5,267</b>	<b>0</b>	<b>G</b>
<b>SCS Non Negotiable Support Service Recharges</b>						
Gross Expenditure	13,695	0	13,695	13,695	0	G
Gross Income	0	0	0	0	0	
	<b>13,695</b>	<b>0</b>	<b>13,695</b>	<b>13,695</b>	<b>0</b>	<b>G</b>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

People Directorate	BUDGET 2018/19			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
	Original Budget	Movement to Date	Latest Estimate			
	£000	£000	£000	£000	underspend - overspend + £000	
<b>PH1 LA Commissioning Responsibilities - Nationally Defined</b>						
Gross Expenditure	17,630	-200	17,430	17,430	0	G
Gross Income	0	0	0	0	0	
	<b>17,630</b>	<b>-200</b>	<b>17,430</b>	<b>17,430</b>	<b>0</b>	<b>G</b>
<b>PH2 LA Commissioning Responsibilities - Locally Defined</b>						
Gross Expenditure	12,525	198	12,723	12,723	0	G
Gross Income	-273	0	-273	-273	0	G
	<b>12,252</b>	<b>198</b>	<b>12,450</b>	<b>12,450</b>	<b>0</b>	<b>G</b>
<b>PH3 Public Health Recharges</b>						
Gross Expenditure	646	2	648	648	0	G
Gross Income	0	0	0	0	0	
	<b>646</b>	<b>2</b>	<b>648</b>	<b>648</b>	<b>0</b>	<b>G</b>
<b>PH4 Grant Income</b>						
Gross Expenditure	0	0	0	0	0	
Gross Income	-30,528	0	-30,528	-30,528	0	G
	<b>-30,528</b>	<b>0</b>	<b>-30,528</b>	<b>-30,528</b>	<b>0</b>	<b>G</b>
<b>Transfer to Public Health Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>G</b>
<b>Directorate Expenditure Total</b>	<b>628,461</b>	<b>101</b>	<b>628,562</b>	<b>629,845</b>	<b>1,283</b>	<b>G</b>
<b>Directorate Income Total</b>	<b>-312,944</b>	<b>-367</b>	<b>-313,311</b>	<b>-313,311</b>	<b>0</b>	<b>G</b>
<b>Directorate Total Net</b>	<b>315,517</b>	<b>-266</b>	<b>315,251</b>	<b>316,534</b>	<b>1,283</b>	<b>G</b>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

Communities Directorate		BUDGET 2018/19			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
		Original Budget	Movement to Date	Latest Estimate			
		£000	£000	£000	£000	underspend - overspend + £000	
<b>EE1</b>	<b>Planning &amp; Place</b>						
	Gross Expenditure	12,125	1	12,126	12,126	0	G
	Gross Income	-6,519	0	-6,519	-6,519	0	G
		<b>5,606</b>	<b>1</b>	<b>5,607</b>	<b>5,607</b>	<b>0</b>	<b>G</b>
<b>EE2</b>	<b>Infrastructure Delivery</b>						
	Gross Expenditure	59,509	-181	59,328	60,578	1,250	A
	Gross Income	-10,968	1	-10,967	-10,967	0	G
		<b>48,541</b>	<b>-180</b>	<b>48,361</b>	<b>49,611</b>	<b>1,250</b>	<b>A</b>
<b>EE3</b>	<b>Property &amp; Investment</b>						
	Gross Expenditure	59,411	-3	59,408	59,408	0	G
	Gross Income	-30,167	-101	-30,268	-29,568	700	A
		<b>29,244</b>	<b>-104</b>	<b>29,140</b>	<b>29,840</b>	<b>700</b>	<b>A</b>
<b>EE4</b>	<b>Community Safety</b>						
	Gross Expenditure	24,809	-145	24,664	24,729	65	G
	Gross Income	-1,749	118	-1,631	-1,631	0	G
		<b>23,060</b>	<b>-27</b>	<b>23,033</b>	<b>23,098</b>	<b>65</b>	<b>G</b>
<b>EE9</b>	<b>Recharge income from Grants and External organisations</b>						
	Gross Expenditure		0			0	
	Gross Income	-817	0	-817	-817	0	G
		<b>-817</b>	<b>0</b>	<b>-817</b>	<b>-817</b>	<b>0</b>	<b>G</b>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

Communities Directorate	BUDGET 2018/19			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
	Original Budget	Movement to Date	Latest Estimate			
	£000	£000	£000	£000	underspend - overspend + £000	
<b>Non Negotiable Support Service Recharges</b>						
Gross Expenditure	14,243	0	14,243	14,243	0	G
Gross Income	-20,897	0	-20,897	-20,897	0	G
	<b>-6,654</b>	<b>0</b>	<b>-6,654</b>	<b>-6,654</b>	<b>0</b>	<b>G</b>
<b>Directorate Expenditure Total</b>	<b>170,097</b>	<b>-328</b>	<b>169,769</b>	<b>171,084</b>	<b>1,315</b>	<b>G</b>
<b>Directorate Income Total</b>	<b>-71,117</b>	<b>17</b>	<b>-71,100</b>	<b>-70,400</b>	<b>700</b>	<b>G</b>
<b>Directorate Total Net</b>	<b>98,980</b>	<b>-311</b>	<b>98,669</b>	<b>100,684</b>	<b>2,015</b>	<b>A</b>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

Resources Directorate	BUDGET 2018/19			Outturn	Projected	Projected
	Original Budget	Movement to Date	Latest Estimate	Forecast Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
	£000	£000	£000	£000	underspend - overspend + £000	
<b>CEO1 Chief Executive &amp; Business Support</b>						
Gross Expenditure	903	-2	901	1,026	125	R
Gross Income	0	0	0	0	0	
	<b>903</b>	<b>-2</b>	<b>901</b>	<b>1,026</b>	<b>125</b>	<b>R</b>
<b>CEO2 Human Resources</b>						
Gross Expenditure	4,650	-1	4,649	4,649	0	G
Gross Income	-739	0	-739	-739	0	G
	<b>3,911</b>	<b>-1</b>	<b>3,910</b>	<b>3,910</b>	<b>0</b>	<b>G</b>
<b>CEO3 Corporate Finance &amp; Internal Audit</b>						
Gross Expenditure	6,535	597	7,132	7,132	0	G
Gross Income	-1,773	-104	-1,877	-1,877	0	G
	<b>4,762</b>	<b>493</b>	<b>5,255</b>	<b>5,255</b>	<b>0</b>	<b>G</b>
<b>CEO4 Law &amp; Governance</b>						
Gross Expenditure	10,800	808	11,608	12,008	400	A
Gross Income	-8,157	0	-8,157	-8,157	0	G
	<b>2,643</b>	<b>808</b>	<b>3,451</b>	<b>3,851</b>	<b>400</b>	<b>R</b>
<b>CEO5 Policy</b>						
Gross Expenditure	3,574	-468	3,106	3,106	0	G
Gross Income	-917	0	-917	-917	0	G
	<b>2,657</b>	<b>-468</b>	<b>2,190</b>	<b>2,190</b>	<b>0</b>	<b>G</b>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Budget Monitoring**

Resources Directorate	BUDGET 2018/19			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
	Original Budget	Movement to Date	Latest Estimate			
	£000	£000	£000	£000	underspend - overspend + £000	
<b>CEO7 Transformation</b>						
Gross Expenditure	26,042	-253	25,789	25,675	-114	G
Gross Income	-3,521	0	-3,521	-3,367	154	A
	<b>22,521</b>	<b>-253</b>	<b>22,268</b>	<b>22,308</b>	<b>40</b>	<b>G</b>
<b>CEO9 Recharge income from Grants and External organisations</b>						
Gross Expenditure	0	277	277	277	0	G
Gross Income	-1,912	0	-1,912	-1,912	0	G
	<b>-1,912</b>	<b>277</b>	<b>-1,635</b>	<b>-1,635</b>	<b>0</b>	<b>G</b>
<b>Non Negotiable Support Service Recharges</b>						
Gross Expenditure	12,512	-276	12,236	12,236	0	G
Gross Income	-28,934	0	-28,934	-28,934	0	G
	<b>-16,422</b>	<b>-276</b>	<b>-16,698</b>	<b>-16,698</b>	<b>0</b>	<b>G</b>
<b>Directorate Expenditure Total</b>	<b>65,015</b>	<b>682</b>	<b>65,698</b>	<b>66,109</b>	<b>411</b>	<b>G</b>
<b>Directorate Income Total</b>	<b>-45,952</b>	<b>-104</b>	<b>-46,056</b>	<b>-45,902</b>	<b>154</b>	<b>G</b>
<b>Directorate Total Net</b>	<b>19,063</b>	<b>579</b>	<b>19,642</b>	<b>20,207</b>	<b>565</b>	<b>A</b>

**Financial Monitoring and Delivery Report  
CABINET - 10th July 2018**

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

Directorate	Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
SCS	Jul	May	allocatting the precept funding	SCS1-3	Provider and Support Services	T	250	0
				SCS1-6	Other Funding	T	-817	0
				SCS2	Joint Commissioning	T	567	0
			Extra iBCF funding	SCS1-1A	Better Care Fund Pool Contribution	T	1,227	0
				SCS1-6	Other Funding	T	-1,227	0
CD	Jul	May	Mockingbird Grant	CEF3-1	Corporate Parenting	T	164	0
				VSMMGT	Stategic Measures	T	0	-164
			School Improvement and Brokering Grant	CEF1-3	Education	T	231	0
				VSMMGT	Stategic Measures	T	0	-231
Grand Total							395	-395



**Financial Monitoring and Delivery Report  
CABINET - 10th July 2018**

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

Directorate (CD = Cross Directorate)	Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CD	Jul	May	Transfer of Hill End Budget to Property	CEF1-3	Education	P	-353	377
				EE3-2	Property & Procurement	P	-24	0
			To consolidate the Procurement budget post re-structure	CEO3	Corporate Finance & Internal Audit	P	558	-104
				EE2-1	Infrastructure Delivery Management	P	-230	0
CEF	Jul	May	Realigning budget for new financial year	SCS2	Joint Commissioning	P	-328	104
				CEF2-2	Social Care	P	90	0
			CEF3-2	Safeguarding	P	-90	0	
			Staying Put Fostering Grant	CEF3-1	Corporate Parenting	T	220	-220
			LCSS Admin Support	CEF2-1	Management & Central Costs	P	50	0
				CEF2-2	Social Care	P	-50	0
			Move Budget For An Employee	CEF2-2	Social Care	P	-34	0
				CEF3-2	Safeguarding	P	34	0
			Virement Move Mobile Service Staff to Strategy	CEF2-1	Management & Central Costs	P	57	0
				CEF2-2	Social Care	P	-57	0
			Virement Move Unallocated Budget In SCT138	CEF2-2	Social Care	P	-33	0
				CEF5-1	Management & Admin	P	33	0
			LAC Team Additional Allocations	CEF2-2	Social Care	T	90	0
				CEF5-1	Management & Admin	T	-90	0
			Transfer PRC Budget	CEF2-1	Management & Central Costs	P	-10	0
				CEF5-1	Management & Admin	P	135	0
				CEF5-2	Premature Retirement	P	-125	0
			Reallocation of social care budget	CEF2-2	Social Care	P	-171	0
				CEF5-1	Management & Admin	P	171	0
			Transfer of HN Funding to Match Spend	CEF1-2	Additional & Special Education Needs	P	507	-507
				CEF4-1	Delegated Budgets	P	97	-97
			Transfer Union Facilities Budget	CEF4-3	Non-Delegated Schools Costs	P	-1	0
				CEF5-1	Management & Admin	P	1	0
			Transfer to fund Workforce Development	CEF2-1	Management & Central Costs	T	30	0
				CEF5-1	Management & Admin	T	-30	0
			Additional Senior Manager	CEF5-1	Management & Admin	T	0	0
			Tidy of Adoption Budgets	CEF3-1	Corporate Parenting	P	-9	0
				CEF5-1	Management & Admin	P	9	0
Assessment Teams Additional Allocation	CEF2-2	Social Care	T	117	0			
	CEF5-1	Management & Admin	T	-117	0			
Transfer of one-off funding to Education and Learning to meet pressures	CEF1-3	Education	T	189	0			
	CEF5-1	Management & Admin	T	-189	0			

**Financial Monitoring and Delivery Report  
CABINET - 10th July 2018**

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

Directorate (CD = Cross Directorate)	Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Jul	May	Transfer of Education Budget	CEF4-3	Non-Delegated Schools Costs	P	-73	0
				CEF5-1	Management & Admin	P	73	0
			Transfer Housing Budget	CEF3-1	Corporate Parenting	P	0	0
				CEF5-1	Management & Admin	P	0	0
			Impower Budget Allocation	CEF2-1	Management & Central Costs	T	104	0
		Jun	Keep on Caring Grant Funding	CEF5-1	Management & Admin	T	-104	0
			Virtual School Heads Grant	CEF2-2	Social Care	P	26	-26
			Extended Personal Adviser Duty Impementation Grant	CEF1-2	Additional & Special Education Needs	T	39	-39
UASC Controlling Migration Grant	CEF2-2	Social Care	T	26	-26			
CS	Jul	May	Move £40k budget to Finance for project support	CEO3	Corporate Finance & Internal Audit	P	40	0
				CEO7	Transformation	P	-40	0
			Travel savings 18/19	CEF5-1	Management & Admin	P	-27	0
				CEO1	Resources Business Support	P	-2	0
				CEO2	Human Resources	P	-1	0
				CEO3	Corporate Finance & Internal Audit	P	-1	0
				CEO4	Law & Governance	P	-8	0
				CEO5	Policy	P	-1	0
				CEO7	Transformation	P	137	0
				EE2-3	Network & Asset Management	P	-20	0
				EE2-4	Delivery	P	-6	0
				EE3-2	Property & Procurement	P	-4	0
				EE4-1	Fire & Rescue Service	P	-6	0
				EE4-4	Trading Standards	P	-2	0
				SCS1-3	Provider and Support Services	P	-34	0
				SCS1-9	ASC Staffing & Infrastructure	P	-10	0
				SCS2	Joint Commissioning	P	-16	0
				EE	Jul	May	Set Gypsy & Traveller Service budget 2018/19	EE4-3
Joint Use 18-19 Budget Tidy	EE3-2	Property & Procurement	P				102	-102
Set Trading Standards budget 2018/19	EE4-4	Trading Standards	P				50	-50
SCS	Jul	Jun	Pay inflation on old cost centres to be reallocated	SCS1-3	Provider and Support Services	P	-14	14
			Pooled budget realignment	ACSNPOOL	Adults with Care and Support Needs Pool	P	250	-250
				BCFPOOL	Better Care Fund Pool	P	-250	250
				SCS1-1A	Better Care Fund Pool Contribution	P	-250	0
				SCS1-1B	Adults with Care and Support Needs Pool Contribution	P	250	0
Grand Total						841	-841	

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Government Grants 2018/19**

Ringfenced	Directorate	Issued by	2018/19 Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
<b>People - Children's Services</b>						
R	Dedicated Schools Grant (DSG) - Schools Block	DfE	130,518			130,518
R	Dedicated Schools Grant (DSG) - Central Block	DfE	4,041			4,041
R	Dedicated Schools Grant (DSG) - High Needs Block	DfE	51,166			51,166
R	Dedicated Schools Grant (DSG) - Early Years Block	DfE	39,655			39,655
R	Pupil Premium	DfE	6,914			6,914
R	Education Funding Agency - Sixth Form Funding and Threshold	DfE	619			619
R	Youth Justice Board	YJB	553			553
R	Asylum (USAC and Post 18)	HO	1,143			1,143
R	PE and Sport Grant	DfE	2,774			2,774
R	Universal Infant Free School Meals	DfE	5,067			5,067
R	Remand Framework	YJB	43			43
R	Extended Personal Adviser Duty Implementation Grant	DfE			26	26
R	Virtual School Heads	DfE			38	38
<b>TOTAL PEOPLE - CHILDREN'S SERVICES</b>			<b>242,493</b>	<b>0</b>	<b>64</b>	<b>242,557</b>
<b>People - Adult Services</b>						
R	Improved Better Care Fund	DH	7,504			7,504
<b>TOTAL PEOPLE - ADULT SERVICES</b>			<b>7,504</b>	<b>0</b>	<b>0</b>	<b>7,504</b>
<b>Public Health</b>						
R	Public Health Grant	DH	30,528			30,528
<b>TOTAL PUBLIC HEALTH</b>			<b>30,528</b>	<b>0</b>	<b>0</b>	<b>30,528</b>

Financial Monitoring and Delivery Report  
CABINET - 10th July 2018  
Government Grants 2018/19

Ringfenced	Directorate	Issued by	2018/19 Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
<b>Communities</b>						
R	Bus Service Operators Grant	DfT	795			795
R	Natural England	DEFRA	242			242
R	Housing and Growth Deal Capacity Funding	MHCLG	2,500			2,500
	<b>Subtotal Communities Grants</b>		<b>3,537</b>	<b>0</b>	<b>0</b>	<b>3,537</b>
<b>Grants held on behalf of Local Enterprise Partnership</b>						
R	Oxford Innovation Business Support	BEIS	205			205
R	Careers & Employment Centre		75			75
R	European Regional Development Fund		40			40
R	DCLG (Local Enterprise Partnership Funding)	MHCLG	500			500
R	City Deal Skills Grant	ESFA	0			0
	<b>Subtotal Grants held on behalf of Local Enterprise Partnership</b>		<b>820</b>	<b>0</b>	<b>0</b>	<b>820</b>
<b>TOTAL COMMUNITIES</b>			<b>4,357</b>	<b>0</b>	<b>0</b>	<b>4,357</b>
<b>Resources</b>						
R	Music	DfE	827			827
<b>TOTAL RESOURCES</b>			<b>827</b>	<b>0</b>	<b>0</b>	<b>827</b>
<b>Strategic Measures</b>						
U	Lead Local Flood Authority	DEFRA	42			42
U	Extended Rights to Free Travel	DfE	278			278
U	Fire Revenue Grant	MHCLG	213			213
U	Troubled Families - Service Transformation Grant	MHCLG	200			200
U	Troubled Families - Payment by Results	MHCLG			60	60
U	Troubled Families Attachement Fees - Phase 2	MHCLG			492	492
U	New Homes Bonus	MHCLG	3,366			3,366
U	New Homes Bonus Adjustment Grant	MHCLG	0			0

**Financial Monitoring and Delivery Report  
CABINET - 10th July 2018  
Government Grants 2018/19**

Ringfenced	Directorate	Issued by	2018/19 Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this time	Latest Allocation
			£000	£000	£000	£000
U	New Burden Grant - Property Searches	MHCLG			3	3
U	Local Reform & Community Voices Grant	DH	515			515
U	Adult Social Care Grant	DH	1,432			1,432
U	Independent Living Fund	DH	3,562			3,562
U	Education Services Grant	DfE	0			0
U	Special Educational Needs Reform Grant	DfE	0			0
U	Special Educational Needs Implementation Grant	DfE	331			331
U	Special Educational Needs Preparation for Employment Grant	DH	97			97
U	Mockingbird Funding	DfE			164	164
U	School Improvement and Brokering Grant	DfE			231	231
U	Transition Funding	MHCLG	0			0
U	Section 31 Grant for Business Rate Compensation	MHCLG	2,775			2,775
U	Revenue Support Grant	MHCLG	5,868			5,868
U	Business Rates Top-Up	MHCLG	39,003			39,003
<b>TOTAL STRATEGIC MEASURES</b>			<b>57,682</b>	<b>0</b>	<b>950</b>	<b>58,632</b>
<b>Total All Grants</b>			<b>343,391</b>	<b>0</b>	<b>1,014</b>	<b>344,405</b>

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Ringfenced

**R** Ringfenced  
**U** Un-ringfenced

Issued by

**DfE** Department for Education  
**YJB** Youth Justice Board  
**HO** Home Office  
**DH** Department of Health  
**MHCLG** Ministry of Housing, Communities and Local Government

**ESFA** Education & Skills Funding Agency  
**BEIS** Department for Business, Energy & Industrial Strategy  
**DEFRA** Department for Environment, Food & Rural Affairs  
**CO** Cabinet Office

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**EARMARKED RESERVES**

	2018/19		
	Balance at 1 April 2018	Movement	Forecast Balance at 31 March 2019
	£000	£000	£000
Schools' Reserves	15,177	-978	14,199
Vehicle and Equipment Reserve	2,760	-17	2,743
Grants and Contributions Reserve	13,539	-5,136	8,403
Government Initiatives	587	0	587
Trading Accounts	658	-68	590
Council Elections	158	150	308
Partnership Reserves	654	0	654
On Street Car Parking	2,311	0	2,311
Transformation Reserve	2,482	-2,482	0
Budget Prioritisation Reserve	16,966	-12,444	4,522
Insurance Reserve	8,515	-1,000	7,515
Business Rates Reserve	150	405	555
Capital Reserves	31,316	0	31,316
Budget Equalisation Reserve	1,293	-1,304	-11
<b>Total Reserves</b>	<b>96,566</b>	<b>-22,874</b>	<b>73,692</b>

Commentary
<p>In accordance with the Education Reform Act 1988, the scheme of Local Management of Schools provides for the carry forward of individual schools surpluses and deficits. These reserves are committed to be spent on schools.</p> <p>Other School Reserves cover a number of miscellaneous education activities, including amounts loaned to individual schools against school reserves, and School Partnership Accounts which are operated in respect of inter-school activities, primarily relating</p> <p>Includes funding for Fire &amp; Rescue Service vehicles and equipment.</p> <p>Includes £1.2m Public Health Grant.</p> <p>Funding for government initiatives, including adoption reform work.</p> <p>Holds surplus funds from self-financing services such as Oxfordshire Safeguarding Children's Board</p> <p>This will be used to fund future elections. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.</p> <p>To be spent on LEP related project expenditure and the Growth Deal</p> <p>This surplus has arisen under the operation of the Road Traffic Regulation Act 1984 (section 55). The purposes for which these monies can be used are defined by statute.</p> <p>This reserve was established as part of the 2016/17 budget process to utilise one-off grant funding from the Government to fund the Council's Fit for the Future Transformation programme.</p> <p>This reserve is being used to support the implementation of the Council's priorities and the Medium Term Financial Plan.</p> <p>This reserve covers the County Council for insurance claims that, based on the previous experience of the County Council, are likely to be received, as well as a number of insurance related issues.</p> <p>This reserve is to smooth the volatility of Business Rates income.</p> <p>This reserve has been established for the purpose of financing capital expenditure in future years.</p> <p>This reserve is being used to manage the cash flow implications of the variations to the Medium Term Financial Plan.</p>

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**General Revenue Balances**

Date	Forecast 2018/19		Budget 2018/19
	£m	£m	£m
General Balances: Outturn 2017/18	25.718		16.300
County Fund Balance		<b>25.718</b>	<b>16.300</b>
Planned Contribution to Balances Planned Contribution from Balances			
<b>Original forecast outturn position 2016/17</b>		<b>25.718</b>	<b>16.300</b>
<b>Additions</b>			
		0.000	0.000
<b>Calls on balances deducted</b>			
		0.000	
<b>Automatic calls on/returns to balances</b>			
		0.000	
<b>Additional Strategic Measures</b> Forecast Strategic Measures Overspend /Underpend			
		0.000	
<b>Other items</b>			
		0.000	
<b>Net General Balances</b>		<b>25.718</b>	<b>16.300</b>
<b>Total Gross Expenditure Budget</b>		<b>797.065</b>	<b>797.065</b>
<b>Balances as a % of Gross Expenditure</b>		<b>3.23%</b>	<b>2.05%</b>
<b>Net Balances</b>		<b>25.718</b>	
<b>Calls on / returns to balances agreed but not actioned</b>			
		0.000	
<b>Calls on / returns to balances requested in this report</b>			
		0.000	
<b>Forecast Variation at Year End</b> Less forecast directorate overspend (as set out in Annex 1)			
		1.046	
<b>Revised Outturn position</b>		<b>26.764</b>	

**Financial Monitoring and Delivery Report**  
**CABINET - 10th July 2018**  
**Fees and Charges**

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2018/19		Additional information and/or Reason for Change	Expected Income 2018/19 Total £000	Expected Income 2019/20 Total £000	VAT Class
					Effective Date	Proposed Rate				
CEO2	HR	D	Recovery of full cost	Work for Academies Job Evaluations	01/09/2018	£100 a role	HR cannot continue to offer this service free of charge to academies. Children's DLT and	2,000	3,500	SR
				Ad-Hoc/ Re-evaluation of a Role Rate per hour if it takes more than 25 hours	01/09/2018	£150 a role		1,000	1,700	SR
<b>Total Income CEO2</b>										

**Legal Position on c**

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

**VAT Class**

SR Standard Rate (20% 4 Jan 2011)  
ZR Zero Rated  
NB Non Business  
EX Exempt



## CABINET – 17 JULY 2018

### CAPITAL PROGRAMME UPDATE AND MONITORING REPORT

#### Report by the Director of Finance

##### Introduction

1. This is the first separate capital programme update and monitoring report and focuses on the delivery of the 2018/19 capital programme based on projections at the end of May 2018 and new inclusions within the overall ten-year capital programme.
2. The following annexes are attached:
  - Annex 1 Capital Programme Monitoring
  - Annex 2 Updated Capital Programme
  - Annex 3 Basic Need Programme
  - Annex 4 School Structural Maintenance Programme 2018/19
  - Annex 5 Highways Structural Maintenance Programme 2018/19 to 2019/20
  - Annex 6 Additional Highways Maintenance Programme for 2018/19
  - Annex 7 Outline Prudential Borrowing Proposal

##### Capital Governance

3. Following an internal audit of Capital Governance, significant work took place during 2017/18 to reshape and improve the capital governance process.
4. In October 2017, the Capital Asset Programme Board was replaced by the Community Infrastructure Portfolio Board (CIPB), a Director-level board which now meets monthly and has cross-directorate representation. A monthly Service Manager-level board (CIDG), again with cross-directorate representation, was created to provide additional governance capacity, challenge, and oversight. Beneath CIDG, projects and programmes are monitored and controlled by the local governance arrangements that exist in each service area.
5. These senior boards are sequenced to allow items to be escalated up through the new decision-making chain, and the organisation's Financial Regulations have been simplified and reworked to align with the new governance tiers.
6. In addition to the control and approval for new projects via a series of decision gateways, monthly reporting thresholds are in place to track the day to day performance of project delivery. Work is underway to build on the above changes to begin reporting a focused set of Key Performance Indicators to track project performance across Time, Cost, Quality, and Benefits.

##### 2018/19 Capital Monitoring

7. The capital monitoring position set out in Annex 1a, shows the forecast directorate programme expenditure for 2018/19 is £115.6m (excluding school's local capital). This has increased by £10.3m compared to the latest approved capital programme. The table in the next paragraph summarises the variations by portfolio area.
8. The variations in 2018/19 take into account the 2017/18 outturn position and schemes that have been re-profiled accordingly. Significant in-year variations for each directorate are listed in Annex 1b. New schemes and total programme/project budget changes are listed in Annex 1c.

Portfolio Area	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
People: Children Services	30.8	29.1	-1.7
People: Adult Services	1.5	6.9	+5.4
Communities: Transport	50.4	53.3	+2.9
Communities: Other Property Resources	10.3	11.0	+0.7
	12.3	15.3	+3.0
<b>Total Directorate Programmes</b>	<b>105.3</b>	<b>115.6</b>	<b>+10.3</b>
Schools Local Capital	0.9	1.2	+0.3
Earmarked Reserves	13.9	11.1	-2.8
<b>Total Capital Programme</b>	<b>120.1</b>	<b>127.9</b>	<b>+7.8</b>

\* Approved by Council 13 February 2018

9. Within the Children's Programme there has been a decrease of £1.7m in the overall forecast project expenditure profiles since the last capital programme update, with a number of significant changes reported in individual projects and programmes. The main variations to note are:
  - a) Rephasing of £3.5m from 2018/19 into later years to reflect the latest progress on the new Secondary School for South West Bicester as the contract award is held pending land issues. The budget provision is £16m.
  - b) Inclusion of s106 funding towards expansion at King Alfred's School in Wantage and the amalgamation into two sites. It is expected that £0.6m will be released in 2018/19 with further funding released from secured agreements once received.
  - c) £0.8m brought forward from 2017/18 in the School Structural Maintenance Programme relating to two planned projects that were not completed within year.
  - d) Inclusion of £0.4m towards the works at Northfield Special School to enable the reoccupation of the school in the short-term.
10. The basic need programme budget provision for the year is £15m. Five projects are forecast to be completed with the financial year, with further projects commencing in year to enable completion before September 2019. With procurement routes for professional services and construction delivery being put in place, a number of projects that were expected to be delivered in-year have been rephased to complete in August 2019. A

number of pre-agreed contingency plans in order to accommodate the additional pupils will be implemented.

11. The Adult Social Care programme now includes the £5.4m Disabled Facilities Grant received for 2018/19. The funding, which is part of the Better Care Fund, is issued to the County Council but passed to the City and District Councils. This is used to support the provision of preventative adaptations and equipment to service users.
12. Within Communities, the Highways programme includes £4.1m additional funding for the Structural Maintenance Annual Programmes, which is a combination of grants being higher than originally budgeted, and budgets underspent in 2017/18 being transferred to the 2018/19 programme. The Integrated Transport budget for 2018/19 has been reduced by £1.1m, largely because some Local Growth Fund projects are now being scheduled to complete later than originally planned.
13. Changes to the Communities Property Programme include a new provision of £0.4m to commence survey and feasibility work on post-Carillion defect work, and a small re-profile in the Salt Stores budget to reflect the latest delivery timeframe of the projects at Deddington & Drayton Highways Depots.
14. Within the Resources Programme, £2.9m of new in-year financial contributions towards Local Growth Fund projects delivered by third parties have been agreed by the Oxfordshire Local Enterprise Partnership (OxLEP). These relate to the Disruptive Innovation Space Centre (DISC) project and Smart Oxford Culham City project.

#### **Actual Expenditure to Date**

15. Excluding accruals of £8.7m, actual capital expenditure as at the end of May was £5.4m. In year commitments are £31.3m or 24% of the forecast expenditure.

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

16. The total ten-year capital programme (2018/19 to 2027/28) is now £816.7m, an increase of £35.8m compared to the capital programme approved by Council in February 2018. The updated capital programme is set out in Annex 2. Taking into account the outturn position for 2017/18, the capital programme has increased by £15.0m. The following table summarises the variations by directorate and the main reasons for these variations are explained in the following paragraphs.

Portfolio Area	Last Approved Total Programme (2018/19 to 2027/28) * £m	Latest Updated Total Programme (2018/19 to 2027/28) £m	Variation £m	Variation in the size of the overall programme (including 2017/18) £m
People: Children Services	145.5	157.0	+11.5	+6.4
People: Adults Services	19.9	26.5	+6.6	+6.0
Communities: Transport	385.5	397.0	+11.5	+4.1
Communities: Other	33.5	36.3	+2.8	+0.6
Resources	92.3	98.2	+5.9	+5.6
<b>Total Directorate Programmes</b>	<b>676.7</b>	<b>715.0</b>	<b>+38.3</b>	<b>+22.7</b>
Schools Local Capital	6.0	6.3	+0.3	+0.3
Earmarked Reserves	98.2	95.4	-2.8	-8.0
<b>Total Capital Programme</b>	<b>780.9</b>	<b>816.7</b>	<b>+35.8</b>	<b>+15.0</b>

\* Approved by Council 13 February 2018

17. Within the Children's Programme, the total forecast capital programme (2018/19 to 2027/28) is £157m which is an increase of £6.4m compared to the total programme value reported previously.
18. The main variations to the overall programme is the result of the following:
- a) Inclusion of £0.8m from s106 funding towards King Alfred's expansion and amalgamation into two sites.
  - b) Additional budget provision of £3.9m from corporate resources towards the settlement of final accounts for Carillion delivered basic need, new school and school structured maintenance projects.
  - c) Removal of £0.8m programme provision funded through prudential borrowing for the creation of four new Children's Home's due to unused programme contingency.
  - d) Additional funding of £1.7m from developer contributions and capital receipts towards projects within the basic need programme.
  - e) Return to corporate resources of almost £0.3m from annual programmes in 2017/18.
  - f) Inclusion of £0.6m additional SEN Capital Fund grant.
  - g) Inclusion of £0.4m towards Northfield Special School.
  - h) Additional funding of £0.3m to complete the Matthew Arnold expansion project following the Carillion liquidation. This is funded from the basic need contingency provision.

19. Within the Transport Programme, the total forecast capital programme (2018/19 to 2027/28) is £397m which is an increase of £4.1m compared to the total programme value reported previously.
20. The main variations to the overall programme is the result of the following:
  - a) The Highways Structural Maintenance Programme has increased by £2.7m, reflecting a higher Incentive Fund grant allocation than originally budgeted and an allocation of £1.8m from the Flood Resilience Fund.
  - b) Additional s106 funding of £0.5m towards small value projects.
  - c) An increase of £0.5m to expand the scope of the Backhill Tunnel project at Milton Park following a request from OxLEP. This is funded from the Growing Places Fund.
21. Overall changes to Adult, Communities Other & Resources include:
  - a) The inclusion of £5.4m of Disabled Facilities Grant mentioned in paragraph 11 above (Adult Services).
  - b) An additional £0.6m of developer contribution funding towards Extra Care Housing in Didcot (Adult Services).
  - c) The £0.4m provision to commence survey and feasibility work on post-Carillion defect work as explained in paragraph 13 above (Communities: Other).
  - d) Financial contributions to Local Growth Fund projects of £5m delivered by third parties have been agreed by the OxLEP (Resources).

### **Schools Capital Funding**

22. Announced during March 2018, was £0.3m from the Healthy Pupils Capital Fund 2018/19. This is funding from the Soft Drinks Industry Levy for 2018/19 only. The proposed funding methodology will ensure that all schools receive an allocation of at least £2,000.
23. This fund is intended to improve children's and young people's physical and mental health by improving and increasing availability to facilities for physical activity, healthy eating, mental health and wellbeing and medical conditions.

### **Capital Programme Approvals**

24. The Community Infrastructure Programme Board (CIPB) recommend that Cabinet approve the following schemes and programmes for inclusion in the capital programme. The business case documents presented to CIPB are available as background papers.

### Basic Need Programme for September 2018 and September 2019

25. The Basic Need Programme sets out the prioritisation for investment to create additional pupil places in existing schools. The two-year firm programme for projects planned up to September 2019 is set out in Annex 3 (excluding current named projects already in the capital programme). Further projects are planned and will be delivered subject to forecasted pupil numbers and local housing developments.
26. Cabinet is recommended to approve the projects and budget provision identified within the Basic Need Programme as detailed in Annex 3.

### Schools Structural Maintenance Programme for 2018/19

27. The School Structural Maintenance Programme sets out the prioritisation for investment in the school estate. The one-year programme for the school's structural maintenance activities is set out in Annex 4 and has been developed to reflect current needs to ensure that prioritisation of projects enables the Council to derive the greatest value from the funding available.
28. Cabinet is recommended to approve the projects and budget provision identified within the 2018/19 School Structural Maintenance Programme as set out in Annex 4.

### New Schools

29. Housing developers have taken the option to deliver new schools, with Council involvement to manage and oversee the developer's delivery of the schools and the provision of loose ICT, furniture and equipment with the Academy provider.
30. Cabinet is recommended to approve the inclusion of the following projects within the Capital Programme:
  - a) Crab Hill, Wantage – New 2 form entry Primary School £1.550m
  - b) Curbridge, West Witney – New 1.5 form entry Primary School £1.300m
  - c) Graven Hill, Bicester – New 2 form entry Primary School £1.630m

It is forecasted that all three projects will be fully funded from s106 contributions. Funding has also been secured for the provision of temporary education facilities serving the housing development site before the opening of the school if required and towards the school start-up costs.

### Reprovision of Maltfield Children's Home

31. Maltfield House is a six-bed, single sex (girls) children's home located in Oxford. The need to re-provide Maltfield House is highlighted in the Council's Children's Placement Strategy 2016-2019. The main drivers for re-provision include:

- The location and layout of the home:  
The location of Maltfield is no longer suitable for a children's home due to localised risk factors (including: deprivation levels, crime statistics, a lack of accessible/good education provisions, child sexual exploitation and drug exploitation perpetrator risks).
  - The need for mixed gender rather than single sex accommodation:  
Having mixed-gender homes will maximise our potential to match children in stable and effective local residential environments in keeping with the Service's Placement Strategy
  - The continued need for in county residential accommodation for children:  
There is a rise nationally and locally in the number of children becoming looked after and there is also an increase in the number of children living in residential children's homes. Local and national policy is to keep children in county.
32. Cabinet is recommended to approve commencement of the re-provision of Maltfield House (6 beds) and the expansion to include an additional one bed self-contained annex.
33. The budget of £3m is being funded from prudential borrowing funded by the service.

#### Children's Services IT System – Liquid Logic Phase 2

34. Cabinet is recommended to approve commencement on phase 2 of the LiquidLogic (LCS) Children's electronic social care record system. Phase 2 relates to a wider set of Children's Services requirements for the provision of statutory service provision, including:
- Managing Exclusions and Reinstatement/Tracking and Monitoring Attendance
  - Missing from Education/ Vulnerable Groups
  - Management of Home to School Travel Arrangements
  - Special Educational Needs
  - Manage and Support Children in Entertainment Employment
  - Allegations against staff
  - Early Years
  - Admissions and Admissions Portal
  - Statutory Returns
  - Manage Core Establishments Data (schools)
  - Governors Information & Activities
35. The budget of £1.240m is already earmarked in the Council's capital programme (Operational Assets). Implementation of phase 2 will supersede a number of standalone systems being decommissioned. Annual support and payment for these systems will also cease. Once fully implemented, annual savings of £0.150m have been identified. The implementation of Phase 1 is expected to be delivered in early 2019 and has a budget provision of £1.760m.

### Highways Structural Maintenance

36. A two-year detailed Highway Structural Maintenance programme was agreed by Council in February 2018. A revised programme for 2018/19 and 2019/20 is attached at Annex 5 for Cabinet approval following the increase in funding as set out in paragraph 20 above.
37. In addition, Cabinet is recommended to approve a further £10m Highway Maintenance programme for 2018/19 as set out in Annex 6. This is to be funded from future years highways maintenance allocations. Existing capital programme budgets have been re-prioritised due to an ambition as part of Service & Resource Planning to make a significant capital investment in the Council's assets (£100m+) over the medium term. An overview of the investment proposal is set out in Annex 7 and Cabinet is recommended to approve that a business case is produced to support the investment.

### Street Lighting

38. Oxfordshire County Council operates close to 60,000 streetlights with a variety of lantern types. The annual operating cost is approximately £4.9m (£3.5m of electricity and £1.4m for maintenance). This exceeds the current budget provision for street lighting.
39. Cabinet is recommended to approve the inclusion of a £40.8m street lighting investment programme into the overall capital programme. This will be rolled out over 4 years between 2019-2023:
  - Leading to significant cost avoidance through replacement of our remaining 51,000 traditional lanterns with LED
  - Moving towards a more cost effective and sustainable asset management approach by replacing 24,000 end of life columns.
  - Improving customer experience and reducing complaints through a more robust estate and
  - Maximising savings and allowing service transformation through a Centralised Management System (CMS).
40. The programme will be funded by prudential borrowing, repaid from the savings in the energy budget the programme will generate and reprioritisation of some funding in the existing medium term financial plan.

### Housing & Growth Deal Infrastructure Schemes

41. In March 2018, the Government announced a £215m Housing and Growth Deal for Oxfordshire. Of this, £150m is to be spent on infrastructure schemes that enable the accelerated delivery of housing in the County. The Oxfordshire Growth Board approved a list of schemes to utilise the first year allocation of £30m. Many projects are utilising the revenue element of the grant funding, however Cabinet is recommended to approve the Botley Road Corridor scheme for entry into the capital programme.



42. The Botley Road Corridor project will improve cycling and pedestrian infrastructure support safety of non-motorised users, improve journey time reliability for all modes, and reduce overall journey times especially for bus users along this key arterial route in and out of Oxford. There will be priority for buses, improved cycle and pedestrian provision and a better road condition overall. The project will also see the introduction and use of smart technology along the corridor as part of the vision to give the corridor a sustainable transport boost.
43. The project budget is £9.1m and is funded by:
- £5m from the National Productivity Investment Fund
  - £3.25m from the Housing & Growth Deal
  - £0.850m from Developer Contributions

#### Housing Infrastructure Fund (HIF) Scheme Development Funding

44. In March 2018, the Ministry of Housing, Communities & Local Government (MHCLG) confirmed that of the three Housing Infrastructure Fund (HIF) Expressions of Interest submitted by the Council, two have been invited to move to the next stage of the process to submit Strategic Outline Business Cases through co-development with MHCLG.
45. The Access to Didcot Garden Town ask is estimated at £175.2m with an estimated total scheme cost of £189.2m for a package of schemes that includes:
- A4130 Widening
  - Science Bridge
  - Culham to Didcot River Crossing
  - Clifton Hampden Bypass
46. The West Oxfordshire A40 Smart Corridor ask is an estimated £141m for a package of schemes that includes:
- A40 Dualling
  - A40 Westbound Bus Lane
  - Dukes Cut Structure Pinch Point
  - A40/NCN Cycle Link
  - B4044 Eynsham to Botley Community Path
47. Cabinet is recommended to approve £1.0m (£0.5m for each package of schemes) to develop the Strategic Outline Business Cases for the Didcot Garden Town & A40 Housing Infrastructure Fund (HIF) bids to Government. This will be forward funded from corporate resources.

#### Didcot Library

48. As part of the Community Asset Review, it is recognised that Didcot Library has the capacity for better utilisation of facilities, including office accommodation. Cabinet is recommended to approve the inclusion of the £1.6m project into the overall capital programme. This will be funded from s106 contributions of which £1.4m is currently held.

## **Capital Funding Update**

49. During May 2018, the DfE published the 2020/21 School Places capital allocations. This confirmed Oxfordshire's allocation of £27m for 2020/21, compared to the forecast funding of £3.250m included in the latest Capital Programme approved by Council in February 2018 (2018/19 to 2027/28).
50. This will be reviewed when the Basic Need programme is updated to reflect the latest position of schemes and in particular the detailed delivery programmes and consequential capital funding implications, with further pressures identified for the next service & resource planning process between 2019/2020 and 2028/29.
51. A further £0.571m was awarded towards the SEN Capital Fund 2018-21 to increase the overall allocation to £3.025m. This has been added to the basic need programme.
52. Announced during March 2018, was the School Condition Allocation for 2018/19. This confirmed Oxfordshire's allocation of £3.410m for 2018/19, compared to the forecast funding of £3.5m included in the latest Capital Programme. No budget changes are being made to the annual school programmes for 2018/19.

## **RECOMMENDATIONS**

53. **The Cabinet is RECOMMENDED to:**
  - a) **note the report;**
  - b) **approve the updated Capital Programme at Annex 2 and the associated changes to the programme in Annex 1c;**
  - c) **approve the basic need programme up to September 2019 set out in Annex 3;**
  - d) **approve the School Structural Maintenance Programme for 2018/19 set out in Annex 4;**
  - e) **approve the inclusion of the budget requirement of £1.550m for the developer led new primary school for Crab Hill, Wantage;**
  - f) **approve the inclusion of the budget requirement of £1.300m for the developer led new primary school for North Curbridge, West Witney;**
  - g) **approve the inclusion of the budget requirement of £1.630m for the developer led new primary school for Graven Hill, Bicester;**
  - h) **approve the commencement of the re-provision of Maltfield House with a £3m budget provision;**
  - i) **approve the stage 0 budget requirement of £1.240m towards the Children Services Phase 2 electronic social care record system;**
  - j) **approve the revised two-year Highways Structural Maintenance Programme set out in Annex 5;**
  - k) **approve the additional £10m Highways Structural Maintenance Programme for 2018/19 as set out in Annex 6;**

- l) approve that a business case is produced to support the significant borrowing investment in the Council's assets;**
- m) approve the inclusion of £40.8m for the investment in the Street Lighting estate;**
- n) approve the inclusion of the Botley Road Corridor scheme with a budget provision of £9.1m as part of the Growth Deal Infrastructure Programme;**
- o) approve the inclusion of the budget requirements of £0.5m each towards the Housing Infrastructure Fund bid projects for Didcot Garden Town and A40; and**
- p) approve the inclusion of the budget requirement of £1.6m towards improvements to facilities at Didcot Library.**

**LORNA BAXTER**

Director of Finance

Background papers:

ED918 Crab Hill, Wantage New Primary School – Stage 0 amendment,  
ED927 Curbridge, West Witney New Primary School - Stage 0,  
ED919 Graven Hill New Primary School – Stage 0,  
ED932 Maltfield House – Stage 0,  
R28 ICT Children Services Phase 2 – Business Case  
Creating a Modern Streetlighting Estate – Stage 1 Business Case  
Botley Road Corridor – Stage 0 Business Case  
HIF – Access to Didcot Garden Town – Stage 0 Business Case  
HIF – A40 Smart Corridor – Stage 0 Business Case  
CS19 Didcot Library, Community Hub – Stage 0 Business Case

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July 2018

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Capital Programme Update & Monitoring Report: Cabinet 17 July 2018  
 Capital Programme: 2018/19 - 2027/28  
 Summary

Directorate	Latest Approved Capital Programme (Council February 2018)				Latest Forecast				Variation				Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2018)		
	2017/18	Current Year	Future Years	Total	2017/18 Outturn	Current Year	Future Years	Total	2017/18 Outturn	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
People: Children	33,820	30,800	114,742	179,362	28,776	29,101	127,858	185,735	-5,044	-1,699	13,116	6,373	795	7,703	3%	29%	30,800	-1,699	-6%
People: Adults	6,226	1,457	18,471	26,154	5,733	6,895	19,558	32,186	-493	5,438	1,087	6,032	0	458	0%	7%	1,457	5,438	373%
Communities: Transport	48,246	50,424	335,066	433,736	40,845	53,349	343,670	437,864	-7,401	2,925	8,604	4,128	-3,925	19,304	-7%	29%	50,424	2,925	6%
Communities: Other Property Development Programmes	5,344	10,328	23,190	38,862	3,115	10,983	25,380	39,478	-2,229	655	2,190	616	150	3,450	1%	33%	10,328	655	6%
Resources	14,028	12,256	80,041	106,325	13,657	15,278	82,947	111,882	-371	3,022	2,906	5,557	-305	422	-2%	1%	12,256	3,022	25%
<b>Total Directorate Programmes</b>	<b>107,664</b>	<b>105,265</b>	<b>571,510</b>	<b>784,439</b>	<b>92,126</b>	<b>115,606</b>	<b>599,413</b>	<b>807,145</b>	<b>-15,538</b>	<b>10,341</b>	<b>27,903</b>	<b>22,706</b>	<b>-3,285</b>	<b>31,337</b>	<b>-3%</b>	<b>24%</b>	<b>105,265</b>	<b>10,341</b>	<b>10%</b>
People: Schools Local Capital	1,400	850	5,100	7,350	1,358	1,154	5,142	7,654	-42	304	346	304	170	0	15%	15%	850	304	36%
Earmarked Reserves	5,200	13,936	84,286	103,422	0	11,100	84,340	95,440	-5,200	-2,836	-2,782	-7,982					13,936	-2,836	-20%
<b>OVERALL TOTAL</b>	<b>114,264</b>	<b>120,051</b>	<b>660,896</b>	<b>895,211</b>	<b>93,484</b>	<b>127,860</b>	<b>688,895</b>	<b>910,239</b>	<b>-20,780</b>	<b>7,809</b>	<b>25,467</b>	<b>15,028</b>	<b>-3,115</b>	<b>31,337</b>	<b>-2%</b>	<b>22%</b>	<b>120,051</b>	<b>7,809</b>	<b>7%</b>

**Capital Programme Update & Monitoring Report: Cabinet 17 July 2018**  
**Capital Programme: 2018/19 - 2027/28**

**In-year Expenditure Forecast Variations**

Project / Programme Name	Previous 2018/19 Forecast* £'000s	Revised 2018/19 Forecast £'000s	Variation £'000s	Comments
<b>People: Children Capital Programme</b>				
King Alfred's (ED928)	0	625	625	Cabinet approval 20 March 2018
Existing Demographic Pupil Provision (Basic Needs Programme)	10,091	7,927	-2,164	Projects being developed. Draw down of budget provision for the projects below. Includes SEN Grant provision - additional £0.6m.
11/12 - 16/17 Basic Need Programme Completions	884	248	-636	
Chilton - Expansion to 1.5FE (ED893)	100	190	90	Complete April 18.
Sutton Courtenay - Expansion to 1FE (ED883)	50	250	200	Forecast completion Aug 2018.
Matthew Arnold - 1FE Expansion (ED877)	850	2,000	1,150	On-site. Forecast completion April 2019.
Faringdon Community College - 2FE Expansion (ED876)	2,200	2,400	200	On-site. Forecast completion August 2018.
East Hanney, St James - Expansion to 1FE (ED859)	825	1,600	775	Delivered via funding agreement. Forecast completion May 2019.
Fitzwaryn - Expansion (ED900)	0	575	575	Stage 2 approved. On-site, forecast completion Aug 18.
<b>Basic Need - Sub-Total</b>			<b>190</b>	
Didcot, Great Western Park - Primary 2 (14 classroom) (ED835) Aureus	1,400	1,100	-300	On-site. Forecast completion June 2018. Ahead of schedule on ESFA contract.
Bicester, South West - Secondary (Alchester)	8,500	5,000	-3,500	Re-profiled to reflect latest delivery timetable
New School Programme Completions			100	Settlement of final account.
School Structural Maintenance (inc Health & Safety)	2,300	3,111	811	Settlement of final accounts.
Northfield Special School	0	400	375	New Inclusion: Temporary facilities April to Oct 18 and reinstatement works.
<b>PEOPLE: CHILDREN TOTAL IN-YEAR VARIATION</b>			<b>-1,699</b>	
<b>People: Adults Capital Programme</b>				
Disabled Facilities Grant	0	5,438	5,438	Grant Determination notification May 2018.
<b>PEOPLE: ADULTS TOTAL IN-YEAR VARIATION</b>			<b>5,438</b>	
<b>Communities: Transport Capital Programme</b>				
Harwell, Oxford Entrance	800	1,123	323	Re-profiled to reflect latest delivery timetable
Milton Interchange	0	175	175	Completed May 2016.
Science Vale Cycle Network Improvements	1,141	364	-777	Delays in programme delivery
Oxford Science Transit Phase 2 - A40 Public Transport improvements (project development)	872	475	-397	
Milton Park Employment Access Link: Backhill Tunnel	0	85	85	Scope and funding increased on scheme on request of OxLEP
Oxford, Botley Rd (NPIF-funded)	0	70	70	
Oxford, Rising Bollards	0	229	229	New Inclusion
Woodstock Rd, ROQ	312	434	122	Stage 2 BC now seeking approval for £711k
Riverside routes to Oxford city centre	2,004	609	-1,395	Re-profiled to reflect latest delivery timetable - land delays
Small schemes (developer and other funded)	0	487	487	
<b>Highways Structural Maintenance Programme</b>				
Carriageways	1,424	1,684	260	
Surface Treatments	6,075	8,484	2,409	
Footways	752	722	-30	
Drainage	900	1,037	137	
Bridges	2,005	2,091	86	
Public Rights of Way Foot Bridges	100	139	39	
Street Lighting	890	912	22	
Section 42 contributions	555	1,494	939	
Other small variations			141	
<b>COMMUNITIES: TRANSPORT TOTAL IN-YEAR VARIATION</b>			<b>2,925</b>	

Project / Programme Name	Previous 2018/19 Forecast* £'000s	Revised 2018/19 Forecast £'000s	Variation £'000s	Comments
<b>Communities: Other Property Development Capital Programme</b>				
Electric Vehicles Charging Infrastructure	0	50	50	New inclusion
Health & Safety (Non-Schools)	50	75	25	
Defect Liability Programme	0	430	430	New inclusion
New Salt Stores & Accommodation	3,100	3,250	150	
<b>COMMUNITIES: OTHER PROPERTY DEVELOPMENT TOTAL IN-YEAR VARIATION</b>			<b>655</b>	
<b>Resources Capital Programme</b>				
Barton Library Access	0	89	89	New inclusion
<b>OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP</b>				
Didcot Station Car Park Expansion (contribution)	1,846	2,166	320	
Advanced Engineering & Technical Skills Centre	150	263	113	
DISC project	0	1,500	1,500	New inclusion
Smart Oxford Culham City	0	1,000	1,000	New inclusion
<b>RESOURCES TOTAL IN-YEAR VARIATION</b>			<b>3,022</b>	
<b>CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION</b>			<b>10,341</b>	

\*As approved by Council 13 February 2018

**Capital Programme Update & Monitoring Report: Cabinet 17 July 2018**  
**Capital Programme: 2018/19 - 2027/28**

**New Schemes & Budget Changes**

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
<b>People: Children's Services Capital Programme</b>				
King Alfred's (ED928)	0	825	825	Cabinet approval 20 March 2018
Existing Demographic Pupil Provision (Basic Needs Programme)	84,619	86,035	1,416	Projects being developed. Draw down of budget provision for the projects below. Includes SEN Grant provision - additional £0.6m.
11/12 - 16/17 Basic Need Programme Completions	9,841	12,164	2,323	
Chilton - Expansion to 1.5FE (ED893)	1,744	1,784	40	Complete April 18.
Sutton Courtenay - Expansion to 1FE (ED883)	1,257	1,431	174	Carillion in-flight project. Forecast completion Aug 2018.
Matthew Arnold - 1FE Expansion (ED877)	3,013	3,359	346	Carillion in-flight project. On-site. Forecast completion April 2019.
Fitzwaryn - Expansion (ED900)	0	628	628	Stage 2 approved. On-site, forecast completion Aug 18.
<b>Basic Need - Sub-Total</b>			<b>4,927</b>	
Project Development Budget	400	406	6	
New School Programme Completions	1,886	2,442	556	Settlement of final account.
New Children's Home Programme Completions	1,162	360	-802	Settlement of final account, programme contingency released.
Schools Access Initiative	3,000	2,830	-170	Programme contingency 17/18 released.
Schools Accommodation Intervention & Support Programme	1,100	1,000	-100	Programme provision 17/18 released,
School Structural Maintenance (inc Health & Safety)	17,400	18,068	668	Settlement of final accounts.
Northfield Special School Retentions & Completed Schemes	0	400	400	Settlement of final accounts.
			63	
<b>PEOPLE: CHILDREN TOTAL PROGRAMME SIZE VARIATION</b>			<b>6,373</b>	
<b>People: Adult Services Capital Programme</b>				
ECH - New Schemes & Adaptations to Existing Properties	6,660	7,160	500	S106 funding for ECH in Didcot
Disabled Facilities Grant Retentions & Minor Works	4,985	10,423	5,438	Grant Determination notification May 2018.
	303	397	94	New Minor Works project
<b>PEOPLE: ADULTS TOTAL PROGRAMME SIZE VARIATION</b>			<b>6,032</b>	
<b>Communities: Transport Capital Programme</b>				
Milton Park Employment Access Link: Backhill Tunnel	807	1,274	467	Scope and funding increased on scheme on request of OxLEP
Oxford, Rising Bollards	0	249	249	New scheme inclusion
Small schemes (developer and other funded)	-192	311	503	New small value s106 projects included
Henley Rd (Flowing Springs)	1,040	1,159	119	Increase to reflect final account estimate
Highways Structural Maintenance Programme				
Carriageways	19,244	18,609	-635	
Surface Treatments	72,407	74,250	1,843	Programme increased to reflect the 2017/18 underspend
Footways	8,929	8,191	-738	and the increase in grant funding (Flood Resillience Grant
Drainage	9,841	9,895	54	and Incentive Funding)
Street Lighting	9,482	9,361	-121	
Section 42 contributions	6,303	8,081	1,778	
Challenge Fund				
Street Lighting	4,090	4,211	121	Programme fully delivered, overspend on these areas have
Drainage	3,750	3,696	-54	been offset with 2017/18 underspends on the Highways
Edge Strengthening	5,010	5,087	77	Maintenance Programme
Resurfacing	1,170	1,536	366	
Other Small Variations			99	
<b>COMMUNITIES: TRANSPORT TOTAL PROGRAMME SIZE VARIATION</b>			<b>4,128</b>	



Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
<b>Communities: Other Property Development Capital Programme</b>				
Electric Vehicles Charging Infrastructure	0	110	110	New Inclusion
Defect Programme	0	460	460	New Inclusion
Other Small Variations			46	
<b>COMMUNITIES: OTHER PROPERTY DEVELOPMENT TOTAL PROGRAMME SIZE VARIATION</b>			<b>616</b>	
<b>Resources Capital Programme</b>				
Operational Assets	12,200	12,714	514	Place-based community hub
DISC project	0	3,000	3,000	New inclusion
Smart Oxford Culham City	0	2,000	2,000	New inclusion
Other Small Variations			43	
<b>RESOURCES TOTAL PROGRAMME SIZE VARIATION</b>			<b>5,557</b>	
<b>CAPITAL PROGRAMME TOTAL PROGRAMME SIZE VARIATION</b>			<b>22,706</b>	

\*As approved by Council 13 February 2018

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## CAPITAL PROGRAMME: 2018/19 TO 2027/28

Programme	Capital Investment Programme (latest forecast)						CAPITAL INVESTMENT TOTAL £'000s	
	Current Year	Firm Programme	Provisional Programme					
	2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s		
People: Children's Services	29,101	39,328	23,078	12,930	7,750	44,772	156,959	
People: Schools Local Capital	1,154	800	792	700	650	2,200	6,296	
People: Adult Services	6,895	1,875	12,378	2,284	3,021	0	26,453	
Communities: Highways	53,349	62,383	60,672	55,182	74,359	91,074	397,019	
Communities: Other Property Development Programmes	10,983	12,952	6,782	2,546	550	2,550	36,363	
Resources	15,278	27,927	36,270	3,500	3,000	12,250	98,225	
<b>TOTAL ESTIMATED CAPITAL PROGRAMME EXPENDITURE</b>	<b>116,760</b>	<b>145,265</b>	<b>139,972</b>	<b>77,142</b>	<b>89,330</b>	<b>152,846</b>	<b>721,315</b>	
Earmarked Reserves	11,100	28,320	17,492	629	10,258	27,711	95,510	
<b>TOTAL ESTIMATED CAPITAL PROGRAMME</b>	<b>127,860</b>	<b>173,585</b>	<b>157,464</b>	<b>77,771</b>	<b>99,588</b>	<b>180,557</b>	<b>816,825</b>	
<b>TOTAL ESTIMATED PROGRAMME IN-YEAR RESOURCES</b>	<b>124,812</b>	<b>167,440</b>	<b>161,238</b>	<b>89,661</b>	<b>75,959</b>	<b>139,156</b>	<b>758,266</b>	
In-Year Shortfall (-) / Surplus (+)		-3,048	-6,145	3,774	11,890	-23,629	-41,401	-58,559
Cumulative Shortfall (-) / Surplus (+)	58,559	55,511	49,366	53,140	65,030	41,401	0	0

SOURCES OF FUNDING	2018 / 19	2019 / 20	2020 / 21	2021 / 22	2022 / 23	up to 2027 / 28	CAPITAL RESOURCES TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
SCE(C) Formulaic Capital Allocations - Un-ringfenced Grant	76,656	107,950	99,298	49,001	61,112	110,625	504,642
Devolved Formula Capital- Grant	850	800	792	700	650	2,200	5,992
Prudential Borrowing	13,892	27,819	21,666	11,878	9,947	0	85,202
Grants	11,678	5,124	10,705	5,461	0	0	32,968
Developer Contributions	24,076	31,742	24,567	10,717	3,637	6,704	101,443
District Council Contributions	0	0	226	0	0	0	226
Other External Funding Contributions	301	0	0	14	0	0	315
Revenue Contributions	379	150	210	0	0	0	739
Schools Contributions	28	0	0	0	0	0	28
Use of Capital Receipts	0	0	0	0	24,242	41,931	66,173
Use of Capital Reserves	0	0	0	0	0	19,097	19,097
<b>TOTAL ESTIMATED PROGRAMME RESOURCES UTILISED</b>	<b>127,860</b>	<b>173,585</b>	<b>157,464</b>	<b>77,771</b>	<b>99,588</b>	<b>180,557</b>	<b>816,825</b>
<b>TOTAL ESTIMATED IN YEAR RESOURCES AVAILABLE</b>	<b>124,812</b>	<b>167,440</b>	<b>161,238</b>	<b>89,661</b>	<b>75,959</b>	<b>139,156</b>	<b>758,266</b>
Capital Grants Reserve C/Fwd	16,219	11,697	4,073	4,777	8,987	0	0
Usable Capital Receipts C/Fwd	22,335	24,111	25,893	29,266	36,946	22,304	0
Capital Reserve C/Fwd	20,005	19,703	19,400	19,097	19,097	19,097	0

## PEOPLE: CHILDREN'S SERVICES CAPITAL PROGRAMME

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
<b>Secondary Capital Programme</b>										
King Alfred's (ED928)	0	625	100	100	0	0	0	825	825	200
<b>Secondary Capital Programme Total</b>	<b>0</b>	<b>625</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>825</b>	<b>825</b>	<b>200</b>
<b>Provision of School Places (Basic Need)</b>										
Existing Demographic Pupil Provision (Basic Needs Programme)	3,517	7,927	16,109	11,210	9,500	5,500	32,272	86,035	82,518	74,591
11/12 - 16/17 Basic Need Programme Completions	11,758	248	158	0	0	0	0	12,164	406	158
Chilton - Expansion to 1.5FE (ED893)	1,580	190	14	0	0	0	0	1,784	204	14
Sutton Courtenay - Expansion to 1FE (ED883)	1,147	250	34	0	0	0	0	1,431	284	34
Matthew Arnold - 1FE Expansion (ED877)	1,003	2,000	356	0	0	0	0	3,359	2,356	356
Faringdon Community College - 2FE Expansion (ED876)	3,090	2,400	100	700	0	0	0	6,290	3,200	800
East Hanney, St James - Expansion to 1FE (ED859)	215	1,600	200	118	0	0	0	2,133	1,918	318
Fitzwaryn - Expansion (ED900)	28	575	25	0	0	0	0	628	600	25
<b>Provision of School Places Total</b>	<b>22,338</b>	<b>15,190</b>	<b>16,996</b>	<b>12,028</b>	<b>9,500</b>	<b>5,500</b>	<b>32,272</b>	<b>113,824</b>	<b>91,486</b>	<b>76,296</b>

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
<b>Growth Portfolio - New Schools</b>	Note: This section of the programme shows available funding and not the full scheme cost, unless specified Project Approval number displayed									
Didcot, Great Western Park - Secondary (Phase 1) (ED836) Aureus	20,252	0	1,419	0	0	0	0	21,671	1,419	1,419
Didcot, Great Western Park - Primary 2 (14 classroom) (ED835) Aureus	5,639	1,100	411	0	0	0	0	7,150	1,511	411
Bicester, South West - Secondary (Alchester)	870	5,000	8,130	2,000	0	0	0	16,000	15,130	10,130
Wantage - Barton (West) - 1.5FE Primary School	259	500	3,700	2,500	241	0	0	7,200	6,941	6,441
Wantage - Southam Road - 1FE Primary School	21	500	3,000	2,500	129	0	0	6,150	6,129	5,629
The Swan Free School (Financial Contribution)	24	700	800	500	76	0	0	2,100	2,076	1,376
Project Development Budget - North East Wantage (Crab Hill) - Curbridge, West Witney - Bicester, Graven Hill	6	100	100	100	100	0	0	406	400	300
New School Programme Completions	2,144	100	198	0	0	0	0	2,442	298	198
<b>Growth Portfolio Total</b>	<b>29,215</b>	<b>8,000</b>	<b>17,758</b>	<b>7,600</b>	<b>546</b>	<b>0</b>	<b>0</b>	<b>63,119</b>	<b>33,904</b>	<b>25,904</b>

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
<b><u>Children's Home</u></b>										
New Children's Home Programme Completions	360	0	0	0	0	0	0	360	0	0
<b>Children's Home Total</b>	<b>360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360</b>	<b>0</b>	<b>0</b>
<b><u>Annual Programmes</u></b>										
Schools Access Initiative	230	400	400	300	300	300	900	2,830	2,600	2,200
Temporary Classrooms - Replacement & Removal	109	350	566	350	350	350	850	2,925	2,816	2,466
Schools Accommodation Intervention & Support Programme	0	100	100	100	100	100	500	1,000	1,000	900
School Structural Maintenance (inc Health & Safety)	2,207	3,111	2,200	2,000	1,800	1,500	5,250	18,068	15,861	12,750
Northfield Special School	0	375	25	0	0	0	0	400	400	25
School Estate	0	0	0	0	0	0	5,000	5,000	5,000	5,000
<b>Annual Programme Total</b>	<b>2,546</b>	<b>4,336</b>	<b>3,291</b>	<b>2,750</b>	<b>2,550</b>	<b>2,250</b>	<b>12,500</b>	<b>30,223</b>	<b>27,677</b>	<b>23,341</b>
<b><u>Other Schemes &amp; Programmes</u></b>										
CEF Transformation Programme - Children & Family Centres (ED895)	1,088	200	212	0	0	0	0	1,500	412	212
Capacity Building - Early Yrs Entitlement	2,282	500	500	500	204	0	0	3,986	1,704	1,204

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
Free School Meals (ED862)	47	0	63	0	0	0	0	110	63	63
Loans to Foster/Adoptive Parents (Prudentially Funded)	367	75	75	100	130	0	0	747	380	305
Small Projects	114	25	15	0	0	0	0	154	40	15
<b>Other Schemes &amp; Programmes Total</b>	<b>3,898</b>	<b>800</b>	<b>865</b>	<b>600</b>	<b>334</b>	<b>0</b>	<b>0</b>	<b>6,497</b>	<b>2,599</b>	<b>1,799</b>
<b>Retentions</b>	100	150	318					568	468	318
<b>Retentions Total</b>	<b>100</b>	<b>150</b>	<b>318</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>568</b>	<b>468</b>	<b>318</b>
<b>Schools Capital</b>										
Devolved Formula Capital	1,358	1,154	800	792	700	650	2,200	7,654	6,296	5,142
<b>School Local Capital Programme Total</b>	<b>1,358</b>	<b>1,154</b>	<b>800</b>	<b>792</b>	<b>700</b>	<b>650</b>	<b>2,200</b>	<b>7,654</b>	<b>6,296</b>	<b>5,142</b>
<b>PEOPLE: CHILDREN CAPITAL PROGRAMME EXPENDITURE TOTAL</b>	<b>59,815</b>	<b>30,255</b>	<b>40,128</b>	<b>23,870</b>	<b>13,630</b>	<b>8,400</b>	<b>46,972</b>	<b>223,070</b>	<b>163,255</b>	<b>133,000</b>
<b>PEOPLE: CHILDREN ADJUSTED CAPITAL PROGRAMME EXPENDITURE TOTAL</b>	<b>58,457</b>	<b>29,101</b>	<b>39,328</b>	<b>23,078</b>	<b>12,930</b>	<b>7,750</b>	<b>44,772</b>	<b>215,416</b>	<b>156,959</b>	<b>127,858</b>



## PEOPLE: ADULT SERVICES CAPITAL PROGRAMME

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
<u>Public Health Directorate</u>										
<b>PUBLIC HEALTH PROGRAMME TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>SOCIAL CARE FOR ADULTS PROGRAMME</u></b>										
<b><u>Adult Social Care</u></b>										
Adult Social Care Programme	563	300	750	750	750	1,137	0	4,250	3,687	3,387
<b><u>Residential</u></b>										
ROPs Phase 1- New Builds	0	0	0	10,503	0	0	0	10,503	10,503	10,503
<b><u>Specialist Housing Programme (inc ECH - New Schemes &amp; Adaptations to Existing Properties)</u></b>										
ECH - New Schemes & Adaptations to Existing Properties	776	1,000	1,000	1,000	1,500	1,884	0	7,160	6,384	5,384
Deferred Interest Loans (CSDP)	469	125	125	125	34	0	0	878	409	284
<b>SOCIAL CARE FOR ADULTS PROGRAMME TOTAL</b>	<b>1,808</b>	<b>1,425</b>	<b>1,875</b>	<b>12,378</b>	<b>2,284</b>	<b>3,021</b>	<b>0</b>	<b>22,791</b>	<b>20,983</b>	<b>19,558</b>
<b><u>Disabled Facilities Grant</u></b>										
Disabled Facilities Grant	4,985	5,438	0	0	0	0	0	10,423	5,438	0
<b>DISABLED FACILITIES GRANT PROGRAMME TOTAL</b>	<b>4,985</b>	<b>5,438</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,423</b>	<b>5,438</b>	<b>0</b>
Retentions & Minor Works	365	32	0	0	0	0	0	397	32	0
<b>PEOPLE: ADULTS CAPITAL PROGRAMME EXPENDITURE TOTAL</b>	<b>7,158</b>	<b>6,895</b>	<b>1,875</b>	<b>12,378</b>	<b>2,284</b>	<b>3,021</b>	<b>0</b>	<b>33,611</b>	<b>26,453</b>	<b>19,558</b>

## COMMUNITIES: HIGHWAYS CAPITAL PROGRAMME

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast							Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme							
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s				
<b>HOUSING &amp; GROWTH DEAL - INFRASTRUCTURE</b>											
Infrastructure Programme	0	13,500	20,000	25,000	35,000	56,500	0	150,000	150,000	136,500	
<b>GROWTH DEAL PROGRAMME TOTAL</b>	<b>0</b>	<b>13,500</b>	<b>20,000</b>	<b>25,000</b>	<b>35,000</b>	<b>56,500</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>136,500</b>	
<b>CITY DEAL PROGRAMME</b>											
<b>Science Transit</b>											
Wennington & Hinksey Roundabouts	7,373	100	0	0	0	0	0	7,473	100	0	
Hinksey Hill Northbound Slip Road	768	372	5,677	400	1,483	0	0	8,700	7,932	7,560	
<b>Access to Enterprise Zone</b>											
Harwell Link Rd Section 1 B4493 to A417	10,756	59	834	0	0	0	0	11,649	893	834	
Harwell Link Rd Section 2 Hagbourne Hill	5,326	532	157	0	0	0	0	6,015	689	157	
Featherbed Lane and Steventon Lights	2,340	1,000	1,769	2,615	0	0	0	7,724	5,384	4,384	
Harwell, Oxford Entrance	321	1,123	387	169	0	0	0	2,000	1,679	556	
<b>Northern Gateway</b>											
Loop Farm Link Road	533	2,500	4,036	231	0	0	0	7,300	6,767	4,267	
Other City Deal Programme spend	187	0	-93	0	0	0	0	94	-93	-93	
<b>Completed Projects</b>											
Cuttesslowe Roundabout	4,949	31	197	0	0	0	0	5,177	228	197	
Wolvercote Roundabout	5,286	5	71	0	0	0	0	5,362	76	71	
<b>CITY DEAL PROGRAMME TOTAL</b>	<b>37,839</b>	<b>5,722</b>	<b>13,035</b>	<b>3,415</b>	<b>1,483</b>	<b>0</b>	<b>0</b>	<b>61,494</b>	<b>23,655</b>	<b>17,933</b>	

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast						Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme						
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
<b>LOCAL PINCH POINT PROGRAMME</b>										
Milton Interchange	12,003	175	175	153	38	0	0	12,544	541	366
A34 Chilton Junction Improvements	9,675	100	400	350	358	0	0	10,883	1,208	1,108
<b>LOCAL PINCH POINT PROGRAMME TOTAL</b>	<b>21,678</b>	<b>275</b>	<b>575</b>	<b>503</b>	<b>396</b>	<b>0</b>	<b>0</b>	<b>23,427</b>	<b>1,749</b>	<b>1,474</b>
<b>LOCAL GROWTH FUND PROGRAMME</b>										
Eastern Arc Phase 1 Access to Headington	5,192	4,784	82	1,107	0	0	0	11,165	5,973	1,189
Science Vale Cycle Network Improvements	390	364	194	9	3,321	222	0	4,500	4,110	3,746
Oxford Science Transit Phase 2 - A40 Public Transport improvements (project development)	1,896	475	0	1,129	0	0	0	3,500	1,604	1,129
Didcot Northern Perimeter Road 3 (project development)	524	166	60	0	0	0	0	750	226	60
A34 Lodge Hill Slips (project development)	99	3,017	1,805	9,675	1,213	0	0	15,809	15,710	12,693
Oxford Queen's Street Pedestrianisation	571	536	363	0	0	0	0	1,470	899	363
<b>LOCAL GROWTH DEAL PROGRAMME TOTAL</b>	<b>8,672</b>	<b>9,342</b>	<b>2,504</b>	<b>11,920</b>	<b>4,534</b>	<b>222</b>	<b>0</b>	<b>37,194</b>	<b>28,522</b>	<b>19,180</b>

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast							Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme							
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s				
<b>SCIENCE VALE UK</b>											
Milton Park Employment Access Link: Backhill Tunnel	1,026	85	163	0	0	0	0	1,274	248	163	
Wantage, Crab Hill (contribution)	0	0	2,000	2,500	0	0	0	4,500	4,500	4,500	
<b>SCIENCE VALE UK LOCALITY PROGRAMME TOTAL</b>	<b>1,026</b>	<b>85</b>	<b>2,163</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,774</b>	<b>4,748</b>	<b>4,663</b>	
<b>OXFORD</b>											
Oxford, Botley Rd (NPIF-funded)	10	70	40	0	0	0	0	120	110	40	
Oxford, Rising Bollards	0	229	20	0	0	0	0	249	249	20	
City Fields Controlled Parking Zone	5	25	220	0	0	0	0	250	245	220	
Woodstock Rd, ROQ	142	434	63	11	0	0	0	650	508	74	
Riverside routes to Oxford city centre	943	609	1,862	100	153	0	0	3,667	2,724	2,115	
<b>OXFORD LOCALITY PROGRAMME TOTAL</b>	<b>1,100</b>	<b>1,367</b>	<b>2,205</b>	<b>111</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>4,936</b>	<b>3,836</b>	<b>2,469</b>	
<b>BICESTER</b>											
Bicester Perimeter Road (Project Development)	0	250	750	0	0	0	0	1,000	1,000	750	
<b>BICESTER LOCALITY PROGRAMME TOTAL</b>	<b>0</b>	<b>250</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>750</b>	

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast							Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme							
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s				
<b><u>BANBURY</u></b>											
A361 Road Safety Improvements	18	2,177	946	801	194	0	0	4,136	4,118	1,941	
<b>BANBURY LOCALITY PROGRAMME TOTAL</b>	<b>18</b>	<b>2,177</b>	<b>946</b>	<b>801</b>	<b>194</b>	<b>0</b>	<b>0</b>	<b>4,136</b>	<b>4,118</b>	<b>1,941</b>	
<b><u>WITNEY AND CARTERTON</u></b>											
Witney, A40 Downs Road junction (contribution)	0	500	750	0	0	0	0	1,250	1,250	750	
<b>WITNEY AND CARTERTON LOCALITY PROGRAMME TOTAL</b>	<b>0</b>	<b>500</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250</b>	<b>1,250</b>	<b>750</b>	
<b><u>COUNTYWIDE AND OTHER</u></b>											
East-West Rail (contribution)	59	737	737	737	737	737	6,574	10,318	10,259	9,522	
Small schemes (developer and other funded)	-678	487	-8	107	403	0	0	311	989	502	
Completed small developer-funded schemes	1,141	0	10	0	42	0	0	1,193	52	52	
Completed schemes	262	28	130	111	83	0	0	614	352	324	
<b>COUNTYWIDE AND OTHER INTEGRATED TRANSPORT TOTAL</b>	<b>784</b>	<b>1,252</b>	<b>869</b>	<b>955</b>	<b>1,265</b>	<b>737</b>	<b>6,574</b>	<b>12,436</b>	<b>11,652</b>	<b>10,400</b>	
<b>INTEGRATED TRANSPORT STRATEGY TOTAL</b>	<b>71,117</b>	<b>34,470</b>	<b>43,797</b>	<b>45,205</b>	<b>43,025</b>	<b>57,459</b>	<b>6,574</b>	<b>301,647</b>	<b>230,530</b>	<b>196,060</b>	

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast						Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme						
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
<b>STRUCTURAL MAINTENANCE PROGRAMME</b>										
Carriageways	1,154	1,684	1,455	1,079	1,237	2,000	10,000	18,609	17,455	15,771
Surface Treatments	7,608	8,484	7,930	7,803	3,425	6,500	32,500	74,250	66,642	58,158
Footways	959	722	752	750	208	800	4,000	8,191	7,232	6,510
Drainage	782	1,037	900	900	876	900	4,500	9,895	9,113	8,076
Bridges	1,984	2,091	2,150	1,877	1,877	2,000	10,000	21,979	19,995	17,904
Public Rights of Way Foot Bridges	75	139	100	100	93	100	500	1,107	1,032	893
Street Lighting	1,537	912	775	775	712	775	3,875	9,361	7,824	6,912
Traffic Signals	156	250	172	247	319	250	1,250	2,644	2,488	2,238
Section 42 contributions	642	1,494	839	828	828	575	2,875	8,081	7,439	5,945
Highways & Associated Infrastructure	0	0	0	0	2,000	3,000	15,000	20,000	20,000	20,000
<b>STRUCTURAL MAINTENANCE ANNUAL PROGRAMMES TOTAL</b>	<b>14,897</b>	<b>16,813</b>	<b>15,073</b>	<b>14,359</b>	<b>11,575</b>	<b>16,900</b>	<b>84,500</b>	<b>174,117</b>	<b>159,220</b>	<b>142,407</b>
<b>CHALLENGE FUND PROGRAMME</b>										
Street Lighting	4,211	0	0	0	0	0	0	4,211	0	0
Drainage	3,696	0	0	0	0	0	0	3,696	0	0
Edge Strengthening	5,087	0	0	0	0	0	0	5,087	0	0
Resurfacing	1,536	0	0	0	0	0	0	1,536	0	0
<b>CHALLENGE FUND PROGRAMME TOTAL</b>	<b>14,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,530</b>	<b>0</b>	<b>0</b>

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast						Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme						
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
<b><u>Major schemes and other programme</u></b>										
Embankment Stabilisation Programme	799	0	0	0	8	0	0	807	8	8
Henley Rd (Flowing Springs)	1,159	0	0	0	0	0	0	1,159		
A420/A34 Botley Junction & Cumnor Bypass	476	0	0	0	15	0	0	491	15	15
Kennington Railway Bridge	978	750	1,316	0	40	0	0	3,084	2,106	1,356
Oxford, Cowley Road	73	300	1,697	0	0	0	0	2,070	1,997	1,697
278 Playhatch Road (project development)	124	0	0	0	0	0	0	124	0	0
Network Rail Electrification Bridge	408	250	500	1,108	0	0	0	2,266	1,858	1,608
Betterment Programme										
NPIF programme 2017-18	1,653	765	0	0	519	0	0	2,937	1,284	519
Completed Major Schemes	-1	1	0	0	0	0	0	0	1	0
<b>STRUCTURAL MAINTENANCE MAJOR SCHEMES TOTAL</b>	<b>5,669</b>	<b>2,066</b>	<b>3,513</b>	<b>1,108</b>	<b>582</b>	<b>0</b>	<b>0</b>	<b>12,938</b>	<b>7,269</b>	<b>5,203</b>
<b>STRUCTURAL MAINTENANCE PROGRAMME TOTAL</b>	<b>35,096</b>	<b>18,879</b>	<b>18,586</b>	<b>15,467</b>	<b>12,157</b>	<b>16,900</b>	<b>84,500</b>	<b>201,585</b>	<b>166,489</b>	<b>147,610</b>
<b>COMMUNITIES: TRANSPORT CAPITAL PROGRAMME EXPENDITURE TOTAL</b>	<b>106,213</b>	<b>53,349</b>	<b>62,383</b>	<b>60,672</b>	<b>55,182</b>	<b>74,359</b>	<b>91,074</b>	<b>503,232</b>	<b>397,019</b>	<b>343,670</b>

## COMMUNITIES: OTHER PROPERTY DEVELOPMENT CAPITAL PROGRAMME

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast							Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme							
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s				
<b>Fire &amp; Rescue Service</b>											
Fire Equipment (SC112)	547	103	0	0	0	0	0	650	103	0	
Relocation of Rewley Training Facility	0	50	450	75	25	0	0	600	600	550	
F&RS - Replacement Fire Doors	0	100	100	0	0	0	0	200	200	100	
Carterton Fire Station	38	0	0	0	0	0	0	38	0	0	
Fire Review Development Budget	0	250	2,700	275	196	0	0	3,421	3,421	3,171	
<b>COMMUNITY SAFETY PROGRAMME TOTAL</b>	<b>585</b>	<b>503</b>	<b>3,250</b>	<b>350</b>	<b>221</b>	<b>0</b>	<b>0</b>	<b>4,909</b>	<b>4,324</b>	<b>3,821</b>	
<b>ASSET UTILISATION PROGRAMMES</b>											
Asset Utilisation Programme	55	500	1,000	1,500	692	0	0	3,747	3,692	3,192	
Asset Utilisation Completions	405	0	0	0	0	0	0	405	0	0	
<b>ASSET UTILISATION PROGRAMME TOTAL</b>	<b>460</b>	<b>500</b>	<b>1,000</b>	<b>1,500</b>	<b>692</b>	<b>0</b>	<b>0</b>	<b>4,152</b>	<b>3,692</b>	<b>3,192</b>	
<b>ENERGY EFFICIENCY IMPROVEMENT PROGRAMME</b>											
SALIX Energy Programme	440	150	130	10	0	0	0	730	290	140	
Electric Vehicles Charging Infrastructure	0	50	60	0	0	0	0	110	110	60	
<b>ENERGY EFFICIENCY IMPROVEMENT PROGRAMME TOTAL</b>	<b>440</b>	<b>200</b>	<b>190</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>840</b>	<b>400</b>	<b>200</b>	



Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2018 / 19	2019 / 20	2020 / 21	2021 / 22	2022 / 23	up to 2027 / 28			
		£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s		
<b><u>PROPERTY (Non-School) PROGRAMMES</u></b>										
Minor Works Programme	327	525	290	200	200	200	800	2,542	2,215	1,690
Health & Safety (Non-Schools)	3	75	75	75	75	100	500	903	900	825
Non-Schools Estate	0	0	500	2,150	650	250	1,250	4,800	4,800	4,800
Defect Programme	30	430	0	0	0	0	0	460	430	0
<b>ANNUAL PROPERTY PROGRAMMES TOTAL</b>	<b>360</b>	<b>1,030</b>	<b>865</b>	<b>2,425</b>	<b>925</b>	<b>550</b>	<b>2,550</b>	<b>8,705</b>	<b>8,345</b>	<b>7,315</b>
<b><u>WASTE MANAGEMENT PROGRAMME</u></b>										
Waste Recycling Centre Infrastructure Development	0	100	1,000	1,350	339	0	0	2,789	2,789	2,689
Alkerton WRC	0	50	400	931	369	0	0	1,750	1,750	1,700
<b>WASTE MANAGEMENT PROGRAMME TOTAL</b>	<b>0</b>	<b>150</b>	<b>1,400</b>	<b>2,281</b>	<b>708</b>	<b>0</b>	<b>0</b>	<b>4,539</b>	<b>4,539</b>	<b>4,389</b>
<b><u>CORPORATE PROPERTY &amp; PARTNERSHIP PROGRAMMES</u></b>										
Broadband (OxOnline) Project	14,102	2,590	3,060	0	0	0	0	19,752	5,650	3,060
Oxford Flood Relief Scheme	0	2,500	2,500	0	0	0	0	5,000	5,000	2,500
Cogges Manor Farm	38	250	87	0	0	0	0	375	337	87
New Salt Stores & Accommodation	423	3,250	600	207	0	0	0	4,480	4,057	807
<b>CORPORATE PROPERTY &amp; PARTNERSHIP PROGRAMMES TOTAL</b>	<b>14,563</b>	<b>8,590</b>	<b>6,247</b>	<b>207</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,607</b>	<b>15,044</b>	<b>6,454</b>
<b>Retentions (completed schemes)</b>	<b>337</b>	<b>10</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>356</b>	<b>19</b>	<b>9</b>
<b>COMMUNITIES: OTHER PROPERTY DEVELOPMENT CAPITAL PROGRAMME EXPENDITURE TOTAL</b>	<b>16,745</b>	<b>10,983</b>	<b>12,952</b>	<b>6,782</b>	<b>2,546</b>	<b>550</b>	<b>2,550</b>	<b>53,108</b>	<b>36,363</b>	<b>25,380</b>

## RESOURCES CAPITAL PROGRAMME

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s			
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s				
<b>COMMUNITY SERVICES PROGRAMME</b>											
Bicester Library (CS13)	710	300	250	190	0	0	0	1,450	740	440	
Westgate Library - Redevelopment	2,527	300	701	72	0	0	0	3,600	1,073	773	
Cowley Library (Development budget)	1	10	69	0	0	0	0	80	79	69	
Parton Library Access	0	89	0	0	0	0	0	89	89	0	
<b>COMMUNITY SERVICES PROGRAMME TOTAL</b>	<b>3,238</b>	<b>699</b>	<b>1,020</b>	<b>262</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,219</b>	<b>1,981</b>	<b>1,282</b>	
<b>AN</b>											
Children Services - ICT (Phase 1&2)	292	1,500	1,100	108	0	0	0	3,000	2,708	1,208	
Operational Assets	650	1,400	1,264	400	2,000	2,000	5,000	12,714	12,064	10,664	
Organisational Redesign	0	250	1,000	3,500	1,500	1,000	7,250	14,500	14,500	14,250	
<b>PORTFOLIO AREA TOTAL</b>	<b>942</b>	<b>3,150</b>	<b>3,364</b>	<b>4,008</b>	<b>3,500</b>	<b>3,000</b>	<b>12,250</b>	<b>30,214</b>	<b>29,272</b>	<b>26,122</b>	
<b>OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP</b>											
<b>Local Growth Fund</b>											
Didcot Station Car Park Expansion (contribution)	7,284	2,166	50	0	0	0	0	9,500	2,216	50	
Centre for Applied Superconductivity	4,490	0	0	0	0	0	0	4,490	0	0	
Advanced Engineering & Technical Skills Centre	3,737	263	0	0	0	0	0	4,000	263	0	
Northway and Marston Flood Alleviation	600	0	0	0	0	0	0	600	0	0	

Project/ Programme Name	Previous Years Actual Expenditure £'000s	Latest Forecast								
		Firm Programme		Provisional Programme				Total Scheme Cost £'000s	Capital Investment Total (excluding previous years) £'000s	Future Capital Investment Total (excluding previous and current years) £'000s
		2018 / 19 £'000s	2019 / 20 £'000s	2020 / 21 £'000s	2021 / 22 £'000s	2022 / 23 £'000s	up to 2027 / 28 £'000s			
DISC project	457	1,500	1,043	0	0	0	0	3,000	2,543	1,043
Smart Oxford Culham City	57	1,000	943	0	0	0	0	2,000	1,943	943
Completed Projects	0	0	0	0	0	0	0	0	0	0
<b>HOUSING &amp; GROWTH DEAL - HOUSING</b>										
Housing	0	6,500	21,500	32,000	0	0	0	60,000	60,000	53,500
<b>OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP, HOUSING &amp; GROWTH DEAL TOTAL</b>	<b>16,625</b>	<b>11,429</b>	<b>23,536</b>	<b>32,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>83,590</b>	<b>66,965</b>	<b>55,536</b>
Completed Projects	14	0	7	0	0	0	0	21	7	7
<b>SOURCES CAPITAL PROGRAMME EXPENDITURE TOTAL</b>	<b>20,819</b>	<b>15,278</b>	<b>27,927</b>	<b>36,270</b>	<b>3,500</b>	<b>3,000</b>	<b>12,250</b>	<b>119,044</b>	<b>98,225</b>	<b>82,947</b>

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**BASIC NEED PROJECTS - additional planned pupil places (Sept 18 and Sept 19)**

Ref	School	Scheme Title	Scope	Additional pupil places	Latest Budget £'000	Delivery
1)	Southmoor, John Blandy	Expansion by 0.5FE to 1.5FE	6 classroom 2 storey building	105	2,247	OCC
2)	Marcham	Expansion AN20 to 1FE	2 classroom block & Kitchen	70	847	OCC
3)	West Witney	Expansion by 0.5FE to 2FE	4 classroom 2 storey building plus kitchen & Hall extension	105	2,300	OCC
4)	Warrinner, Bloxham	(Secondary) Expansion by 2FE to 10FE	14 teaching areas	280	5,900	OCC
5)	Chesterton	Expansion AN20 to 1FE	2 classrooms & internal alterations	70	1,373	OCC
6)	Cholsey	Expansion by 0.5FE to 2FE	4 classrooms	105	1,994	OCC
7)	Five Arces	Expansion to 2FE	Replacement of 2 temporary classrooms	0	966	OCC
8)	Chinnor, St Andrew's	Expansion by 0.5FE to 2FE	2 classrooms	105	874	OCC
9)	Benson	Expansion by 0.5FE to 1.5FE	3 classrooms	105	1,452	OCC
10)	Burford	Expansion AN15 to AN20	Internal alterations	35	432	Third Party
11)	North Leigh	Expansion AN20 to 1FE	Replacement temporary classroom	0	400	Third Party
12)	John Watson Special (Primary)	Expansion	Internal alterations & demolition (Phased delivery)	20	2,950	Third Party
13)	Wallingford	(Secondary) Expansion by 1FE to 8FE	12 teaching areas 2 storey building.	135	3,486	Third Party

Excludes Chilton, Matthew Arnold, Sutton Courtenay, Faringdon CC, Fitzwaryn & St James (Hanney), already listed in capital programme.

Period to Sept 19 is date of change in admission number intake and not project completion date.

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**SCHOOL STRUCTURAL MAINTENANCE PROGRAMME 2018/19 (ED931)**

<b>Ref</b>	<b>Site Name</b>	<b>Scope of Works</b>	<b>Budget Allocation 18/19</b>
1)	<b>Crowmarsh Gifford *</b>	Roof condition issues	288,000
2)	<b>Fir Tree *</b>	Gable Wall - Roof Condition	422,000
3)	<b>Warriner School *</b>	Replacement Gas Pipe	784,000
4)	<b>Northfield Special School</b>	Temporary Provision	50,000
5)	<b>Carterton CP</b>	Boiler Replacement	72,000
6)	<b>Windmill</b>	Boiler Replacement	36,000
7)	<b>Blewbury</b>	Boiler Replacement	120,000
8)	<b>Ducklington</b>	Roof	60,000
9)	<b>Uffington</b>	Roof	48,000
10)	<b>Bloxham CP</b>	Roof	48,000
11)	<b>St Andrew's Chinnor</b>	Roof	420,000
12)	<b>Harwell</b>	Roof	180,000
13)	<b>Kingham</b>	Roof	60,000
14)	<b>St Swithun's</b>	Lintels	54,000
15)	<b>St Francis</b>	Water pipework	42,000
16)	<b>Schools Health and Safety</b>	Identified Asbestos remediation	100,000
17)	<b>Contingency</b>		278,000
18)	<b>19/20 Design Development</b>		50,000
	<b>Total</b>		<b>3,112,000</b>

\* in-year budget only, total project cost will be higher (exclude previous year costs)

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Cabinet 17 July 2018  
 Capital Programme 2018/19 - 2027/28  
 Highways Maintenance Programme 2018/19 to 2019/20

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
<b>CARRIAGEWAY STRUCTURAL MAINTENANCE PROGRAMME</b>							
<b>Resurfacing Schemes</b>							
	Abingdon	Abingdon	Wootton Road/Faringdon Road	Bath St to Boxhill Walk	Resurfacing	255,000	
	Wallingford	Didcot and Henley	High Street	Goldsmiths Lane to Castle Street	Resurfacing	155,000	
	Horton-cum-Studley	Bicester and Kidlington	Horton Hill	Church Lane to Brill Road	Resurfacing	249,000	
	Thame	Thame, Wheatley and Watlington	Park Street	School to mini roundabout	Resurfacing	66,000	
	Wantage	Faringdon and Wantage	Denchworth Road	Elizabeth Drive to Mill Street	Resurfacing	271,000	
	Faringdon	Faringdon and Wantage	Marlborough Street	Station Road to Gloucester Street	Resurfacing	153,000	
	Oxford	Oxford City	Worcester Street	New Road to Beaumont Street	Resurfacing	190,000	
	Woodstock	Woodstock, Chipping Norton, Eynsham and Charlbury	Shipton Road	School to Flemings Road	Resurfacing		315,000
	Wantage	Faringdon and Wantage	Port Way/Ickleton Rd	Newbury St to Ham Road	Resurfacing		412,000
Advance Design & Surveying						190,000	150,000
Advance Site Investigation						154,800	60,000
<b>Recycling Schemes</b>							
To be confirmed							250,000
Schemes to be finalised / adjustments							
Contingency							268,000
<b>TOTAL CARRIAGEWAY STRUCTURAL MAINTENANCE PROGRAMME</b>						<b>1,683,800</b>	<b>1,455,000</b>
<b>SURFACE TREATMENTS PROGRAMME</b>							
<b>Combined Safety Schemes</b>							
2018/19 Programme							
	Wheatley	Thame, Wheatley and Watlington	London Road	Approaches either side of Asda access	Safety Scheme	86,650	
	Banbury	Banbury	A422 Hennef Way	A422/ A4260 approaches to Concorde Avenue roundabout	Safety Scheme	127,391	
	Piddington	Bicester and Kidlington	B4011	B4011 approaches to Brill/ Piddington crossroads	Safety Scheme	56,803	
	Salford	Woodstock, Chipping Norton, Eynsham and Charlbury	A44 Lower End	bend from Harkaway House to Chapel Lane	Safety Scheme	121,436	
	Merton	Bicester and Kidlington	Merton/ Islip	bend west of Merton borrow pit between culverts	Safety Scheme	54,697	
	Didcot	Didcot and Henley	Abingdon Road , Didcot	Approaches to pedestrian controlled crossing	Safety Scheme	60,004	
	Didcot	Didcot and Henley	Tamar Way, Didcot	Approaches to pedesrian crossing near school	Safety Scheme	44,333	
	Banbury	Banbury	A422 Stratford Road	School to Warwick Road	Safety Scheme	55,873	
	Yarnton	Bicester and Kidlington	A44 Woodstock Road/A4260 roundabout	southbound approach to Loop Farm roundabout	Safety Scheme	47,760	
	Oxford	Oxford City	A4165 Banbury Rd/ jct Parks Rd	Banbury Road and Parks Road approaches to junction	Safety Scheme	151,104	
Safety Traffic Aids / Measures	Various Locations	Various Locations				100,000	100,000
2019/20 Programme							800,000
Design / Support/ Programming						100,000	100,000
Parish Match Funding Programme						100,000	100,000
	Woodcote	Didcot and Henley			Pedestrian Crossing		
	Emmington	Thame, Wheatley and Watlington			Traffic Calming Buildout		
<b>TOTAL Combined Safety Schemes</b>						<b>1,106,051</b>	<b>1,100,000</b>

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
<b>Surface Dressing</b>							
<b>2018/19 Programme</b>							
	Tetsworth	Thame, Wheatley and Watlington	A40 Tetsworth -Postcombe	Tetsworth - Postcombe	Surface Dressing	85,000	
	Beckley & Stowood	Thame, Wheatley and Watlington	Bayswater Road.	Full Length	Surface Dressing	73,800	
	Chinnor	Thame, Wheatley and Watlington	Chinnor Hill.	Roundabout to Gooseneck Junction	Surface Dressing	33,600	
	Harpsden	Didcot and Henley	Woodlands Road Harpsden.	Full Length	Surface Dressing	77,160	
	Towersey	Thame, Wheatley and Watlington	Emmington crossroads	Emmington crossroad to Towersey Turn	Surface Dressing	44,800	
	Kidmore End	Didcot and Henley	Rokeyby Drive	Full Length	Surface Dressing	16,800	
	Shiplake	Didcot and Henley	Mill Road Shiplake	Full Length	Surface Dressing	33,600	
	Burford	Witney, Carterton and Burford	B4425 Bibury Road	County Boundary - A40	Surface Dressing	96,200	
	Burford	Witney, Carterton and Burford	A361 - Burford Roundabout	Signet Village	Surface Dressing	90,600	
	Charlbury	Woodstock, Chipping Norton, Eynsham and Charlbury	Enstone Road	The Slade - Market St	Surface Dressing	17,800	
	Witney	Witney, Carterton and Burford	A40- Witney- Bypass (East)	Ducklington - Shores Green	Surface Dressing	193,400	
	Finmere	Bicester and Kidlington	A421 Finmere	Mixbury - Oaks Farm to County Bound	Surface Dressing	100,680	
	Wardington	Banbury	A361 - Wardington north to Cty bdy	Wardington northwards to County Bdy	Surface Dressing	44,800	
	Hook Norton	Banbury	Station Road	Hook Norton - Station Road	Surface Dressing	13,320	
	Shennington with Alkerton	Banbury	A422 - Stratford Road	New Inn to County Boundary	Surface Dressing	49,160	
	North Aston	Banbury	A4260 - Oxford Rd Danes Hill, dual carriageway	Danes Hill - Duns Tew dual carriageway to Electricity sub-station	Surface Dressing	14,320	
	Deddington	Banbury	A4260 - Oxford Road	Electricity sub station to Deddington	Surface Dressing	49,280	
	Chesterton	Bicester and Kidlington	Wendlebury Road	Wendlebury to Chesterton turn	Surface Dressing	47,920	
	Fernham	Faringdon and Wantage	Faringdon to Fernham	Whole length	Surface Dressing	72,680	
	Longworth	Faringdon and Wantage	Spring Hill/Faringdon Road	Whole length	Surface Dressing	78,280	
	Watchfield	Faringdon and Wantage	Majors Road	Whole Length	Surface Dressing	61,600	
	Faringdon	Faringdon and Wantage	A420	Faringdon to Great Coxwell	Surface Dressing	85,120	
	Wantage	Faringdon and Wantage	Stockham Park /Winchester Way	Challow Road to St. Marys Way	Surface Dressing	23,400	
	Oxford	Oxford City	Rose Hill	whole length	Surface Dressing	67,200	
	Oxford	Oxford City	Henley Avenue	whole length	Surface Dressing	59,480	
<b>2019/20 Programme</b>							
	Sandford on Thames	Thame, Wheatley and Watlington	A4074 North Bound	Sandford Duals	Surface Dressing		71,000
	Sandford on Thames	Thame, Wheatley and Watlington	A4074 South Bound	Sandford Duals	Surface Dressing		71,000
	Nuneham Courteney	Thame, Wheatley and Watlington	A4074	Golden Balls to Nuneham	Surface Dressing		63,000
	Wheatley	Thame, Wheatley and Watlington	Old London Road	Full Length	Surface Dressing		22,000
	Abingdon	Abingdon	Copenhagen Drive	Whole road	Surface Dressing		37,000
	Abingdon	Abingdon	Colwell Drive	Copenhagen Drive to Blacklands Way	Surface Dressing		17,000
	Hatford	Faringdon and Wantage	B4508 Fernham Road.	A417 to Hatford	Surface Dressing		45,000
	Kingston Bagpuize with Southmoor	Faringdon and Wantage	A420 dual c/way.	Dual Carriageway Digging Lane to A415	Surface Dressing		81,000
	Souldern	Banbury	B4100	Baynards Green to county boundary	Surface Dressing		141,000
	Adderbury	Banbury	A4260	Deddington Hill to Berry Hill	Surface Dressing		83,000
	Fulbrook	Witney, Carterton and Burford	A361 - Fulbrook	A361/A424 roundabout to Waterloo Fm	Surface Dressing		53,000
	Chadlington	Woodstock, Chipping Norton, Eynsham and Charlbury	Spelsbury - Chadlington.	Langston Hse - Dean Mill	Surface Dressing		26,000
	Brize Norton	Witney, Carterton and Burford	B4477 - Minster Lovell	A40 - Monahan Way	Surface Dressing		46,000
	Minster Lovell	Woodstock, Chipping Norton, Eynsham and Charlbury	A40 - Witney - Bypass (West)	Asthall Barrow - Ducklington	Surface Dressing		487,500
	Charlbury	Woodstock, Chipping Norton, Eynsham and Charlbury	Hixet Wood.	Park Street - Woodfield Drive	Surface Dressing		11,000
	Clanfield	Witney, Carterton and Burford	B4020 -	Black Bourton - Clanfield	Surface Dressing		52,250
	Oxford	Oxford City	Oxford Road, Temple Cowley.	Between Towns Road to Marsh Road	Surface Dressing		27,000
	Oxford	Oxford City	Marsh Lane	Marsh Lane	Surface Dressing		35,000
	Oxford	Oxford City	Garsington Road.Cowley interchange-Hollow Way	Cowley interchange to Hollow Way	Surface Dressing		21,000
	Wardington	Banbury	A361 Wardington	A361 Wardington south to Thorpe Road junction	Surface Dressing		19,200
<b>Support / Programming</b>						10,000	10,000
<b>TOTALSURFACE DRESSING</b>						<b>1,540,000</b>	<b>1,418,950</b>

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
<b>Other Surface Treatments</b>							
<b>Surface Dressing Pre-Patching Schemes</b>						800,000	800,000
<b>Structural Patching</b>						2,630,000	2,100,000
<b>Garsington Flyover</b>						150,000	
<b>Minor Patching</b>						850,000	850,000
<b>Special Treatments Programme</b>							
Preventative repair programme (dragon patching treatment)						780,000	780,000
Iron work strengthening programme						90,000	90,000
<b>Micro asphalt programme</b>							
2018/19 Programme							
	Didcot	Didcot and Henley	Barnes Road	Barnes Road	Micro Asphalt	15,400	
	Didcot	Didcot and Henley	Churchill Road	Churchill Road	Micro Asphalt	19,800	
	Didcot	Didcot and Henley	Slade Road	Slade Road	Micro Asphalt	28,600	
	Didcot	Didcot and Henley	Balmoral Road	Balmoral Road	Micro Asphalt	12,100	
	Curbridge and Lew	Witney, Carterton and Burford	A4095 Lew	University Farm	Micro Asphalt	33,000	
	Witney	Witney, Carterton and Burford	Woodgreen	Woodgreen	Micro Asphalt	16,500	
	Milton under Wychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	High Street	Church Rd - Wychwood Drive	Micro Asphalt	20,900	
	Banbury	Banbury	Timms Road	Grange Rd to Beaconsfield Road	Micro Asphalt	17,600	
	Banbury	Banbury	Elmscote Road	Timms Rd to Beaconsfield Rd	Micro Asphalt	12,100	
	Banbury	Banbury	Trinity Close	Entire road plus cul-de-sacs	Micro Asphalt	30,800	
	Banbury	Banbury	Caernarvon Way.	Edinburgh Way to end	Micro Asphalt	5,500	
	Banbury	Banbury	Caernarvon Way	Edinburgh Way to Stirling Court	Micro Asphalt	5,500	
	Shrivenham	Faringdon and Wantage	Damson Trees	Whole Road	Micro Asphalt	18,700	
	Abingdon	Abingdon	Darrell Way	Whole Road	Micro Asphalt	18,700	
	Abingdon	Abingdon	Heron's Walk	Whole Road	Micro Asphalt	7,700	
	Abingdon	Abingdon	St. Nicholas's Green	Whole Road	Micro Asphalt	8,800	
	Abingdon	Abingdon	St. Mary's Green	Whole Road	Micro Asphalt	8,800	
	Oxford	Oxford City	Marston Ferry Road	Parks Road to St Giles	Micro Asphalt	34,100	
	Oxford	Oxford City	Bayswater Road	Mini roundabout/junction with Stowford	Micro Asphalt	2,200	
	Oxford	Oxford City	Blackbird Leys Rd	Junction with Sandy Lane West	Micro Asphalt	3,000	
2019/20 Programme							
	Thame	Thame, Wheatley and Watlington	Queens Close, Thame	Full Length	Micro asphalt		12,000
	Woodcote	Didcot and Henley	The Close, Woodcote	Full Length	Micro asphalt		21,000
	Chinnor	Thame, Wheatley and Watlington	The Avenue, Chinnor	Full Length	Micro asphalt		25,000
	Chinnor	Thame, Wheatley and Watlington	Elm Drive, Chinnor	Full Length	Micro asphalt		8,000
	Yarnton	Bicester and Kidlington	The Garth	A44 service road - Rutten Lane	Micro asphalt		20,000
	Yarnton	Bicester and Kidlington	Aysgarth Road.	The Garth - Rutten Lane	Micro asphalt		22,000
	Banbury	Banbury	Nursery Drive	Cope Road - Ruscote Avenue.	Micro asphalt		50,000
	Salford	Woodstock, Chipping Norton, Eynsham and Charlbury	A436 - Stowe Road.	A44 - County Boundary	Micro asphalt		104,000
	Shipton under Whychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	Ascott Road-Leafield Road.	High Street - Fiveways	Micro asphalt		49,000
Design /Support / Programming						10,000	10,000
<b>Retexturing programme</b>							
2018/19 Programme							
	Lewknor	Thame, Wheatley and Watlington	Chalford Road	Postcombe	Retexturing	9,800	
	Didcot	Didcot and Henley	A4130 Hadden Hill	Hadden Hill	Retexturing	25,200	
	Highmoor	Didcot and Henley	B480	Highmoor Cross	Retexturing	12,600	
	Cumnor	Faringdon and Wantage	B4017 Cumnor Robinson Road Wootton	Cumnor to Robinson Road Wootton	Retexturing	30,800	
	Wootton	Abingdon	B4017 Cumnor Robinson Road Wootton	Cumnor to Robinson Road Wootton	Retexturing		
	Stanford in the Vale	Faringdon and Wantage	A417	Faringdon Road to Park Lane	Retexturing	12,600	
	Deddington	Banbury	B4031 / Iron Down Hill	Barton Road - Netherworton Road	Retexturing	7,000	
	Swalcliffe	Banbury	Shutford Road	Swalcliffe Lea - Five Ways	Retexturing	24,700	
	Hook Norton	Banbury	Chipping Norton Road	Fanville Head Farmhouse - Swerford to Gt Rollright Road	Retexturing	8,400	

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
	Rollright	Woodstock, Chipping Norton, Eynsham and Charlbury	The Walk	Coldharbour - Rollright Heath	Retexturing	14,000	
	Rollright	Woodstock, Chipping Norton, Eynsham and Charlbury	The Walk	A361 - Walk Farm	Retexturing	19,600	
	Woodstock	Woodstock, Chipping Norton, Eynsham and Charlbury	Banbury Road	Weaveley cossroads - Budd Close	Retexturing	18,200	
	Tackley	Woodstock, Chipping Norton, Eynsham and Charlbury	Through village	Nethercott Rd - Ball Lane	Retexturing	8,400	
	Oxford	Oxford City	Old Road	Windmill Rd to Gipsy Lane	Retexturing	7,000	
2019/20 Programme							
	Clifton Hampden	Thame, Wheatley and Watlington	A 415 CliftonHampden	Forge Garage-Village hall	Retexturing		5,000
	Crowmarsh/Ipsden	Didcot and Henley	A4074 Portway	Top of hill-Braziers Park turn	Retexturing		17,000
	East Hagbourne	Didcot and Henley	New Road, East Hagbourne	Tadley to Aston Upthorpe Turn	Retexturing		9,000
	Goosey	Faringdon and Wantage	Goosey Lane	A417 to Northmead Lane	Retexturing		21,000
	Buckland/Pusey	Faringdon and Wantage	B4508	Bow Road to A420	Retexturing		21,000
	Wantage	Faringdon and Wantage	B4507	Letcombe to Windmill Hill	Retexturing		6,000
	Blewbury	Faringdon and Wantage	Bessel's Way	A417 junction to Aston Upthorpe Turn	Retexturing		9,000
	Charlton on Otmoor	Bicester and Kidlington	Middle Street	Oddington to New Pond Lane	Retexturing		10,000
	Charlton on Otmoor	Bicester and Kidlington	Middle Street	New Pond Lane to Merton	Retexturing		11,000
	Bradwell	Witney, Carterton and Burford	A361 Bradwell Grove		Retexturing		18,900
Support / Programming						10,000	10,000
<b>TOTAL OTHER SURFACE TREATMENTS</b>						<b>5,838,100</b>	<b>5,078,900</b>
Contingency							332,150
<b>TOTAL SURFACE TREATMENTS PROGRAMME</b>						<b>8,484,151</b>	<b>7,930,000</b>
<b>FOOTWAYS PROGRAMME</b>							
<b>Footway Reconstruction</b>							
2018/19 programme							
	Banbury	Banbury	Market Place/Bridge Street	Various locations	Footway reconstruction	86,000	
	Witney	Witney, Carterton and Burford	High Street	Market Square to Welch Way west side	Footway reconstruction	97,000	
	Thame	Thame, Wheatley and Watlington	Park Street	School to just past the mini roundabout	Footway reconstruction	58,000	
Design						60,000	
Contingency						49,000	50,000
Footway Programme (Locality Led)							300,000
<b>TOTAL Footway Reconstruction</b>						<b>350,000</b>	<b>350,000</b>
<b>Footway Surface Dressing</b>							
2018/19 programme						325,000	
	Kidlington	Bicester and Kidlington	Cherwell Avenue estate	Estate located within Evans Lane and Bicester Road	Footway Slurry		
	Chipping Norton	Woodstock, Chipping Norton, Eynsham and Charlbury	Estate off Over Norton Road	TBC	Footway Slurry		
	Chipping Norton	Woodstock, Chipping Norton, Eynsham and Charlbury	Estate off Walterbush Road	TBC	Footway Slurry		
	Shipton and Milton Under Wychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	Church Meadow	Off Church Road	Footway Slurry		
	Shipton and Milton Under Wychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	Coombes Close	Off Milton Road	Footway Slurry		
	Shipton and Milton Under Wychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	Sinnels Field	Whole road	Footway Slurry		
	Ascott Under Wychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	Maple Way and Dawls Close	Off Shipton Road	Footway Slurry		
	Finstock	Woodstock, Chipping Norton, Eynsham and Charlbury	Church Rise/Hill Crescent	Off School Road	Footway Slurry		
	Witney	Witney, Carterton and Burford	Wadards Meadow	Estate off Cogges Hill Road	Footway Slurry		
	Abingdon	Abingdon	Longmead Abingdon	Berrycroft Abingdon	Footway Slurry		
		Abingdon	Berrycroft Abingdon	Berrycroft Abingdon	Footway Slurry		

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
		Abingdon	Thornhill Walk Abingdon	Thornhill Walk Abingdon	Footway Slurry		
		Abingdon	Hazel Close Abingdon	Hazel Close Abingdon	Footway Slurry		
		Abingdon	Welford Gardens Abingdon	Welford Gardens Abingdon	Footway Slurry		
		Abingdon	Wildmoor Gate Abingdon	Wildmoor Gate Abingdon	Footway Slurry		
		Abingdon	Northcourt Road Abingdon	Northcourt Road Abingdon	Footway Slurry		
		Abingdon	Darrel Way Abingdon	Darrel Way Abingdon	Footway Slurry		
		Abingdon	Wilsham Road Abingdon (1 side)	Wilsham Road Abingdon (1 side)	Footway Slurry		
		Abingdon	Fennel Way Abingdon	Fennel Way Abingdon	Footway Slurry		
	Wallingford	Didcot and Henley	St George Road Wallingford	St George Road Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Wilding Road Wallingford	Wilding Road Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Sinodun Road Wallingford	Sinodun Road Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Doyley Road, Wallingford	Doyley Road, Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Clapcot Way Wallingford	Clapcot Way Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Norries Drive Wallingford	Norries Drive Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Fitzcourt Way Wallingford	Fitzcourt Way Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Severalls Close Wallingford	Severalls Close Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Glyn Road Wallingford	Glyn Road Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Wittenham Close Wallingford	Wittenham Close Wallingford	Footway Slurry		
	Wallingford	Didcot and Henley	Blackstone Road Wallingford	Blackstone Road Wallingford	Footway Slurry		
	Benson	Didcot and Henley	Blacklands Road Benson	Off Brook Street	Footway Slurry		
	Benson	Didcot and Henley	The Cedars Benson	Off Brook Street	Footway Slurry		
	Cholsey	Didcot and Henley	Panters Road	Off Ilges lane	Footway Slurry		
	Cholsey	Didcot and Henley	Rothwells Close	Off Wallingford Road	Footway Slurry		
	Cholsey	Didcot and Henley	Cross Road	Off Wallingford Road	Footway Slurry		
Annual Programme 2019/20 (Locality Led)							325,000
<b>TOTAL Footway Surface Dressing</b>						<b>325,000</b>	<b>325,000</b>
Advance Design						10,000	25,000
Contingency						37,000	52,000
<b>TOTAL FOOTWAYS PROGRAMME</b>						<b>722,000</b>	<b>752,000</b>
<b>DRAINAGE PROGRAMME</b>							
<b>Improvement Schemes</b>							
Main drain repairs	Bourton	Faringdon and Wantage	Acorn Bridge A420	Verge in the vicinity of Acorn Bridge	Main drain repairs	20,000	
A420 Cumnor Bypass	Cumnor	Faringdon and Wantage	A420 Cumnor Bypass	Subject to progress	A420 Cumnor Bypass	100,000	
Drainage Improvements	Bicester	Bicester and Kidlington	Wretchwick Way	Various locations	Drainage Improvements	10,000	
Flood Alleviation	Black Bourton	Witney, Carterton and Burford	Black Bourton	Black Bourton	Flood Alleviation	20,000	
Drainage Improvements	Chadlington	Woodstock, Chipping Norton, Eynsham and Charlbury	B4026 Spelsbury Road	Various locations	Drainage Improvements	20,000	
Drainage Improvements	Horley	Banbury	Church Lane	Various locations	Drainage Improvements	20,000	
Drainage Improvements	Leafield	Woodstock, Chipping Norton, Eynsham and Charlbury	Finstock Road	Various locations	Drainage Improvements	20,000	
Drainage Improvements	Mollington	Banbury	Various	Various locations	Drainage Improvements	15,000	
Culvert Refurbishment	Shellingford	Faringdon and Wantage	B4508 Fernham Road	To be determined	Culvert Refurbishment	15,000	
Culvert Replacement	Somerton	Banbury	Water Lane	Various locations	Culvert Replacement	20,000	
Drainage Improvements	Steventon	Faringdon and Wantage	Steventon Hill	Various locations	Drainage Improvements	15,000	
System extension	Stoke Lyne	Bicester and Kidlington	Various Locations	Various locations	System extension	40,000	
Culvert Replacement	Watlington	Thame, Wheatley and Watlington	Brook Street	Brook Street	Culvert Replacement	15,000	
Drainage improvements	Witney	Witney, Carterton and Burford	Hailey Road/Cannons Pool	Subject to progress	Drainage improvements	35,000	
Drainage Improvements	Witney	Witney, Carterton and Burford	A40	Various locations	Drainage Improvements	100,000	
Carrier drain renewal	Woodstock	Woodstock, Chipping Norton, Eynsham and Charlbury	Chaucers Lane	Various locations	Carrier drain renewal		25,000
Drainage Improvements	Kidlington	Bicester and Kidlington	A4260 north of Kidlington	Various locations	Drainage Improvements		30,000
Drainage Improvements	Kiddington with Asterleigh	Woodstock, Chipping Norton, Eynsham and Charlbury	A44 Enstone to Kiddington	Various locations	Drainage Improvements		20,000
Drainage Improvements	Burford	Witney, Carterton and Burford	A361 adjacent Burford Golf Course	Various locations	Drainage Improvements		25,000
Drainage Improvements	Witney	Witney, Carterton and Burford	A40 Witney Bypass	Section from Ducklington Interchange	Drainage Improvements		50,000
Drainage Improvements	Asthall	Witney, Carterton and Burford	Various in vicinity of pond	Various In vicinity of pond	Drainage Improvements		10,000
Drainage Improvements	Ardington and Lockinge	Faringdon and Wantage	A417 Reading Road Adjacent Ardington	System wide between Wantage and A	Drainage Improvements		10,000
Drainage Improvements	Oxford	Oxford City	A40 Northern Bypass	Northwest of Barton	Drainage Improvements		25,000
Kerb Drainage improvements	Oxford	Oxford City	Abingdon Road	Whitehouse Road southbound	Kerb Drainage improvements		15,000
Assessed Lining works	Various	Various Locations	Assessed Village prioritised lining works	To be determined by investigation	Drainage Improvements		100,000

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
Assessed Main Line repairs	Various	Various Locations	Assessed highway systems high rated defects clusters in Villages	To be determined by investigation	Drainage Improvements		80,000
Assessed highway systems high rated defects	Various	Various Locations	Assessed highway systems high rated defects clusters in Villages	To be determined by investigation	Drainage Improvements		75,000
Schemes still to be finalised						136,689	
<b>TOTAL Improvement Schemes</b>						<b>601,689</b>	<b>465,000</b>
<b>Partner Schemes (Contributions)</b>							
						50,000	50,000
<b>TOTAL Partner Schemes (Contributions)</b>						<b>50,000</b>	<b>50,000</b>
<b>Regular Maintenance</b>							
Investigations						50,000	50,000
Lining						30,000	30,000
Design						80,000	80,000
<b>Reactive Maintenance</b>							
Reactive Fund						225,000	225,000
<b>TOTAL DRAINAGE PROGRAMME</b>						<b>1,036,689</b>	<b>900,000</b>
<b>BRIDGES PROGRAMME</b>							
<b>Programmed Maintenance - Construction</b>							
Shipton	Shipton-under-Wychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	A361 Station Road	Bridge 0102: Shipton Under Wychwood Bridge	Masonry repairs and re-pointing, lining of flood culverts, and resurfacing	180,000	
Garsington Flyover	Oxford City	Oxford	A4142 Eastern Bypass Road	Bridge 1304: Garsington Flyover	Joint replacements in conjunction with road surfacing	200,000	
Goose Green Railway Bridge Traffic Signals	Oxford City	Oxford	Godstow Road (C classification)	Bridge 1069: Goose Green Railway Bridge	New Permanent Traffic Signal Installation	100,000	
Folly Bridge	Oxford City	Oxford	A4144 Abingdon Road	Bridge 1032: Folly Bridge	Stoneworks repairs to arch	250,000	
Various small retaining walls	Varuous	Various	Fritwell Pond/Ham Lane RW	various	Retaining wall reconstruction/refurbishment	120,000	
Hanney Lower Mill	East Hanney	Faringdon and Wantage	By-way Open to All Traffic (B.O.A.T)	Bridge 1483: Hanney Lower Mill	Bridge reconstruction		150,000
Asthall	Asthall	Witney, Carterton and Burford	Ninety Cut Hill (U classification)	Bridge 0008: Asthall Bridge	Arch strengthening to remove structural weight limit		250,000
Hopkins	Didcot	Didcot and Henley	A4130 Northern Perimeter Road	Bridge 1129: Hopkins Bridge	Bank and backfill stabilisation works		100,000
Chipping Bridge	Churchill and Sarsden	Woodstock, Chipping Norton, Eynsham and Charlbury	Boddington Road (C classification)	Bridge 0035: Chipping bridge	Deck Replacement		250,000
Noah's Ark 1 Bridge	Garford	Faringdon and Wantage	A338 Wantage Road	Bridge 0732: Noah's Ark 1 Bridge	Masonry Repairs		180,000
Contingency							200,000
Stert Culvert	Abingdon	Abingdon	Stert Street	Bridge 0573: Stert Culvert	Masonry Repairs		
Islip Bridge - Phase 2	Islip	Bicester and Kidlington	B4027 Wheatley Road	Bridge 0141: Islip Bridge	Masonry Repairs		
Buckland 1 Bridge	Buckland	Burford, Witney, and Carterton	Buckland Road	Bridge 0845: Buckland 1 Bridge	Safety Barrier upgrade		
Claydon Hay	Claydon with Clattercot	Banbury	Boddington Road (C classification)	Bridge 0488: Claydon Hay Bridge	Bridge replacement		
<b>Programmed Maintenance - Inspection &amp; Investigation</b>							
Various Inspection and Investigation							63,000
<b>Programmed Maintenance - Feasibility &amp; Advanced Design</b>							
Advance design and investigation						350,000	250,000

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
<b>Regular Maintenance</b>							
Principal Inspection and Assessment						300,000	300,000
Upgrade of low bridge signage						80,000	50,000
Packaged Structural Maintenance						350,000	250,000
Brickfield Subway Reconstruction Fund						7,000	7,000
Vehicle Incursion Contribution						50,000	
<b>Reactive Maintenance</b>							
Reactive works fund						100,000	100,000
Programmes to be identified / adjustments						4,000	
<b>TOTAL BRIDGES PROGRAMME</b>						<b>2,091,000</b>	<b>2,150,000</b>
<b>PUBLIC RIGHTS OF WAY FOOTBRIDGES PROGRAMME</b>							
Small Kit Bridges	Various					50,000	50,000
Larger Footbridges	Langford	Witney, Carterton and Burford	Langford 2 Footbridge			50,000	
Larger bridges	Combe/Noth Leigh	Woodstock, Chipping Norton, Eynsham and Charlbury	Abel Footbridge				50,000
Larger bridges	Kingham	Woodstock, Chipping Norton, Eynsham and Charlbury	Kingham 2 Footbridge Kingham 5 Bridleway Bridge				
Minor works						39,000	
<b>TOTAL PUBLIC RIGHTS OF WAY FOOTBRIDGES PROGRAMME</b>						<b>139,000</b>	<b>100,000</b>
<b>STREET LIGHTING PROGRAMME</b>							
<b>Column &amp; LED Replacement</b>							
<b>2018/19</b>	Henley-on-Thames	Didcot and Henley	Various Roads	N/A	Column & LED replacement	118,000	
	Witney	Witney, Carterton and Burford	Various Roads	N/A	Column & LED replacement	102,000	
	Stanford in the Vale	Faringdon and Wantage	Various Roads	N/A	Column & LED replacement	19,000	
	Oxford	Oxford City	Various Roads	N/A	Column & LED replacement	8,000	
	North Leigh	Woodstock, Chipping Norton, Eynsham and Charlbury	Various Roads	N/A	Column & LED replacement	37,000	
	North Hinksey	Abingdon	Various Roads	N/A	Column & LED replacement	10,000	
	Marston	Oxford City	Various Roads	N/A	Column & LED replacement	50,000	
	Launton	Bicester and Kidlington	Various Roads	N/A	Column & LED replacement	24,000	
	Chesterton	Bicester and Kidlington	Various Roads	N/A	Column & LED replacement	25,000	
	Eynsham	Woodstock, Chipping Norton, Eynsham and Charlbury	Various Roads	N/A	Column & LED replacement	22,000	
	Faringdon	Faringdon and Wantage	Various Roads	N/A	Column & LED replacement	75,000	
<b>2019/20</b>	Chinnor	Thame, Wheatley and Watlington	Various Roads	N/A	Column & LED replacement		19,000
	Cumnor	Faringdon and Wantage	Various Roads	N/A	Column & LED replacement		37,000
	Didcot	Didcot and Henley	Various Roads	N/A	Column & LED replacement		20,000
	Drayton	Abingdon	Various Roads	N/A	Column & LED replacement		19,000
	Garsington	Thame, Wheatley and Watlington	Various Roads	N/A	Column & LED replacement		18,000
	Harwell	Faringdon and Wantage	Various Roads	N/A	Column & LED replacement		14,000
	Henley-on-Thames	Didcot and Henley	Various Roads	N/A	Column & LED replacement		105,000
	Littlemore	Oxford City	Various Roads	N/A	Column & LED replacement		66,000
	Milton	Banbury	Various Roads	N/A	Column & LED replacement		26,000
	Radley	Abingdon	Various Roads	N/A	Column & LED replacement		30,000
	Risinghurst and Sandhills	Oxford City	Various Roads	N/A	Column & LED replacement		39,000
	St Helen Without	Abingdon	Various Roads	N/A	Column & LED replacement		17,000
	Steeple Aston	Banbury	Various Roads	N/A	Column & LED replacement		14,000
	Woodcote	Didcot and Henley	Various Roads	N/A	Column & LED replacement		49,000
	Wootton (Vale)	Abingdon	Various Roads	N/A	Column & LED replacement		17,000
<b>Total Column Replacement</b>						<b>490,000</b>	<b>490,000</b>

Name	Parish	Locality	Road Name	Location within Road	Description of Works	Firm Programme	Provisional Programme
						2018/19 (£)	2019/20 (£)
<b>Street Lighting Maintenance</b>							
						400,000	285,000
Schemes to be finalised /adjustments						22,000	
<b>TOTAL Street Lighting Maintenance</b>						<b>422,000</b>	<b>285,000</b>
<b>TOTAL STREET LIGHTING PROGRAMME</b>						<b>912,000</b>	<b>775,000</b>
<b>TRAFFIC SIGNALS PROGRAMME</b>							
<b>2018/19 programme</b>							
	Oxford	Oxford City	Hollow Way/Fermhill Road -Pelican Refurbishment			35,000	
	Oxford	Oxford City	Woodstock Road/Church Walk-Pelican Refurbishment			25,000	
	Oxford	Oxford City	Woodstock Road/First Turn-Pelican Refurbishment			40,000	
	Oxford	Oxford City	Woodstock Road/Oakthorpe Road-Pelican Refurbishment			35,000	
	Oxford	Oxford City	Woodstock Road/Little Clarendon Street-Pelican Refurbishment			40,000	
	Oxford	Oxford City	Banbury Road/Keeble Road-Pelican Refurbishment			35,000	
	Oxford	Oxford City	Banbury Road/Bardwell Road-Pelican Refurbishment			40,000	
Programmes to be identified							172,000
<b>TOTAL TRAFFIC SIGNALS PROGRAMME</b>						<b>250,000</b>	<b>172,000</b>
<b>SECTION 42 &amp; CLASSIFIED ROADS (OXFORD CITY COUNCIL)</b>							
Carriageway Structural Maintenance						166,000	166,000
Surface Treatments						693,000	537,680
Footways						135,360	135,360
Structural Patching (Cowley Road)						280,000	
Structural Patching (Banbury Road)						97,000	
Structural Patching Bus Stop Repair						123,000	
<b>TOTAL SECTION 42 &amp; CLASIFFIED ROADS AGENCY AGREEMENT(OXFORD CITY COUNCIL)</b>						<b>1,494,360</b>	<b>839,040</b>
<b>TOTAL HIGHWAY MAINTENANCE ANNUAL PROGRAMMES</b>						<b>16,813,000</b>	<b>15,073,040</b>



Cabinet 17 July 2018  
 Capital Programme 2018/19 - 2027/28  
 Additional Highways Maintenance Programme 2018/19

Programme 2018/19	Parish	Locality	Road Name	Location in road	Description of works	Budget 2018/19
<b>Resurfacing Inlay Schemes</b>						
	Various	Various	Oxford Ring Road		5 Schemes/areas located on the ring road	271,985
	Elsfield	Thame, Wheatley and Watlington	A40 Marston Slips		150mm inlay	255,892
	Kennington	Abingdon	Kennington Road		150mm inlay	730,702
	Wantage	Faringdon and Wantage	A338 Seesen Way		150mm inlay	246,050
	Witney	Witney, Carterton and Burford	Woodgreen Hill		150mm inlay	64,372
	Eynsham	Woodstock, Chipping Norton, Eynsham and Charlbury	Witney Road		150mm inlay	45,220
	Carterton	Witney, Carterton and Burford	Carterton Cross Roads		100mm inlay	60,249
	Bicester	Bicester and Kidlington	B4100 London Road		150mm inlay	221,445
	Yarnton	Bicester and Kidlington	Cassington Road		150mm inlay	467,628
	Woodcote	Didcot and Henley	Bridle Path	Whole Length		133,000
	Woodstock	Woodstock, Chipping Norton, Eynsham and Charlbury	Shipton Road	Banbury Road to Randolph Ave	100mm inlay	405,650
<b>Sub total</b>						<b>2,902,193</b>
<b>Overlay Schemes</b>						
	Woodcote	Didcot and Henley	Tidmore Lane		Overlay	86,982
	Kidmore End	Didcot and Henley	Mill Lane		Overlay	83,790
	Elsfield	Thame, Wheatley and Watlington	Mill Lane		Overlay	31,255
	Shenington with Alkerton	Banbury		Kart Club to Gliding Club	Overlay	73,815
	Compton Beauchamp	Faringdon and Wantage	Knighton	Claypits Lane to Village	Overlay	281,960
<b>Sub Total</b>						<b>557,802</b>

Programme 2018/19	Parish	Locality	Road Name	Location in road	Description of works	Budget 2018/19
<b>Micro Schemes</b>						
	Arccott	Bicester and Kidlington	Ploughy Road		Micro asphalt	36,974
	Banbury	Banbury	Bretch Hill		Micro asphalt	165,644
	Chastleton	Woodstock, Chipping Norton, Eynsham and Charlbury	Stow Road to A44 Boundary		Micro asphalt	236,634
	Chipping Norton	Woodstock, Chipping Norton, Eynsham and Charlbury	Burford Road		Micro asphalt	21,339
	Didcot	Didcot and Henley	South Park Avenue		Micro asphalt	7,621
	Didcot	Didcot and Henley	Tavistock Avenue		Micro asphalt	12,956
	Chinnor	Thame, Wheatley and Watlington	Elderdene		Micro asphalt	15,242
	Didcot	Didcot and Henley	Browness Avenue		Micro asphalt	17,528
	Yarnton	Bicester and Kidlington	The Garth		Micro asphalt	16,766
	Woodcote	Didcot and Henley	The Close		Micro asphalt	15,585
	Yarnton	Bicester and Kidlington	Aysgarth		Micro asphalt	22,863
	Long Wittenham	Didcot and Henley	Westfield Road		Micro asphalt	22,863
	Banbury	Banbury	Dover Road		Micro asphalt	22,863
	Bicester	Bicester and Kidlington	Boston Road		Micro asphalt	40,391
	Didcot	Didcot and Henley	Wessex Road		Micro asphalt	54,108
	Banbury	Banbury	Edinburgh Way		Micro asphalt	79,257
	Long Wittenham	Didcot and Henley	Sinodun Close		Micro asphalt	7,847
	Chinnor	Thame, Wheatley and Watlington	Elm Drive		Micro asphalt	10,986
	Thame	Thame, Wheatley and Watlington	Queens Close		Micro asphalt	10,986
	Chinnor	Thame, Wheatley and Watlington	The Avenue		Micro asphalt	12,712
	Shipton-under-Wychwood	Woodstock, Chipping Norton, Eynsham and Charlbury	Ascott Road		Micro asphalt	50,221
	Banbury	Banbury	Nursery Drive		Micro asphalt	26,680
	various	Various	Road markings			100,000
<b>Sub total</b>						<b>1,008,063</b>

Programme 2018/19	Parish	Locality	Road Name	Location in road	Description of works	Budget 2018/19
<b>Surface Dressing Schemes</b>						
	Sandford-on-Thames	Thame, Wheatley and Watlington	A4074 South & North Bound	Start C.O.S to Heyford Hill Roundabout, return C.O.S 75m from R'about Sandford Duals,	Surface dressing	157,013
	Nuneham Courtenay	Thame, Wheatley and Watlington	A4074	Golden Balls Roundabout (End of taper) to Nuneham COS at Bus Stop/Layby Sign	Surface dressing	63,522
	Wheatley	Thame, Wheatley and Watlington	Old London Road	Full Length	Surface dressing	23,723
	Abingdon	Abingdon	Copenhagen Drive	Whole road	Surface dressing	29,476
	Abingdon	Abingdon	Colwell Drive	Copenhagen Drive to Blacklands Way	Surface dressing	15,558
	Hatford	Faringdon and Wantage	B4508 Fernham Road.	A417 to Hatford 30mph sign	Surface dressing	67,545
	Kingston Bagpuize with Southmoor	Faringdon and Wantage	A420 dual c/way.	Dual Carriageway Digging Lane to A415	Surface dressing	85,554
	Souldern	Banbury	B4100	Baynards Green to county boundary	Surface dressing	133,939
	Adderbury	Banbury	A4260	Deddington Hill to Berry Hill	Surface dressing	122,683
	Fulbrook	Witney, Carterton and Burford	A361 - Fulbrook	A361/A424 roundabout to Waterloo Fm	Surface dressing	62,565
	Chadlington	Woodstock, Chipping Norton, Eynsham and Charlbury	Spelsbury - Chadlington.	Langston Hse - Dean Mill	Surface dressing	13,734
	Brize Norton	Witney, Carterton and Burford	B4477 - Minster Lovell	A40 - Monahan Way	Surface dressing	63,860
	Minster Lovell	Woodstock, Chipping Norton, Eynsham and Charlbury	A40 - Witney - Bypass (West)	Asthill Barrow - Ducklington	Surface dressing	185,715
	Charlbury	Woodstock, Chipping Norton, Eynsham and Charlbury	Hixet Wood.	Park Street - COS 30M FROM Woodfield Drive	Surface dressing	16,122
	Clanfield	Witney, Carterton and Burford	B4020 -	Clanfield, Bampton Road Junc to Black Bourton Sign	Surface dressing	62,911

Programme 2018/19	Parish	Locality	Road Name	Location in road	Description of works	Budget 2018/19
	Oxford	Oxford City	Marsh Lane	Marsh Lane roundabout at B4150 to Bypass bridge COS	Surface dressing	39,365
	Oxford	Oxford City	Garsington Road.Cowley interchange-Hollow Way	Cowley interchange to Hollow Way	Surface dressing	24,820
	Wardington	Banbury	Branbury Road - A361 Wardington south to Thorpe Road jct	Wardington south to Thorpe Road jct	Surface dressing	93,982
	Littleworth	Faringdon and Wantage	A420 Littleworth to Wadley Manor (some pre Patching)	A420 Littleworth to Wadley Manor (some pre Patching)	Surface dressing	37,951
	Watchfield	Faringdon and Wantage	A420 Watchfield Roundabout to Kings Lane Junction	A420 Watchfield Roundabout to Kings Lane Junction	Surface dressing	68,372
	Bourton (V)	Faringdon and Wantage	A420 County Boundary to Townsend Road Junction	A420 County Boundary to Townsend Road Junction	Surface dressing	52,459
	Various	Various	Road markings			300,000
<b>Sub total</b>						<b>1,720,868</b>
<b>Regen Trial</b>						
			TBC			150,000
<b>Sub Total</b>						<b>150,000</b>
<b>Minor Patching</b>						
	Various	Various	4 Gangs			1,820,000
			Fees			273,000
<b>Sub Total</b>						<b>2,093,000</b>
<b>Major Project Enhancement Funding</b>						
						400,000
<b>Sub total</b>						<b>400,000</b>

Programme 2018/19	Parish	Locality	Road Name	Location in road	Description of works	Budget 2018/19
<b>Staff cost</b>						
Will be included in individual scheme costs						700,000
<b>Sub total</b>						<b>700,000</b>
<b>Drainage Improvement</b>						
	Various	Various		Countywide		225,000
<b>Sub Total</b>						<b>225,000</b>
<b>City Contribution</b>						
						280,000
<b>Sub Total</b>						<b>280,000</b>
<b>Total</b>						<b>10,036,926</b>

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## Outline Prudential Borrowing Proposal

### Background

1. Budgets for maintaining our highways and building assets have reduced in real terms (e.g. 50% in highway maintenance budget) whilst at the same time construction and technical costs have significantly increased.
2. Reductions in central government funding has led to a deterioration in our asset condition especially carriageways and footways but also schools and buildings. In addition, major growth in the county has led to a growth in the asset base to be maintained. This in turn creates additional financial pressures with, for example, increased insurance claims and increased reactive maintenance costs. Currently £10m is spent annually on carriageway maintenance, this is insufficient to maintain the current level of condition let alone improve. Major growth is taking place in Oxfordshire which has the potential to boost funding for the council but will also further affect the use and condition of our assets.
3. Against this backdrop of shrinking grant funding and rapid growth there is a need to address customer concerns over the quality of council owned assets. There is potential to borrow against the future revenue that will be generated by planned growth, to increase investment in our assets and finance key invest to save projects.

### Proposal

4. The current growth trajectory will see council tax revenues rise by approximately £5.75m by 2024. If this increase is used as a baseline for additional borrowing, we could generate an investment pot of approximately £120m.
5. This prudential borrowing pot could then be used as follows:
  - To direct deliver maintenance of highways and other assets such as school buildings
  - As match-funding elements for any external bidding
  - To pump prime infrastructure which avoids maintenance or delivers growth quicker to unlock future revenue sooner
  - To deal with emergencies or necessary contingencies
  - To fund key invest to save and revenue generation projects
6. This paper seeks approval for the overall principle of increasing prudential borrowing by c.£120m based on increased revenue from growth. Each bid to access funds from this borrowing block will require the submission of a business case from the service area which is seeking additional funding. These business cases will in turn need approval via the standard capital governance process, as set out in the council's Finance Procedure Rules. It should be noted that this approach will not limit additional prudential borrowing that can be funded by other approved means.

<b>Budgetary Implications and Risk</b>
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7. The Housing & Growth Deal for Oxfordshire will accelerate the growth in house building. This is expected to generate additional council tax revenue (above the level in the current medium term financial plan) of £5.75m by 2024. This could fund a borrowing requirement of £120m.
8. The borrowing will take place over a number of years and can be timed to match the increase in revenue.
9. There is a risk that council tax revenue does not increase to the estimated level. As the borrowing will be taken over a number of years, based on individual business cases, the programme of investment can be stopped if the increased revenue does not materialise. This will keep debt management costs at an affordable level within the medium term financial plan.



Division(s): N/A

## CABINET – 17 JULY 2018

### PERFORMANCE SCRUTINY COMMITTEE HOUSEHOLD RECYCLING DEEP DIVE

#### Report by Assistant Chief Executive

#### Introduction

1. This report presents the findings, conclusions and recommendations resulting from the Performance Scrutiny Committee's deep dive into falling household recycling rates in Oxfordshire.
2. The deep dive report and recommendations were considered and endorsed by the Performance Scrutiny Committee on 24 May 2018 with some minor amendments and additions.
3. Cabinet is asked to consider and respond to the recommendations outlined below.

#### Background

4. Between January and April 2018 Cllr Liz Leffman, as a member of the Performance Scrutiny Committee, led a deep dive into Oxfordshire's falling recycling rates and its deteriorating performance outlook.
5. The objectives of the deep dive were to investigate:
  - the key issues affecting the performance downturn,
  - the impact of District / City Council waste collection strategies, and
  - how the County Council and District / City Councils jointly plan to improve performance.
6. Cllr Leffman gathered evidence through meeting lead officers and by reviewing further information and data supplied by the Waste team.

#### Outcomes of the deep dive

7. The key findings of the deep dive were:
  - A number of national issues are affecting local recycling rates, including the impact of recent legislative changes regarding certain waste products and China's decision to restrict the quality of waste material it imports – this has led to greater stock piling and pressure to seek new markets. There is now a national move towards enabling a circular economy: keeping resources in use for much longer, extracting the maximum value

from them, and ensuring they can be recovered/recycled at the end of their life.

- Oxfordshire residents are confused about what can be recycled and they require more information to better engage with their current kerbside services. Each district/city council has a slightly different waste collection policy, particularly for plastics, which contributes to this confusion.
- A recent countywide waste analysis indicates that around 48% of waste in people's general rubbish bin could be recycled using current kerbside services. The largest portion of this recyclable material is food waste. If all of this material was put in the correct bin, the County Council could save c.£3 million annually and the countywide recycling rate could rise to around 80% (it is currently 58%).
- Between 2005/06 and 2011/12 recycling rates in Oxfordshire increased from 33% to over 60% through the collective communications and education work of the Oxfordshire Waste Partnership (OWP). In 2014 the Partnership was dissolved and this communications work reduced.
- The Joint Municipal Waste Management Strategy is being reviewed and will include a renewed focus on communications and public awareness raising, as well as consideration of operational changes that could help increase recycling rates. The Oxfordshire Environment Partnership (established after the OWP) has agreed in principle to reinstate a joint communications resource.
- Community Action Groups have been particularly effective in tackling waste and recycling issues – the County Council supports around 60 groups to take local action – but the biggest challenge is reaching less engaged residents.

8. The full deep dive report and recommendations considered by Performance Scrutiny Committee is attached at Annex B.

### **Performance Scrutiny recommendations from the deep dive**

9. The recommendations the Cabinet is specifically asked to consider are:
- a) The Council should consider re-establishing the Oxfordshire Waste Partnership, with a commitment to increasing recycling rates from 60% to 75% by 2025.
  - b) The Council should focus on communicating the cost advantages of recycling to residents.
  - c) The Council should improve support for “re-use, recycle” to avoid materials getting into the waste chain in the first place.
  - d) The Council should work with local collection authorities to create greater synergy in waste collection services.
  - e) The Council should create a strategy for effectively communicating with residents and manufacturers about what they can recycle and how, particularly food waste.

- f) The Council should work towards recycling items that are currently going to incineration, including laminated pouches, plastic film, etc.
- g) The Cabinet should instruct officers to make a comparative study of other councils' waste services, including in relation to new technologies.
- h) The Council should work with manufacturers and retailers to ensure the adoption of consistent packing policies which mean all household materials are recyclable.

### **Monitoring Progress**

- 10. The Cabinet's response to these recommendations will be reported to the next available Performance Scrutiny Committee meeting.
- 11. It is anticipated that the deep dive lead member and scrutiny officer will ensure that a review of progress against accepted recommendations is scheduled into the future work programme of the Committee. Usually, a progress report will be requested by the Committee within 6-12 months after actions have been agreed by Cabinet.

### **Financial and Staff Implications**

- 12. The financial or staffing impacts arising from this deep dive are dependent on whether and how each recommendation is progressed. To aid Cabinet's discussion and decision, officers in the Waste team have provided an initial feasibility assessment for each recommendation and outlined how these align with current or planned work (Annex).
- 13. The Cabinet may wish to ask for more detailed work to be undertaken by the Waste team before considering its response to each of the recommendations set out in this report.

### **Equalities Implications**

- 14. It is expected that any equalities implications will be considered when Cabinet responds to the recommendations and implements those that are accepted.

### **RECOMMENDATION**

- 15. The Cabinet is **RECOMMENDED** to:
  - (a) Consider the recommendations of the Performance Scrutiny Committee for the Council,
  - (b) Agree which recommendations the Cabinet will accept, and
  - (c) Ask the Director for Planning and Place, in consultation with the Cabinet Member for Environment to prepare a response for the next meeting of the Performance Scrutiny Committee.

MAGGIE SCOTT  
Assistant Chief Executive

Contact Officer: Katie Read, Senior Policy Officer, 07584 909530  
July 2018

## Officer comments on the deep dive recommendations

Recommendation	Officer comments
<p>a) The Council should consider re-establishing the Oxfordshire Waste Partnership, with a commitment to increasing recycling rates from 60% to 75% by 2025.</p>	<p>The decision-making responsibilities of the Oxfordshire Waste Partnership (OWP) were taken on by the Oxfordshire Environment Partnership (OEP) in 2014. The OEP are currently reviewing the joint waste strategy (expected to be agreed in Summer 2018) which will consider what targets are appropriate. 75% by 2025 is very ambitious and would require significant organisational and operational change which itself will require considerable investment and contractual changes.</p> <p>The targets in the JMWMS will be agreed by all partners at OEP on 13<sup>th</sup> July.</p> <p>The OEP is fully committed to working together to drive the behaviour change needed to reach the ambitious targets. In April 2018 the OEP agreed to a joint resource to improve information to residents, addressing confusion about recyclable materials and increase recycling rates. It is likely that this will need to be extended, and increased in future years if the 75% target is to be reached.</p> <p>Resourcing to OEP is currently shared amongst all partner authorities. If the level of work overseen by this committee was to increase, resourcing would need to be reviewed.</p> <p>As well as a commitment to keeping waste growth to zero, and increasing recycling rates, the strategy will advocate a move by all authorities to the circular economy – an economic model that aims to keep resources in use for as long as possible, extracting the maximum values from them while in use and then recycling products and materials at the end of their service life. This model is increasingly being adopted all over the world as a way of managing growth sustainably, reducing risk associated with resource scarcity, and maintaining a competitive and thriving economy that protects the environment.</p>
<p>b) The Council should focus on communicating the cost advantages of recycling to residents.</p>	<p>The joint strategy communications and action plan for the next year is currently in development for agreement with all districts. The cost advantages of recycling can be incorporated within this.</p>
<p>c) The Council should</p>	<p>Oxfordshire County Council currently supports the Community Action Group (CAG) network and Waste</p>

<p>improve support for “re-use, recycle” to avoid materials getting into the waste chain in the first place.</p>	<p>Advisors project both working to help residents reduce the amount of waste that they produce in the first place. Continuing and extending this support would be in line with the councils ‘Fit for the Future’ programme at the ‘pre-front door’ level. Success in this area is traditionally difficult to measure, but there are areas we could increase our focus on with budget and officer time, including the sharing economy, increasing bulky waste reuse, and reducing food and packaging waste.</p> <p>This work supports the move to the circular economy model, working with residents to find local, sustainable, solutions to environmental issues, increasing reuse and reducing the amount thrown away.</p>
<p>d) The Council should work with local collection authorities to create greater synergy in waste collection services.</p>	<p>Councils currently work together under OEP, while there are differences, there is also commonality, and officers carry out many countywide communication activities promoting areas where there is synergy.</p> <p>Each authority has separately established contracts and collection arrangements, developed at different times, and subject to different political and market forces. Greater operational synergy will require support and commitment from all councils and take time as existing contracts will need to expire before changes can be made.</p>
<p>e) The Council should create a strategy for effectively communicating with residents and manufacturers about what they can recycle and how, particularly food waste.</p>	<p>The focus of the joint communications resource agreed by the OEP in April is currently in discussion with waste and communications officers across the county. Food waste, plastics, additional recycling and waste reduction (reuse, love food hate waste, refill etc) are all included as part of these discussions.</p>
<p>f) The Council should work towards recycling items that are currently going to incineration, including laminated pouches, plastic film, etc.</p>	<p>OCC and the collection authorities are limited by the local and international market for these materials. Without sufficient demand, segregation and reprocessing is prohibitively expensive.</p> <p>There are several ways in which OCC could help to stimulate market development:</p> <ul style="list-style-type: none"> <li>• Specifying that items OCC procure are made of recycled material, and can themselves be recycled</li> <li>• Working with the county councils innovation hub, the universities and other local innovative businesses to find new products that materials can be made into, or new technologies to easily and cheaply segregate</li> </ul>

	<p>and reprocess currently unrecyclable materials</p> <ul style="list-style-type: none"> <li>• Lobby for, and support, national efforts to increase extended producer responsibility (ensuring that manufactures take responsibility for their products throughout their lifetime, including recycling and disposal)</li> </ul>
<p>g) The Cabinet should instruct officers to make a comparative study of other councils' waste services, including in relation to new technologies.</p>	<p>OCC is currently amongst the best at recycling and composting in the country, with one of the lowest waste arisings per head. As part of the review of the joint waste strategy officers have looked at several other authorities to see what we are able to learn from them, and are watching those currently making changes with interest. We have set ourselves ambitious targets and may need to embrace change and new technologies to see these realised.</p>
<p>h) The Council should work with manufacturers and retailers to ensure the adoption of consistent packing policies which mean all household materials are recyclable.</p>	<p>OCC is limited in its ability to directly influence manufactures and retailers, but through membership of groups such as NAWDO (National Association of Disposal Authorities), WRAP (Waste and Resource Action Programme) and CIWM (Chartered Institution of Wastes Management), and involvement with LARAC (Local Authority Recycling Advisory Committee) and LGA (Local Government Association) we can support national efforts and campaigns to enact change.</p>

Officer comments have been provided by Rachel Burns, Waste Strategy Officer  
07789 877310

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Division(s): N/A

## **CABINET – 17 July 2018**

### **ENGAGEMENT OF EXTERNAL ADVISORY SERVICES**

#### **Report by Director of Finance**

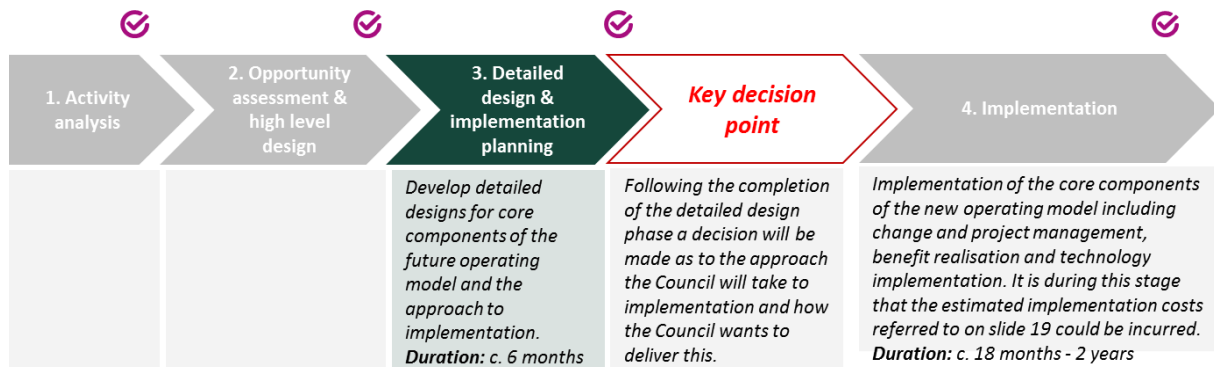
#### **Introduction**

1. The County Council continues to undergo major change and development at a fast pace in order to deliver the Thriving Communities Vision within a challenging financial context; Implementation of the £215m Housing and Growth deal is requiring a step change in the delivery of capital investment and strategic planning; As recently reported to Cabinet, the Council is taking the first steps in joint working arrangements with Cherwell District Council in an innovative new partnership; Finally, the cross-council Fit for the Future programme is working to ensure that the organisation as a whole is sustainable, resilient and ready to deliver better outcomes for residents as well as achieving savings required in the Medium Term Financial Plan.
2. This report seeks the agreement of Cabinet to the principle of engaging an external provider to deliver expert advisory services to the Council over the next three years on the Fit for the Future programme and other associated strategic change initiatives. The report also sets out the proposed procurement approach.

#### **Background**

3. Progress on Fit for the Future was most recently reported to the Audit and Governance and Performance Scrutiny committees in March 2018. These reports set out the activity analysis that was conducted in late 2017 and described a case for change based on the relatively low proportions of currently effort focused on front line service delivery, when compared with similar councils. This analysis led to the conclusion that there was significant opportunity for improvement in support processes and systems in-order-to deliver more efficiently while maintaining and improving the ability to meet residents' needs. Commercial opportunities for improving value for money in third-party-spend and for income generation were also identified.
4. The reports went on to describe the design and implementation programme underway in association with PwC that is targeting a potential £33m-£58m saving which would enable political choices to be made about investment in services in addition to meeting existing savings requirements.
5. To address the case for change and the opportunities subsequently identified the council is now progressing work in partnership with PwC to design in detail a new operating model for the council. This will develop a new approach to how the council does its business across seven 'layers', with the focus being

on taking a holistic whole council approach to designing each layer. The culmination of this activity is intended to be a report to Cabinet in September, formalising the case for change and seeking approval for implementation and delivering the change.



## Implementing Change and the Need for External Support

6. Due to capacity, the Council has been challenged in the past when attempting to deliver significant council wide change and transformation using internal resources only. However, these challenges have been overcome when supplementing internal resource with external advisory services. External support has enabled pace and momentum to be maintained and has injected capability in addition to capacity. This capacity and capability is critical to ensure the Council's savings requirements are achieved.
7. The development of a new operating model (as outlined at paragraph 5) will conclude by the end of July and a proposed approach will be presented to Cabinet in September for a decision to implement. The separation of these decisions (operating model and engagement of external support) provides Cabinet with choices on delivery and enables officers to be ready for implementation, sustaining the current momentum and pace of change. Sustaining this pace optimises savings opportunities and takes advantage of a time limited opportunity to make use of a unique value for money procurement route (see below).

## Procurement Options and Proposed Approach

8. The Council has undertaken an options appraisal (Annex 1) to examine various routes to market and their respective benefits and issues. Options considered include open competition along with the use of national and/or regional framework agreements. There are considerable time constraints associated with launching an open competition with the potential uncertainty around market response and the fact that the total needs are currently uncertain which would lead to higher pricing. There are two compliant framework agreements identified that have the potential to offer a solution to the Council.

9. Following a further examination of the two options it was identified that one framework contained a framework usage charge of around 5% of the total fee which would therefore constitute a considerable uplift to contractual costs and, in addition, the Council would be mandated to enter into a contractual relationship with the framework provider (Bloom) rather than the organisation who would actually undertake the service. The other framework was let by the London Borough of Islington. This framework was let nearly 4 years ago and so the set rates are low compared to current consultancy rates and there is flexibility to call off in stages. This means more exact specifications can be provided at each stage and the provider can price with more confidence. Given the issues set out above, it is recommended that the most agile and cost-effective procurement solution to the Council is a direct call-off against the London Borough of Islington Framework Agreement. This requires the Council to enter into an access agreement with Islington prior to the 11th August 2018 and then the Council has until 31 March 2020 to set out the stages required.

### **Contract type**

10. In addition to the options listed above, the Council should consider the nature of the partnership that will be entered into. Options and possible risks and benefits are listed below:

Contingent fee arrangement whereby the contract is set up in such a way that the external provider is financially incentivised to develop business cases that maximise the savings opportunity.

#### **Benefits**

- Clear narrative that may be easier to get buy in to
- Provides incentives to ensure the partner is equally keen to look for new opportunities and increase the savings opportunity.

#### **Risks**

- Can be very challenging to agree the exact nature of the risk / reward element and to scope the individual packages of work. This can be time consuming and frustrating for both sides, affect the relationship and compromise the delivery of the actual work.
- Feedback from others suggests that this can unhelpfully incentivise the partner organisation to relentlessly focus on maximising the opportunities for cost saving, without addressing fundamental issues such as longer-term customer focus or whole organisational change. This may therefore be detrimental to the longer-term health of the organisation.
- Less flexibility to adapt as the work proceeds.
- Risk of high cost so would have to be clear how this delivers value for money, requiring a dedicated officer to account for this.

A fixed fee arrangement as a whole or through a framework that enables individual projects to proceed as required.

#### Benefits

- Budget requirement is clear and agreed up front.
- Enables an ability to flex approach as the programme is implemented.
- Enables a broader approach to transformation – doing things differently for the good of our residents and communities, rather than focused purely on cost savings.
- Is more aligned to the desired culture change, the Council's values, vision and the agreed leadership qualities (commercial and innovation isn't just about making savings, it's doing things better)

#### Risks

- Likely that costs will be incurred upfront before the delivery of savings and/or benefits realisation.

### **Partnering**

11. Regardless of the type of contract arrangement, feedback from other authorities indicates there are many positives in structuring a longer term external 'strategic partner' arrangement. Particular benefits cited include:
  - The length of partnership creates continuity through permanency of the staff as they know they are working with the authority for a defined period of time
  - Relationships between the provider and authority are strong – little if any difference between contracted and Council staff. There is often a cultural connection and development.
  - Ideas, benchmarking and opportunities brought forward
  - Longevity of relationship a perceived as a strength.
  - Use of external partner to also share knowledge with staff.
12. However, it is also recognised that a more 'long-term' embedded approach could potentially lead to a dependency on the partner.

### **Proposed way forward**

13. Although the Council does need to make savings, the overarching objective is to create a sustainable, stable, resilient council for the future. Whilst there must be a strong focus on achieving savings, it should not be the only emphasis as we also need firm foundations around customers and thriving communities.
14. Historically, although the Council has made tough choices in the past around savings, there have been significant challenges to embrace the necessary traction and discipline of delivering a complex transformation programme at the necessary pace. This is not a criticism, more a reflection of capacity, capability and legacy.

15. Therefore, it is recommended that Cabinet agree to the proposal that the Council seeks external support and enters into a fixed fee arrangement (as it aligns best with our corporate vision, values and qualities) through a new call-off agreement under the London Borough of Islington Framework.

## **Financial Implications**

16. There is a requirement in the Medium Term Financial Plan agreed by Council in February 2018 to deliver £17.4m<sup>1</sup> of savings through transformation over the period 2019/20 to 2021/22. This report sets out a proposal to engage external advisory support to accelerate and focus the delivery of transformation savings. If savings are not made through this approach, an alternative approach to transformation will need to be agreed and the Medium Term Financial Plan revisited.
17. There are not direct funding implications of this report; concluding an access agreement with the Islington Framework will not in itself commit expenditure.
18. The full costs and benefits resulting from adopting the recommendations of the current suite of transformation planning have yet to be agreed and such costs, if agreed, will need to be incorporated into the Service and Resource Planning process and the Budget for 2019/20 and Medium Term Financial Plan to 2022/23 to be agreed by Council in February 2019.
19. Any financial benefits generated through transformation in addition to those required in the Medium Term Financial Plan would be available to support policy decisions relating to service levels or investment, agreed through the Service & Resource Planning process.

## **Legal Implications**

20. Assuming the access agreement is concluded, the intention is to agree subsequent call off contracts through the Islington framework. This approach will be subject to the Council's usual decision-making procedures with financial and legal implications authorised by Cabinet and where appropriate Council through the Service and Resource Planning process.

## **RECOMMENDATION**

21. Cabinet is **RECOMMENDED** to approve entering into an access agreement to the Islington procurement framework as set out in paragraph 15 for the provision of engaging expert advisory services to support and accelerate cross council transformation

LORNA BAXTER  
Director of Finance

Contact Officer: David Cooke – Head of Procurement

July 2018

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<sup>1</sup> £15.0m general transformation savings and £2.4m relating to ICT

## Options for delivering council wide change and transformation

### 1. Internal Delivery

Change and transformation could be delivered in house. However, the expertise, capability and capacity is not available to undertake the detailed work in all areas that are likely to be required. Business as usual work would compromise the internal resources availability and the speed of delivery.

Benefits	Issues
Timely (don't need to wait for a procurement process or the availability of external support)	Capacity – what could be stopped to enable internal staff to drive this through
Affordable in the short term	Lack of In-house capability and skills
Local knowledge	External input would be lacking
Skilled staff	Poor track record of traction and delivery
	Pace maybe compromised
	Discipline

### 2. Open Competition

An open procurement would be time consuming. A large amount of resource would be required to complete detailed tender documents and to evaluate all responses. The Council would have to be certain about what the requirements are. There is a chance that unsuccessful bidders decide to challenge the decision and cause further delays.

Benefits	Issues
Open competition to achieve value for money	Time (procurement, if full open procurement could be 6-9 months)
External experts that have delivered similar transformation programmes	Cost – the process of procurement will cost the council significant time and money.
Capacity would be added	The project could be delayed significantly by a challenge
External challenge and input	

### 3. Framework Agreement

Frameworks are agreements where the requirements have already been openly competed for and a framework of the approved suppliers has been created. This provides a faster route to contract than open competition as one only has to invite the approved suppliers. There are no minimum timescales as there are with an open competition and a much lower likelihood of challenge from the suppliers. The fact that suppliers are not openly competing (not having to complete a full tender) can mean that rates offered are good value. Frameworks can be 4 years in duration and can provide even better value for money if the call off is towards the end of the 4 years. This is because the original contracting authority will have kept annually increases to a minimum.

There are 2 existing frameworks that allow the Council to call off based on requirements. They are:

**a. The North-East Procurement Organisation’s Framework for Specialist Professional Services**

Bloom are the only supplier on the framework which allows a direct award to them and is therefore a quick route. However, Bloom charge 5% which would be a significant cost added to the total contract price. The contract would be with Bloom and they would act as a middleman between the Council and the external partner. Contractual issues would need to go to Bloom for them to deal with.

**b. Islington Council’s Framework for the Provision of Audit, Assurance and Advisory Services**

PricewaterhouseCoopers (PwC) are the only supplier on the framework and therefore this is also a quick route to contract. There is no cost to using this framework. Spend thresholds have been investigated and the commitment to two/three year arrangement can be procured within the required spend threshold. The rates remain very good as they have been fixed for 4 years and are lower than PwC rates on other frameworks.

The Council can sign an access agreement which would allow use of the framework up to 31 March 2020. Call off contracts can be let up to this date and but work can have dates that go beyond then.

<b>Benefits</b>	<b>Issues</b>
Open competition to achieve value for money has already been established	Framework is close to expiry and the Council must have a signed access agreement prior to 11 <sup>th</sup> of August 2018
External experts that have delivered similar transformation programmes	Direct Award so no competition
Capacity would be added	Doesn't allow for risk reward approach
External challenge and input	
Continue the well-developed relationships	
PwC have a good working knowledge of Oxfordshire allowing for no implementation period which would be needed for a new partner	

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Division(s): NA

## **CABINET – Tuesday 17 JULY, 2018**

### **Daytime Support Innovation Grant Awards 2018-2019**

**Report by Deputy Director, Commissioning**

#### **Introduction**

1. The Innovation Fund for daytime support 2018-19 was open to applications from all community and voluntary organisations to deliver new innovative projects for daytime support in Oxfordshire.
2. The aim of the funding is to provide one-off funding to support the development of self-sustaining projects, delivering new opportunities for adults in Oxfordshire.
3. As per the agreed cross-party decision-making process, the cross-party panel reviewed the applications and assessed them against grant criteria. Decisions on recommendations for award were coproduced with people who use services and supported by officer recommendations.
4. This paper sets out the final cross-party panel recommendations for allocation of the Innovation Fund for daytime support 2018-19, for decision by Cabinet.

#### **Background**

5. The Innovation Fund for daytime support budget and scope was agreed by the Council in January 2017 as part of the overall changes to daytime support. The scope of the fund is to support innovative, self-sustaining initiatives which meet gaps and broaden the current offer of daytime support for adults in Oxfordshire.
6. It was also agreed that the criteria would be developed in greater detail with interested groups and organisations, to ensure the fund effectively supports the development of innovative new opportunities. The following criteria and application process have been developed following discussion with a group of day opportunities providers, local community & voluntary sector organisations, Colleges of Further Education, the Community Information Network (provided by Age UK), Oxfordshire Community & Voluntary Action and a range of people across Oxfordshire.
7. These criteria provide some additional guidance on the already agreed scope of innovative, self-sustaining initiatives meeting gaps and broadening the offer. These criteria are subject to Cabinet approval, in conjunction with decisions on the bids submitted. Cabinet are asked to agree the detailed

developed criteria for the Innovation Fund in line with the agreed process and scope for the same - as decided by Cabinet in January 2017 as part of the overall changes to daytime support.

8. Applications for the Innovation Fund closed on June 8<sup>th</sup>, 2018 at 5pm. A cross party panel comprised of Cllr Lawrie Stratford, Cllr Sobia Afridi and Cllr Richard Webber as well as representation from people using services was held on June 12<sup>th</sup>, 2018 to evaluate applications and make recommendations to Cabinet for award.

### **Key Issues**

9. Cabinet are asked to approve the detailed and developed criteria for the Innovation Fund in line with the agreed process and scope for the same - as decided by Cabinet in January 2017 as part of the overall changes to daytime support. Details of the criteria are set out in Annex 1.
10. The cross-party panel met and the process of coproducing decisions with elected members and people who use services was extremely effective and could be considered as a useful model for this type of innovation work going forward.
11. Cabinet are asked to review and decide upon the cross-party evaluation panel's recommendations for awards. Details of the cross-party panel's recommendations are set out in Annex 2.

### **Assessment of Applications**

12. There were 11 applications received from the following organisations:
  - (1) Witney Day Centre
  - (2) Oxfordshire Chinese Community & Advice
  - (3) Green Pastures
  - (4) My Life My Choice
  - (5) Aspire/Oxfed
  - (6) Oxfordshire Mind
  - (7) Age UK Oxfordshire
  - (8) Oxfordshire Neighbourhood Partnership
  - (9) Faringdon Sensory Garden
  - (10) Marston Community Gardening
  - (11) Dimensions

13. Having carefully assessed all the bids received against the established criteria, the cross-party panel are recommending the following.
14. (a) To approve the requested funding for the following bids:
- (1) Witney Day Centre
  - (2) Green Pastures
  - (3) My Life My Choice
  - (4) Age UK Oxfordshire
  - (5) Faringdon Sensory Garden
  - (6) Marston Community Gardening
- (b) To approve the requested funding for the following bid subject to conditions (these are specified in the cross-party recommendations- Annex 2)
- (1) Oxfordshire Chinese Community & Advice
- (c) To reallocate the remaining amount to a second round of applications for the Innovation Fund 2018-19, opening immediately.

### **Budgetary Implications**

15. The Innovation Fund budget and scope was agreed by the Council in January 2017 as part of the overall changes to daytime support. The scope of the fund is to support innovative, self-sustaining initiatives which meet gaps and broaden the current offer.
16. The total available amount of funding available to be awarded through the Innovation Fund in 2018-19 is £190,230k. This represents £100k from the Innovation Fund and additionally the underspend allocated to it from the Sustainability/Transition Fund 18-19, as agreed by Cabinet.
17. This table summarises the funding requests, cross party panel recommendations and the total financial impact.

	<b>Organisation</b>	<b>Project</b>	<b>Amount requested</b>	<b>Amount recommended by panel</b>
1	Witney Day Centre	Witney Day Centre	5,000	5,000
2	Oxfordshire Chinese Community & Advice	Innovative and Creative Project for Chinese Older People	11,500	11,500
3	Green Pastures	The Nostalgia Café	2,212.60	2,212.60
4	My Life My Choice	Oxfordshire Gig Buddies	22,477	22,477

5	Aspire/Oxfed	Demand responsive supported transport for adults in the city	30,000	No award
6	Oxfordshire Mind	A city-wide wellbeing service for South Asian women	7,870	No award
7	Age UK Oxfordshire	Age Friendly Cultural Network Oxfordshire	8,000	8,000
8	Oxfordshire Neighbourhood Partnership	Transport Solutions for Oxfordshire	17,500	No award
9	Faringdon Sensory Garden	Nostalgia Café	4,805	4,805
10	Marston Community Gardening	Communal food growing and community gardening	2,500	2,500
11	Dimensions	Working together for change	24,300	No award
	<b>TOTALS</b>		136,164.60	56,494.60
	<b>BUDGET</b>		190,230.00	190,230.00
	<b>DIFFERENCE TO BUDGET</b>		54,065.40	133,735.40

18. The cross-party panel recommendations for award total £56,494.60. The surplus in the fund of £133,735.40 will be available for award in the second round of applications to the Innovation Fund 2018-19.
19. Applications for the second phase of the Innovation fund will open immediately and close on September 21st, 2018 at 12 noon.

Key dates for phase two of the Innovation Fund 2018-19

Week commencing Oct 1 <sup>st</sup> , 2018	Cross Party evaluation panel
October 17 <sup>th</sup> , 2018	CLT
November 20 <sup>th</sup> , 2018	Cabinet
W/c November 26 <sup>th</sup> , 2018	Communication to applicants on outcome
January 2019	Allocation of funding awards

### **Equalities implications**

20. The equality and inclusion implications of the strategic direction for daytime support and its implementation was set out in the 24th January 2017 Cabinet papers. This included a Service and Community Impact Assessment. These papers are available on the council website.

21. Equality and inclusion implications have been considered. The proposal to offer grants to community and voluntary sector services is only thought to confer a benefit on those with a protected characteristic and there is no adverse impact on those individuals.
22. All criteria for grant funding will require services to demonstrate how they meet the 'need' criteria, which includes consideration of impact. This will also be considered in the decision processes.

### **Risk Management**

23. The risk management implications of the strategic direction for daytime support and its implementation were set out in the 24th January 2017 Cabinet papers. These papers are available on the council website.

### **Communications**

24. The process and criteria for applying to the Innovation Fund has been communicated via the council website as well as through multiple email communications with stakeholders and partners to encourage applications and wider distribution.
25. All organisations that have submitted applications to the Innovation Fund will be informed of the outcome by email communication in the week commencing July 24<sup>th</sup>, 2018. Councillors representing areas where projects have been successful in receiving funding will receive communication by email at the same time.

### **Key Dates**

26. The key dates are as follows:

W/c July 24 <sup>th</sup> , 2018	Communication to applicants on outcome
Early Autumn 2018	Allocation of funding awards

### **RECOMMENDATIONS**

27. Cabinet is **RECOMMENDED** to:
  - (a) Congratulate the voluntary sector for its continued commitment and dedication to innovation and provision of new opportunities to people using services in Oxfordshire.
  - (b) Consider and agree the criteria for the Innovation Fund 2018-19 - in line with the agreed process and scope for the same as decided by Cabinet in January 2017 as part of the overall changes to daytime support.

- (c) Review and agree the cross-party evaluation panel's recommendations for Innovation Fund grant awards as set out under 17 above.
- (d) Approve utilisation of the remaining amount as set out under 18 above for a second round of applications to the Innovation Fund 2018-19.

BENEDICT LEIGH  
Deputy Director Commissioning

Background papers:

Annex 1 – Innovation Fund Criteria and Application Form  
Annex 2 – Cross-party panel recommendations

Contact Officer: DeeDee Wallace - Strategic Commissioning Officer  
[Deirdre.wallace@oxfordshire.gov.uk](mailto:Deirdre.wallace@oxfordshire.gov.uk) 07909882913

July 2018

## Annex 1 – Innovation Fund Criteria and Application Form

### Innovation Fund Grants 2018/19 Guidance & Application Form

#### Introduction

Oxfordshire County Council has made changes to daytime support for people aged 18 and over in Oxfordshire. These changes reflect a changing demand for social care and a changing approach to government funding. The Council wishes to work closely with local communities to ensure that the support available for people meets varied and changing needs; and is fit for the future and sustainable over the longer term.

Further information about these funds is available on the council website:  
<https://www.oxfordshire.gov.uk/cms/public-site/daytime-support>

#### The Innovation Fund

As part of the changes that have taken place, the Council has introduced the Innovation Fund for daytime support. This fund will provide one-off funding to support the development of self-sustaining projects, delivering new opportunities for adults in Oxfordshire.

This application process is for grant funding in 2018/19, to support new and innovative ideas in Oxfordshire for daytime support. There is £100,000 available in this fund and we are inviting bids for projects.

#### Support available

**Oxfordshire Community & Voluntary Action** is available to provide support to organisations wishing to bid for innovation funding, and to provide advice and information on alternative funding opportunities.

Oxfordshire Community & Voluntary Action, in partnership with other Oxfordshire organisations, provides a wide range of support, including promoting and developing volunteering, supporting voluntary and community organisations to increase their effectiveness and build their capacity, and facilitating networking and partnership-working.

Contact details:

[www.ocva.org.uk](http://www.ocva.org.uk)

Tel: 01865 251946

Email: [admin@ocva.org.uk](mailto:admin@ocva.org.uk)

**The Community Information Network (CIN)** provides information on local support services and activities. They have knowledge of what is currently available and where there may be gaps and opportunities for partnership working. They have been working with communities to help them to develop new opportunities. Their online directory holds details of a wide range of opportunities available, searchable by area.

Contact details:

[www.ageuk.org.uk/oxfordshire/our-services/community-information-network/](http://www.ageuk.org.uk/oxfordshire/our-services/community-information-network/)

Phone: 0345 450 1276

Email: [network@ageukoxfordshire.org.uk](mailto:network@ageukoxfordshire.org.uk)

## What will we fund? (Eligibility criteria)

The Innovation Fund budget and scope was agreed by the council in January 2017 as part of the overall changes to daytime support. The scope of the fund is to support innovative, self-sustaining initiatives which meet gaps and broaden the current offer.

It was also agreed that the criteria would be developed in greater detail with interested groups and organisations, to ensure the fund effectively supports the development of innovative new opportunities. The following criteria and application process have been developed following discussion with a group of day opportunities providers, local community & voluntary sector organisations, Colleges of Further Education, the Community Information Network (provided by Age UK), Oxfordshire Community & Voluntary Action and a range of people across Oxfordshire. These criteria provide some additional guidance on the already agreed scope of innovative, self-sustaining initiatives meeting gaps and broadening the offer. These criteria are subject to Cabinet approval, in conjunction with decisions on the bids submitted.

### Please consider the following criteria in making an application:

- 1) These funds are open to applications from community and voluntary sector organisations, including existing organisations and organisations in the process of setting up. The fund is intended to provide **financial support to enable innovation**.
- 2) Bids will need to demonstrate that they are offering a **new service that is based on the changing needs of people** and how they want to see different opportunities available to them, which will support them in living a full and varied life. In the case of this fund, it is expected that initiatives will support **adults in Oxfordshire** with social contact; getting out of the house; maintaining independence; seeing friends; and meeting expressed needs. The term 'daytime opportunities' includes any proposed activity which may take place during the day and / or evening.
- 3) Organisations wishing to bid will need to demonstrate how they know that there is a **need for this new and innovative idea in their local community** and what is already available. For an existing service with a new and different aspect, they will need to demonstrate where the need has come from and how it is different to what is currently being offered.

We will assess applications according to the following:

1. The **need for the service**, including:
  - The benefits that it will offer people (adults in Oxfordshire)
  - The gap in existing services that this service will help to fill by offering a new service, or a new aspect to an existing service
  - How it will link to other services already available in the community to enhance the support available
  - How the service will add value to the local community
2. The **need for our financial support**, including:
  - The service is providing support in an area where similar services are not currently available
  - The service will demonstrate value for money



- There is clear information regarding what the innovation fund will cover, which may include set up costs.
- There are sustainability and business plans in place to fund the service on an ongoing basis.
- Why funding is needed to set this up

**3. An innovative approach to supporting people in their communities:**

- For example, trialling something that hasn't been tried before

### The Application Process

- 1) Submit this application form electronically, along with your 3-year business plan and a reference. The reference may be from either a person or organisation who may benefit in relation to your bid

**Please submit your application, business plan & reference by 5pm on Friday 8<sup>th</sup> June**

- 2) Review and evaluation of applications by panel, this may include an invitation to present your idea/service to the panel/opportunity to meet with us

**Mid/end June**

- 3) Decision by Cabinet

**17<sup>th</sup> July 2018**

- 4) Notification to applicants

**In the week commencing 24<sup>th</sup> July 2018**

We want to encourage organisations to submit bids and welcome applicants to contact us early with their expressions of interest or any questions they might have.

Support is available from Oxfordshire Community & Voluntary Action and local knowledge/information is available via the Community Information Network (details as above, including online directory).

We require all application forms to be submitted electronically, unless agreement has been sought prior to the closing date.

### How will applications be assessed?

The selected panel will assess all applications against the key criteria set out above and make recommendations to Cabinet. The Cabinet decision is scheduled for 17<sup>th</sup> July 2018. We will let applicants know who will be on the panel nearer the time.

We would like to offer the opportunity to present your idea to the panel, or meet with us face to face, should you feel that this is helpful to you and your bid.

### Awarding the grant

Applicants will be notified by email of the cabinet decision within a week of the decision being made.

Successful applicants will be asked to sign a legal agreement with the council. Once the legal agreement is signed, we will then transfer the funding into the organisation's bank account. Where appropriate, funding might be phased.

Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

## **Monitoring**

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the funding request form.

All successful applicants need to be prepared for a review of their project.

This may include:

- Receipts recording how the money was spent
- Reports on the activity funded
- Feedback from individuals impacted
- Any other record of the activity funded (e.g. promotional flyers and posters)
- Future plans for sustainability beyond Innovation Funding

Successful applicants will be strongly encouraged to keep us informed about the progress of the service/support and any potential setbacks.

Any unspent grant funding will be recovered by the county council.

## **Contacting Us**

If you have any queries about the **Innovation Fund** or the application process, please contact us:

**Email:** [contracts.admin@oxfordshire.gov.uk](mailto:contracts.admin@oxfordshire.gov.uk)

**TO BE FILLED IN BY APPLICANT**

**Name of your organisation:**

**Type of organisation:**

**Organisation Address:**

**If a registered Charity, please specify number**

**Contact Name and Position for application (e.g. Trustee, Centre Manager)**

**Telephone**

**Email**

**Address (if different to above, for application correspondence)**

**Contact Name and Position for regular communication (if different)**

**Telephone**

**Email**

## Payment Details

Please provide your organisation's payment details (note: payments will not be made to an individual's bank account).

<b>Account Name</b>	
<b>Bank or Building Society Name</b>	
<b>Account number</b>	
<b>Sort code</b>	

## ACTIVITY OVERVIEW

### 1. Name of service/proposed project

*Please provide a short name for the project. This should be unique and should not be the name of your organisation*

### 2. Summary of service/proposed project

*Please provide a summary of the project – what you propose to do and what the benefits will be. This should be no longer than 150 words*

### 3. Other Applications for funding (if applicable)

If you are making applications for other funding from other organisations for this project or overlapping work, please list what other funding you have requested, where you have applied and when you expect to be notified of the outcome.

### 4. Current Oxfordshire County Council funding

If your application is a new project related to an existing service, are you currently in receipt of or intending to apply for any other Oxfordshire County Council funding (e.g. Councillor Priority Funds or Adult Social Care Funds)

**5. Research/Evidence**

Please provide any evidence/research you have obtained to demonstrate the need to provide the service, and how this can support a person to live a full and varied life within their local community.

**6. New & Innovative**

We are aware that people's needs are changing and that they are looking for different opportunities and things to do. Please describe the inspiration for your project and how it meets the criteria to be new and innovative.

**7. Activity & outcomes**

**What difference will this service make to support people to live a full and varied life in their communities?**

*Please provide a brief description of how the service will make someone's life better*

**How your service will be based in and linked to the local community:**

*Please provide a brief description of how your service will be:*

<i>Well-used</i>	
<i>Connected to and supported by local organisations, people and businesses</i>	
<i>Linked to other local support and opportunities</i>	

**Nature of the service and anticipated grant awards**

There are a wide range of community and voluntary sector daytime support services already available across the county, all of which provide much valued opportunities and support to people in their local communities. We want to encourage new and innovative ideas to meet the changing needs of people in Oxfordshire.

Please take this into account in your application, and demonstrate the nature of the service in your responses to the questions below.

**What capacity/amount of support will the service provide?**

*Please describe the activity your service will provide over this period (1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019).*

*Please provide a brief description of capacity/amount of support your new/innovative idea will provide:*

**How quickly will you be up and running?**

What is your proposed start date for the service.

**What is the reach/geographical areas covered by the service?**

*We want to enable as many people as possible to benefit from new and innovative ideas. There are a wide range of services available across the county, nonetheless this varies across areas.*

*We want to encourage development of as many locally available opportunities as possible, whilst also supporting services which are able to welcome members from nearby areas which do not currently have similar provision.*

*Which areas does the service cover/invite members/attendees from?*

**How is the service accessible to people with a wide range of needs?**

*We want to enable as many people as possible to benefit from locally available new and innovative ideas. We recognise that these services can provide support where there are identified gaps in the market and to meet the needs of people requesting alternatives to what is already available; providing much valued opportunities for people to live active and fulfilling lives.*

*How will the service be accessible to people with a wide range of needs? Please demonstrate the support in place or planned to enable people to attend, for example people with reduced mobility or dementia.*

**8. Need for funding**

Please explain why you need this funding, according to both sets of criteria we will assess applications on:

*The **need for the service**, including:*

- *Offering new and innovate opportunities to meet the expressed needs of people in Oxfordshire*
- *Evidence that the service/support is required in the local area*

*Please provide an explanation of why your service meets these criteria:*

The **need for our financial support**, including:

- *The service is new or a new aspect to a current project which will provide support to meet the expressed needs of people in Oxfordshire or to fill a current gap in the market.*
- *What you will need in the first year that you won't need in the 2<sup>nd</sup> year – one off costs.*

*Please provide an explanation of why your service meets these criteria:*

**9. Sustainability**

*How will you progress towards self-sustainability and reduced need for financial support from the County Council, over this period (1<sup>st</sup> September 18 – 31<sup>st</sup> August 19) Linked to 3-year business plan*

**10. Costs (over the funding period 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019)**

<b>Description</b>	<b>Cost</b>
<i>Please provide us with a breakdown of your projected costs. E.g. Premises costs, Transport, Volunteer Training, Information &amp; Promotion, Equipment &amp; Materials, etc.</i>	
<b>TOTAL</b>	

**11. Fees**



Where applicable, please provide the breakdown of fees to be charged:

Fee element, e.g. attendance fee	Amount

**12. Other funding received**

*Please include details of other funding sources agreed or anticipated for this period (1 September 2018 to 31 August 2019)*

Other grant funding	
Income from fees	
Fundraising	

**13. Reserves (if applicable)**

*Please include details of your reserves and attach your year-end accounts for most recent year available.*

**Reserves amount:**

**Confirmation of attachment of year-end accounts:**

**14. Requested amount of grant funding –**

*The intention is that this will be a one-off fund to enable you to set up the new, self-sustaining service.*

*Please be aware that **Sustainability Funding** is available to support the continuation of and development of daytime support opportunities in Oxfordshire. Oxfordshire Community and Voluntary Action can also advise on alternative funding sources.*

*What total amount are you requesting to enable the set-up of this new service?  
Please note this is for the period 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019.*

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**Applicant Agreement**

The organisation undertakes that the information provided on this form is true and accurate.

Name:

Signed:

Date:

On behalf of (organisation):

Please ensure that:

- You have signed the application form before submission. Please note that while we can accept scanned signatures, **we cannot accept typed signatures.**
- If applicable, you have attached **your most recent year-end accounts.** This is essential for your application to be considered.
- You have provided the **correct contact details** for the application process, and for regular communication.

Please submit your applications to: [contracts.admin@oxfordshire.gov.uk](mailto:contracts.admin@oxfordshire.gov.uk). Please ensure your application reaches us by **5pm on Friday 8<sup>th</sup> June 2018**

## Annex 2 – Cross-party panel recommendations

### Summary

1. Applications for the Innovation Fund closed on June 8<sup>th</sup>, 2018 at 5pm. A cross party panel comprised of Cllr Lawrie Stratford, Cllr Sobia Afridi and Cllr Richard Webber as well as representation from people using services was held on June 12<sup>th</sup>, 2018 to evaluate applications and make recommendations to Cabinet for award.

### Cross Party Panel Recommendations

2. The table below reflects the Cross Party Panel Recommendations for award as well as conditions for award and rationale supporting decisions not to award on this occasion.

	Organisation	Project	Amount requested	Amount recommended by panel	Supporting Information/Conditions
1	Witney Day Centre	Witney Day Centre	5,000	5,000	
2	Oxfordshire Chinese Community & Advice	Innovative and Creative Project for Chinese Older People	11,500	11,500	OCCA to develop inclusive approach to integrate with other groups and report to the Council on how they are achieving this as part of the grant award monitoring.
3	Green Pastures	The Nostalgia Café	2,212.60	2,212.60	
4	My Life My Choice	Oxfordshire Gig Buddies	22,477	22,477	
5	Aspire/Oxfed	Demand responsive supported transport for adults in the city	30,000	No award	Back office and Infrastructure support should be coordinated across the entire Council, does not meet the criteria for this Fund. Organisation to be directed to any future opportunities in Communities.
6	Oxfordshire Mind	A city-wide wellbeing service for South Asian women	7,870	No award	Project within remit of services for which organisation already receives funding.
7	Age UK Oxfordshire	Age Friendly Cultural Network Oxfordshire	8,000	8,000	
8	Oxfordshire Neighbourhood Partnership	Transport Solutions for Oxfordshire	17,500	No award	Back office and Infrastructure support should be coordinated across the entire Council, does not meet the criteria for this Fund. Organisation to be directed to any future opportunities in Communities.

9	Faringdon Sensory Garden	Nostalgia Café	4,805	4,805	
10	Marston Community Gardening	Communal food growing and community gardening	2,500	2,500	
11	Dimensions	Working together for change	24,300	No award	Project within remit of services for which organisation already receives funding.
	<b>TOTALS</b>		136,164.60	56,494.60	
	<b>BUDGET</b>		190,230.00	190,230.00	
	<b>DIFFERENCE TO BUDGET</b>		54,065.40	133,735.40	

3. The total amount recommended for award by the Cross Party panel is £56,494.60. If this is approved by cabinet the fund will have £133,735.40 remaining in it.

### Innovation Fund Phase 2

4. Applications for the second phase of the Innovation fund will open immediately and close on Friday September 21<sup>st</sup>, 2018 at 12 noon.
5. Key dates are as follows:

Week commencing Oct 1 <sup>st</sup> , 2018	Cross Party evaluation panel
October 17 <sup>th</sup> , 2018	CLT
November 20 <sup>th</sup> , 2018	Cabinet
W/c November 26 <sup>th</sup> , 2018	Communication to applicants on outcome
January 2019	Allocation of funding awards

Division(s): Witney

## **CABINET – 17 JULY 2018**

### **Cogges Manor Farm**

#### **Report by Director for Capital Investment & Delivery**

#### **Introduction**

1. Cogges Heritage Trust (the Trust) have been successful in reaching the second round of Heritage Lottery Funding (HLF) to secure circa £1.0m to undertake work (in support of increased activities to aid audience development) to the Cogges Manor Farm buildings which are owned by the County Council and leased to the Trust.
2. The current lease terms do not align with HLF policy and consequently the HLF have asked the Council to vary the lease terms, including the removal of break clauses, which would put the Council at risk in terms of ongoing repairing liability.
3. The HLF requirement to make changes to the lease has brought an opportunity to reconsider the future of Cogges Farm and negotiate other changes. An alternative proposal for a freehold transfer has been put to the Trust, the principles of which were outlined in a Memorandum of Understanding between the parties and this was submitted by the Trust to the HLF Board on 26 June 2018. Cabinet approval is required to enable the Council to proceed if agreement on terms can be reached.

#### **Background**

4. Cogges Manor Farm is a Scheduled Ancient Monument consisting of a 13th century manor house and 17th century farm buildings which are Grade 2 Listed. The site includes approx. 12 acres of grazing land and a car park. The property was purchased from the local Mawle family in 1974.
5. Oxfordshire County Council operated a rural farm museum from the site since the 1970s followed by a short period when the property was leased to West Oxfordshire District Council for the same purpose. With operating losses of around £0.3m it closed in 2009.
6. In July 2011 Cogges Heritage Trust formally took over the running of Cogges Manor Farm Museum from the County Council, occupying the site under a lease for a term of 30 years ending on 4 July 2041. The Trust has an option to renew the lease for a further 20 years from 2041.
7. The tenant is responsible for internal repairs and repairs to the grounds, including paths / roads, boundaries, trees, water courses, ditches, car park, ancient monuments and gardens, etc. The County Council holds the responsibility for structural repairs to this property, including maintenance of the roof.

8. In July 2015 the uses to which the buildings could be used were extended to include any reasonably required ancillary commercial uses, e.g. weddings but the remaining terms were unaltered.
9. The last significant remedial work to the barns was undertaken in the late 1970's early 1980's and considerable weathering has taken place to both the internal and external envelope. In recent years minor alterations and additions, together with patch repairs have been carried out, but these have added limited long-term benefit to the external fabric.
10. Due to concerns raised by the Trust regarding the roof over two of the Grade 2 Listed barns a building surveyor's report was commissioned and received in December 2015 which recommended further investment.
11. In light of the additional costs foreseen a provision of £0.4m was made in the Capital Programme. Some further temporary works were arranged in February 2018 to maintain continuous use of the barns.
12. The design and specification work is now complete but no works have been carried out to date as planning permission has not yet been granted.
13. The Trust relies upon income generated from letting the barns, predominantly weddings. They believe that without the commercial utilisation of the barns the Trust would not survive.
14. In April 2016 the Trust approached the Director of Environment and Economy to discuss the remedial work. They also discussed the potential for the Trust to submit an HLF bid. The Council emphasised that it was unlikely to have funds going forward and that transfer of liabilities to the Trust was logical. It was noted that the terms of transfer would need to comply with statutory requirements.

### **Cost of Repair Work**

15. It was recognised that the value of works necessary to the barns would likely exceed the current capital programme allocation of £0.4m. A further survey has now been undertaken and the cost plan produced by the Council's design team (and verified by independent professional consultants) has increased the required level of investment to be in the region of £1m.
16. The work in respect of the Wheat Barn and Barley Barn comprises stripping of tiles and substantial repair of roof trusses together with re-instatement of limestone slates to the roof.
17. In addition to the costed works to the barns it has been identified that work is also required to the fabric of the manor house and remainder of the estate. The Council's design team have assessed that over the next 10 years the Council would need to incur ongoing Planned Maintenance Programme costs of at least £0.14m pa, but more probably nearer £0.22m pa, excluding any Mechanical,

Electrical and Plumbing services, inflation and time delays in relation to obtaining the relevant planning consents.

## **Heritage Lottery Funding**

18. The Trust have been successful in reaching the second round of Heritage Lottery Funding (HLF) to secure circa £1.0m to undertake works in support of increased activities to aid audience development. The works will also include the construction of visitor toilets on the disabled car park located on adjoining land leased in by the County Council from Mrs Mawle - the intention is for the Council to step away from that lease enabling the Trust to lease directly from Mrs Mawle.
19. In line with policy HLF have asked for variations to the lease from the Council in order that HLF can protect its investment. HLF do not accept leases with break clauses where the landlord has the right to end the lease if the tenant becomes insolvent, or where any rent is in arrears, or there is a breach of any of covenants or the conditions. They also demand that the tenant must be able to sell on, sublet and mortgage the lease.
20. The terms of the HLF grant will restrict the use of the money for the purpose specified in the application which will prevent it from being used for repair and maintenance.

## **Proposal**

21. The proposal is to transfer the freehold of the property for the sum of £1 (one pound). In addition, it is proposed that the Council provides the Trust with £1m in full and final settlement of all its liabilities and obligations under the lease.
22. In order to further protect the Council's position, and the requirement to obtain best value, the proposal outlined to the Trust includes the following terms:
  - The use of the property is restricted to a Heritage Centre with public access for educational / cultural activities and ancillary commercial use.
  - The Council has the ability to buy back the property for £1 (one pound) in the event that the Buyer wishes to dispose of a significant interest in the property or the property ceases to be open to the members of the public in accordance with the user restriction.
23. It should be noted that the HLF will require the Council to become a joint grant holder with the Trust due to the Council retaining the ability to buy back the property. This will be on the proviso that the Council will not be liable under any of the provisions of the HLF grant agreement unless and until it re-acquires the whole of the property. The Council will then, and in those circumstances only, be liable for clawback until expiry of the 20 year heritage grant liability period.

## **Financial Implications**

24. The value of Cogges Manor Farm (buildings and land) has been estimated by the Council's professional valuers as circa £0.95mk as an investment, subject to the existing lease and assuming that the repair work to the barns has been undertaken by the Council at point of sale. This capital receipt will not be realised. The current capital programme funding does not assume any capital receipt from this site.
25. The Council will benefit from future revenue savings in respect of ongoing repair liabilities, which have been assessed as £0.14m pa to £0.22m pa over the next 10 years.
26. It should be further noted that the lease expiry date is 2041 and the Trust has an option to renew the lease for a further 20 years at that point, therefore the Council's liabilities will continue if the status quo is allowed to continue.
27. The Council currently has provision of £0.4mk in the Capital Programme. An additional amount will need to be made available in order to transfer £1m to the Trust to enable the delivery of the roof works to the barns.
28. By enabling the Trust to undertake the works the Council will not have to dedicate resources to manage procurement and monitoring of the capital project.

## **Legal Issues**

29. The Council has an obligation under Section 123 of the Local Government Act 1972 to achieve the best consideration reasonably obtainable. On the basis that the Council will benefit from future revenue savings in respect of ongoing repair liabilities (assessed as £140k pa as a minimum over the next 10 years), these have been taken into account when assessing best consideration in terms of the proposed transaction.
30. In the event that a disposal on the above terms cannot be agreed an alternative way forward would be the surrender of the existing lease and grant of a new lease upon terms that satisfy both the Council and HLF requirements. As the Council would retain the reversionary freehold interest this would satisfy Section 123.
31. The property was acquired from the Mawle family in 1974. The general obligation to offer back under Crichel Down may apply to this property given that it comprises, in part, of agricultural land. It is the Council's intention to formally notify Mrs Mawle in writing of the Council's proposal to transfer the property to the Trust. Although in any event Director's discretionary powers could be applied where the land becomes surplus and available for disposal more than 25 years after the date of acquisition.

## **Risks**

32. If the Trust does not agree to these terms, or the terms are not acceptable to the HLF there is risk that the HLF grant will be lost and the existing lease will continue with the Council remaining liable for the ongoing repairs. This has reputational risk.



33. That any consequential negotiated terms to comply with HLF / Trust requirements fail to deliver best consideration to the authority. However, when disposing of land at less than best consideration the authority is in effect providing a subsidy to the buyer and in this case where the Trust is undertaking commercial activities in a competitive market in particular for wedding venues this is likely to result in unlawful state aid. Although the state aid rules do contain an exemption for “cultural and heritage conservation”, the Trust have rejected the use and other restrictions which are required under that exemption.
34. The presence of unlawful state aid would prevent the Council from using the General Disposal Consent 2003 to dispose of land for less than best consideration (where the undervalue does not exceed £2,000,000 and the authority considers the disposal will help to secure the promotion or improvement of the economic, social or environmental wellbeing of its area).

## **RECOMMENDATION**

The Cabinet is **RECOMMENDED** to:

- (a) To declare the property surplus to requirements.
- (b) To approve the principle of transferring Cogges Manor Farm to the Cogges Heritage Trust, as a named purchaser, for £1 (one pound) on terms that accord with the Council’s statutory obligations or if terms cannot be agreed, to grant a new lease upon terms that satisfy the Council’s and HLF requirements.
- (c) Subject to the transfer of Cogges Manor Farm, as noted in 2 above, to approve the transfer of £1m to Cogges Heritage Trust in full and final settlement of all the Council’s liabilities and obligations under the lease.
- (d) Approve the £0.6m increase to the capital programme budget to make £1m available to Cogges Heritage Trust in full and final settlement of all the Council’s liabilities and obligations under the lease, funded from the Capital Programme Contingency.
- (e) Delegate authority to the Director of Capital and Investment Delivery and Director of Law and Governance to agree appropriate terms.

ALEXANDRA BAILEY

Director for Capital Investment & Delivery

Background papers: Nil

Contact Officer: Karen Lister, Head of Estates

July 2018

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