

**Action and Recommendation Tracker  
Place Overview & Scrutiny Committee**

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

<b>KEY</b>	<b>No progress reported</b>	<b>In progress</b>	<b>Complete</b>
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Meeting date	Item	Action/recommendation	Responsible person	Timescale	Last reviewed	Update/response
07/10/22	16/22 – Parking Standards for New Developments	<b>AR5/22:</b> Officers review the evidence available on the relationship between both residential and non-residential parking availability and private car use and report to the Cabinet and Place Overview & Scrutiny Committee.	Bill Cotton, Corporate Director – Environment and Place		18/10/22	<i>Information to follow and presented at cabinet meeting.</i>  Report presented at Cabinet on 18 October and to be tabled at Place OSC on 16 November.
07/10/22	16/22 – Parking Standards for New Developments	<b>AR8/22:</b> Officers use what data is available to produce a best estimate of current private car trip rates in Oxfordshire and use that estimate to produce numerical values for the LTCP headline targets regarding private car journeys – this should accompany the Parking Standards for New Developments report to	Bill Cotton, Corporate Director – Environment and Place	March 2025	18/10/22	<b>Partially accepted</b> <i>There is not a readily available data source for the quantum of car trips across Oxfordshire, which has not previously been monitored by OCC. Work is currently ongoing to create a monitoring tool for the number of car trips. This seeks to combine data sources to establish how we can successfully monitor vehicular trips. Once a methodology has been</i>

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		Cabinet; and use those estimates to review, and if necessary revise, the maximum levels of parking proposed in the Parking Standards for New Developments, applying the Decide & Provide approach.				<i>established and agreed, the LTCP will be updated and updates</i>
16/11/22	17/22 - Central Oxfordshire Travel Plan	<b>Recommendation 1:</b> That the Council develops a set of targets for modal shift for the COTP which correlate with the LTCP's modal shift targets	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<p><b>Accepted and in progress</b></p> <p><i>This will be developed so that an informed target can be used for the COTP. This needs to be assessed against the overall LTCP targets. Details of these locally specific targets will be provided within an updated COTP (phase 2). The COTP sets out that the plan is a living document and will be reviewed and updated within 5 years of its approval.</i></p>
16/11/22	17/22 - Central Oxfordshire Travel Plan	<b>Recommendation 2:</b> That the Council publishes its measures and targets for the COTP, and levels below which different levels of intervention will be triggered in the proposed COTP plans if the project is not working. And that the Council clarifies where this performance will be reported to	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<p><b>Partially accepted and in progress</b></p> <p><i>The 22 actions of COTP summarise the measures proposed to be delivered by COTP. The targets for COTP are set out in the LTCP. As noted in recommendation 1 a further set of locally specific modal targets will also be developed. As set out within COTP, progress on delivering the measures and targets will be undertaken through the monitoring of a set of key performance indicators (KPIs). This is anticipated to be undertaken on an annual basis consistent with wider LTCP monitoring. For some of the LTCP targets there are interim target deadlines these will help to inform whether further intervention is required.</i></p> <p><i>Performance and monitoring on COTP will be annually reported as part of LTCP monitoring processes. It is proposed that performance and monitoring of LTCP will be reported to cabinet.</i></p>

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16/11/22	17/22 - Central Oxfordshire Travel Plan	<b>Recommendation 3:</b> That taking on good practice from Waltham Forest the Council partners with Oxford City Council to undertake customer surveys relating to the modes of transport used to access shops, and the average spend per mode, and that this work informs a forthcoming Economic Impact Assessment of the COTP proposals	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Partially accepted and in progress</b> <i>It is agreed that the undertaking of customer surveys on mode and average spend per mode is a relevant and informative piece of data, however that this is a level of detail appropriate to individual schemes and not the wider travel plan. Economic Impact Assessments are also appropriate to be undertaken at an individual scheme level rather than for the overarching travel plan document.</i>
16/11/22	17/22 - Central Oxfordshire Travel Plan	<b>Recommendation 4:</b> That the Council does not accept the recommended text concerning the feedback around 'wider commitment to/ a better balance on 20mph speed limits'	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Accepted</b> <i>In accepting this recommendation, it is clarified that no change is required to the COTP. Reference to the existing adopted LTCP policy on speed limits will be inserted into COTP.</i>
16/11/22	17/22 - Central Oxfordshire Travel Plan	<b>Recommendation 5:</b> That the Council ensures the COTP and Freight and Logistics Strategy are aligned with one another throughout implementation	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Accepted</b> <i>It is clarified that the Freight and Logistics Strategy has been adopted by the county council (July 2022). The COTP proposes development of an additional Freight Transfer and Consolidation strategy. COTP will be reviewed to ensure that there is consistency with the adopted freight strategy.</i>
16/11/22	17/22 - Central Oxfordshire Travel Plan	<b>Recommendation 6:</b> That the Council works to accelerate the implementation of the workplace parking levy	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Accepted</b> <i>Initial work has been underway for some time to develop a Workplace Parking Levy (WPL) proposal. The travel plan sets out that implementation of a WPL could be expected to be progressed in the early stages of the plan period however, this is subject to funding being available. Currently funding is only</i>

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						<i>available for progression of projects at more advanced stage of delivery, including the traffic filters proposal.</i>
16/11/22	17/22 - Central Oxfordshire Travel Plan	<b>Recommendation 7:</b> That the Council gives high emphasis in its communications on narratives of success arising from the COTP	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Accepted</b> <i>In accepting this recommendation, it is acknowledged that additional communications resource and budget may be required to realise this.</i>
16/11/22	18/22 - Traffic Filters	<b>Recommendation 1:</b> That the Council reviews the number of residential passes made available, with a view to pursuing greater traffic reduction through giving out fewer residential per-person traffic filter passes during the trial period than is currently proposed.	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Partially accepted</b> <i>This will be reviewed during the trial in light of monitoring. Reducing the number of residential passes may reduce traffic in some areas, but increase it in others – including the A34 and ring road. The current number of passes (100 for the Oxford area, 25 for the rest of Oxfordshire) is considered to be an appropriate balance for the start of the experimental scheme.</i>
16/11/22	18/22 - Traffic Filters	<b>Recommendation 4:</b> That the Council consults with the Street Voice Citizens' Jury members on the optimal number of residential traffic filter passes	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Partially accepted</b> <i>This will be reviewed during the trial in light of monitoring and consultation feedback. We can engage with the Citizens' Jury members as part of the consultation.</i>
16/11/22	18/22 - Traffic Filters	<b>Recommendation 5:</b> That the Council undertakes representative polling of the public about the traffic filters alongside the ETRO consultation	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Partially accepted</b> <i>Subject to acceptable cost estimates, this could be done during the ETRO consultation period once the scheme is in operation.</i>
16/11/22	18/22 - Traffic Filters	<b>Recommendation 8:</b> That the Council publishes the advice and	Bill Cotton, Corporate Director –	29/11/2023		<b>Partially accepted</b> <i>Legal advice is not generally published unless written with a view to publication. However, officers will publish the reasons behind the delayed start.</i>

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		reasoning on which the recommendation to delay the start date of the trial is based	Environment and Place			
16/11/22	18/22 - Traffic Filters	<b>Recommendation 11:</b> That the Council reviews the impact of proposals with a view to improving the ease of egress for users of Redbridge Park and Ride	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Accepted</b> <i>All P&amp;R sites will be monitored during the trial, including vehicular flows in and out of the sites. Changes to traffic management arrangements will be considered where needed.</i>
16/11/22	18/22 - Traffic Filters	<b>Recommendation 12:</b> That the Council undertakes work around Personal Travel Planning alongside the Traffic Filters proposals	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		<b>Partially accepted</b> <i>Council officers will work with schools, employers and other major traffic generators in the city on this although, as ever, funding and resources available will require a degree of prioritisation.</i>
16/11/22	19/22 - LTCP4 Learning Review	<b>Recommendation 1:</b> That the Council develops SMART KPIs to monitor the progress of LTCP 5 in meeting its objectives	Bill Cotton, Corporate Director – Environment and Place	20/12/2023		<b>Completed</b> <i>LTCP targets and KPIs developed and LTCP monitoring report is under development for publication in July 2023</i>
16/11/22	19/22 - LTCP4 Learning Review	<b>Recommendation 2:</b> That the Council applies the lessons learnt from its review of LTCP 4 to the broader work of the Environment and Place directorate, particularly in relation to: the LTCP5 KPIs, the Oxfordshire Infrastructure Strategy, the development of Environment and Place KPIs, and integrating with the new capital governance framework	Bill Cotton, Corporate Director – Environment and Place	20/12/2023		<b>Accepted and in progress</b> <i>Ongoing – continuous review.</i>
16/11/22	25/22 – The Council Forward Plan	The Principal Overview and Scrutiny Officer to report the Committee’s concerns regarding recruitment	Tom Hudson – Law and Governance			<b>Completed</b>

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	and the Committee Work Programme	difficulties in the Scrutiny Team to the HR department				<i>We have recruited two permanent Scrutiny Officers which will result in a more settled dynamic within the scrutiny function.</i>
25/01/23	Future of Retail and the High Street	That the Council ensures impact on local economy and accessibility are considered as part of major policy changes	Bill Cotton, Corporate Director – Environment and Place			<b>To be submitted to the next Cabinet</b>
25/01/23	Future of Retail and the High Street	That the Council influences place-shaping in partnership with District Councils and other organisations	Bill Cotton, Corporate Director – Environment and Place			<b>To be submitted to the next Cabinet</b>
25/01/23	Future of Retail and the High Street	That the Council takes steps to ensure that the benefits of policies and projects are communicated in plain and accessible language	Bill Cotton, Corporate Director – Environment and Place			<b>To be submitted to the next Cabinet</b>
25/01/23	Environment Act 2021	That the Council explores the implications of becoming the 'responsible authority' leading on Local Nature Recovery Strategies	Bill Cotton, Corporate Director – Environment and Place			<b>To be submitted to the next Cabinet</b>
25/01/23	Water Resources and the South East Regional Plan	That the Council includes, as part of its consultation response, a statement setting out Oxfordshire County Council's vision in terms of a holistic approach to water management, highlighting our preference for solutions that are based in nature and that recognise the reality of an increasingly water	Bill Cotton and Cllr Sudbury			<b>Awaiting response from Cabinet</b>

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		scarce environment and the need to adapt to this reality				
25/01/23	Water Resources and the South East Regional Plan	That the Council ensures appropriate language is used in future responses to consultations and all Council documents, avoiding unclear and divisive words such as 'nonsense'	Bill Cotton and Cllr Sudbury			<b>Awaiting response from Cabinet</b>
25/01/23	Water Resources and the South East Regional Plan	That the Council works with Thames Water to explore if more can be done to expedite water leakage repairs	Bill Cotton and Cllr Sudbury			<b>Awaiting response from Cabinet</b>

### Transport Policy Development Working Group

Meeting date	Item	Action/recommendation	Responsible person	Timescale	Last reviewed	Update/response
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 1:</b> Active travel and public transport teams be resourced and prioritised within the organisation to a level that reflects the LTCP transport hierarchy; and transport teams work in collaborated manner which reflects the LTCP ambition for an integrated transport network.	Bill Cotton, Corporate Director – Environment and Place	Phase 2 Environment and Place Transformation	12/07/22	<b>In progress</b> <i>Ongoing work to consider which teams this refers to, including where teams need strengthening and the available budget as part of the phase 2 of the Environment and Place directorate Transformation.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 2:</b> The council accord greater importance to the requirements of local transport routes pertaining to active travel, particularly applying Local Transport Note 1/20, and make them central to relevant applications for future funding.	Bill Cotton, Corporate Director – Environment and Place	From July 22	12/07/22	<b>In progress</b> <i>Ongoing as part of business as usual work following adoption of the LTCP. Funding applications need to align with the LTCP principles, making walking, cycling and public transport central considerations. Work is planned to updated walking and cycling design standards later in 2023.</i>
15/06/22	13/22 – Report of the Transport	<b>Recommendation 3:</b> The council ensure that its responses as a transport consultee to planning	Bill Cotton, Corporate Director –	From July 2022	12/07/22	<b>In progress</b> <i>Ongoing as part of business as usual work following adoption of the LTCP and 'Implementing 'Decide &amp;</i>



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	Policy Development Working Group	applications from local planning authorities include consideration of proposals from the perspective of improving and enabling active travel, including adherence to Local Transport Note 1/20, rather than simply the marginal effect on motor transport.	Environment and Place			<i>Provide: Requirements for Transport Assessments' document. Responses to planning applications will reflect the LTCP policies and principles which promote active travel and public transport.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 4:</b> The county council work more closely with the city and the district councils to deliver 20-minute neighbourhoods so that walking and cycling is the natural first choice.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	<b>In progress</b> <i>Ongoing as part of business as usual work following adoption of the LTCP and 'Implementing 'Decide &amp; Provide: Requirements for Transport Assessments' document. The Implementing 'Decide &amp; Provide: Requirements for Transport Assessments' document includes accessibility metrics for 20-minute neighbourhoods to ensure an assessment of 20-minute neighbourhood principles is undertaken.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 5:</b> The council review the Local Authority Active Travel Toolkit and adopt relevant elements of it within the Active Travel Strategy.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	<b>In progress</b> <i>Relevant parts have been adopted in the ATS or will be adopted via the future walking and cycling design standards work.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 7:</b> Cabinet Members and relevant officers, before making decisions or bid submissions on active transport infrastructure projects, personally acquaint themselves with what it is like to travel on the route in question	Bill Cotton, Corporate Director – Environment and Place	Autumn 2022	12/07/22	<b>In progress</b> <i>It is proposed that this will be included in the update of the walking and cycling design standards. It is suggested that due to cabinet member and officer time and resources, that decisions to visit sites are taken on a case by case basis. It was therefore proposed that the action is amended: "On a case by case basis, Cabinet Members and relevant officers, before making decisions or bid submissions on active transport infrastructure</i>



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						<i>projects, personally acquaint themselves with what it is like to travel on the route in question.”</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 8:</b> That Cabinet Members and senior officer development of first-hand awareness of active travel impacts be adopted as a stage of project delivery, and the ongoing impacts on outcomes of taking this step are monitored.	Bill Cotton, Corporate Director – Environment and Place	Autumn 2022	12/07/22	<b>In progress</b> <i>Including cabinet member and senior officer first-hand experience in the walking and cycling design standards will mean this is included as a stage of project delivery. As noted above, it is suggested that due to cabinet member and officer time and resources, that visits to projects are taken on a case by case basis. It was therefore proposed that the action is amended: “On a case by case basis, Cabinet Members and relevant officer development of first-hand awareness of active travel impacts is adopted as a stage of project delivery, and the ongoing impacts on outcomes of taking this step are monitored.”</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 11:</b> Alongside the LTCP, the council publish a summary of the elements of the LTCP intended to address the needs of disabled residents.	Bill Cotton, Corporate Director – Environment and Place	Autumn/winter 2022	12/07/22	<b>In progress</b> <i>A separate summary document will be produced in 2023.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 12:</b> The council ensure that within the transport service area there is specialist knowledge of best practice in respect of inclusive transport, including potentially through the hiring of dedicated officers.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	<b>In progress</b> <i>Work to improve knowledge of best practice will be conducted within the Environment and Place directorate. This will be supported by LTCP policies on the Healthy Streets Approach (policy 8) and Health Impact Assessment (policy 9).</i>
15/06/22	13/22 – Report of the Transport	<b>Recommendation 13:</b> To improve public transport connectivity, the council advocate for the construction	Bill Cotton, Corporate Director –	Autumn/winter 2022	12/07/22	<b>In progress</b> <i>The proposed bus and rail strategies will now be combined in a public transport strategy. This strategy</i>

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	Policy Development Working Group	of new train stations on existing lines and seek funding from non-public sources which stand to benefit from such improved connectivity, such as through land value capture	Environment and Place			<p><i>will provide further detail about our approach and proposed priorities for investment. Work is ongoing targeting completion by summer 2023.</i></p> <p><i>Plans and opportunities for investment in rail (beyond existing commitments) remain to a large extent dependent on updated proposals for national rail governance and funding, which remain uncertain.</i></p> <p><i>Opportunities for Land Value Capture are being explored for specific projects, including the Cowley Branch Line and the Oxford-Witney-Carterton rail proposal</i></p>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 14:</b> The council work with partners to audit and map all weight-restricted areas and enforcement measures and ensure that weight restricted areas are adequately signposted and thus enforceable; and then make the locations of weight restrictions readily available to industry and stakeholders. After having done so, the council work with communities to introduce area-based environmental weight restrictions, other enforceable interventions, and appropriate HGV routes which protect areas adversely impacted by HGVs; and work with partners to robustly enforce restrictions.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	<p><b>In progress</b></p> <p><i>The consultants Atkins are currently conducting this work, targeting outputs by the end of May 2023. Local stakeholders were engaged with as part of this work from 10<sup>th</sup> March– 10<sup>th</sup> April.</i></p>
15/06/22	13/22 – Report of the Transport	<b>Recommendation 19:</b> The council do more – including establishing focus groups in relation to	Bill Cotton, Corporate Director –	Ongoing	12/07/22	<p><b>In progress</b></p> <p><i>Development of focused transport policies and interventions in relation to geographic areas will be</i></p>

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	Policy Development Working Group	geographic areas and journey demand types – to understand which (particularly single-occupancy) car journeys are avoidable and the alternatives which are viable for residents, to help develop focused policies that successfully enable modal shift.	Environment and Place			<i>conducted through the LTCP ‘part 2’ area travel plans. Gaining greater understanding of car journeys will be an important part of area transport strategy development. It is considered that establishing focus groups may not be the most suitable method for gaining this understanding. It was therefore proposed that the action is amended: “The council do more to understand which (particularly single-occupancy) car journeys are avoidable and the alternatives which are viable for residents, to help develop focused policies that successfully enable modal shift.”</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 20:</b> Both within the transport service and at organisation level, the council review its relationship with data collection and usage to ensure that policy and decision-making are underpinned by robust and reliable evidence, have achievable outcomes, can be evaluated, and that lessons are learnt from projects to enable continual improvement.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	<b>In progress</b> <i>Work is ongoing to develop the LTCP monitoring tool which will include creation of a data hub and will help to improve data collection, usage and decision making.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 20:</b> The LTCP and associated strategies prioritise achievable initiatives which are expected to deliver the greatest benefits in the shortest periods of time; and work with stakeholders in establishing achievability.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	<b>In progress</b> <i>This will be further considered by the area travel plans which are responsible for identifying how the LTCP policies are applied in different geographic areas.</i>
15/06/22	13/22 – Report of the Transport Policy	<b>Recommendation 22:</b> The priority actions of the LTCP and associated policies and strategies should include: reducing car-based urban	Bill Cotton, Corporate Director –	Ongoing	12/07/22	<b>In progress</b> <i>This will be further considered by the area travel plans which are responsible for identifying how the LTCP policies are applied in different geographic areas.</i>

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	Development Working Group	congestion, particularly from single occupancy vehicles, in order to improve bus journey times and thus bus patronage; initiatives which increase the proportion of journeys undertaken using active travel; measures to address capacity and congestion, particularly at peak times; developing multi-modal transport hubs; and trialling low-carbon freight options for local and last-mile journeys	Environment and Place			
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 24:</b> The council deliver public and active travel alternatives to car journeys based on reliable evidence of their ability to deliver modal shifts; and interventions to reduce private vehicle journeys be accompanied by such viable, evidence-based, sustainable, integrated, and inclusive travel alternatives.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	<b>In progress</b> <i>The LTCP outlines that the council’s priority is to deliver schemes to make walking, cycling, public and shared transport the first choice. Many of the policy tools identified in the LTCP have been included following a review of evidence. Further development of the proposed interventions for geographic areas is being developed through the area travel plan work which includes local data collection and engagement exercises. Proposals for enhancements to public transport are being taken forward through the Bus Enhanced Partnership and Bus Service Improvement Plan. A Transport Hub Strategy has also been developed for consideration by Cabinet in June, with the intention for this to be included in the LTCP.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 25:</b> The council proactively and comprehensively canvass the views of businesses in respect of its transport policy	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	<b>In progress</b> <i>Businesses are included as key stakeholders during the development of transport policy. The LTCP consultation included a business webinar and targeted emails to businesses and representative groups. Further ways to improve this engagement are being investigated as part of the area travel plan work. This</i>

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						<i>has included an initial presentation for the Banbury Chamber of Commerce to get the Area Travel Plan work for that town underway.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 26:</b> The council communicate the benefits of modal shifts and the public transport available to residents to nudge them to choose the most appropriate transport modes for their journeys.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	<b>In progress</b> <i>There is ongoing communication of the benefits of modal shift accompanying schemes, this will continue for future schemes and work will be conducted to strengthen this area subject to funding and resource availability.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	<b>Recommendation 27:</b> The council invest in transport-specific communication and engagement support for future projects that aim to achieve modal shift.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	<b>In progress</b> <i>The county council has a dedicated communications and engagement team that supports transport schemes as part of the council's strategic transport programmes. This is in addition to wider support provided by the corporate communications, marketing and engagement team. Both teams continue to support modal shift projects and learn from previous campaigns to improve the support provided. However, for new major modal shift projects, investment in transport specific communications support may be required. It was therefore proposed that the action is amended: "The council communicate the benefits of modal shift and public transport to residents to nudge them to choose the most appropriate transport modes and invest in transport-specific communication and engagement support for future projects, where needed, that aim to achieve modal shift."</i>
15/06/22	13/22 – Report of the Transport Policy	<b>Recommendation 28:</b> The council put the need to avoid, shift and improve car journeys and increase active travel and public transport	Bill Cotton, Corporate Director –	From July 2022	12/07/22	<b>In progress</b> <i>It is considered that this recommendation is covered by the response to recommendation 4.</i>

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	Development Working Group	connectivity at the heart of its strategic planning policy; and apply the principle of 20-minute neighbourhoods to its strategic planning policy and place-shaping.	Environment and Place			
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**Carbon Reduction Targets Working Group**

Meeting date	Item	Action/recommendation	Responsible person	Time scale	Last reviewed	Update/response
15/06/22	11/22 – Report of the Carbon Reduction Targets Working Group	<b>Recommendation 1:</b> The council continue to work to understand and quantify its emissions, particularly supply chain emissions.	Sarah Gilbert, Head of Climate Change	Phase 2 Environment and Place Transformation	20/09/22	<p><b>Accepted</b>  <i>As part of the council's commitment to continuously improve and expand its data reporting, during 2021/22 four additional data sources were added:</i></p> <ul style="list-style-type: none"> <li>• <i>Agency staff business miles,</i></li> <li>• <i>Wallingford and Cherwell Depot – OCC fleet minibus fuel,</i></li> <li>• <i>Daily hire car miles,</i></li> <li>• <i>Fuel used in OCC vehicles from depots managed by OCC's Highways maintenance contractor Milestone has now been moved from Scope 3 contractors to Scope 1 fleet</i></li> </ul> <p><i>We are working towards adding emissions from our corporate water usage, waste disposals across our corporate estate in 2022/23.</i></p> <p><i>We are in the process of engaging with suppliers with whom we are spending more the £5m per year and looking to include some emissions from our supply chain (Scope 3) for 2022/23 GHG report but this will be based on responses we receive until June 23. The final Greenhouse Gas report 2022/23 will make its way in the forward plan to Cabinet in October 2023.</i></p>

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						<p><i>We will continue to engage and work with our suppliers and expand supply chain emissions reporting on an ongoing basis, along with collaborating with them on decarbonisation opportunities.</i></p>
15/06/22	11/22 – Report of the Carbon Reduction Targets Working Group	<p><b>Recommendation 6:</b> The carbon emissions of maintained schools and the council’s supply chain be included in the dashboard once reliable data are available.</p>	Sarah Gilbert, Head of Climate Change		20/09/22	<p><b>Partially accepted</b></p> <p><i>A dashboard is being developed to monitor the energy usage (gas, electricity, oil) of maintained schools as well as fuel used by the grey fleet. Data on energy generated through installed PV generation at maintained schools will also be included on the dashboard.</i></p> <p><i>We are evaluating the potential to increase the use of automatic meter readers (AMR) at maintained school that would enable more accurate energy-use data to be included on the dashboard. We have contacted all schools demonstrating the cost savings and emphasising the benefits of AMR, however with limited responses for schools. We'll therefore be submitting a report to Schools Forum to get approval.</i></p> <p><i>As Recommendation 1, we will increase the range of supplier emissions included in our annual Greenhouse Gas report. It is unlikely to represent value for money to obtain the data to report more regularly at this stage. However, we will include consider regular availability of data in future contracts.</i></p>