

Public Document Pack

To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 14 February 2012 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

February 2012

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

<i>Councillors</i>	Membership
Keith R. Mitchell CBE	- <i>Leader of the Council</i>
David Robertson	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Louise Chapman	- <i>Cabinet Member for Children, Education & Families</i>
Jim Couchman	- <i>Cabinet Member for Finance & Property</i>
Lorraine Lindsay-Gale	- <i>Cabinet Member for Growth & Infrastructure</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policy Co-ordination</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>
Melinda Tilley	- <i>Cabinet Member for Schools Improvement</i>
Rodney Rose	- <i>Cabinet Member for Transport</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 22 February 2012 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: 13 March 2012

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, i.e. where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

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 6 February 2012 (**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. 2011/12 Financial Monitoring & Business Strategy Delivery Report - December 2011 (Pages 1 - 36)

Cabinet Member: Finance & Property

Forward Plan Ref: 2011/173

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

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

This report sets out the forecast position for each Directorate. This includes the

delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2011/12 – 2015/16. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of December 2011. The Capital monitoring is included at Part 3.

The Cabinet is RECOMMENDED to:

- a) ***note the report and approve the virements as set out in Annex 2a;***
- b) ***Agree the creation of the new reserves as set out in paragraph 43 to 46; and***
- c) ***Approve the new schemes and budget changes set out in Annex 9c.***

7. Big Society Fund - February 2012 (Pages 37 - 68)

Cabinet Member: Police & Policy Co-Ordination

Forward Plan Ref: 2011/176

Contact: Alexandra Bailey, Senior Performance & Improvement Manager Tel: (01865) 816384, Ben Threadgold, Senior Policy & Performance Officer Tel: (01865) 328219

Report by Senior Performance & Improvement Manager (**CA 7**).

The Big Society Fund was launched in February 2011. Applications are being considered in four waves during 2011/2012. The first and second waves were considered by Cabinet in July and October 2011. Applications to the third wave closed on 30 November 2011.

The report:

- 1. details the bids we have received including service and councillors' comments
- 2. asks Cabinet to consider bids to the Big Society Fund and recommends which bids to fund.

The Cabinet is RECOMMENDED to approve those bids which meet the assessment criteria

8. Integrated Risk Management Plan (IRMP) Fire & Rescue - Project (Pages 69 - 78)

Cabinet Member: Safer & Stronger Communities

Forward Plan Ref: 2011/175

Contact: David Etheridge, Chief Fire Officer Tel: (01865) 855206; Colin Thomas, Acting Deputy Chief Fire Officer Tel: (01865) 855206

Report by Chief Fire Officer (**CA8**).

The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2008-11 Framework requires each Fire and Rescue

Authority to produce a publicly available IRMP. The report proposes a number of projects to be included within the Fire Authority's IRMP for the fiscal year 2012-13.

The proposals in the report were agreed in their entirety by the Delegated Cabinet Member for Safer and Stronger Communities, Councillor Judith Heathcoat, on 17th October 2011.

The proposals were also presented to the Safer & Stronger Communities Scrutiny Committee on 7th November 2011 and are to be considered on 13th February 2012.

The agreed proposals within this Action Plan 2012-13 have been subjected to full internal & external consultation for a period of 12 weeks. Cabinet is therefore invited to comment on the proposed Action Plan, consultation responses & management responses to the consultation responses.

The proposals for the 2012 - 2013 Action Plan are as follows:

Project 1: Business Continuity Review

Responsible Manager: Area Manager – Business & Improvement

Project 2: Recruitment & Advancement Review

Responsible Manager: Area Manager – Service Support

Project 3: Road Traffic Casualty Reduction

Responsible Manager: Area Manager - Safety

Project 4: Olympics 2012 Pre-Planning

Responsible Manager: Area Manager – Operations & Resilience

Project 5: Retained Duty System (RDS) Availability Review

Responsible Manager: Area Manager – Operations & Resilience

Project 6: Operational Assurance Framework

Responsible Manager: Area Manager – Projects

Project 7: Data Sharing to Improve the Safeguarding of Vulnerable Adults & Children

Responsible Manager: Area Manager – Safety

Project 8: Review of Incident Command, Baseline Worst Case Operational Scenario Planning Assumptions.

Responsible Manager: Area Manager – Operations and Resilience

Project 9: Improving Fire Control Resilience

Responsible Manager; Deputy Chief Fire Officer

Cabinet is RECOMMENDED to agree that all of the project proposals within this report are accepted by Cabinet and adopted in the final version of the IRMP Action Plan 2012-13.

9. Expansion of Orchard Meadow Primary School (Pages 79 - 90)

Cabinet Member: Schools Improvement

Forward Plan Ref: 2011/164

Contact: Barbara Chillman, Principal Officer – School Organisation & Planning Tel: (01865) 816459

Report by Interim Director for Children, Education & Families (**CA9**).

In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand, in 2008 an additional 105 primary school places across the city were agreed; in 2009 a further 245 additional primary school places were created, and in 2010 another 238 additional places were created. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city. The proposal to expand Orchard Meadow Primary School is one part of the county council's strategy to meet the need for primary school places in Oxford. Several other schools across Oxford are also planned for expansion over the next few years.

Orchard Meadow Primary School's Admission Number was until recently 30. However the school has worked with the county council to admit over this number for the last few years, to meet growth in demand for pupil places in Blackbird Leys. From September 2011 the Admission Number rose to 45, which more accurately reflects the actual intake of pupils into the Reception (F1) class each year. Demand for pupil places across Oxford city has risen and future plans for the regeneration of Blackbird Leys could include up to 1000 additional homes: therefore the expectation is that the rise in pupil numbers will be sustained.

As a result, the proposal is to expand Orchard Meadow Primary School to become a 2 form entry school with an Admission Number of 60. This would bring the number of children on roll at the school up to possibly 420 children (excluding the Nursery).

A decision is required, following the completion of a public consultation and consideration of the responses to it, on whether to proceed to publish a statutory notice relating to the proposed expansion of Orchard Meadow Primary School.

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Orchard Meadow Primary School, Oxford.

10. Proposed Extension of The Warriner School, Bloxham, by Establishing a Sixth Form (Pages 91 - 114)

Cabinet Member: School Improvement

Forward Plan Ref: 2011/211

Contact: Allyson Milward, Pupil Place Planning Service Manager – School Organisation & Planning Tel: (01865) 816447

Report by Interim Director for Children, Education & Families (**CA10**).

The governors of The Warriner School in Bloxham propose to establish a Sixth Form in

order to offer post-16 education. The proposal is that 30 pupils would be admitted into Sixth Form in the first year and the number would increase in phases in order that existing staff may be trained or experienced staff recruited.

The governing body has completed a public consultation period on the proposal and this report summarises the responses received. The governors now wish to proceed to Stage Two, publishing a statutory notice.

The Cabinet is required to decide whether to support the governing body's wish to publish a statutory notice.

The Cabinet is RECOMMENDED to support the governing body of The Warriner School, Bloxham by approving the publication of a statutory notice to extend the age range of the school and establish a Sixth Form.

11. Establishment Review - February 2012 (Pages 115 - 118)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2011/174

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

Report by Head of Human Resources (**CA11**).

This report gives an update on activity since 31 March 2011. It gives details of the agreed establishment figure at 31 December 2011 in terms of Full Time Equivalents, together with the staffing position at 31 December 2011. These are also shown by directorate in Appendix 1. In addition, the report provides information on vacancies and the cost of posts being covered by agency staff.

The report also tracks progress on staffing numbers since 1 April 2010 as we implement our Business Strategy.

The Cabinet is RECOMMENDED to:

(a) note the report;

(b) confirm that the Establishment Review continues to meet the Cabinet's requirements in reporting and managing staffing numbers.

12. Council's Support for the Conversion of Schools to Academies and the Establishment of New Forms of Schools (Pages 119 - 130)

Cabinet Member: School Improvements

Forward Plan Ref: 2012/014

Contact: Andy Roberts, Interim Deputy Director for Education & Early Intervention Tel: (01865) 815498

Report by Interim Director for Children, Education & Families (**CA12**).

The Cabinet is RECOMMENDED to:

- a) **Confirm the Council's future role as commissioner of outcomes, and a champion for the children and families of the county.**
- b) **Confirm its absolute commitment to improve educational outcomes for those children.**
- c) **Clearly state the Council's support for the conversion of schools to become academies and the establishment of new forms of schools, including free schools, studio schools and university technical colleges.**
- d) **Agree to conduct a time-limited piece of work to better inform a proposed Oxfordshire Academies Programme, building upon existing conversions and sponsorship arrangements to create a structured and supportive environment for school autonomy and collaboration.**
- e) **Agree to establish a new Advisory Board on Education Standards to advise the Council in its role as a Commissioner of excellent outcomes in Education.**

13. Forward Plan and Future Business (Pages 131 - 134)

Cabinet Member: All

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

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include "updating of the Forward Plan and proposals for business to be conducted at the following meeting". Items from the Forward Plan for the immediately forthcoming meetings of the Cabinet appear in the Schedule at **CA13**. 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.

14. Delegated Powers of the Chief Executive - January 2012

Cabinet Member: Leader

Forward Plan Ref: 2011/157

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

Report by Head of Law & Governance (**CA13**).

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

Date	Subject	Decision	Reason for Urgency
7 November 2012	Appointment of Project Manager for the delivery of new buildings for Oxford Academy	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	To appoint a project manager to avoid unnecessary delay in the delivery of the new buildings.
5 December 2012	Response to Statutory Notice to Expand Cutteslowe Primary School	Having considered the representations made in response to the statutory notice, approved the expansion of Cutteslowe Primary School, Oxford, with effect from 1 September 2013.	To take a decision within the time period set out in the regulations.

This page is intentionally left blank

CABINET – 14 FEBRUARY 2012

2011/12 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT

Report by Assistant Chief Executive & Chief Finance Officer

Introduction

1. This report sets out the forecast position for each Directorate. This includes the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2011/12 – 2015/16. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of December 2011. The Capital monitoring is included at Part 3.

Summary Position

2. The current in – year Directorate forecast including the Council elements of the Pooled Budgets is a variation of –£4.049m or -1.19% against a budget of £425.951m as shown in the table below. £2.105m of the underspend is committed to be used in 2012/13 and subject to approval, will either be placed into earmarked reserves for specific one-off purposes or be requested to be carried forward in the Provisional Outturn Report. The remaining uncommitted underspend will be placed in to the Efficiency Reserve to be used to continue supporting the implementation of the Business Strategies.
3. Directorates continue to work hard to implement their Business Strategies. There is a firm focus on cost minimisation resulting in some revenue savings, particularly relating to vacant posts, being achieved early through careful service management.

Original Budget 2011/12 £m		Latest Budget 2011/12 £m	Forecast Outturn 2011/12 £m	Variance Forecast December 2011 £m	Variance Forecast December 2011 %
112.817	Children, Education & Families (CE&F)	111.549	108.928	-2.621	-2.35
219.442	Social & Community Services (S&CS)	220.927	220.436	-0.491	-0.22
75.561	Environment & Economy	84.498	82.507	-1.991	-2.35
7.751	Chief Executive's Office	8.977	8.995	+0.018	+0.20
415.571	In year Directorate total	425.951	420.866	-5.085	-1.19
	Add: Overspend on Council Elements of Pooled Budgets			+1.036	
	Total Variation including Council Elements of Pooled Budgets			-4.049	-0.95

Plus: Underspend on Dedicated Schools Grant (DSG)				-0.484	
Total Variation				-4.533	-1.06

4. The following annexes are attached:

Annex 1	Original and Latest Estimates for 2011/12
Annex 2	Virements & Supplementary Estimates
Annex 3	Redundancy Costs
Annex 4	Forecast Earmarked Reserves
Annex 5	Forecast General Balances
Annex 6	Older People & Physical Disabilities and Learning Disabilities Pooled Budgets
Annex 7	Government Grants 2011/12
Annex 8	Treasury Management Lending List
Annex 9	Capital Programme Monitoring and changes

Part 1 - Revenue Budget & Business Strategy Savings

5. The forecast revenue outturn by Directorate based on the position to the end of December 2011 is set out below.

Children, Education & Families: -£2.621m in year directorate variation

6. Children, Education & Families are forecasting an in-year variation of -£2.621m (-£3.105m total variation including a -£0.484m underspend on services funded from DSG). The forecast position is after the proposed transfer of £0.740m to two new reserves as recommended in paragraph 43 and 44. The reserves will be used to help manage the financial impacts of schools converting to academies and to meet the costs of school amalgamation activity in future years. Also included in the forecast is an additional contribution of £0.208m to the ICT project reserve to support the development of Framework-i system within Children's Social Care.

Early Intervention Hubs

7. Early Intervention Hubs are forecasting an underspend of -£0.600m. This has been achieved through early implementation of the structure and cost minimisation during 2011/12 when part year savings were expected. The full year effect of the savings is already built into the budget for 2012/13.

Placements

8. An underspend of -£0.909m is forecast for Placements, a change of -£0.134m since the last report. The position reported allows for £0.201m to be spent on new placements during the remainder of 2011/12 should they be absolutely necessary. The service continues to work toward minimising the use of out of area placements, although some children have significant complex needs that require specialist or secure placements.

Asylum

9. Asylum is forecasting an underspend of -£0.691m an increase of -£0.080m since the last report. The change reflects a reduction in the number of eligible clients using the service. Given the volatile nature of the service the budget will continue to be monitored closely.

DSG Funded Services

10. An underspend of -£0.484m is forecast on services funded by DSG a decrease of +£0.151m. The change relates to an overspend of +£0.348m on Nursery Education funding now the final term payments have been made to the private, voluntary and independent settings. There has been an increase in the number of hours attendance per child even though the population level has remained relatively stable over the last few years. This overspend is off-set by an increase of -£0.156m in the underspend on Out of County Placements which reflects a reduction in the forecast commitments for looked after children.
11. The directorate has yet to allocate £2.445m of the non-schools contingency. Schools Forum need to be consulted before the allocations can be finalised. A proposal was taken to Schools Forum on 1 February 2012 to carry forward these funds for use in 2012/13. An update will be provided in the next report.

Social & Community Services: -£0.491m in year directorate variation

12. Social & Community Services are forecasting an underspend of -£0.491m. There is also a forecast overspend of +£1.036m on the Council elements of the Pooled Budgets (mainly on adults with physical disabilities).

Adult Social Care

13. Adult Social Care is reporting an underspend of -£0.297m, which includes one-off rent review arrears income of £1.1m.
14. Income relating to Older People and Physical Disabilities is continuing to forecast to be underachieved by +£0.096m. Discussions are continuing with the Primary Care Trust (PCT) concerning the transfer of the income relating to the additional NHS resources into the Older People Pooled Budget. This would increase the forecast overspend in this area once the transfer has taken place. This is a volatile area the position will continue to change throughout the year.

Community Safety (including Fire & Rescue)

15. Fire and Rescue is forecasting an underspend of -£0.444m an increase of -£0.114m since the last report. The change mainly relates to an increase in the underspend on the retained duty system (RDS) from -£0.100m in the last report to -£0.200m. The firefighter ill health retirement budget continues to forecast an overspend of +£0.040m. Subject to the overall variation any variance on the RDS and Firefighter ill health retirements are expected to be returned to or drawn from balances at year end.
16. Increased rental income and savings on pay plus repair and maintenance mean the Gypsy and Traveller Service is forecasting an underspend of -£0.100m.

Quality & Compliance (Strategy & Transformation)

17. The consultation process for the Joint Commissioning structure with Children, Education and Families has ended and the intention is to implement the new structure in 2012. Due to the delay in starting the consultation process savings of £0.350m are not expected to be achieved this year. The service is however expected to achieve savings of £0.450m in 2012/13.

Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

18. As shown in Annex 6 the Older People's and Physical Disabilities Pooled Budget is forecast to overspend by +£2.617m, +£1.180m on the Council's element and +£1.437m on the Primary Care Trust's (PCT) element.
19. The Department of Health recently announced additional funding of £1.419m for adult social care. This is not yet included in the forecast.
20. The forecast includes use of the additional 2011/12 funding of £6.196m for Adult Social Care being provided via the NHS of which the majority has been allocated to the Older People's Pooled Budget.

Older People

21. The County Council's element of the pool is forecast to be underspent by -£0.848m an increase of -£0.085m since the last report. The change reflects an increase in the underspend on the Internal Home Support and Reablement Services.

Physical Disabilities

22. The County Council's element is projected to be overspent by +£1.697m a decrease of -£0.036m since the last report. The overspend reflects an increase in the number of people needing care over the last two years. Work is underway to understand the causes of this increased demand and the options for reducing the level of spending. This is being considered by Council on 10 February 2012 as part of the budget for 2012/13. A supplementary estimate will be requested in a future report to fund the 2011/12 overspend.

Equipment

23. Additional resources amounting to £0.342m have been contributed to this budget from the extra £6.196m for adult social care from the NHS. This reflects the fact that the provision of equipment can often be a very effective way of helping ensure that the individual does not require more intensive (and expensive) methods of care (whether health or social care). Despite this there is still a pressure of +£0.331m on the Council's element of the budget. Work is continuing to understand why these pressures are arising and what should be done in response.

Learning Disabilities Pool

24. As set out in Annex 6 the Learning Disabilities Pooled Budget is forecasting an underspend of -£0.171m, -£0.144m on the Council's element and -£0.027m on the PCT element. The change of -£0.171m since the last report reflects an underspend on inpatient service staffing costs and continuing health care spend, and a reduction in the overspend on personal budgets.

Environment & Economy: -£1.991m in year directorate variation

25. Environment & Economy are forecasting an underspend of -£1.991m. This forecast position includes £1.719m of grants or commitments which will be

required in 2012/13 including the £0.425m proposed to be used to support savings in 2012/13.

Highways & Transport

26. The service is forecasting an underspend of -£0.947m an increase of -£0.373m since the last report. The change mainly includes the second tranche of the Supporting Community Transport Grant of £0.280m which the Council received notification of on 19 January 2012. This amount, together with the unspent grant from the first tranche of £0.252m, will be requested to be carried forward to 2012/13.

Growth & Infrastructure

27. The service is forecasting an underspend of -£1.266m, an increase of -£0.557m since the last report. The change relates mainly to underspends being forecast of -£0.203m on the Strategic Sites project, -£0.164m by the Business and Skills Team which relates to academic year funding, and -£0.079m relating to the broadband project.
28. Waste Management continue to forecast an underspend of -£0.544m. Current activity levels for recycling/composting are showing over 60% recycling/composting. This is better position than budgeted with less landfill tonnage being the main contributing factor to the increased performance.

Property and Facilities

29. The service is forecasting a variation of +£0.397m an increase of +£0.143m since the last report. This relates to an increase in the forecast of the additional costs of the Property and Facilities contract procurement.
30. Food with Thought are continuing to forecast a trading surplus of £0.400m. The intention is that this surplus, plus any remaining School Lunch Grant will be reinvested in the service in agreement with Schools. QCS Cleaning is forecasting a trading surplus of £0.086m.

Oxfordshire Customer Services

31. Oxfordshire Customer Services (OCS) is forecasting an underspend of -£0.205m. As previously reported Adult Learning had received written confirmation from the Skills Funding Agency (SFA) that some targets were not achieved during the academic year 2010/11. An estimated claw-back of £0.160m is included in the forecast.

Chief Executive's Office: +£0.018m in year directorate variation

32. The Chief Executive's Office (CEO) is forecasting a variation of +£0.018m. This includes an overspend of +£0.500m on Legal Services. The legal overspend is offset by a number of underspends that have been previously reported within the Chief Executive's Office.
33. Two bids relating to extreme weather response in West Oxfordshire totalling £0.014m were approved at the Cabinet Member for Police and Policy Co-Ordination delegated decisions on 6 January 2011. The final wave of recommended bids to the Big Society Fund totalling £0.063m is being

considered elsewhere on the agenda. If the recommended bids are approved remaining balance of £0.089m which will be carried forward to 2012/13.

Redundancy Costs

34. As noted in the Annex 3, £6.705m estimated redundancy costs expected in 2011/12 or later years were accounted for in 2010/11. Actual 2011/12 payments made to the end of December 2011 are £4.632m and will continue be reported throughout the year, as costs are still being incurred. The remaining provision will be assessed at year end to ensure it is still robust.

Virements and Supplementary Estimates

35. The virements requested this month are set out in Annex 2a and temporary virements to note in Annex 2d. Previously approved virements in Annex 2b and 2c are available on the Council's website and in the Member's Resource Centre. Virements requested this month include changes to the schools income and expenditure budgets to align them with actual expenditure and income and with the Consistent Financial Reporting (CFR) information that has to be provided to the Department for Education. This does not constitute a policy change.

Grants Monitoring

36. Annex 7 sets out government grants that are being received in 2011/12. Ringfenced grants totalling £423.361m (including £382.507m of Dedicated Schools Grant) are included in Directorate budgets. Changes this month include £0.280m relating to the 2nd tranche of the Supporting Community Transport Grant.

Bad Debt Write Offs

37. There were 71 general write offs to the end of December 2011 totalling £23,898. In addition Client Finance has written off 81 debts totalling £84,654.

Treasury Management

38. On 25 January the Treasury Management Strategy Team (TMST) agreed to increase the current maturity limit for Lloyds banking group from 1 month to 3 months. This decision was taken following a review of counter party risk and reflects the banking group's comparatively low exposure to the Eurozone.
39. The limit for the Prime Rate Money Market Fund has also been increased to reflect the growth in the overall fund size. The maximum exposure to the fund will remain at 0.5% of the overall fund size in line with advice from the council's treasury management advisors, Arlingclose.
40. The lending list and credit worthiness of all institutions on the lending list will continue to be closely monitored by TMST.
41. The average cash balance during December was £ 261.408m and the average rate of return was 1.132%. The budgeted return for interest receivable on balances invested internally is £2.234m for 2011/12. It is expected that this will be achieved.

Part 2 – Balance Sheet

Reserves

42. Annex 4 sets out earmarked reserves brought forward from 2010/11 and the forecast position as at 31 March 2012. Forecast reserves are £82.619m a change £1.400m since the last report. The change reflects the increase in the forecast underspend as this is assumed to be transferred to the Carry Forward Reserve and the transfer of the New Homes Bonus to the Rolling Fund Reserve.

New Reserves

Children, Education and Families

43. It is recommended that a new reserve is created to manage the costs arising in legal services, human resources, property, finance and other areas as a consequence of school conversions to academies, and to provide the opportunity to investigate and implement alternate trust structures for groups of schools considering conversion to academies. This reserve would also help manage the implications for traded services if traded income is reduced as a consequence of school conversions to academies.
44. It is also recommended to create a new reserve to support costs incurred by the local authority associated with school amalgamations. These potential amalgamations include the merger of attached nurseries into the associated primary school and the merger of separate infant and junior schools into an all-through primary. A contribution of £0.140m will be made to this reserve in 2011/12.

Social & Community Services

45. As a result of additional legislation, and the on-going effectiveness of both the Doorstep Crime Unit and intelligence-led working, there is an increase in the number of complex criminal investigations being conducted by Trading Standards. This results in additional costs to the service such as professional fees for forensic examinations and the court attendance of expert witnesses. These cases are far more likely to be heard at Crown Court and involve significantly higher legal processing costs and expenses. It is recommended that a Complex Investigations Reserve is created and that £0.010m is transferred to this reserve to provide funding for the unpredictable demand on the service.

Corporate

46. Funding received from the New Homes Bonus has been used to establish the Rolling Fund as part of the Capital Programme. This will facilitate, through forward funding, the timely provision of critical infrastructure that supports planned growth. It is recommended to create a new reserve and transfer £0.491m from the New Homes Bonus in 2011/12, until it is required.

School Balances

47. The table on the next page sets out an update to the number of schools forecasting to be in deficit and the total deficit forecast at the end of December 2011.

	Budget 2011/12		Forecast Outturn December 2011	
	No of Schools	£000	No of Schools	£000
The Cooper School ¹	1	389.3	1	344.3
Carterton Community College ¹	1	306.4	1	178.2
All Others	17	608.1	12	350.2
Total Approved Deficit Plans	19	1,303.8	14	872.6
Deficits within Tolerance	28	139.3	11	67.6

Balances

48. Annex 5 sets out the general balances taking into account known changes. Balances are currently £15.734m.

Part 3 – Capital Monitoring and Programme Update

Capital Monitoring

49. The capital monitoring position set out in Annex 9a, shows the forecast expenditure for 2011/12 is £64.0m (excluding schools local capital). This is £3.9m lower than the latest capital programme submitted to Cabinet in January 2012 for recommendation to Council in February 2012.
50. The table below summarises the variations by directorate.

Directorate	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
Children, Education & Families	30.4	30.9	+0.5
Social & Community Services	8.9	4.1	-4.8
Environment & Economy - Transport	25.2	25.6	+0.4
Environment & Economy - Other	3.2	3.2	0.0
Chief Executive's Office	0.2	0.2	0.0
Total Directorate Programmes	67.9	64.0	-3.9
Schools Local Capital	8.1	8.1	0.0
Total Capital Programme	76.0	72.1	-3.9

* Submitted to Cabinet 17 January 2012

¹ Approved deficit plans are in place for The Cooper School and Carterton Community College

CA6

51. The major in-year spend forecast variations to note for each directorate programme are explained in the following paragraphs and other significant variations are listed in Annex 9b.
52. In the Children, Young People & Families programme the Schools Structural Maintenance programme has increased by £0.500m. This increase is funded by a transfer from the Environment & Economy Energy Conservation scheme (prudentially funded) to install Biomass boilers in some schools as an upgrade to the standard boiler replacement.
53. In the Social & Community Services programme, the budget for funding the development costs of the new Banbury Home for Older People has been re-profiled to later years. This is part of the ongoing contract negotiations with the Oxfordshire Care Partnership. The negotiations are expected to conclude in 2012/13.
54. In the Transport programme, spend on the Cogges Link Road is expected to increase by +£0.400m in 2011/12 as a result of the Public Inquiry.

Actual & Committed Expenditure

55. As at the end of November actual capital expenditure for the year to date (excluding schools local spend) was £38.2m. This is 60% of the total forecast expenditure of £64.0m, which is around 3% above the expected position compared to the profile of expenditure in previous years. Actual and committed spend is 84% of the forecast.

Five Year Capital Programme Update

56. The total forecast 5-year capital programme (2011/12 to 2016/17) is now £435.9m, an increase of £1.0m from the latest capital programme. The new schemes and project/programme budget changes requiring Cabinet approval are set out in Annex 9c. The table overleaf summarises the variations by directorate and the main reasons for the increase in the size of the programme are explained in the following paragraphs.

CA6

Directorate	Last Approved Total Programme (2011/12 to 2015/16) *	Latest Forecast Total Programme (2011/12 to 2015/16)	Variation
	£m	£m	£m
Children, Education & Families	168.9	169.3	+0.4
Social & Community Services	29.5	29.5	0.0
Environment & Economy - Transport	129.0	129.0	0.0
Environment & Economy - Other	33.8	33.2	-0.6
Chief Executive's Office	0.4	0.4	0.0
Total Directorate Programmes	361.6	361.4	-0.2
Schools Local Capital	20.4	20.4	0.0
Earmarked Reserves	52.9	54.1	+1.2
Total Capital Programme	434.9	435.9	+1.0

* Submitted to Cabinet 17 January 2012

57. The latest forecast reflects the updated capital programme that is being considered by Council on 10 February 2012. The increase of £1m is a revenue contribution to capital, this has been added to earmarked reserves until detailed schemes are brought forward.

RECOMMENDATIONS

58. **The Cabinet is RECOMMENDED to:**
- a) note the report and approve the virements as set out in Annex 2a;
 - b) Agree the creation of the new reserves as set out in paragraph 43 to 46;
 - c) Approve the new schemes and budget changes set out in Annex 9c.

SUE SCANE

Assistant Chief Executive & Chief Finance Officer

Background papers: Directorate Financial Monitoring Reports 31 December 2011

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

Lorna Baxter, Acting Head of Corporate Finance
Tel: (01865) 323971

February 2012

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) December 2011	Actual Expenditure (Net) December 2011	Variation to Budget December 2011	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2010/11 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEF	Children, Education & Families											
	Gross Expenditure	540,447	2,705	74,008	351	617,511	619,533	2,022	466,849	422,690	-44,159	G
	Gross Income	-427,630	0	-78,264	-68	-505,962	-511,089	-5,127	-383,303	-352,998	30,305	G
		112,817	2,705	-4,256	283	111,549	108,444	-3,105	83,547	69,693	-13,854	A
SCS	Social & Community Services											
	Gross Expenditure	260,177	418	-2,021	0	258,574	260,801	2,227	202,092	201,003	-1,089	G
	Gross Income	-40,735	0	3,088	0	-37,647	-40,365	-2,718	-36,392	-36,702	-310	R
		219,442	418	1,067	0	220,927	220,436	-491	165,700	164,301	-1,399	G
EE	Environment & Economy											
	Gross Expenditure	149,136	5,586	3,766	116	158,604	165,946	7,342	125,123	113,195	-11,928	A
	Gross Income	-73,575	0	-531	0	-74,106	-83,439	-9,333	-61,736	-70,680	-8,944	R
		75,561	5,586	3,235	116	84,498	82,507	-1,991	63,387	42,515	-20,872	A
CEO	Chief Executive's Office											
	Gross Expenditure	16,341	912	-188	223	17,288	17,910	622	15,292	16,094	803	A
	Gross Income	-8,590	0	279	0	-8,311	-8,915	-604	-8,495	-9,647	-1,152	R
		7,751	912	91	223	8,977	8,995	18	6,796	6,448	-349	G
	Less recharges within directorate	-27,270				-27,270	-11,216	0			0	G
		27,270				27,270	11,216	0			0	G
	Directorate Expenditure Total	938,831	9,621	75,565	690	1,024,707	1,052,974	12,213	809,356	752,983	-56,374	G
	Directorate Income Total	-523,260	0	-75,428	-68	-598,756	-632,592	-17,782	-489,927	-470,027	19,900	A
	Directorate Total Net	415,571	9,621	137	622	425,951	420,382	-5,569	319,429	282,956	-36,473	G

Less: DSG funded services underspend (included above)	484
Add: Pooled Budget Overspend	1,036
In-Year Directorate Variation (excluding DSG)	-4,049

December Financial Monitoring and Business Strategy Delivery Report
 CABINET - 14 February 2012
 Budget Monitoring

CA6

Annex 1

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) December 2011	Actual Expenditure (Net) December 2011	Variation to Budget December 2011	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2010/11 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
	Contributions to (+)/from (-)reserves	1,872	-9,621	382		-7,367	-548	6,819				
	Contribution to (+)/from(-) balances	1,619			-622	997	997	0				
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0				
	Capital Financing	38,400		-1,831		36,569	35,319	-1,250				
	Interest on Balances	-1,826				-1,826	-1,826	0				
	Additional funding to be allocated			2,535		2,535	2,535	0				
	Strategic Measures Budget	41,565	-9,621	1,086	-622	32,408	37,977	5,569				
	Government Grants	-48,520		-1,223		-49,743	-49,743	0				
	Budget Requirement	408,616	0	0	0	408,616	408,616	0				

Total External Financing to meet Budget Requirement

Revenue Support Grant	28,844				28,844	28,844	0
Business rates	93,316				93,316	93,316	0
Council Tax	286,456				286,456	286,456	0
Other grant income					0	0	0
External Financing	408,616	0	0	0	408,616	408,616	0

Consolidated revenue balances position

Forecast County Fund Balance (Annex 5)	15,734
Variation of OCC elements of the OP&PD and LD Pooled Budgets	-1,036
In-year directorate variation to be met from (-) or transferred to (+) Carry Forward Reserve	5,569
	20,267

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

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

December Financial Monitoring and Business Strategy Delivery Report: Children, Education & Families
CABINET - 14 February 2012
Budget Monitoring

DEDICATED SCHOOLS GRANT - DSG Funded Expenditure (Gross)

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income £000 (8)	Projected Year end Variation underspend - overspend + £000 (9)
		Original Budget £000 (3)	Brought Forward from 2010/11 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
CEF1	Education & Early Intervention	30,442		-7,850		22,592	21,760	-832
CEF2	Children's Social Care	1,771		64		1,835	1,835	0
CEF3	Quality & Compliance	6,500		-153		6,347	6,347	0
CEF4	Schools	348,090		3,644		351,734	352,082	348
	Total Gross	386,803	0	-4,295	0	382,508	382,024	-484

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

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

December Financial Monitoring and Business Strategy Delivery Report: Social & Community Services
CABINET - 14 February 2012
Budget Monitoring

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) December 2011	Actual Expenditure (Net) December 2011	Variation to Budget December 2011	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2010/11 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
SCS1	Adult Social Care											
	Gross Expenditure	195,429	-1,156	1,253	0	195,526	195,229	-297	146,665	147,359	694	G
	Gross Income	-45,284	0	-180		-45,464	-45,464	0	-34,100	-33,905	195	G
		150,145	-1,156	1,073	0	150,062	149,765	-297	112,565	113,455	889	G
SCS2	Community Safety											
	Gross Expenditure	29,313	364	240	0	29,917	29,373	-544	22,425	20,815	-1,610	G
	Gross Income	-1,477	0	1		-1,476	-1,476	0	-1,108	-1,145	-38	G
		27,836	364	241	0	28,441	27,897	-544	21,317	19,670	-1,647	G
SCS3	Quality & Compliance											
	Gross Expenditure	34,511	1,029	-3,243	0	32,297	32,687	390	24,223	24,202	-21	G
	Gross Income	-3,754	0	3,438		-316	-316	0	-237	-534	-296	G
		30,757	1,029	195	0	31,981	32,371	390	23,986	23,669	-317	G
SCS4	Community Services											
	Gross Expenditure	11,797	181	-271	0	11,707	11,667	-40	8,779	8,626	-153	G
	Gross Income	-1,093	0	-171		-1,264	-1,264	0	-947	-1,119	-171	G
		10,704	181	-442	0	10,443	10,403	-40	7,832	7,508	-324	G
	Less recharges within directorate	-10,873	0			-10,873	-8,155	0			0	G
		10,873	0			10,873	8,155	0			0	G
	Directorate Expenditure Total	260,177	418	-2,021	0	258,574	260,801	-491	202,092	201,003	-1,089	G
	Directorate Income Total	-40,735	0	3,088	0	-37,647	-40,365	0	-36,392	-36,702	-310	G
	Directorate Total Net	219,442	418	1,067	0	220,927	220,436	-491	165,700	164,301	-1,399	G

Page 15

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

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

G
A
R

December Financial Monitoring and Business Strategy Delivery Report: Environment & Economy
CABINET - 14 February 2012
Budget Monitoring

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) December 2011	Actual Expenditure (Net) December 2011	Variation to Budget December 2011	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2010/11 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
EE1	Highways & Transport											
	Gross Expenditure	54,889	3,832	76	0	58,797	57,850	-947	44,098	37,347	-6,751	G
	Gross Income	-11,521	0	-27		-11,548	-11,548	0	-8,661	-7,346	1,315	G
		43,368	3,832	49	0	47,249	46,302	-947	35,437	30,001	-5,436	A
EE2	Sustainable Development											
	Gross Expenditure	28,330	477	1,491	116	30,414	29,148	-1,266	22,823	19,171	-3,652	A
	Gross Income	-1,518	0	-250		-1,768	-1,768	0	-1,326	-1,962	-636	G
		26,812	477	1,241	116	28,646	27,380	-1,266	21,497	17,209	-4,288	A
EE3	Property Asset Management											
	Gross Expenditure	18,651	55	10,002	0	28,708	29,105	397	21,531	21,794	263	G
	Gross Income	-19,953	0	-7,978		-27,931	-27,931	0	-20,948	-17,857	3,092	G
		-1,302	55	2,024	0	777	1,174	397	583	3,937	3,354	R
EE4	Director's Office											
	Gross Expenditure	6,292	10	-155	0	6,147	6,177	30	4,610	4,582	-28	G
	Gross Income	0	0	0		0	0	0	0	-27	-27	G
		6,292	10	-155	0	6,147	6,177	30	4,610	4,556	-55	G
EE5	Oxfordshire Customer Services											
	Gross Expenditure	49,183	1,212	-7,648	0	42,747	43,666	919	32,060	30,300	-1,760	A
	Gross Income	-48,792	0	7,724		-41,068	-42,192	-1,124	-30,801	-43,489	-12,688	A
		391	1,212	76	0	1,679	1,474	-205	1,259	-13,188	-14,447	R
	Less recharges within directorate	-8,209				-8,209	0	0			0	G
		8,209				8,209	0	0			0	G
	Directorate Expenditure Total	149,136	5,586	3,766	116	158,604	165,946	-867	125,123	113,195	-11,928	G
	Directorate Income Total	-73,575	0	-531	0	-74,106	-83,439	-1,124	-61,736	-70,680	-8,944	G
	Directorate Total Net	75,561	5,586	3,235	116	84,498	82,507	-1,991	63,387	42,515	-20,872	A

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

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

G
A
R

December Financial Monitoring and Business Strategy Delivery Report: Chief Executive's Office
CABINET - 14 February 2012
Budget Monitoring

Ref	Directorate	BUDGET 2011/12					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) December 2011	Actual Expenditure (Net) December 2011	Variation to Budget December 2011	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2010/11 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
CEO1	Chief Executive & Business Support											
	Gross Expenditure	1,837	130	-427	0	1,540	1,469	-71	1,156	1,216	61	A
	Gross Income	-813	0	18	0	-795	-795	0	-597	-605	-8	G
		1,024	130	-409	0	745	674	-71	558	611	52	R
CEO2	Human Resources											
	Gross Expenditure	1,661	303	187	0	2,151	2,340	189	1,613	1,286	-327	R
	Gross Income	-1,711	0	-10	0	-1,721	-1,920	-199	-1,290	-1,471	-180	R
		-50	303	177	0	430	420	-10	322	-184	-507	A
CEO3	Corporate Finance & Internal Audit											
	Gross Expenditure	2,359	40	244	0	2,643	2,947	304	1,982	1,992	10	R
	Gross Income	-2,308	0	16	0	-2,292	-2,635	-343	-1,719	-1,669	50	R
		51	40	260	0	351	312	-39	263	323	60	R
CEO4	Law & Governance Services											
	Gross Expenditure	6,735	307	-42	0	7,000	7,322	322	5,279	6,350	1,071	A
	Gross Income	-4,103	0	27	0	-4,076	-4,078	-2	-3,023	-3,942	-919	G
		2,632	307	-15	0	2,924	3,244	320	2,256	2,408	152	R
CEO5	Strategy & Communications											
	Gross Expenditure	2,996	132	83	223	3,434	3,312	-122	2,575	2,614	39	A
	Gross Income	-2,488	0	0	0	-2,488	-2,548	-60	-1,866	-1,960	-94	A
		508	132	83	223	946	764	-182	709	654	-55	R
CEO6	Corporate & Democratic Core											
	Gross Expenditure	3,814	0	-233	0	3,581	3,581	0	2,687	2,636	-51	G
	Gross Income	-228	0	228	0	0	0	0	0	0	0	G
		3,586	0	-5	0	3,581	3,581	0	2,687	2,636	-51	G
	Less recharges within directorate	-3,061				-3,061	-3,061	0			0	G
		3,061				3,061	3,061	0			0	G
	Directorate Expenditure Total	16,341	912	-188	223	17,288	17,910	622	15,292	16,094	803	A
	Directorate Income Total	-8,590	0	279	0	-8,311	-8,915	-604	-8,495	-9,647	-1,152	R
	Directorate Total Net	7,751	912	91	223	8,977	8,995	18	6,796	6,448	-349	G

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

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

**December Financial Monitoring and Business Strategy Delivery Report
CABINET - 14 February 2012**

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	Feb	DSG budget tidy and reallocation	CEF4-1	Delegated Budgets (Indicative)	T	-52,176.2	1,994.3	50,183.9	-2.1
		Contributions to Procurement Budget	CEF1-41	Educational Transformation & Effectiveness	P	-2.0	0.0	0.0	0.0
			CEF2-1	Management & Central Costs	P	-9.0	0.0	0.0	0.0
			CEF3-6	Commissioning & Performance	P	0.0	0.0	11.0	0.0
		Administration budget update	CEF1-32	Children's Centres and Childcare	P	-7.8	0.0	0.0	0.0
			CEF2-1	Management & Central Costs	P	-7.8	0.0	0.0	0.0
			CEF2-22	Family Placement	P	0.0	15.6	0.0	0.0
		Reallocation of 10-11 carry forward	CEF1-41	Educational Transformation & Effectiveness	T	-333.6	0.0	0.0	0.0
			CEF4-1	Delegated Budgets (Indicative)	T	0.0	333.6	0.0	0.0
		Paramedical DSG - income budget moved to match expenditure	CEF1-21	Special Educational Needs (SEN)	P	0.0	0.0	0.0	-93.7
			CEF1-22	SEN Support Services (SENSS)	P	0.0	0.0	93.7	0.0
		Adjust 0.5fte from central Administration team back to Adoption team	CEF1-32	Children's Centres and Childcare	P	-6.1	0.0	0.0	0.0
			CEF2-1	Management & Central Costs	P	-6.1	0.0	0.0	0.0
			CEF2-21	Placement & Care Costs	P	0.0	12.1	0.0	0.0
		Remove complaints budget from administration budget	CEF1-32	Children's Centres and Childcare	P	-16.0	14.9	0.0	0.0
			CEF2-1	Management & Central Costs	P	-56.9	14.9	0.0	0.0
			CEF2-21	Placement & Care Costs	P	0.0	21.3	0.0	0.0
			CEF2-4	Safeguarding & Quality Assurance	P	0.0	18.9	0.0	0.0
			CEF3-1	Children, Education & Families Management & Central Costs	P	0.0	3.0	0.0	0.0
		Grand Total						-52,621.4	2,428.5

NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	Feb	Academy DSG correction	CEF4-1	Delegated Budgets (Indicative)	T	-6,504.0	0.0	6,504.0	0.0
		Sustainability and Quality budget to School Organization and Planning	CEF1-32	Children's Centres and Childcare	T	-195.0	0.0	0.0	0.0
		Update pupil premium for 11-12	CEF1-51	Early Years Sufficiency & Access	T	0.0	195.0	0.0	0.0
			CEF1-41	Educational Transformation & Effectiveness	T	0.0	155.7	0.0	-155.7
			CEF4-1	Delegated Budgets (Indicative)	T	0.0	770.2	0.0	-770.2
		Reverse funding allocation in relation to salary realignment 2011-12	CEF2-1	Management & Central Costs	T	0.0	89.0	0.0	0.0
			CEF2-5	Services for Disabled Children	T	-89.0	0.0	0.0	0.0
		Contribution to Virtual school for Tier 4	CEF1-41	Educational Transformation & Effectiveness	T	0.0	36.9	0.0	0.0
			CEF2-21	Placement & Care Costs	T	-36.9	0.0	0.0	0.0
SCS	Feb	Updated Dedicated Schools Grant figures for 2011-12 received from Department for Education	CEF4-3	Devolved Schools Costs	T	0.0	86.0	0.0	-86.0
		Pupil Premium Grant - allocation for special schools children	CEF4-1	Delegated Budgets (Indicative)	T	0.0	99.3	0.0	-99.3
		Part Year Costs of Home Support Transition	SCS1-1E	Pooled Budget Contributions	T	-257.4	216.1	0.0	0.0
			SCS1-2C	Pooled Budget Contribution	T	-22.0	63.4	0.0	0.0
			SPB1-1	Personal Budgets	T	-466.1	862.8	0.0	0.0
			SPB1-11	Pooled Budget Contributions	T	0.0	0.0	244.2	-35.2
			SPB1-4	Internal Services	T	-1,107.0	501.4	0.0	0.0
			SPB2-1	Personal Budgets	T	-13.2	180.9	0.0	0.0
			SPB2-4	Contributions	T	0.0	0.0	13.2	-180.9
CEO	Feb	Removal of Internal Recharge following Children's Occupational Therapists transfer to Health in July	SPB4-1	Personalisation/Ongoing Support	T	-22.0	63.4	0.0	0.0
		TASC funding for Learning Disability Teams	SPB4-8	Contribution to LD Pooled Budget	T	0.0	0.0	22.0	-63.4
			SCS1-1C	Social Work & Commissioning	T	-75.1	0.0	100.1	-25.0
			SCS1-2B	Social Work & Commissioning	T	0.0	95.0	0.0	-95.0
			SCS1-2C	Pooled Budget Contribution	T	0.0	95.0	0.0	0.0
			SCS3-6	Transforming Adult Social Care	T	-95.0	0.0	0.0	0.0
			SPB4-4	Recharges from OCC Services	T	0.0	95.0	0.0	0.0
			SPB4-8	Contribution to LD Pooled Budget	T	0.0	0.0	0.0	-95.0
		Budget tidy up SCS3-1C2	SCS3-1	Resource Management	T	-125.3	121.6	3.8	-0.1
		Change to funding of Learning Disabilities Team and Learning Disabilities Salary Budgets. No overall change in Value	SCS1-2B	Social Work & Commissioning	T	0.0	0.0	85.4	-85.4
			SPB4-1	Personalisation/Ongoing Support	T	0.0	85.4	0.0	0.0
			SPB4-4	Recharges from OCC Services	T	-85.4	0.0	0.0	0.0
		Reanalysis of Community Libraries Funding	SCS4-1	Library Service	T	-300.0	431.0	0.0	-131.0
		Contribution to essential Oxfordshire Studies equipment following move from Central Library	SCS4-1	Library Service	T	-8.0	0.0	0.0	0.0
			SCS4-2	Heritage & Arts Services	T	0.0	8.0	0.0	0.0
Inter Directorate	Feb	CFB067 Change Fund Allocation Olympic	CEO1-2	Change Fund	T	-41.0	0.0	0.0	0.0
			CEO5-8	Communications & Marketing	T	0.0	41.0	0.0	0.0
		CFB057 Web Upgrade project	CEO1-2	Change Fund	T	-70.3	0.0	0.0	0.0
			CEO5-8	Communications & Marketing	T	0.0	70.3	0.0	0.0
Inter Directorate	Feb	Grant Reallocation	CEF2-4	Safeguarding & Quality Assurance	T	0.0	33.3	0.0	-33.3
			EE5-4	Human Resources	T	-33.3	0.0	33.3	0.0
		Contribution towards Head of Service costs for 2011-12	CEF3-6	Commissioning & Performance	T	-30.0	0.0	0.0	0.0
	SCS3-3	Leadership Team & Contingency	T	0.0	30.0	0.0	0.0		

NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
Inter Directorate	Feb	Money Management	EE5-2	Financial Services	T	0.0	35.0	0.0	0.0
			SCS3-6	Transforming Adult Social Care	T	-35.0	0.0	0.0	0.0
		LD Contribution to Money Management Officer	EE5-2	Financial Services	T	0.0	1.4	0.0	0.0
			SCS1-2B	Social Work & Commissioning	T	-1.4	0.0	1.4	0.0
			SCS1-2C	Pooled Budget Contribution	T	-1.4	0.0	0.0	0.0
			SPB4-4	Recharges from OCC Services	T	-1.4	0.0	0.0	0.0
			SPB4-8	Contribution to LD Pooled Budget	T	0.0	0.0	1.4	0.0
		Fire and Rescue Service transfer to ICT for training	EE5-65	Corporate Information Management Unit (CIMU)	T	0.0	20.0	0.0	0.0
			SCS2-1	Fire & Rescue Service	T	-20.0	0.0	0.0	0.0
Grand Total						-9,635.0	4,481.7	7,008.7	-1,855.4

VIREMENTS NOTED IN PREVIOUS REPORTS

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEF	Jun	Increase salary budget for Independent Chair in North area	CEF2-1	Management & Central Costs	T	-17.5	0.0	0.0	0.0
			CEF2-4	Safeguarding & Quality Assurance	T	0.0	17.5	0.0	0.0
	Jul	5/12 budget for the 0.5fte Drugs posts (from the Substance misuse budget which was allocated to the hubs)	CEF1-31	Early Intervention Hubs	T	-15.0	15.0	0.0	0.0
		Marston/Northway Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-170.2	177.7	0.0	-7.5
		North Oxford Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-188.3	191.6	0.0	-3.3
		Nursery Education Fund Budget for Summer 2011	CEF1-32	Children's Centres and Childcare	T	0.0	45.4	0.0	-45.4
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	T	-45.4	0.0	45.4	0.0
		The Roundabout Centre Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-352.0	359.7	0.0	-7.7
	Sep	Bicester Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-403.4	404.4	0.0	-1.0
		Budget for Integrated Youth Support Service Strategic Lead for April to May 2011	CEF1-1	Management & Central Costs	T	-16.1	0.0	0.0	0.0
			CEF2-6	Youth Offending Service	T	0.0	16.1	0.0	0.0
		Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-162.1	187.0	0.0	-24.9
		Early Intervention Service funded posts are not due until September (1)	CEF1-31	Early Intervention Hubs	T	0.0	29.5	0.0	0.0
			CEF2-6	Youth Offending Service	T	-29.5	0.0	0.0	0.0
		Early Intervention Service funded posts are not due until September (2)	CEF1-31	Early Intervention Hubs	T	-21.6	29.5	0.0	0.0
			CEF2-6	Youth Offending Service	T	-7.9	0.0	0.0	0.0
		Florence Park Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-365.4	372.1	0.0	-6.7
		Reversal of Early Intervention Service funded posts not due until September (1)	CEF1-31	Early Intervention Hubs	T	-29.5	0.0	0.0	0.0
			CEF2-6	Youth Offending Service	T	0.0	29.5	0.0	0.0
		Safeguarding Admin post April to August 2011	CEF1-31	Early Intervention Hubs	T	-8.5	0.0	0.0	0.0
			CEF1-34	Engagement in Education, Employment & Training (EEET)	T	0.0	8.5	0.0	0.0
		The Orchard Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-197.0	206.0	0.0	-9.1
		Willow Tree Children's Centre Budget Approval	CEF1-32	Children's Centres and Childcare	T	-144.3	146.5	0.0	-2.2
		SENSS equipment budget	CEF1-22	SEN Support Services (SENSS)	T	0.0	9.7	0.0	0.0
			CEF3-1	Children, Education & Families Management & Central Costs	T	-9.7	0.0	0.0	0.0
		Early Intervention Management - temp budget changes	CEF1-1	Management & Central Costs	T	-82.2	0.0	0.0	0.0
			CEF1-31	Early Intervention Hubs	T	0.0	11.8	0.0	0.0
			CEF1-41	Educational Transformation & Effectiveness	T	0.0	56.3	0.0	0.0
			CEF1-52	School Organisation & Planning	T	0.0	14.0	0.0	0.0
		Adjustment for Education Psychology budget - restructure from September	CEF1-23	Identification & Assessment	T	-248.1	0.0	0.0	0.0
			CEF1-31	Early Intervention Hubs	T	0.0	248.1	0.0	0.0
		Parenting budget for April to August - from Early Intervention funding.	CEF1-31	Early Intervention Hubs	T	-30.0	0.0	0.0	0.0
			CEF3-6	Commissioning & Performance	T	0.0	30.0	0.0	0.0
	Oct	Vire budget to Head of Service to support staffing costs	CEF2-1	Management & Central Costs	T	0.0	100.0	0.0	0.0
			CEF2-22	Family Placement	T	-100.0	0.0	0.0	0.0
		Staff movement from SCT101 to Family Placement Team area budget	CEF2-22	Family Placement	T	0.0	78.4	0.0	0.0
			CEF2-5	Services for Disabled Children	T	-78.4	0.0	0.0	0.0
		Butterfly Meadows Children's Centre budget approval	CEF1-32	Children's Centres and Childcare	T	-163.2	163.9	0.0	-0.7
		Contribution towards post with pay protection for Advocacy Co-ordinator	CEF1-31	Early Intervention Hubs	T	-4.7	0.0	0.0	0.0
			CEF2-4	Safeguarding & Quality Assurance	T	0.0	4.7	0.0	0.0
	Nov	Transfer Continuing Professional Development budget to the Music Service	CEF1-41	Educational Transformation & Effectiveness	T	0.0	9.3	0.0	0.0
			CEF3-6	Commissioning & Performance	T	-9.3	0.0	0.0	0.0

VIREMENTS NOTED IN PREVIOUS REPORTS

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000	
CEF	Nov	Positive Activities budget September to March	CEF1-31	Early Intervention Hubs	T	0.0	109.6	0.0	0.0	
			CEF1-33	Youth & Inclusion Services	T	-155.6	46.0	0.0	0.0	
		EDAS 11-12 BUDGET TIDY	CEF1-41	Educational Transformation & Effectiveness	T	-986.0	1,031.5	0.0	-45.5	
		ICT STAFFING BUDGET	CEF1-41	Educational Transformation & Effectiveness	T	-85.0	114.4	0.0	-29.4	
		Transformation Staffing budgets	CEF1-41	Educational Transformation & Effectiveness	T	-90.1	97.4	0.0	-7.3	
		Restructure of Children's Social Care disabilities service	CEF2-1	Management & Central Costs	T	-129.2	0.0	0.0	0.0	
			CEF2-5	Services for Disabled Children	T	-31.4	160.5	0.0	0.0	
		Business and skills budget tidy	CEF1-6	Business & Skills (Previously 14-19 Team (Young People's Learning Agency Transfer))	T	-36.0	30.0	6.0	0.0	
	Dec	Virement of budget to more appropriate cost centre	CEF2-21	Placement & Care Costs	T	-15.0	0.0	0.0	0.0	
			CEF2-22	Family Placement	T	0.0	15.0	0.0	0.0	
		Adjust Salary budget in line with activity	CEF2-1	Management & Central Costs	T	0.0	16.6	0.0	0.0	
			CEF2-22	Family Placement	T	-16.6	0.0	0.0	0.0	
		Pilot Project Budget	CEF3-6	Commissioning & Performance	T	0.0	75.0	0.0	-75.0	
		Create income & expenditure budget for increased contributions towards Young Carers	CEF2-32	Family Support	T	0.0	90.0	0.0	-90.0	
		Create Income & Expenditure budget in line with activity of Cross regional project	CEF2-21	Placement & Care Costs	T	-11.5	39.3	0.0	-27.9	
		Correcting virement in relation to vacant post for first half of year 2011-12.	CEF2-1	Management & Central Costs	T	0.0	89.0	0.0	0.0	
			CEF2-5	Services for Disabled Children	T	-89.0	0.0	0.0	0.0	
		Reconciliation of old youth budgets	CEF1-31	Early Intervention Hubs	T	-119.1	131.8	0.0	0.0	
			CEF1-34	Early Intervention Hubs	T	-12.7	0.0	0.0	0.0	
		Not in Employment, Education or Training Budget 2011/12	CEF1-33	Youth, Engagement & Opps	T	0.0	60.0	0.0	0.0	
			CEF1-34	Behaviour & Attendance	T	-60.0	0.0	0.0	0.0	
		Jan	Tidy of Education budgets following restructure	CEF1-41	Educational Transformation & Effectiveness	T	-3.9	28.3	3.9	-28.3
			Contribution towards Website costs	CEF1-34	Behaviour & Attendance	T	-2.5	0.0	0.0	0.0
			CEF3-6	Commissioning & Performance	T	0.0	2.5	0.0	0.0	
	AMEND ICT staff from 1-9-11		CEF1-41	Educational Transformation & Effectiveness	T	-112.8	83.4	29.4	0.0	
	Vire Budget for Internal Reviewing Officers		CEF2-21	Placement & Care Costs	T	-15.0	0.0	0.0	0.0	
			CEF2-22	Family Placement	T	-15.0	0.0	0.0	0.0	
			CEF2-4	Safeguarding & Quality Assurance	T	0.0	30.0	0.0	0.0	
	SCS	Jun	Expenditure and income budgets for Bucks Fire & Rescue contribution to salary	SCS2-1	Fire & Rescue Service	T	0.0	8.0	0.0	-8.0
		Jul	Set up an income and expenditure budget for income received from the PCT for Carers Breaks	SCS1-3B	Pooled Budget Contributions	T	0.0	39.9	0.0	-39.9
		Oct	Assisted Technology Carers Bid	SCS1-1A	Prevention & Early Support	T	-6.0	0.0	0.0	0.0
				SCS1-1C	Social Work & Commissioning	T	0.0	6.0	0.0	0.0
			Assisted Technology Carers Bid - move from SKT321 to SPT562	SCS1-1A	Prevention & Early Support	T	0.0	6.0	0.0	0.0
		SCS1-1C	Social Work & Commissioning	T	-6.0	0.0	0.0	0.0		
Nov		Budget tidy up following JMG agreement on the use of additional funds from NHS	SCS1-1A	Prevention & Early Support	T	0.0	54.0	0.0	0.0	
			SCS1-1E	Pooled Budget Contributions	T	-54.0	0.0	0.0	0.0	
		Transfer of Carers funding to Mental Health Pool	SCS1-1A	Prevention & Early Support	T	-30.0	0.0	0.0	0.0	
		SCS1-3B	Pooled Budget Contributions	T	0.0	30.0	0.0	0.0		

VIREMENTS NOTED IN PREVIOUS REPORTS

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000	
SCS	Dec	Part Year Costs of Home Support Transition	SCS1-1E	Pooled Budget Contributions	T	-35.2	13.2	0.0	0.0	
			SCS1-2C	Pooled Budget Contribution	T	0.0	22.0	0.0	0.0	
		Transfer of funds to the Pooled Equipment budget	SCS1-1A	Prevention & Early Support	T	0.0	446.0	0.0	0.0	
			SCS1-1E	Pooled Budget Contributions	T	-446.0	0.0	0.0	0.0	
		Creation of an income budget for the additional funding from Patient Care Trust	SCS1-3B	Pooled Budget Contributions	T	0.0	15.0	0.0	-15.0	
		Additional Management Capacity in Locality Teams from Transforming Adult Social Care Funding	SCS1-1C	Social Work & Commissioning	T	0.0	175.0	0.0	0.0	
			SCS3-6	Transforming Adult Social Care	T	-175.0	0.0	0.0	0.0	
		Contribution to Oxfordshire Studies relocation costs to enable Central Library to open up 2nd floor for Public Funds for Memory Services from Department of Health	SCS4-1	Library Service	T	-41.0	0.0	0.0	0.0	
			SCS4-2	Heritage & Arts Services	T	0.0	41.0	0.0	0.0	
			SCS1-1E	Pooled Budget Contributions	T	0.0	101.8	0.0	0.0	
		SCS1-1F	Income	T	0.0	0.0	0.0	-101.8		
	Jan	Correction to reflect the total funds received by Oxfordshire County Council from Department of Health for Adult Social	SCS1-1E	Pooled Budget Contributions	T	0.0	0.4	0.0	0.0	
		Transfer of Carers funding for Brokerage	SCS1-1F	Income	T	0.0	0.0	0.0	-0.4	
			SCS1-1A	Prevention & Early Support	T	-50.0	0.0	0.0	0.0	
			SCS1-1C	Social Work & Commissioning	T	0.0	50.0	0.0	0.0	
		Transitional Funding for Locality Teams from Transforming Adult Social Care	SCS1-1C	Social Work & Commissioning	T	0.0	33.0	0.0	0.0	
			SCS3-6	Transforming Adult Social Care	T	-33.0	0.0	0.0	0.0	
		Transfer of Dementia funding for Museum Service Dementia Project	SCS1-1A	Prevention & Early Support	T	-5.0	0.0	0.0	0.0	
			SCS4-2	Heritage & Arts Services	T	0.0	5.0	0.0	0.0	
		Transfer of Dementia funding for Library Service Pictures to Share collection	SCS1-1A	Prevention & Early Support	T	-2.0	0.0	0.0	0.0	
		SCS4-1	Library Service	T	0.0	2.0	0.0	0.0		
EE	Sep	Allocation of budget to match planned costs & income	EE5-4	Human Resources	T	-108.3	32.9	98.2	-22.8	
		Customers Services estimated staff costs re Concessionary Fares call handling 11/12	EE1-41	Customer & Business	T	-67.0	0.0	0.0	0.0	
			EE5-8	Customer Services	T	0.0	67.0	0.0	0.0	
		One-Off staff costs 11/12	EE1-1	Highways & Transport Management	T	-99.7	0.0	0.0	0.0	
	Oct	Set budgets for Customer Service Centre - Carers Funding set-up costs	EE1-31	Infrastructure & Design	T	0.0	99.7	0.0	0.0	
			EE5-8	Customer Services	T	0.0	15.1	0.0	-15.1	
	Nov	Set budgets for Customer Service Centre - Carers Funding recharge 2011/12	EE5-8	Customer Services	T	0.0	111.3	0.0	-111.3	
		Highways Depot Clearance works funded from in-year PT Rev Support Underspend	EE1-32	Operations	T	0.0	140.0	0.0	0.0	
	Dec	Restructure Interim Management Arrangements	EE1-44	Public Transport	T	-140.0	0.0	0.0	0.0	
			EE2-1	Sustainable Development Management	T	-45.0	0.0	0.0	0.0	
	Jan	Growth & Infrastructure Restructure - Realignment of Budgets		EE2-2	Planning Implementation	T	0.0	45.0	0.0	0.0
				EE2-1	Sustainable Development Management	T	0.0	217.0	0.0	0.0
		Temporary In Year Budget Transfer from Carbon Management to Street Lighting for SALIX		EE2-4	Waste Management	T	-217.0	0.0	0.0	0.0
				EE1-31	Infrastructure & Design	T	0.0	150.0	0.0	0.0
	EE2-3	Economy, Spatial Planning & Climate Change	T	-150.0	0.0	0.0	0.0			
CEO	Jul	Change Fund CFB032: Lead Oxfordshire part 3	CEO1-2	Change Fund	T	-213.3	0.0	0.0	0.0	
			CEO2-3	Organisational Development	T	0.0	213.3	0.0	0.0	
	Oct	CFB061 Starters, Leavers, Movers form	CEO1-2	Change Fund	T	-10.0	0.0	0.0	0.0	
			CEO2-1	Strategic Human Resources	T	0.0	10.0	0.0	0.0	
		CFB066 joint initiative between Legal Services and Trading Standards	CEO1-2	Change Fund	T	-7.0	0.0	0.0	0.0	
			CEO4-1	Legal Services	T	0.0	7.0	0.0	0.0	

VIREMENTS NOTED IN PREVIOUS REPORTS

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure From / Decrease (-) £000	Expenditure To / Increase (+) £000	Income From / Decrease (+) £000	Income To / Increase (-) £000
CEO	Jan	Creation of matching income and expenditure budgets to reflect additional income to fund salary costs	CEO2-3	Organisational Development	T	0.0	10.0	0.0	-10.0
		Tidy Up Budgets to match new Strategy & Communications Structure	CEO5-1	Partnership Working	T	-136.9	0.0	0.0	0.0
			CEO5-4	Policy & Performance	T	-36.3	356.9	0.0	0.0
			CEO5-6	Consultation and Involvement	T	-93.3	0.0	0.0	0.0
			CEO5-7	Research and Intelligence	T	-90.4	0.0	0.0	0.0
Inter Directorate	Jun	Change Fund funding for the Capital Resources part 2 project CFB053	CEO1-2	Change Fund	T	-18.7	0.0	0.0	0.0
			EE4-1	Business Improvement	T	0.0	18.7	0.0	0.0
	Jul	Change Fund CFB062: E&E Oxfordshire Broadband	CEO1-2	Change Fund	T	-20.0	0.0	0.0	0.0
			EE2-3	Economy, Spatial Planning & Climate Change	T	0.0	20.0	0.0	0.0
			CEO1-2	Change Fund	T	-150.0	0.0	0.0	0.0
			EE3-1	Corporate Property	T	0.0	150.0	0.0	0.0
		Change Fund CFB063: ICT - Business Continuity and Disaster Recovery	CEO1-2	Change Fund	T	-25.0	0.0	0.0	0.0
			SCS2-5	Trading Standards	T	0.0	25.0	0.0	0.0
	Sep	SCS transfer to CEF Continued Professional Development Budget	CEF3-6	Commissioning & Performance	T	0.0	9.3	0.0	0.0
			SCS3-1	Resource Management	T	-9.3	0.0	0.0	0.0
			EE5-3	Financial and Management Accounting	T	0.0	27.3	0.0	0.0
			SCS1-1C	Social Work & Commissioning	T	-27.3	0.0	0.0	0.0
			CEO1-1	Chief Executive's Personal Office	T	0.0	7.0	0.0	0.0
			EE5-3	Financial and Management Accounting	T	-7.0	0.0	0.0	0.0
			CEO2-3	Organisational Development	T	-22.2	0.0	0.0	0.0
			EE5-4	Human Resources	T	0.0	22.2	0.0	0.0
	Oct	Workforce initiatives funding 2 apprentices	CEO2-3	Organisational Development	T	-10.0	0.0	0.0	0.0
			EE5-4	Human Resources	T	0.0	10.0	0.0	0.0
			CEO1-2	Change Fund	T	-22.0	0.0	0.0	0.0
			EE5-4	Human Resources	T	0.0	22.0	0.0	0.0
	Nov	CFB065 HRMAT (HR Management Advice Team) increased workload	CEO2-3	Organisational Development	T	-4.6	0.0	0.0	0.0
			EE5-4	Human Resources	T	0.0	4.6	0.0	0.0
			SCS1-4E	Employment Services	T	0.0	4.6	0.0	0.0
	Dec	Virement of budget to fund Oxfordshire Employment Service post to assist in creating jobs for people with disabilities	CEO2-3	Organisational Development	T	-4.5	0.0	0.0	0.0
			EE5-4	Human Resources	T	0.0	4.5	0.0	0.0
	Jan	Part funding for hate crime/minorities post	CEO5-2	Grants	T	-22.0	0.0	0.0	0.0
			SCS2-3	Safer Communities	T	0.0	22.0	0.0	0.0
			CEO1-1	Chief Executive's Personal Office	T	0.0	20.0	0.0	0.0
			EE5-4	Human Resources	T	-132.1	112.1	0.0	0.0
			EE5-4	Human Resources	T	0.0	4.5	0.0	0.0
	Jan	Reallocations following Quarter 2 review of Learning and Development budgets	CEO1-2	Change Fund	T	-34.0	0.0	0.0	0.0
			EE3-1	Corporate Property	T	0.0	34.0	0.0	0.0
			CEO1-2	Change Fund	T	-25.0	0.0	0.0	0.0
CEO4-5			Members' Services	T	0.0	25.0	0.0	0.0	
CEF2-21			Placement & Care Costs	T	0.0	4.0	0.0	-4.0	
CEF2-22			Family Placement	T	0.0	3.0	0.0	-3.0	
CEF2-23			Children Looked After (Including Asylum)	T	0.0	4.0	0.0	-4.0	
CEF2-32			Family Support	T	0.0	7.0	0.0	-7.0	
CEF2-33			Assessment	T	0.0	4.3	0.0	-4.3	
CEF2-4			Safeguarding & Quality Assurance	T	0.0	1.0	0.0	-1.0	
CEF2-5			Services for Disabled Children	T	0.0	3.0	0.0	-3.0	
EE5-4			Human Resources	T	-26.3	0.0	26.3	0.0	
Grand Total						-7,743.0	8,296.1	209.2	-762.3

Directorate	Redundancy Costs 2010/11								
	Funded by Directorate				Funded by Efficiency Reserve				Total
	Actual Payments made to individuals in year	Known payments accrued for in year	Estimated Provision	Total	Actual Payments made to individuals in year	Known payments accrued for in year	Estimated Provision	Total	
£m	£m	£m	£m	£m	£m	£m	£m	£m	
Children, Education & Families									
- National Strategies & EDAS		1.255		1.255				0.000	
- Business Strategy			1.958	1.958				0.000	
- Student Support	0.030			0.030				0.000	
- Other		0.093		0.093				0.000	3.336
Social & Community Services									
- Restructure of Adult Social Care				0.000	0.468	0.129	2.917	3.514	
- Cultural & Community Development		0.015		0.015	0.049			0.049	
- Community Safety				0.000	0.067			0.067	3.645
Oxfordshire Customer Services	0.282			0.282	0.287			0.287	0.569
Chief Executive's Office	0.564			0.564				0.000	0.564
Environment & Economy	0.170	0.338		0.508	0.182			0.182	0.690
Total	1.046	1.701	1.958	4.705	1.053	0.129	2.917	4.099	8.804

Directorate	Redundancy Costs 2011/12								
	Funded by Directorate				Funded by Efficiency Reserve				Total
	Actual Funded by Directorate	Actual costs relating to 2010/11 accrual	Actual costs charged against 2010/11 Provision	Total	Actual Payments made to individuals in year	Actual costs relating to 2010/11 accrual	Actual costs charged against 2010/11 Provision	Total Funded	
£m	£m	£m	£m	£m	£m	£m	£m	£m	
Children, Education & Families									
- National Strategies & EDAS		1.089		1.089				0.000	
- Business Strategy				0.000				0.000	
- Student Support				0.000				0.000	
-Other			1.160	1.160				0.000	2.249
Social & Community Services									
- Restructure of Adult Social Care	0.467			0.467	0.110	0.049	1.205	1.364	
- Cultural & Community Development	0.068	0.015		0.083				0.000	
- Community Safety	0.003			0.003				0.000	1.917
Oxfordshire Customer Services	0.051			0.051				0.000	0.051
Chief Executive's Office				0.000				0.000	0.000
Environment & Economy	0.077	0.338		0.415				0.000	0.415
Total	0.666	1.442	1.160	3.268	0.110	0.049	1.205	1.364	4.632

Earmarked Reserves	2011/12				November 2011 Balance at 31 March 2012 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2011 £000	Movement		Balance at 31 March 2012 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
Children, Education & Families							
Primary	12,583			12,583	12,583	0	
Secondary	7,698			7,698	7,698	0	
Special	1,288			1,288	1,288	0	
Sub-total schools' revenue reserves	21,569	0	0	21,569	21,569	0	
School Loans	-1,187	-449	311	-1,325	-1,325	0	
Total schools' reserves	20,382	-449	311	20,244	20,244	0	
Schools' Contingency	-14			-14	-14	0	
Schools' Partnerships	290			290	290	0	
Schools' Insurance	265			265	265	0	
Youth Management Committee	308	-188		120	120	0	To be used in 2012/13
Supply Cover	260			260	260	0	
Oxfordshire Rural Children's Centres	18			18	18	0	
Safeguarding Board	122			122	122	0	
Early Intervention Service Equipment Reserve (previously called Youth Support Service - computer system)	139	-49	154	244	244	0	Contribution from hubs and Riverside satellite
Residential Centres	95	-65		30	30	0	
Youth Offending Service	147	-147		0	0	0	To fund 4.5 FTE members of staff for the year
Joint Use Reserve	171			171	171	0	
ICT Service			66	66	66	0	
Governor Services			25	25	25	0	
Foster Carer Loans			34	34	34	0	
ICT Projects			727	727	519	208	Includes £208k for Framework-i projects
Staff Training & Development			220	220	220	0	
Academies Conversion Support			600	600	0	600	Request for new reserve
School amalgamations			140	140	0	140	Request for new reserve
CEF Directorate Total	22,183	-898	2,277	23,562	22,614	948	
Social & Community Services							
Cultural Services General	69		59	128	128	0	
ICT/Digitisation projects	851		132	983	983	0	Provision for updating of software/hardware to maintain an effective library management system.
Vehicle Renewals	107		52	159	159	0	
Donations	25	-1		24	24	0	
Older People Pooled Budget and Learning Disabilities Pooled Budget Reserve	1,424	-1,424		0	0	0	Utilisation of Winter Pressures funding.
OSJ Client Income Reserve	64			64	64	0	
Personal Budgets	188			188	188	0	
S117 Reserve	23			23	23	0	
Fire & Rescue							
Securing Water Supplies	27			27	27	0	
Protective Clothing	39		51	90	90	0	
Breathing Apparatus Equipment	217		10	227	227	0	
Communications Fund	84		20	104	104	0	
Vehicles	457	-1,120	870	207	207	0	
IT	160	-130		30	30	0	
Rescue Equipment	26			26	26	0	
Fire Control	377		201	578	578	0	
Fire Link	139			139	139	0	
New Dimensions	25		25	50	50	0	
Emergency Planning							
Vehicle Renewals	42			42	42	0	

Earmarked Reserves	2011/12			Balance at 31 March 2012 £000	November 2011 Balance at 31 March 2012 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2011 £000	Movement					
		Contributions from Reserve £000	Contributions to Reserve £000				
Trading Standards							
Vehicles Replacement Reserve	7			7	7	0	
Trading Standards Reserve	12			12	12	0	
Gypsy & Traveller Services - Site Refurbishment	198	-136		62	62	0	Works should be completed in 2011/12.
SCS Directorate Total	4,561	-2,811	1,420	3,170	3,170	0	
Environment & Economy							
Countryside Ascot Park	18			18	18	0	
Carbon Reduction	60			60	60	0	
SALIX Repayments	129			129	129	0	
Highways Winter Maintenance	18			18	18	0	
Dix Pit WRC Development	13			13	13	0	
Oxfordshire Waste Partnership Joint Reserve	121			121	121	0	
Transport	250			250	250	0	
Tourism Signs	102			102	102	0	
On Street Car Parking	1,093			1,093	2,019	-926	Anticipated to have a net nil movement to/from reserve, but it is dependent on the new charges. We could see a contribution to reserve by the end of the year.
Dix Pit Engineering Works	866	-322	167	711	711	0	Used to fund construction of cell 3K, Dix Pit
Waste Management	1,913	-2,070	1,937	1,780	1,780	0	Used to support the bid & planning costs of the Waste Treatment Project
Landfill Allowance Trading Scheme	327			327	327	0	
Vehicle Renewals	61			61	61	0	
Capital Salaries transfer	53			53	53	0	
Property Disposal Costs	115			115	115	0	
Developer Funding (Revenue)	191			191	191	0	
West End Partnership	218	-75		143	143	0	
Oxfordshire Customer Services							
Development Reserve	472	-472		0	0	0	Used to fund projects which will contribute to the business strategy
Money Management Reserve	40			40	40	0	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	332	-332		0	0	0	To be spent by the partnership
Food with Thought / QCS Cleaning	1,409	-526	300	1,183	1,409	-226	To be used to invest in the business plus a contingency for unforeseen costs
Customer Service Centre Reserve	1,883	-50		1,833	1,833	0	Project funding
Schools ICT	10	-10		0	0	0	
EE Directorate Total	9,694	-3,857	2,404	8,241	9,393	-1,152	
Chief Executive's Office							
Change Fund	869	-636	308	541	491	50	See paragraph 10 of the CEO report
CIPFA Trainees	36			36	36	0	This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the qualification level that the current trainees have reached.
Council Elections	207		126	333	333	0	This will be used for the 2013 election
FMSIS Audit	27	-27		0	0	0	To be used for school audits
Registration Service	180		220	400	400	0	To be used for refurbishing the Registration buildings and facilities
CEO Directorate Total	1,319	-663	654	1,310	1,260	50	
Corporate							
Insurance Reserve	6,249	-2,400		3,849	3,849	0	
Carry Forward Reserve	9,891	-9,891	5,569	5,569	4,730	839	
Capital Reserve	16,579			16,579	16,579	0	
Rolling Fund Reserve			491	491	0	491	New Reserve for the establishment of the Rolling Fund in Capital
Other Reserves	-1			-1	-1	0	
LABGI Reserve	496			496	272	224	
Budget Reserve - Aqreed 2009	6,107	-6,107	4,361	4,361	4,361	0	
Efficiency Reserve	3,776	-589	6,670	9,857	9,857	0	
Prudential Borrowing Reserve	3,885		1,250	5,135	5,135	0	
Corporate Total	46,982	-18,987	18,341	46,336	44,782	1,554	
Total	84,739	-27,216	25,096	82,619	81,219	1,400	

December Financial Monitoring and Business Strategy Delivery Report

CABINET - 14 February 2012

Forecast Revenue Balances

Date	Forecast 2011/12 £m	£m	Budget 2011/12 £m
Provisional outturn 2010/11	14.059		13.056
Local Area Agreement (LAA) Performance Reward Grant	0.678		
County Fund Balance		14.737	13.056
Planned Contribution to Balances		1.619	1.619
Original forecast outturn position 2010/11		16.356	14.675
Additions			
Dec-11 Asylum fortuitous 2010/11 grant income returned to balances	0.068		
Calls on balances deducted			
Jul-11 Foster Care Loan	-0.012		
Aug-11 Skills LAA Reward Grant	-0.339		
Aug-11 PRG for Broadband project	-0.116		
Aug-11 PRG for OCVA (Oxfordshire Community Voluntary Association) & ORCC (Oxfordshire Rural Community Council)	-0.107		
Aug-11 PRG for District Council Partnerships	-0.116		
Total calls on balances		-0.690	-2.000
Net Forecast Balances		15.734	12.675
Total budget requirement		408.616	408.616
Provisional balances as a % of budget requirement		3.85%	3.10%
Net Forecast Balances		15.734	
Calls on balances agreed but not actioned			
Calls on balances requested in this report		0.000	
		0.000	
Revised Forecast Outturn position		15.734	

Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

Original Budget	Latest Budget		Forecast Variance December 2011	Forecast Variance November 2011	Change in Variance
£m	£m		£m	£m	£m
		Council Elements			
		Older People			
48.717	50.376	Care Homes	+1.015	+0.639	-0.376
31.571	27.291	Community Support Purchasing Budget	-1.863	-1.402	-0.461
80.288	77.667	Total Older People	-0.848	-0.763	-0.085
		Physical Disabilities			
2.546	2.546	Care Homes	+0.513	+0.524	-0.011
4.334	4.370	Community Support Purchasing Budget	+1.184	+1.209	-0.025
6.880	6.916	Total Physical Disabilities	+1.697	+1.733	-0.036
0.910	1.085	Equipment	+0.331	+0.272	+0.059
88.078	85.668	Total Council Elements	+1.180	+1.242	-0.062
		PCT Elements			
26.809	24.843	Older People	+1.250	+1.067	+0.183
4.047	6.274	Physical Disabilities	+0.041	+0.117	-0.076
0.312	0.550	Equipment	+0.146	+0.160	-0.014
31.168	31.667	Total PCT Elements	+1.437	+1.344	+0.093
119.246	117.335	Total Older People, Physical Disabilities and Equipment Pool	+2.617	+2.586	+0.031

Page 29

Learning Disabilities Pool

Original Budget	Latest Budget		Forecast Variance December 2011	Forecast Variance November 2011	Change in Variance
£m	£m		£m	£m	£m
		Council Elements			
52.423	45.559	Personal Budgets	+0.028	+0.082	-0.054
12.190	17.324	Other Services	-0.172	-0.082	-0.090
64.613	62.883	Total Council Elements	-0.144	+0.000	-0.144
11.866	11.959	Total PCT Elements	-0.027	+0.000	-0.027
76.479	74.842	Total Learning Disabilities Pool	-0.171	+0.000	-0.171

Government Grant Details - 2011/12

Directorate	Budget Book	In year Adjustments/ New Allocations previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m		£m
<u>Children, Education & Families</u>				
Dedicated Schools Grant				
2011/12 Allocation	386.803	-6.988		379.815
2010/11 Allocation		2.692		2.692
Pupil Premium	3.400	1.217		4.617
Young People Learning Agency – Sixth Form Funding	27.608			27.608
Young People Learning Agency – SEN	0.491			0.491
Additional Grant - Phonics, Physical Education, Maths & Science Teachers (MAST) and New Opportunities		0.340		0.340
Music	0.640	0.064		0.704
Youth Justice Board		0.924		0.924
Intensive Interventions Programme (DfE)		0.140		0.140
Intensive Interventions Programme (DfE) Sector Advisors		0.015		0.015
Children's Centres Payment by Results Pilot		0.075		0.075
Asylum (UASC & Post 18)		1.328		1.328
Total Children, Education & Families	418.942	-0.193	0	418.749
<u>Social & Community Services</u>				
Workstep Grant		0.275		0.275
Total Social & Community Services	0	0.275		0.275
<u>Environment & Economy</u>				
Skills Funding Agency - Adult Education	3.803			3.803
Natural England	0	0.221		0.221
Supporting Community Transport Grant			0.280	0.280
Young People's Learning Agency - Young Apprentice		0.033		0.033
Total Environment & Economy	3.803	0.254	0.280	4.337
<u>Strategic Measures</u>				
Early Intervention Grant	21.329	0.094		21.423
Learning Disabilities & Health Reform Grant	19.224			19.224
Fire Revenue Grant	0.183			0.183
Community Safety Fund	0.563	0.004		0.567
Lead Local Flood Authority	0.158			0.158
Extended Rights to Free Travel		0.630		0.630
New Homes Bonus	0	0.491		0.491
Council Tax Freeze Grant	7.063	0.004		7.067
Total Strategic Measures	48.520	1.223	0	49.743
Total Grants	471.265	1.559	0.280	473.104

**December Financial Monitoring and Business Strategy Delivery Report
CABINET - 14 February 2012**

Oxfordshire County Council's Treasury Management Lending List

as at 26 January 2012

Counterparty Name	Lending Limits			
	Standard Limit £	Group Limit £	Group	Period Limit
<u>PENSION FUND Call Accounts / Money Market Funds</u>				
Santander UK plc - PF A/c	50% Pension Fund Portfolio			1 mth
Lloyds TSB Bank plc - Callable Deposit A/c (OXFORDCCPEN)	50% Pension Fund Portfolio			3 mths
Royal Bank of Scotland Liquidity Select A/c	50% Pension Fund Portfolio			O/N
Ignis Sterling Liquidity Fund - (Pension Fund)	50% Pension Fund Portfolio			6 mths
<u>Call Accounts / Money Market Funds</u>				
Santander UK plc - Main A/c	5,000,000	5,000,000	a	1 mth
Lloyds TSB Bank plc - Callable Deposit A/c	5,000,000	5,000,000	b	3 mths
Royal Bank of Scotland - Call A/c	5,000,000			O/N
Goldman Sachs Sterling Liquid Reserves Fund	25,000,000			6 mths
Deutsche Managed Sterling Fund	25,000,000			6 mths
Prime Rate	9,000,000			6 mths
Ignis Sterling Liquidity Fund - (County Council)	25,000,000			6 mths
<u>Money Market Deposits</u>				
Santander UK plc Time Deposit Facility	5,000,000	5,000,000	a	1 mth
Bank of Montreal	20,000,000			3 mths
Bank of Nova Scotia	20,000,000			3 mths
Bank of Scotland Plc	5,000,000	5,000,000	b	3 mths
Barclays Bank Plc	5,000,000			1 mth
Canadian Imperial Bank of Commerce	20,000,000			3 mths
Commonwealth Bank of Australia	25,000,000			3 mths
Debt Management Account Deposit Facility	100% Portfolio			6 mths
English, Welsh and Scottish Local Authorities	25,000,000			3 years
HSBC Bank plc	20,000,000			3 mths
JP Morgan Chase Bank	20,000,000			3 mths
Lloyds TSB Bank plc	5,000,000	5,000,000	b	3 mths
National Australia Bank	20,000,000			3 mths
National Bank of Canada	10,000,000			3 mths
Royal Bank of Canada	25,000,000			3 mths
Royal Bank of Scotland	5,000,000			O/N
Standard Chartered Bank	20,000,000			3 mths
Toronto-Dominion Bank	20,000,000			3 mths

This page is intentionally left blank

Directorate	Latest Approved Capital Programme (Cabinet January 2012)			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2011)		
	Current Year £'000s	Future Years £'000s	Total £'000s	Current Year £'000s	Future Years £'000s	Total £'000s	Current Year £'000s	Future Years £'000s	Total £'000s	Actual expenditure to date £'000s	Commitments £'000s	Expenditure Realisation Rate %	Actuals & Commitments %	Current Year £'000s	Variation £'000s	Use of Resources Variation %
Children, Education & Families 1 - OCC	30,428	138,506	168,934	30,948	138,331	169,279	520	-175	345	20,097	7,388	65%	89%	34,643	-3,695	-11%
Social & Community Services	8,907	20,624	29,531	4,138	25,393	29,531	-4,769	4,769	0	1,644	1,484	40%	76%	10,521	-6,383	-61%
Environment & Economy 1 - Transport	25,227	103,799	129,026	25,557	103,469	129,026	330	-330	0	15,290	5,932	60%	83%	19,261	6,296	33%
Environment & Economy 2 - Other Property Development Programmes	3,201	30,631	33,832	3,201	30,051	33,252	0	-580	-580	1,163	514	36%	52%	6,522	-3,321	-51%
Chief Executive's Office	195	155	350	195	155	350	0	0	0	0	0	0%	0%	90	105	117%
Total Directorate Programmes	67,958	293,715	361,673	64,039	297,399	361,438	-3,919	3,684	-235	38,194	15,318	60%	84%	71,037	-6,998	-10%
Schools Local Capital	8,087	12,303	20,390	8,087	12,303	20,390	0	0	0	6,033	0	75%	75%	6,930	1,157	17%
Earmarked Reserves	0	52,883	52,883	0	54,118	54,118	0	1,235	1,235					63	-63	-100%
OVERALL TOTAL	76,045	358,901	434,946	72,126	363,820	435,946	-3,919	4,919	1,000	44,227	15,318	61%	83%	78,030	-5,904	-8%

In-year Expenditure Forecast Variations

Project/ Programme Name	Previous 2011/12 Forecast * £'000s	Revised 2011/12 Forecast £'000s	Variation £'000s	Comments
Children, Education & Families Existing Demographic Pupil Provision (Basic Needs Programme)	470	270	-200	Allocated to Oxford, Winddale school below.
Oxford, Winddale - Phase 2 (ED792)	0	200	200	Stage 2 Approval, forecast start Feb 2012.
School Structural Maintenance (Inc Health & Safety)	7,000	7,550	550	Future years are subject to confirmation of the level of capital maintenance grant and priority approval. Contingency of £300k previous held in future years released. Transfer of £375k from Energy programme for Biomass projects.
Small Projects	65	35	-30	£30k returned back to Capital Programme.
CE&F TOTAL IN-YEAR VARIATION			520	
Social & Community Services HOPs Phase 1 - New Builds	4,659	0	-4,659	Project Approval granted. Subject to ongoing negotiations with OCP.
Banbury Day Centre (SS97)	60	25	-35	Externally provided. On-site. Forecast completion May 2012.
Deferred Interest Loans (CSDP)	225	150	-75	As a result of reviewing with clients their building needs and their access to other forms of finance a considerable reduction in demand is expected.
S&CS TOTAL IN-YEAR VARIATION			-4,769	
Highways & Transport Kennington Roundabout Cogges Link Road	125 1,393	50 1,798	-75 405	Increase due to Public Inquiry.
HIGHWAYS & TRANSPORT TOTAL IN-YEAR VARIATION			330	
CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION			-3,919	

* As approved by Cabinet 17 January 2012

New Schemes & Budget Changes

Project/ Programme Name	Previous Total Budget * £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Children, Education & Families Existing Demographic Pupil Provision (Basic Needs Programme)	24,955	24,155	-800	Projects being developed. Draw down of budget provision for the projects below.
Oxford, Windale - Phase 2 (ED792) School Structural Maintenance (inc Health & Safety)	0 29,404	800 29,779	800 375	
Small Projects	1,240	1,210	-30	
CE&F TOTAL PROGRAMME SIZE VARIATION			345	
Environment & Economy (excluding Transport) Energy Conservation (Prudentially funded)	1,785	1,410	-375	Transfer to Schools Structural Maintenance programme.
Minor Works Programme	1,405	1,200	-205	
E&E (EXCLUDING TRANSPORT) TOTAL PROGRAMME SIZE VARIATION			-580	
CAPITAL PROGRAMME TOTAL PROGRAMME SIZE VARIATION			-235	

* As approved by Cabinet 17 January 2012

This page is intentionally left blank

Division(s): All

CABINET – 14 FEBRUARY 2012

BIG SOCIETY FUND – ALLOCATION OF WAVE 3 FUNDING

Report by Assistant Chief Executive & Chief Finance Officer

Introduction

1. The purpose of this report is to enable Cabinet to make decisions on which bids to fund in the third 'wave' of four of the Big Society Fund.
2. In February 2011 Oxfordshire County Council launched the Big Society Fund. The Fund of £600,000 in 2011/12 is for communities to bid for start-up funding for community projects that would benefit their areas.
3. In July and October Cabinet allocated funding in the first two 'waves' of the Fund. £165,248 of the Fund remains available for the third and fourth rounds in 2011/12.
4. Two snow-related bids from West Oxfordshire totalling £13,625 have already been approved under delegated decision making powers, in time for any winter weather. This means £151,623 remains available.
5. In order to be considered for funding, bidders must demonstrate that they meet the following criteria;
 - the project is innovative and creative
 - the project meets a recognised community need
 - the project has a sustainable business case
 - the local community is involved in the project

Wave 3 Bids to the Big Society Fund

6. Response to the Fund has been positive with twenty bids submitted in this third 'wave' of applications. All twenty bids were specific to a locality.
7. A bid assessment form has been completed for each application. These assessment forms include the project details, an assessment against fund criteria, service-specific officer views (where applicable), as well as the assessment from the Locality Review Groups of local councillors. Assessment forms for all bids are set out in Annexes 1-3.
8. The assessment forms have been used to categorise bids as follows:

Annex 1 Bids that meet the assessment criteria

A number of bids are considered to have strong potential to contribute to our Big Society vision and meet the Fund criteria.

Annex 2 Bids that presently do not fully meet the assessment criteria, but may with further development

Two bids we have received shows potential to align with the criteria of the Big Society Fund and deliver positive outcomes in communities, but would benefit from further clarification and development.

Annex 3 Bids that do not meet the assessment criteria

A number of bids received do not meet the assessment criteria, do not address the fund criteria or did not have the support of local councillors.

Asset transfer requests

9. The Asset Transfer Policy was agreed by Cabinet on 21 June 2011.
10. We have received no bid to the Big Society Fund requesting an asset transfer in this round.

Financial and Staff Implications

11. The total value of bids received in wave 3 is £407,813. £151,623 of the Fund remains available to allocate over the remainder of 2011/12 including this round.
12. There are no staff implications in these proposals.
13. A grant funding agreement will be in place for all successful projects which will set out financial requirements and monitoring arrangements.

Legal Implications

14. The grant funding agreement outlined above will set out all legal requirements including health and safety and safeguarding policy requirements.

Equality and Inclusion implications

15. An equality impact assessment has been carried out on the Big Society Fund. Potential impacts on equality groups have been considered (the [impact assessment](#) was part of the paper to Cabinet in July 2011).
16. In line with the council's responsibilities for equality the grant funding agreement with successful bidders will set out requirements for equality policies to be in place.

Risk implications

17. There is a risk to the county council that projects are not sustainable and are not able to continue in the future due to a lack of resources. This would have an impact on the viability of a project in a community and may lead to further requests for funding from the county council. To mitigate this, the application form for the Fund requires a business case and on-going costs information.
18. It is proposed that funding will only be paid to successful bidders with a robust business case in place.

RECOMMENDATION

19. The Cabinet is RECOMMENDED to

- (a) **Approve those bids which meet the assessment criteria**

Sue Scane
Assistant Chief Executive & Chief Finance Officer

Background papers:

Contact Officer: Alexandra Bailey, Senior Policy Manager

January 2012

This page is intentionally left blank

Table of Contents

Annex 1 Bids that meet the assessment criteria	2
Abingdon Locality:	2
Dean Court Community Centre	2
Kidlington Locality:	4
Kidlington Youth Club	4
Oxford Locality:	6
New Horizons (Littlemore)	6
Thame – Wheatley – Watlington - Chalgrove Locality:	8
Connecting the B480 Parishes	8
Annex 2 Bids that presently do not fully meet the assessment criteria, but may with further development	10
Henley - Goring Locality:	10
New beginning for young people in Henley	10
South Stoke Community Shop	12
Annex 3 Bids that do not meet the criteria.....	14
Abingdon Locality:	14
Cumnor Parish MUGA (multi-use games area) Project	14
Banbury Locality:	16
Bloxham Senior Citizens Day Out.....	16
St Francis Community Hall	17
Bicester Locality:	18
St Edburg’s Church.....	18
Chipping Norton – Charlbury – Woodstock Locality	20
Crawley Build Out and Kerbing Project.....	20
Didcot Locality:	21
Harwell Playground Restoration	21
Grove – Wantage Locality	22
Refurbishment of October Club kitchen and toilets	22
Oxford Locality:	23
Helping People in a crisis – community emergency foodbank	23
Thrive Community Mentoring Programme	24
Thame – Wheatley – Watlington - Chalgrove Locality:	25
Chinnor Youth Club – Extension to Premises	25
St Mary’s Church Family & Children’s Project	26
Witney – Eynsham Locality:	27
South Leigh Village Hall.....	27

Annex 1 Bids that meet the assessment criteria

Abingdon Locality:

Dean Court Community Centre

Section 1 – Project Overview

From the Website submission

Project Name: Dean Court Community Centre
Project Aims: To adapt the community centre (to be rebuilt following a fire) for new, extended use by young children and families.
Amount: £15,600 (total cost of whole centre rebuild £275,000)
Project Location and Locality: Cumnor, Abingdon
Sponsoring Councillor: Cllr Janet Godden

Section 2 – BID Criteria Assessment*

Qualitative assessment

<p>Community Benefits (meets identified need)</p> <p>The project is to enable outreach facilities for young parents and babies to be provided in this community by the Elms Road Children Centre, by providing a safe stand-alone space adapted to the needs of young children and other vulnerable groups. Socio-economic data shows that the area is one of relative deprivation.</p> <p>The project also plans to help create access to jobs and reduce crime and anti-social behaviour, with Thames Valley Police keen to use a room as a local base for the Police and Community Support Officers.</p>
<p>Innovation and Creativity</p> <p>Following a fire, the community centre is set to be rebuilt like for like. This project is to adapt part of the centre to allow for more flexible use meeting the community's changing needs and also incorporates the existing playground .</p> <p>The range of outreach services will directly target the people in highest need and create new opportunities for greater intergenerational understanding and cohesion.</p>
<p>Sustainable Business Case</p> <p>Changes from the previous layout of the centre are not covered by the insurance claim. It is more cost effective to make these changes now as part of a tender for the rebuild. Grants totalling over £30k have already been secured. On-going income is mainly from proposed booking fees with some additional fundraising.</p>
<p>Community Involvement</p> <p>139 signatories on the website supporting the project and community fundraising efforts have taken place.</p>

Section 3 – Service Officer View

Where applicable

<p>This bid potentially represents excellent value for money ensuring the rebuild of the community centre makes provision for pre-school children linked to the children's centre in Botley. Dean Court is an area of significantly higher need than the surrounding area and although small, is an area of concern.</p>
--

Section 4 – Locality Review Group Assessment

This project has the strong support of the local councillors. Members noted that the Pinnocks Way estate at Dean Court area is comparatively isolated in terms of facilities (including activities for young people) and one which has received little investment in recent times. They highlighted that the project genuinely locally led and has strong backing from the local community. The amount of money needed is not large, but would make a large difference.

* Taken from 'Eligibility Checklist' document included as part of the 'Guidance Notes for the Application' page on the website.

Kidlington Locality:

Kidlington Youth Club

Section 1 – Project Overview

From the Website submission

Project Name: Kidlington Youth Club – Resubmission from Wave 2
Project Aims: Evening activities for young people in Kidlington based at 'Forum'
Amount: £10,295 of £10,295 total cost
Project Location and Locality: Kidlington
Sponsoring Councillor: Cllr Maurice Billington

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need)</p> <p>The project will run weekly youth club sessions at the Forum Centre for two age groups (years 7-9 and years 10-13). These replace sessions no longer run by the council after establishment of the early intervention service.</p> <p>The bid clarifies that while the centre is a satellite linked to the Bicester Hub they have no plans to run similar sessions; the project will provide complementary activities not available elsewhere in the area.</p>
<p>Innovation and Creativity</p> <p>The proposal is to buy equipment to allow youth provision on Friday evenings. Whilst this is not entirely new service it responds to an identified need, replacing sessions previously run by the county council, increasing capacity and allowing activities to be targeted more effectively.</p>
<p>Sustainable Business Case</p> <p>The bid is mainly for one-off equipment which is currently lacking and will also be available for the satellite sessions at the centre. The bid includes some on-going costs and promotional material not within the Fund's remit. The building is being available to the group for free by the parish council who own it and also lease it to the county council for satellite provision. All staffing is to be undertaken by volunteers.</p> <p>A small user fee and tuck shop income are proposed to cover on-going costs, with additional fundraising planned if required.</p>
<p>Community Involvement</p> <p>The previous assessment noted local support from the parish council, school and residents. The group have now also liaised with the Bicester Early Intervention Hub running the satellite centre.</p>

Section 3 – Service Officer View

Where applicable

<p>The Forum Centre, Kidlington operates as a satellite centre to the Bicester Early Intervention Hub. Lifehouse YC have been in contact with the Bicester Hub and have opened discussion about the provision of a Friday night session. There has been need established in Kidlington for this provision and as a satellite the Forum Centre is not funded by OCC to operate every</p>

evening.

The bid is largely for equipment for the session – I think there is need for specific discussion with the hub manager regarding the amount of equipment needed especially where this is to be a permanent fixture at the centre, the licences required as these would only be needed once not by every provider using the centre and facility/space for dedicated storage space.

This bid represents excellent complementary provision for young people in the area but the detail would need discussion before any agreement could be finalised.

Section 4 – Locality Review Group Assessment

Members offered their support of the proposal. It was felt that the service would complement rather than duplicate existing services and targets a recognised community need.

Oxford Locality:

New Horizons (Littlemore)

Section 1 – Project Overview

From the Website submission

Project Name: New Horizons
Project Aims: Engage children aged 9-12 years in a structured programme of creative activities in Littlemore
Amount: £11,000 (total £12,500)
Project Location and Locality: Oxford
Sponsoring Councillor: Cllr John Sanders, Cllr Sarah Hutchinson

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) Littlemore has high levels of child poverty and low educational attainment. The project responds to demand from parents and younger children, following the start of the popular Littlemore Youth Club for young people aged 13– 19 years that received funding in Wave 1. This project aims to enable more inclusive provision, reaching children in new housing developments in the area.</p>
<p>Innovation and Creativity Proposing to build on the experience of the 13-19 year olds youth club, while introducing innovative elements such teenagers from the youth club assisting as 'young leaders'. Also provides the opportunity for mentored placements for unemployed volunteers.</p>
<p>Sustainable Business Case Cost estimates to start up the service appear robust, though include staffing and other recurring costs. Ambitious fundraising targets for future years. The group acknowledge they will have to access significant funds (e.g. from the Lottery) to sustain the project, in addition to local subscriptions and fundraising. A sub-group from the Littlemore Children and Young People Partnership has recently been set up to develop a strategic approach to fundraising and service delivery.</p>
<p>Community Involvement Community management group including residents, elected members, church leaders running the existing 13-19 Youth Club. The Children and Young People Partnership supporting the project consists of local people, working with statutory and voluntary agencies including schools and the Police.</p>

Section 3 – Service Officer View

Where applicable

<p>This bid appears to provide complementary provision for a young age range to the successful bid from Littlemore in the first wave of applications. Assuming there is a collective infrastructure and collaborative working the new horizons provision would provide an excellent opportunity for supporting children during the transition from primary to secondary schools. It is really important that effective links are made to the Early intervention hub in Littlemore ensuring the holistic support for these children.</p>

Section 4 – Locality Review Group Assessment

Councillors were supportive of the bid, noting the committee's and the applicant charity's strong record of fundraising and noting that the grant would be used to pump-priming the new club for younger children. The ambition was to draw on the community and young people themselves to make the project sustainable in the longer term, with the steering group taking a strategic approach to meeting local needs and attracting other funds.

Members thought staffing costs reflected more intensive support required when working with younger children and would contribute to the success of the project and its ability to fundraise and attract volunteers.

Thame – Wheatley – Watlington - Chalgrove Locality:

Connecting the B480 Parishes

Section 1 – Project Overview

From the Website submission

Project Name: Go Ride CIC – Connecting the B480 Parishes
Project Aims: Increase access between Watlington, Cuxham, Chalgrove, Garsington, Stadhampton and Oxford, linking to existing public transport services
Amount: £12,065 (total £23,425)
Project Location and Locality: Thame/Chinnor/Wheatley/Chalgrove, small part of Benson/Berinsfield/Wallingford
Sponsoring Councillor: Cllr David Turner, Cllr Roger Belson

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) Aims to supplement existing provision between the parishes and into Oxford on evenings and weekends, improving the rural economy and reducing carbon emissions. Benefitting residents in a range of villages, including young people, enabling public transport access into Oxford for work and leisure at those times. Consultations with proposed beneficiaries and market testing have confirmed demand.</p>
<p>Innovation and Creativity This will be the first example of a community transport operator providing evening and weekend services across a number of rural villages, complementing commercial and subsidised public transport services. Learning from the project could feed into the overall review of community transport provision in the county. GO RIDE will also be providing a low cost real time information service for users by producing a smartphone application.</p>
<p>Sustainable Business Case The service will be provided by hiring an existing community transport provider. Funding is for getting the service established in the first year. Future operational costs are to be met by fares and sustainability will depend on accuracy of predicted usage. The service has been market tested recently.</p>
<p>Community Involvement There has been wide-spread local consultation and engagement, through parish meetings, an online survey and work with the Youth Parliament. Enhanced community and public transport is a stated aim of the Chalgrove Parish Plan identifying local priorities. A local petition in support of the scheme was signed by 2330 people.</p>

Section 3 – Service Officer View

Where applicable

<p>This is a worthy project which would build on our commitment to Community Transport and would assist a Community Transport organisation which is already making excellent contacts and partnerships with local Parish Councils.</p>
--

Section 4 – Locality Review Group Assessment

Councillors considered this to be a very good proposal, following a loss in service provision after the review of subsidised bus services in June 2011. Local communities, parish councils and the community transport operator have successfully market tested the proposed service in December, with support from the council's Area Stewardship Fund.

The service would give access to leisure and health facilities as well as employment across a catchment area of 10,000 people. The funding sought is for getting the project off the ground in the first year, becoming sustainable as use gets established in future years. An innovative element is using telephone calls to access the service, saving time and operating costs.

Annex 2 Bids that presently do not fully meet the assessment criteria, but may with further development

Henley - Goring Locality:

New beginning for young people in Henley

Section 1 – Project Overview

From the Website submission

Project Name: A new beginning for young people in Henley (Henley Youth Centre)
Project Aims: To re-convene a youth club in Henley since OCC provision ended.
Amount bid for: £19,600 (total cost £21,240)
Project Location and Locality: Henley
Sponsoring Councillor: Cllr. David Nimmo-Smith

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The group wish to start an additional session as part of the youth club to replace one previously provided by Oxfordshire County Council. The project aims to provide for vulnerable young people no longer catered for in the area. No details are given of estimated numbers of beneficiaries.</p>
<p>Innovation and Creativity This project is to replace previous county council provision. The organisation aims to extend the service to a wider range of young people.</p>
<p>Sustainable Business Case The session will be staffed by a part-time worker and volunteers. Funding sought includes ongoing costs and estimated costs for one additional session, for one year, seem high compared to other bids in this and previous rounds. The group has successfully raised funds previously but costings overall lack sufficient detail. No clear income has been identified for years two and three and fundraising estimates for year two seem high.</p>
<p>Community Involvement Young people, former volunteers, local charities and the town council have helped develop the bid. Volunteers are keen to work with the Thamesfield Youth Association.</p>

Section 3 – Service Officer View

Where applicable

<p>We have a long history of working with Thamesfield Youth Association at the Henley Youth Centre and the organisation has a solid track record in terms of delivery. Use of the youth centre for work with more vulnerable young people sounds an excellent initiative and would need to link closely with the Early Intervention Hub in Didcot to ensure sharing of expertise, complementary working and avoidance of duplication.</p>

Section 4 – Locality Review Group Assessment

All members for the Henley and Goring locality are unanimous in their support for this bid.

South Stoke Community Shop

Section 1 – Project Overview

From the Website submission

Project Name: South Stoke community Shop
Project Aims: To start a community owned village shop
Amount: £37,721 (total cost £63,721)
Project Location and Locality: South Stoke, Henley-Goring
Sponsoring Councillor: Cllr Dave Sexon

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) In the Village Plan 88% of the community identified a village shop as their top priority. Currently the village has no shop and minimal public transport provision. The shop aims to provide a community hub and help to reduce loneliness and isolation. Expected customers include elderly residents, children and visitors to the area.</p>
<p>Innovation and Creativity The community shop is an entirely new project and will aim to support local businesses by supplying local products. There will also be a volunteer courier service two afternoons a week to deliver to housebound residents.</p>
<p>Sustainable Business Case £26,000 has been raised towards the one-off start-up capital required, including £11,000 from residents and the parish council. The majority of costs are for fixed capital including portacabins and retail equipment. The business plan has an exit strategy if the project were to fail, reinvesting funds into the community.</p> <p>As a community enterprise, sustainability depends on the accuracy of projected turnover and operating costs. There are concerns that projections for average spend may be optimistic and whether equipment specified is appropriate. It is proposed that further work is undertaken to address these concerns and that a revised bid is submitted.</p>
<p>Community Involvement The shop will be staffed by a part time manager and offers volunteering opportunities for residents; 56 have already pledged their time.</p>

Section 3 – Service Officer View

Where applicable

<p>There is a clear need and widespread community support for this project. Access to services is a real issue in rural areas including South Stoke. Those benefiting will include vulnerable and more isolated members of the village, supporting county council aims for people to help themselves and build thriving communities.</p> <p>The community have liaised with the county council throughout the development of the village plan which identified this as a priority project. They are being advised by organisations with relevant expertise and have a realistic</p>

business plan. Funding is sought for start-up costs and specialist advice has been sought, including on financial forecasting. It is an innovative project for the village; other community shops exist in the county and further afield.

Section 4 – Locality Review Group Assessment

Members were unanimous in their support for this bid and thought the project a community based activity which would unite the village. The idea developed from a village plan in which the shop was a top priority. The isolated location of the village is noted and the issue of sustainability is being addressed by the Parish Council.

Annex 3 Bids that do not meet the criteria

Abingdon Locality:

Cumnor Parish MUGA (multi-use games area) Project

Section 1 – Project Overview

From the Website submission

Project Name: Cumnor Parish MUGA (multi-use games area) Project
Project Aims: To build an all-weather sports facility.
Amount: £10,000 (Total project cost £120,909)
Project Location and Locality: Cumnor Parochial Church, Abingdon
Sponsoring Councillor: Cllr Janet Godden

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The project is to build a fenced and floodlit area for football, hockey and basketball for young people, including the youth club and sports groups.</p>
<p>Innovation and Creativity The project is to build sports facilities specifically for teenagers; the nearest existing facilities are one mile away. In previous rounds, such facilities have not been funded in their own right.</p>
<p>Sustainable Business Case Other sources of funding have been identified, including £50,000 from 'Community Spaces', totalling £115,000 if successful against a projected cost of £120,909. Hire charges are proposed to meet on-going upkeep and electricity (floodlights) cost. It is not clear how this will be justified when the facility is meant to be open to the public, so sustainability is unclear.</p>
<p>Community Involvement A local consultation process has taken place, involving a number of community groups including scouts, football clubs, Police and Community Support Officers and local residents. The MUGA is proposed to be run with the help of the local parish youth worker and volunteers overseeing hiring out the facility.</p>

Section 3 – Service Officer View

Where applicable

<p>The bid provides a compelling rationale for provision of additional sports related space for children and young people. The allocation from the Big Society Fund is small in comparison with the overall project - I would want to see confirmation that the other funding pots have been agreed. This equipment would add to the local community, and this part of Cumnor parish is the most needy.</p> <p>However I am slightly concerned that the business plan suggesting charging a hire rate for groups using the MUGA is unrealistic as the whole concept of a MUGA is that these are open for individuals and groups to use as and when. I can also not see how this would be supervised.</p>
--

Section 4 – Locality Review Group Assessment

This project has the strong support of the local councillors who noted the equally strong support from the local community. They believe that the area deserves better activities for young people who are not always able to get into Oxford or Abingdon.

Banbury Locality:**Bloxham Senior Citizens Day Out**Section 1 – Project Overview*From the Website submission*

Project Name: Bloxham Senior Citizens Day Out
Project Aims: Provide an opportunity for group members to have a day out.
Amount: £600 (total cost £800)
Project Location and Locality: Bloxham, Banbury
Sponsoring Councillor: Councillor not contacted

Section 2 – BID Criteria Assessment*Qualitative assessment*

<p>Community Benefits (meets identified need) The proposed outing will benefit the 50 members of the Senior Citizens Group. In previous years this has been funded by grants from the District Council, which have now ceased.</p>
<p>Innovation and Creativity The proposed day out is not a new activity. The group aim to provide one trip to its members each year.</p>
<p>Sustainable Business Case Full funding is sought for one-off coach hire and lunch. The project is not sustainable in the long term as funding for future trips is required. The group also organise joint meals 3-4 times a year funded by small contributions from members.</p>
<p>Community Involvement Oxfordshire Age UK supports the bid.</p>

Section 3 – Service Officer View*Where applicable*

Small amount is requested for 50 older people. We would support this, though it would be good to ask how they intend to sustain this activity in the future years.
--

Section 4 – Locality Review Group Assessment

Members did have no comments on this bid.

St Francis Community Hall

Section 1 – Project Overview

From the Website submission

Project Name: St Francis Community Hall (re-submitted from wave 2)
Project Aims: The aim is to extend the existing church and community hall premises to facilitate increased use.
Amount: £10,000 of £145,000
Project Location and Locality: Banbury
Sponsoring Councillor: Cllr Nicolas Turner

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The current facility is oversubscribed and the church may have to consider restricting community use. The bid was referred back in wave 1 as it was not clear which new groups would benefit from extended premises or which new programmes would be run. The bid now lists user groups but indicates that the main need is to stabilise existing provision and for current groups requiring extra slots. No details of estimated numbers of beneficiaries are provided.</p>
<p>Innovation and Creativity The previous assessment was that innovation and creativity are limited. It is not clear how this has been addressed in the revised application. Facilities in their own right have not been supported through the Fund.</p>
<p>Sustainable Business Case The group were asked to provide evidence of being able to raise £23,000; since then they have secured an additional £3,000 while costs quoted for the works have increased from £130,000 to £145,000. About of third of the total required for the project is still outstanding though the group state that a successful bid would allow for completion within the proposed timescales.</p>
<p>Community Involvement Community questionnaire conducted and groups have indicated they would utilise the space if it were available. £15,000 raised through fundraising efforts in the community. Support from district and town councils.</p>

Section 3 – Service Officer View

Where applicable

<p>Some of the impact and benefit statements are vague. However, services for people from Polish communities are really welcome. Their costs are not adding up. They appear to have £97K and £10K from Big Society Fund would make it £107K. Total cost of the project is £145K. We would wish to support this bid as there is gap in terms of provision for the Polish communities. This support is predicated on the fact that the organisation is able to secure all the funding for the project.</p>
--

Section 4 – Locality Review Group Assessment

<p>Members confirmed that they support the bid as meeting a recognised community need, but asked Cabinet that the funding should be held in reserve until St Francis has secured the full amount necessary to deliver the project.</p>
--

Bicester Locality:

St Edburg's Church

Section 1 – Project Overview

From the Website submission

Project Name: St Edburg's Church, Bicester
Project Aims: To install toilets and refreshment facilities at the church, which provides a venue for a variety of town based activities.
Amount: £95,000 (total costs £112,500)
Project Location and Locality: Church Street, Bicester
Sponsoring Councillor: Cllr Lawrie Stratford

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The church is used by 23,500 people for a variety of activities. The bid states that others are deterred by a lack of toilet and refreshment facilities. The group are working on a report on local need, but no details are given about types / numbers of new beneficiaries.</p>
<p>Innovation and Creativity Innovation and creativity is limited. There is lack of detail about which new activities will be enabled by the proposed improvements.</p>
<p>Sustainable Business Case The bid is for a large sum for capital work to improve facilities, including professional fees not covered by the Fund. To date, £15,000 has been raised including £5,000 through local efforts.</p> <p>The church is self-financing and plans to cover management and maintenance of over £100,000 p.a. by donations and letting fees.</p>
<p>Community Involvement The church facilities are already used by a wide range of people. The group have consulted a cross-section of residents and local voluntary groups to help develop their strategy.</p>

Section 3 – Service Officer View

Where applicable

<p>Whilst we acknowledge the need for required refurbishment and provision of a contemporary community meeting place, a request of 85% of the total project cost from the limited Big Society funds is difficult to support. There isn't the clarity about how older people of Bicester will benefit. We are unable to support this bid.</p>
--

Section 4 – Locality Review Group Assessment

<p>The project is welcomed by members for this locality, although the high costs are recognised. The refurbishing work is part of a larger project within which toilets and a kitchen facility are essential basic amenities. The growth of Bicester is considered an important factor in ensuring that community facilities</p>
--

are maintained.

One member did question whether a church could have a truly all-inclusive policy but others recognised that the Church is used for more than religious occasions and the addition of toilets and kitchen would attract more interest in the community.

Chipping Norton – Charlbury – Woodstock Locality

Crawley Build Out and Kerbing Project

Section 1 – Project Overview

From the Website submission

Project Name: Crawley Build Out and Kerbing Project
Project Aims: Build safety barriers in a road to reduce speed of drivers.
Amount: £17,567.30 (total project cost)
Project Location and Locality: Crawley, Chipping-Norton
Sponsoring Councillor: Rodney Rose

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) This bid responds to community need by controlling flow and reducing speed in the village. The project involves building a physical barrier, kerbing and signage. It aims to increase safety for visitors and residents in the village and surrounding area.</p>
<p>Innovation and Creativity This bid is for enabling road safety works and fits better into the Area Stewardship Fund criteria. However, the funding requested is significantly more than available through the Fund.</p>
<p>Sustainable Business Case Funding is sought for the total cost of the project, including consultation and legal work which is outside the scope of the Fund. Kerbing is expected to reduce future highways maintenance costs by improving drainage. Ongoing costs are expected to be minimal and likely to be met by the Parish Council.</p>
<p>Community Involvement This is a community led project to improve the village's roads. There have been council meetings, a public forum and meetings with Highway Area Stewards and councillors.</p>

Section 3 – Service Officer View

Where applicable

<p>The project is not innovative, as set out in the criteria, but is a scheme to reduce the impact of traffic on a village community. The highways budget in the past has carried out this type of work but is not currently able to do so due to the reduced levels of funding available. The only source of budget within highways for this would be the Area Stewardship Fund which is prioritised by local members.</p>

Section 4 – Locality Review Group Assessment

<p>The group recognised the importance of this bid to the local community, but felt there should be some funding from the Parish Council to show true commitment from the village to the scheme. Councillors felt the Area Stewardship Grant would be a more appropriate source of funding for the scheme.</p>
--

Didcot Locality:

Harwell Playground Restoration

Section 1 – Project Overview

From the Website submission

Project Name: Harwell Village Playground Restoration
Project Aims: Refurbish the village playground to make it safer and more attractive to local children, particularly young people with disabilities.
Amount: £10,000 of total £74,500
Project Location and Locality: Harwell, Didcot
Sponsoring Councillor: Councillor Stewart Lilly

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) Existing playground equipment is 25 years old and in bad condition. The project was initiated by local young people and the intention is to include facilities for handicapped young adults. However specific information on the predicted number of users is lacking.</p>
<p>Innovation and Creativity The idea for a play space is not innovative though the plans include new equipment tailored to disabled young people. The Big Society Fund is not intended to fund facilities in their own right and similar projects have not been funded in previous rounds.</p>
<p>Sustainable Business Case Total costs seem high compared to other bids and the equipment to be bought is yet to be specified. Funding already in place includes Chill Out funding from the county council and £50,000 from Waste Recycling Environment (WREN). Ongoing maintenance costs will be met by the parish council; it is unclear how broken and or worn equipment will be replaced.</p>
<p>Community Involvement The project is supported by the local youth club and parish council. The community has been involved in fundraising and developing the bid and the management committee is made up of local volunteers.</p>

Section 3 – Service Officer View

Where applicable

There is no doubt that effective outdoor 'play' provision is essential for children's development. Provision of a 'play' space that meets the needs of young children through to teenagers is problematic for all sorts of physiological reasons as well as emotional developments. I am not sure I can see in the bid sufficient insight into these difficulties and how to resolve them. Ongoing maintenance will be considerable. Harwell is not an area of high need.

Section 4 – Locality Review Group Assessment

All three councillors are supportive of the bid. They highlight that the village is approaching a population of 2,500 and that facilities for children fall short of many neighbouring smaller villages.

Grove – Wantage Locality

Refurbishment of October Club kitchen and toilets

Section 1 – Project Overview

From the Website submission

Project Name: Refurbishment of October Club kitchen and toilets.
Project Aims: To refurbish the kitchen and toilets in the existing facility.
Amount: £7,000 of £7,000
Project Location and Locality: Wantage
Sponsoring Councillor(s): Cllr Jenny Hannaby, Cllr Zoe Patrick

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The October Club is a day centre for sufferers of dementia or Alzheimer's. The proposals are to provide toilets adapted to elderly use and improved cooking facilities, benefitting current users and potentially allowing hiring out of the premises to others.</p>
<p>Innovation and Creativity Innovation and creativity is limited. There is lack of detail about which new activities will be enabled by the proposed improvements.</p>
<p>Sustainable Business Case Costs are an estimate and no fundraising or other funding is identified. No details are given about likely demand for the facility or potential income from hiring it out. The Club has previously fundraised for renovations but is as yet unable to provide a breakdown of income and club expenditure.</p>
<p>Community Involvement Involvement is confined primarily to existing club members and staff. It is recognised that the applicant has not yet appealed to the wider community for funding.</p>

Section 3 – Service Officer View

Where applicable

<p>This is a thriving centre for people with Dementia and receives revenue funds from Social and Community Services. It is disappointing that they do not have accurate costing for the work they require. We wish to support their bid but not the full amount. We would suggest that they have plans in place to fundraise and provide accurate costing.</p>
--

Section 4 – Locality Review Group Assessment

<p>Members believe it is necessary for the Club to provide good kitchen and toilet facilities for their clients. The October Club serves a need for the wider community within this area, and the new facilities will be an excellent asset for a valued community resource. Members fully support the bid.</p>

Oxford Locality:

Helping People in a crisis – community emergency foodbank

Section 1 – Project Overview

From the Website submission

Project Name: Helping People in a Crisis
Project Main Aims: Providing food for those in immediate, temporary need.
Amount bid for: £7,500 of £7,500
Project Location and Locality (<i>could be countywide</i>): Oxford
Sponsoring Councillor: Cllr Roy Darke

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The project aims to distribute food to low-income families in immediate need, in parcels sufficient for three days as emergency provision. Need may be overestimated, as actual figures quoted for children living in poverty are much too high.</p> <p>No specific target numbers of additional beneficiaries provided; the group note an increasing need due to higher rates of job losses and population growth. There is duplication of existing provision in the City.</p>
<p>Innovation and Creativity This is an existing project seeking funds for an existing activity.</p>
<p>Sustainable Business Case Full funding sought the first year and it is unclear how this project will be sustained in future years. Only £1,000 of £7,525 is identified in year two. There is no funding from alternative sources or evidence of other fundraising.</p>
<p>Community Involvement Local churches and shops will provide support by donating food. Police, doctors and other professionals refer potential beneficiaries to the organisation.</p>

Section 3 – Service Officer View

Where applicable

<p>There is a clear need and the proposals suggest an important and worthwhile service. There are some concerns over duplication with existing provision in the City. There are questions over sustainability as costs for year 2 are not identified. Presumably, this is accessible to all given the proposed system of referrals. £7,500 doesn't seem like much as a total for the year.</p>
--

Section 4 – Locality Review Group Assessment

<p>Members supported the provision of emergency food in principle. There were some concerns about the particulars of this bid, such as numbers of people in need and the figures quoted for buying in essentials. They also commented that another foodbank is operating in the City.</p>

Thrive Community Mentoring Programme

Section 1 – Project Overview

From the Website submission

Project Name: Thrive Community Mentoring Programme (re-submitted from wave 2)
Project Aims: Provision of community mentoring targeted at 'at risk' young people in Barton
Amount: £2,340 of £20,340
Project Location and Locality: Barton, Oxford
Sponsoring Councillor: Cllr Liz Brighthouse

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) This is a returning bid. Barton is an area of need and there are issues of social exclusion, anti-social behaviour and family breakdown. The bid states that provision is complementary to the council's Early Intervention Hub by making available community houses as 24 hour refuges for mentees, if required.</p>
<p>Innovation and Creativity This is an extension of existing provision rather than a new project.</p>
<p>Sustainable Business Case Majority of funding sought is for ongoing costs including staffing. Concerns remain about fundraising targets for future years that may not be achievable. Plans for targeting new potential donors are at an early stage and the organisation made a loss of £29,000 for 2010-2011.</p>
<p>Community Involvement Applicants are part of Barton Youth Partnership. Thrive has consulted local groups and residents, with volunteers recruited from the area.</p>

Section 3 – Service Officer View

Where applicable

<p>This bid would provide additional services in the Barton area from an organisation with past experience in this work. Whilst this is a good project and there has been some joint work in the past I am concerned that the bid does not provide a complementary service but duplication to some extent of the work already in place through the County Council Early Intervention Hub in East Oxford.</p>
--

Section 4 – Locality Review Group Assessment

<p>Members were supportive of the organisation's work. Some were concerned which new services this funding would provide and whether need had been proven.</p>
--

Thame – Wheatley – Watlington - Chalgrove Locality:

Chinnor Youth Club – Extension to Premises

Section 1 – Project Overview

From the Website submission

Project Name: Chinnor Youth Club
Project Aims: To extend the club's existing facilities to accommodate for wider use.
Amount: £50,000 (this is the total cost of project)
Project Location and Locality: Chinnor, Thame / Chalgrove / Watlington
Sponsoring Councillor: Cllr David Wilmshurst

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The White Field building hosts indoor sports facilities currently used by the local youth and football club. The bid proposes extending this facility to enable wider use in the winter and a number of concurrent activities for young people. No estimates of numbers of new beneficiaries given.</p>
<p>Innovation and Creativity This is an extension of existing facilities rather than a new project. In previous rounds, extensions of existing facilities have not been funded.</p>
<p>Sustainable Business Case This is a capital bid for the full amount estimated. Given the large costs involved, detail as to how money will be spent is lacking. Future maintenance to be covered by the Parish Council. There are plans to raise some funds by hiring out the building but no indication of potential interest.</p>
<p>Community Involvement Bid is targeting provision at young people in particular who have been consulted through street surveys. Only two organisations are using the building.</p>

Section 3 – Service Officer View

Where applicable

<p>This is a capital bid with no income being derived from the bidder. The site on White's Field in Chinnor is in need of refurbishment/development if the group are to further develop work with children, young people and the local community. Although Chinnor is not an area of high social need it is an area of relative rural isolation.</p>
--

Section 4 – Locality Review Group Assessment

<p>The local member is supportive of the bid, as county council provision for youth work in the area has reduced.</p>

St Mary's Church Family & Children's Project

Section 1 – Project Overview

From the Website submission

Project Name: St. Mary's Church Family & Children's Project
Project Description: Activities for young families and children
Amount: £27,900 of £35,650 for year 1 (£260,300 over 6 years)
Project Location and Locality: Thame
Sponsoring Councillor: Cllr Nick Carter

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) This is a continuation of an existing service for young families and their children, offering a range of services including life skills courses. Weekly meetings attract 30 children and a monthly one 55 people.</p>
<p>Innovation and Creativity The project is not new and plans are for extending or securing existing rather than developing new services.</p>
<p>Sustainable Business Case The bid doesn't relate to start-up but ongoing costs including staffing and funding for Years 1 -2 already in place. The project is reliant on 'pledges' of £33,000 each year and predicting a funding shortfall of £75,000 for years 3 to 6, then relying on regular church income.</p>
<p>Community Involvement The church congregation raised £100,000 in 2010 to run the project for the first three years. The project has ten regular volunteers.</p>

Section 3 – Service Officer View

Where applicable

<p>This bid looks clear with a good needs base. The business model is sound and this would provide a good source of support in Thame. I do think this needs properly linking with the work of the Early Intervention Hub covering this patch.</p>

Section 4 – Locality Review Group Assessment

<p>The local members are supportive of the bid.</p>

Witney – Eynsham Locality:

South Leigh Village Hall

Section 1 – Project Overview

From the Website submission

Project Name: South Leigh Village Hall
Project Aims: Refurbishing Village Hall
Amount: £50,000 of £300,000
Project Location and Locality: South Leigh, Witney
Sponsoring Councillor: Cllr Charles Mathew

Section 2 – BID Criteria Assessment

Qualitative assessment

<p>Community Benefits (meets identified need) The bid is to refurbish the village hall to encourage greater use. The 11 young children and 52 pensioners are mentioned as specific intended beneficiaries. Three local groups wish to use the space if refurbished and a community plan is proposed to identify other uses.</p>
<p>Innovation and Creativity The project is not innovative but for the refurbishment existing facilities that had fallen into disrepair. The Big Society Fund is not intended to fund facilities in their own right. The bid may be more appropriate for a Village Halls Grant.</p>
<p>Sustainable Business Case Funding is for contractors; no accurate breakdown of costs is provided in the bid. The bid relies on other significant sources of grant funding some of which are yet to be approved. Ongoing costs require fundraising of £3,000 per annum in addition to income from hire charges, which is probably sustainable.</p>
<p>Community Involvement Village survey and meetings indicate that refurbishment would encourage more community groups to use the space. The village hall committee is a sub-committee of the parish council.</p>

Section 3 – Service Officer View

Where applicable

<p>Clear demonstration of community development and really refreshing to note that the whole village has come together. There is a clear vision of the support that will be available. We are fully supportive of the proposed model. However there is potential risk as the total required funding for the project is not in place. We would support the bid if they considered fund raising, other funding applications materialising.</p>
--

Section 4 – Locality Review Group Assessment

<p>Members support the South Leigh Village Hall project, noting that it has been developed through consultation with the community and that extensive fundraising demonstrates strong community commitment. Given that the success of the project is dependent on a number of funding streams, it was suggested that BSF funding could be held until it was clear that other sources of funding had been successful.</p>
--

This page is intentionally left blank

Division(s):

CABINET - 14 FEBRUARY 2012

INTEGRATED RISK MANAGEMENT PLAN (IRMP) OXFORDSHIRE FIRE AND RESCUE AUTHORITY - DRAFT ACTION PLAN 2012-13

Report by the Business & Improvement Manager – Fire & Rescue

Introduction

1. The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2008-11 Framework requires each Fire and Rescue Authority to produce a publicly available IRMP. The report proposes a number of projects to be included within the Fire Authority's IRMP for the fiscal year 2012-13.
2. The proposals in the report were agreed in their entirety by the Delegated Cabinet Member for Safer and Stronger Communities, Councillor Judith Heathcoat, on 17th October 2011.
3. The proposals were also presented to the Safer & Stronger Communities Scrutiny Committee on 7th November 2011 and at the time of writing this report will also be subject to further scrutiny at this committee on 13th February 2012.
4. The agreed proposals within this Action Plan 2012-13 have been subjected to full internal & external consultation for a period of 12 weeks. Cabinet is therefore invited to comment on the proposed Action Plan, consultation responses & management responses to the consultation responses.
5. The Secretary of State initially published the latest Fire and Rescue National Framework in May 2008. The purpose of the Framework was to provide strategic direction from central government whilst ensuring that authorities continue to make local decisions. The Framework set out the Government's objectives for the Fire and Rescue Service and what fire and rescue authorities should do to achieve these objectives. More recently, Ministers have stated that the 2008/11 National Framework remains in force, but the Minister responsible for Fire and Rescue matters no longer expects to enforce the following aspects of it - Regional Management Boards, Equality and Diversity, Workforce Development and Asset management. Whilst there is expected to be a new version of the Framework document released this year the Minister has made it clear that the use of Integrated Risk Management Planning (IRMP) will continue to determine the need for and allocation of local fire prevention, protection and response resource to allow local decisions to be made by practitioners and elected members on the basis of locally assessed risks and circumstances.

6. Each Fire and Rescue Authority should ensure that the IRMP:
 - Is regularly reviewed and revised and reflects up-to-date risk information and evaluation of service delivery outcomes
 - Has regard to the risk analyses completed by Local and Regional Resilience Forums including those reported in external Community Risk Registers (CRRs) and internal risk registers, to ensure that civil and terrorist contingencies are captured in their IRMP
 - Reflects effective consultation during its development and at all review stages with representatives of all sections of the community and stakeholders
 - Demonstrates how prevention, protection and response activities will be best used to mitigate the impact of risk on communities in a cost effective way
 - Provides details of how Fire and Rescue Authorities deliver their objectives and meet the needs of communities through working with partners
 - Has undergone an effective equality impact assessment process.
7. Fire and Rescue Authorities should review the effectiveness of 'cross-border' integration arrangements with neighbouring authorities and set these out appropriately in their IRMPs.
8. Oxfordshire Fire and Rescue Authority published its strategic IRMP in April 2008 providing the strategic direction for the next five years. This document is subjected to annual review and updated and amended as required. The current strategic IRMP requires no amendment for the fiscal year 2012-13 and will be refreshed as a new strategic document for the fiscal year 2013-14.
9. The projects that have been proposed for the action plan 2012-13 have been subject to consultation for 12 weeks. Oxfordshire Fire Authority have consulted with the following: Neighbouring Fire and Rescue Services & their elected members, district, town and parish councils, businesses, the voluntary sector, all internal staffing groups within Oxfordshire Fire & Rescue Service including representative bodies and members of the public.
10. The Senior Management from Oxfordshire Fire and Rescue Service has responded to the comments made during the consultation period and the responses are available to Cabinet within this report. These responses will also be published on the internet for public access.
11. The following items summarise the projects for inclusion in the IRMP Action Plan for the fiscal year 2012-13. These include a consultation response summary & OFRS senior management response:
 - **Project 1: Business Continuity Review**
Responsible Manager: Area Manager – Business & Improvement

Objective: To supplement existing arrangements by fundamentally reviewing the business continuity arrangements for Oxfordshire Fire & Rescue Service. This will include capital assets, ICT systems, human resource and neighbouring Fire Authority arrangements as defined with sections 13 and 16 of the Fire and Rescue Services Act 2004.

Outcome: OFRS will have suitable & sufficient business continuity arrangements in place to deal with planned, unplanned or extreme events.

Consultation Summary:

Overall 90% of respondents supported this project proposal and there were no oppositions to the proposal. There were no specific comments made in relation to the objective of this project.

Management Response:

N/A as no comments were expressed.

- **Project 2: Recruitment & Advancement Review**
Responsible Manager: Area Manager – Service Support

Objective: To fundamentally review firefighter selection, recruitment & advancement within OFRS. Since Fire & Rescue Authorities are no longer constrained by National Firefighter Selection Tests (NFFST) and Advancement & Development Centre's (ADCs)¹ there is a significant opportunity to address areas of concern within the recruitment & advancement process.

Outcome: A more streamlined & robust recruitment & advancement process that best meets the local needs and circumstances of Oxfordshire Fire & Rescue Service & Oxfordshire County Council.

Consultation Summary:

Overall 83% of respondents supported this project proposal and 10% opposed the project proposal. One respondent suggested that there should be linkage with project 6 (Operational Assurance Framework).

Management Response:

Whilst this will be an individual project within the 2012-13 IRMP, the Operational Assurance Framework project will certainly include elements of the overall selection, recruitment & advancement strategy.

- **Project 3: Road Traffic Casualty Reduction**
Responsible Manager: Area Manager - Safety

Objective: To utilise the recently re-structured Road Safety Team in determining & delivering a comprehensive Road Safety strategy which

¹ This was announced at the Fire Ministerial workshop on 29th July 2010

compliments the '365 alive vision' and the 'Travelling in confidence' strand within the business strategy.

Outcome: Improved safety education and operational response to RTCs, contributing to the reduction of injuries and fatalities from road related hazards & a societal cost saving to the county of Oxfordshire.

Consultation Summary:

Overall 86% of respondents supported this project proposal and just 3% opposed the project proposal. There were no specific comments made in relation to the objective of this project.

Management Response:

N/A as no comments were expressed.

- **Project 4: Olympics 2012 Pre-Planning**
Responsible Manager: Area Manager – Operations & Resilience

Objective: To fully engage with the Thames Valley Local Resilience Forum, South East Fire & Rescue Authorities and other key partners with regards to Olympic pre-planning within the Thames Valley area.

Outcome: OFRS will be confident & more effective in its resilience & response arrangements to potential 'major events' at venues in relation to the Olympics 2012.

Consultation Summary:

Overall 86% of respondents supported this project proposal and 7% opposed the project proposal. One respondent suggested that we should not be wasting time on this project.

Management Response:

Whilst there are no Olympic sporting events taking place in Oxfordshire there will be a procession of the Olympic torch relay which will pass through various routes within Oxfordshire. This is already taking up considerable resource from OFRS with regards to inter-agency pre-planning & response for a potential terrorist attack. OFRS are also working closely with neighbouring Fire & Rescue Services who are holding Olympic sporting events to ensure resilience for the very same reason.

- **Project 5: Retained Duty System (RDS) Availability Review**
Responsible Manager: Area Manager – Operations & Resilience

Objective: To fundamentally review the RDS particularly in relation to selection, recruitment (links with project 2), retention, crewing arrangements & support from Wholetime resources. This will include areas such as competence levels & potential revised crewing arrangements for both RDS & Wholetime resources.

Outcome: A Retained Duty System that best meets the local needs and circumstances of Oxfordshire Fire & Rescue Service & Oxfordshire County Council and the local communities and ensures suitable 'arrangements' are in place as required by Section 2 of the Health and Safety at Work Act 1974, .

Consultation Summary:

- Overall 79% of respondents supported this project proposal and 10% opposed the project proposal. One respondent suggested that Retained fire-fighters training needs to be reviewed and their training time per week extended.
A number of Retained Duty System (RDS) personnel have also expressed an interest in being involved in this project.

Management Response:

RDS training requirements are currently being reviewed as part of the overall Training Competency Framework (TCF). Senior management also certainly recognise the expertise & experience that RDS personnel can bring. A number of individuals within the RDS have already been identified and invited to work with the responsible manager for this project.

- **Project 6: Operational Assurance Framework**
Responsible Manager: Area Manager – Projects

Objective: To develop a strategic operational assurance framework within OFRS to evidence that suitable 'arrangements' are in place as required by Section 2 of the Health and Safety at Work Act 1974, and to maintain and improve fire-fighter safety.

Outcome: An improvement in the way that OFRS identifies, understands, manages and mitigates risk, leading to improved community safety, operational resilience, service delivery & a safer workforce.

Consultation Summary:

Overall 80% of respondents supported this project proposal and 10% opposed the project proposal. One respondent suggested that the wording of the question implies a pre-determined outcome, rather than a process which will generate improvements.

Management Response:

OFRS senior management are committed to ensuring that Fire-fighter safety is of the highest priority. We believe that a comprehensive operational assurance framework will go a long way in determining this whilst also ensuring that we deliver a 1st class operational response to the people who live, work & travel within Oxfordshire.

- **Project 7: Data Sharing to Improve the Safeguarding of Vulnerable Adults & Children**

Responsible Manager: Area Manager – Safety

Objective: To review & improve data sharing protocols within OFRS, Social & Community Services and other relevant stakeholders in relation to improving safeguarding arrangements for vulnerable adults & children

Outcome: A reduction, particularly in relation to the number of fire fatalities & serious injuries within this vulnerable group. Improved protection of vulnerable adults & children for non – fire related events.

Consultation Summary:

Overall 86% of respondents supported this project proposal and just 3% opposed the project proposal. There were no specific comments made in relation to the objective of this project.

Management Response:

Whilst no specific comments have been made in relation to this consultation it should be noted that OFRS personnel have already made a number of referrals' to safeguarding organisations in relation to concerns regarding vulnerable adults & children. We believe that this project will only strengthen our understanding of such issues and improve our partnership arrangements.

- **Project 8: Review of Incident Command, Baseline Worst Case Operational Scenario Planning Assumptions.
Responsible Manager: Area Manager – Operations and Resilience**

Objective: To examine the organisational implications of the nationally prescribed Incident Command System in relation to the agreed baseline worst case scenario planning assumptions.

Outcome: As required by Section 2 of the Health and Safety at Work Act 1974, organisational evidence and assurance that effective 'arrangements' are identified and implemented to ensure adequate resources for pre-determined attendance levels to operational incidents including officer attendance and command roles.

Consultation Summary:

Overall 79% of respondents supported this project proposal and 7% opposed the project proposal. There were no specific comments made in relation to the objective of this project.

Management Response:

N/A as no comments were expressed.

- **Project 9: Improving Fire Control Resilience
Responsible Manager; Deputy Chief Fire Officer**

Objective: To deliver increased resilience in our call receipt, mobilising and incident management arrangements in line with OCC Cabinet requirements based on either a Thames Valley approach or alternative contingency arrangement.

Outcome: Implementation of arrangements to more effectively handle large volumes of 999 emergency calls and to increase the abilities of partners, if necessary, to receive calls and mobilise fire engines on Oxfordshire's behalf. Overall public safety will be enhanced by increased resilience

Consultation Summary:

Overall 68% of respondents supported this project proposal and 25% opposed the project proposal. There were no specific comments made in relation to the objective of this project.

Management Response:

Whilst no specific comments have been made in relation to this consultation it should be noted that this project will also be subject to separate consultation, scrutiny arrangements & final approval on the options recommended via full cabinet.

Overall Consultation

A full list of responses to the consultation can be found in annex A of this report. Management will address these responses where possible and these will be shared on the consultation response pages of Oxfordshire County Council's public website but are not included within this report.

Financial and Staff Implications

12. Each project will fully recognise the prevailing economic constraints, delivering efficiencies or allowing existing/additional services to be delivered more effectively. If any budgetary pressures result from the implementation of these projects, they will be managed within existing budgets or flagged up to Cabinet through the annual Service Resource and Planning process.

RECOMMENDATION

13. Cabinet is RECOMMENDED to agree that all of the project proposals within this report are accepted by cabinet & adopted in the final version of the IRMP Action Plan 2012-13.

Mat Carlile
Business & Improvement Manager – Fire & Rescue

Background papers:

National Framework document for the Fire and Rescue Service
Oxfordshire Fire Authority Integrated Risk Management Plan 2008-13
The Fire and Rescue Service National Framework 2008-11.

Contact Officer: Mat Carlile, Business & Improvement Manager – Fire & Rescue
Tel: 01865 855211

January 2012

Annex A

IRMP 2012-2013 Consultation Responses

Question:

Please let us know what areas you think we should consider for inclusion in our Integrated Risk Management Planning?

Responses:

- Community safety the elderly and children's education
- Given the resource pool available via the large number of part-time employees (RDS) - I wonder if there are opportunities available to draw on that resource for project work related to the IRMP e.g. use of specialists or those with specific knowledge. Also, how does funding come in to the plan? Given more or less funding may make a significant difference in the outcomes.
- Time to arrive at a fire, it's too long.
- All the areas listed in the report.
- Flood response.
- The IRMP is focused on risk reduction and mitigation. The 365alive vision is delivering and I would like to see a focus on community responding to medical emergencies. With enhanced emergency lifesaving skills to (include defibrillation) many lives could be saved. This would embed us into the communities we serve. I fully support the integration into the County Council structure. The performance pledge could be included into the worst case scenario planning assumptions. End.
- This consultation does not ask real questions, merely do we support the intention to do a review on what we do, what will the reviews say? They're the real questions. This so called consultation is pointless.
- Firemen (or at least fire appliance drivers!) should be recruited from each local area specifically for their LOCAL KNOWLEDGE - we recently had an 'event' in our town (not a village, a TOWN) where the fire engine passed by our house (not where the incident was) THREE TIMES because the fire engine driver did not know the local streets!!! Local lads/lasses please!!!
- Perhaps consider wider collaboration in terms of generic functions - not just regional but national - such as training, uniform, appliances, tasks such as mobilisations - e.g. pda - national and so on.
- Retained fire-fighters training needs to be reviewed and to extend their training time per week.

Question:

Do you have any further comments you want to make regarding our proposed projects for the 2012 - 13 Integrated Risk Management Action Plan?

Responses:

- Why waste time on the Olympics?
- I think there are too many projects listed.
- The reason for opposing Q006 is the wording of the question. It implies a pre-determined outcome, rather than a process which will generate improvements. Q002 is better described, and the two need to be taken together.
- It's too woolly.
- No.
- This survey was not written in plain English which will affect responses.
- No.
- Close a few fire stations and build new ones where they are really needed such as Carterton. The system is antiquated.

CA8

- This may not be the correct forum, but do you think that the retained cover at Bicester will be adequate, bearing in mind the future growth of new residential estates and the eco town which I believe are predominantly built of timber construction.
- Who could NOT support the fire service and what they want to do to improve the service and their own future?! However, knowing how 'marketing types' write some surveys to favour a 'positive' result, I was slightly sceptical about the way the questions were all worded, so that only a moron could not answer 'yes' (full support) to all the questions! Good luck and thanks for your on-going hard work!

Division(s): Leys & Lye

CABINET – 14 FEBRUARY 2012

PROPOSAL TO EXPAND ORCHARD MEADOW PRIMARY SCHOOL, OXFORD

Report by Children, Education & Families

Introduction

1. Orchard Meadow Primary School is located in Blackbird Leys in Oxford. Its Published Admission Number was until recently 30, however the school has worked with the county council to admit over this number for the last few years, to meet growth in demand for pupil places in Blackbird Leys. From September 2011 the Published Admission Number rose to 45, which more accurately reflects the actual intake of pupils into the Reception (F1) class each year. Demand for pupil places across Oxford city has risen and future plans for the regeneration of Blackbird Leys could include up to 1000 additional homes: therefore the expectation is that the rise in pupil numbers will be sustained.
2. As a result, the proposal is to expand Orchard Meadow Primary School to become a 2 form entry school with an Admission Number of 60 permanently. This would bring the number of children on roll at the school up to a maximum of 420 children (excluding the Nursery).
3. In recent years Oxford has experienced a significant and sustained rise in primary pupil numbers. To meet this demand significant additional places have been created in city schools each year since 2008. Looking to the future, significant additional housing is included in Oxford City Council's Core Strategy, which will, in turn, lead to increased pupil numbers across the city. The proposal to expand Orchard Meadow Primary School is one part of the county council's strategy to meet the need for primary school places in Oxford. Several other schools across Oxford are also in the process of expansion over the next few years.
4. Orchard Meadow Primary School is a school for 3-11 year-olds. The school had a published admission number of 45 for September 2011. In the October 2011 Pupil Census, 44 of these places had been taken up. 38 parents chose the school as their first preference, with 96 preferences in total for the school. The current number of children (October 2011 Pupil Census) in Years 1-6 is 250, and in Years F1-6 is 294, as shown below:

F1	Y1	Y2	Y3	Y4	Y5	Y6	F1-Y6	Y1-6
44	43	44	37	43	34	49	294	250

5. There are five statutory stages for a proposal to expand a school:
- i. Consultation;
 - ii. publication of a statutory notice;
 - iii. representation;
 - iv. decision;
 - v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to whether to proceed to publication of a statutory notice and representation.

The Proposal

5. The proposal is to increase the formal published admission number from 45 to 60 children, on a permanent basis from September 2013. This will eventually increase the school's total capacity in Years 1-6 to a maximum of 420.
6. To accommodate this growth in pupil numbers, there will be some extension of the school's buildings, and a feasibility study is underway as to how this can best be provided.

Representations

7. During the Stage 1 consultation phase (1st November 2011 – 13th December 2011) an informal drop-in session was held at the school for parents to raise any queries about the proposal with a county council officer. A consultation leaflet (Annex 1) was sent to parents of children at Orchard Meadow Primary School, as well as to local councillors, other schools and early years providers in the area, libraries and other stakeholders; it was also available on the OCC public website, together with full details of the various ways of responding.
8. There were no attendees at the drop-in session at the school. 5 responses to the consultation were received. 3 respondents supported the proposal in principal, 1 was neutral but raised concerns, and 1 was opposed to the proposal in principal.
9. The reasons given for supporting the proposal were:
 - Need for additional pupil places in Blackbird Leys area, to prevent local children having to travel elsewhere.
10. The concerns raised by respondents were:
 - Effect of being a larger school on standards and the experience of the pupils.

- The displacement from current “spare” classrooms in the school of Leys Children’s Centre staff, who use two classroom-sized rooms as offices, with concern that there may be no suitable alternative provision for them.
11. With respect to accommodation, the feasibility study now in progress will identify how accommodation can be provided to meet the statutory requirements for a 2 form entry school. The brief for this feasibility study has been agreed by the school’s governors. The final timeline for the proposed building project will be confirmed during the feasibility study.
 12. Provision for the Children’s Centre office staff is included in the feasibility study and space will be made available for their exclusive use. However it is likely that this will be reduced in terms of floor area from the existing space that these staff currently enjoy, due to pressures of Basic Need and the council’s statutory duty to provide necessary pupil places while operating within tight financial constraints.

Any additional requirements the staff of the Leys Children’s Centre have beyond what can be made available at Orchard Meadow Primary School must be addressed through the usual OCC corporate property channels, and although office space will certainly be offered for the exclusive use of the Children’s Centre staff, ultimately it is not the responsibility of Orchard Meadow Primary School to meet all their accommodation needs.

13. As an objection in relation to the proposal has been raised, the decision on whether to proceed to publish a formal statutory proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

Making a Decision

14. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) [“the Prescribed Alterations Regulations”] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case ‘Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies (“the Guidance”)
15. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council’s consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 1st November 2011 – 13th December 2011, thereby exceeding the four week

minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.

16. A decision is now required as to whether to publish formal proposals for this expansion. If approved, a statutory notice would be published, followed by a formal representation period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

Equality and Inclusion Implications

17. Equality Impact Assessment of Oxfordshire's Pupil Place Plan (June 2011) identified that increasing school places at the heart of their communities has a positive impact on equalities through promoting social inclusion and minimising barriers to accessing education.

Financial and Staff Implications

18. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CE&F budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
19. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs. The Capital Investment Board (CIB) has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs. Resources for the capital works required for this expansion have been identified within the Capital programme 2011/12–2015/16 (existing demographic pupil provision – basic needs programme). In accordance with OCC Capital Governance requirements this will be the subject to a separate Stage 2 – Full Business Case/ Project Approval in due course
20. There will also be on-costs to the school for additional staff and for increased maintenance requirements. These will need to be funded from the school's delegated School Budget Share, which will increase in proportion to increases in pupil numbers, and to a lesser extent in proportion to the floor area of new buildings. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire.

RECOMMENDATION

The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Orchard Meadow Primary School, Oxford.

Jim Leivers
Acting Director for Children, Education & Families

Contact Officer: Barbara Chillman, Senior Officer School Organisation,
01865 816459

December 2011

This page is intentionally left blank

Consultation on the proposal to expand Orchard Meadow Primary School

1 November 2011 – 13 December 2011

**Produced by Oxfordshire County Council and the Governing Body of
Orchard Meadow Primary School**

About Orchard Meadow Primary School

Orchard Meadow Primary School is a community school for children aged 3-11 in Blackbird Leys, Oxford.

The total number of children (October 2011 pupil census) is 299 (excluding the Nursery), as shown below:

Year Group	Reception (F1)	1	2	3	4	5	6
Pupil Number	45	45	45	38	42	35	49

Why are we consulting?

Orchard Meadow Primary School's Admission Number was until recently 30. However the school has admitted over this number for the last few years to meet growth in demand for pupil places in Oxford. From September 2011 the Admission Number rose to 45, which more accurately reflects the actual intake of pupils into the Reception (F1) class each year. Demand for pupil places across Oxford city has risen and future plans for the regeneration of Blackbird Leys could include up to 1000 additional homes: therefore the expectation is that the rise in pupil numbers will be sustained.

As a result, the proposal is to expand Orchard Meadow Primary School to become a 2 form entry school with an Admission Number of 60. This would bring the number of children on roll at the school up to possibly 420 children (excluding the Nursery).

We think that this is a popular school at the heart of its community, which should expand to meet local demand. We want to know your views about whether you are happy to see the school grow.

What we want to do

We are planning to increase the school admission number from 45 to 60. Because the published admission number for 2012 has already been decided, the school's admission number can only now formally change from 2013.

In September 2012, only F1 (Reception) year group would have up to 60 children. The school has sufficient classroom accommodation to accept 60 Reception (F1) pupils in September 2012. In September 2013, both F1 and Year 1 would have up to 60 children. Gradually the 60 pupil year groups will progress through the school, so that seven years on, all year groups could potentially have 60 pupils.

If, following this consultation, it is decided to permanently change the admission number to 60, there may be a need for more classrooms to be built. A detailed feasibility study has begun, which will look carefully at the school's site and buildings to see how classrooms could best be provided.

Your views

Because of the increase in the proposed size of the school we need to make sure that the proposal is supported locally. This is a two stage process:

Stage One:

Consultation with parents, local schools and others about a permanent change to the admission number to 60. That will take place until 13th December 2011. You have until that date to respond (see details below).

This consultation is to help inform the plans. The final decision rests with the County Council. If, as a result of the consultation, they want to go ahead with the expansion, Stage Two will follow.

Stage Two:

The County Council will publish a *public notice* in the local paper and at the school. There will then be a *statutory notice period* of 4 weeks, during which you can send any formal objections to the proposal to the County Council. These will be considered by the County Council Cabinet before making a final decision. If you wish to object to the expansion, you must do so during the statutory notice period even if you have already responded to the consultation during Stage One. We currently expect the statutory notice period to be in March 2012.

The County Council Cabinet (if there have been objections) or the Cabinet Member for Schools Improvement (if there are no objections) will then make the final decision on this permanent change, and this is currently planned to be in April / May 2012.

How you can respond to this consultation

The information necessary for an informed response is contained in this consultation document, which is also available online at: www.oxfordshire.gov.uk/consultation

You can respond in one of four ways:

- complete the response form at the back of this document and send it to the address shown on the response form
- respond online at www.oxfordshire.gov.uk/consultation - go to the *Consultation portal*
- write a letter and send it to the address shown on the response form
- email your response to:
OrchardMeadow2011-manager@myconsultations.oxfordshire.gov.uk

Parents are asked to complete only one form, even if you have more than one child at the school. Please return your form as soon as possible, but by **13th December 2011** at the latest.

**Consultation on the proposal for the expansion of Orchard Meadow Primary School,
Oxford**

I/we wish to make the following comments:

.....
.....
.....
.....
.....
.....
.....
.....
.....

Signature

Name

Address (optional)

- Parent of a child at Orchard Meadow Primary School
- Parent of a child at another school
- Parent of a child not yet at school
- Governor/staff at Orchard Meadow Primary School
- Local resident
- Other (specify)

Tick all that apply

Please return by 13th December 2011 to:

School Organisation and Planning

FREEPOST OXFORDSHIRE COUNTY COUNCIL

(No stamp required)

Alternative formats of this publication can be made available. These include other languages, large print, Braille, Easy Read, audiocassette, computer disc or email. Please telephone 01865 816454 or email SchoolOrgPlan@oxfordshire.gov.uk

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council’s consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (1 November 2011 – 13 December 2011).
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (1 November 2011 – 13 December 2011), and invitation to a drop-in session for parents of children at the school (24 November 2011).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (1 November 2011 – 13 December 2011). Local primary and secondary schools, and early years providers were sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (1 November 2011 – 13 December 2011).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (1 November 2011 – 13 December 2011).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (1 November 2011 – 13 December 2011).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.

The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation, and Oxford City Council sent consultation leaflet.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.

Division(s): Bloxham

CABINET– 14 FEBRUARY 2012

PROPOSED EXTENSION OF AGE RANGE AT THE WARRINER SCHOOL, BLOXHAM TO INCLUDE POST-16 PROVISION

Report by Children, Education & Families

Introduction

1. This report follows a Stage One public consultation held by the governing body of The Warriner School in Bloxham relating to their proposal to extend the age range of the school from its current 11-16 status to include post-16 students by establishing a Sixth Form.
2. The public consultation was launched by the governing body of The Warriner School on 31 October 2011 and expired after six weeks on 9 December 2011. Leaflets with full details of the proposal were produced by the governing body and sent by them to all interested parties (Annex 1). Full details were additionally made available on the Oxfordshire County Council public website.
3. The Warriner School currently works with other local education providers to host courses for post-16 pupils not on the school roll, however the majority of pupils leaving the school at 16 go on to study A and AS Levels, as is shown in Annex 4. For this reason the governing body believe they will best serve their school community by offering Sixth Form provision for studying traditional A and AS Level courses, so offering them the choice of remaining at The Warriner or travelling elsewhere.

The Proposal

4. The governors propose to establish a Sixth Form at The Warriner School and increase the number of sixth form student numbers slowly in order that existing staff may be trained or experienced staff recruited. The proposed pupil numbers are detailed below:

Year	7	8	9	10	11	12	13	Total
2011	211	227	226	237	223	0	0	1124
2012	228	211	227	226	237	22	0	1151
2013	228	228	211	227	226	30	20	1170
2014	228	228	228	211	227	60	20	1202
2015	228	228	228	228	211	105	40	1268
2016	228	228	228	228	228	105	90	1335

5. The Warriner School currently has a planned admission number of 228 but has the physical capacity for an admission number of 232 so this means that it currently has the capacity within its buildings to meet an initial increase in student number.
6. It is anticipated that future capacity needs will be met from income generated by increased pupil numbers within the sixth form. In addition to this, Section 106 contributions have been secured by the County Council from housing developments within Bloxham. These funds may be spent towards a capital project to build a dedicated Sixth Form area that the governors envisage would include a common room, IT facilities and study areas.

Responses

7. Two open public meetings were held during the public consultation period at The Warriner School on 8th and 28th November, in which parents of children at the school and any other interested parties had the opportunity to discuss the proposal with County Council Officers and the school leadership team. Issues raised during these meetings were:
 - Concern about a negative effect of diluting the market of post-16 pupils for the schools and colleges that pupils leaving The Warriner traditionally attend, with consequent financial implications for them.
 - Queries as to what mix of subjects The Warriner School will offer to pupils post-16 and how this will influence choices of subjects studied at an earlier age.
 - Financial impact on resources for 11-16 year old pupils at The Warriner School of the costs of establishing the Sixth Form.
 - Query as to whether the post-16 provision will include pupils with Special Educational Needs.
 - Query about uniform requirements for Sixth Form pupils.
 - Query as to what facilities would be exclusively for the Sixth Form pupils.
 - Query as to what pupil numbers are needed to make the Sixth Form financially viable.
 - Concern that the initial small number of Sixth Form pupils will not suit some pupils, although recognising that there is no other way for the school to finance it.
 - Perceived oversubscription of the school by parents and querying what effect the Sixth Form may have on this.
 - Discussion around working in partnership with Oxford and Cherwell Valley College (OCVC) in Banbury to offer veterinary medicine/science courses to prepare pupils for jobs in the current jobs market, making good use of the unique farm facility at The Warriner.
8. 60 responses were received during the public consultation period. 52 of these were in favour of the proposal in principle. These include responses from the Council Member for Bloxham, Banbury Town Council, Bloxham Parish Council, The Warriner School student council, five feeder primary schools and two neighbouring County Councils which post-16 pupils from The Warriner

have traditionally travelled to for their continued education. Reasons given for supporting the proposal include:

- Benefits to the school in recruiting high calibre teaching staff who are otherwise deterred by the lack of a Sixth Form.
- The view that The Warriner School pupils should have the same choices to remain at the school or to go elsewhere as pupils at neighbouring schools do at age 16.
- The view that it will prevent students travelling greater distances to access the courses they want.
- Benefits to the younger pupils and the vertical tutoring system in the school from the example of the older set of pupils in the Sixth Form.
- Perception that The Warriner School is a good school and a Sixth Form would only enhance its reputation.
- The majority of the received favourable responses were from parents of children at The Warriner who were very keen for their child to have the option to stay on at the school post-16. The reasons given were the benefit of continuation of education with peers and teachers they already know.
- The Warriner School collected signatures of 166 parents of pupils in current Year 11 at the school who would have liked their children to have been able to stay on at the school post-16.

9. Six responses objected to the proposal in principle. These included responses from the Governing Body of the Banbury Dashwood School Federation, Chipping Norton School, The Banbury School Trust (Banbury School and Chipping Norton School are two destinations of post-16 pupils from The Warriner School) and two parents of children who have attended The Warriner School in the past. Reasons given for objecting include:

- The fragmentation of post-16 cohort leaving The Warriner School enriches the pupils' experience and prepares them better for their choices post-19.
- A and AS Levels are offered at Banbury School which is 2.3 miles from The Warriner and has spare capacity. Other courses are offered at OCVC which is 2.8 miles from The Warriner, therefore pupils do not need to travel long distances to access post-16 education when they leave The Warriner. Chipping Norton School also has spare capacity in its Sixth Form.
- The view that The Warriner School is not proposing to offer any courses that are not already on offer, and will duplicate and fragment provision.
- Banbury School's Headteacher has already indicated a willingness to work in partnership with The Warriner School regarding post-16 education.
- The view that there is no "dip" in attainment when pupils move from one establishment to another post-16.
- The view that there is no significant added value for vertical tutoring systems that include Years 12 and 13 pupils as opposed to those that

do not, and that specialist Sixth Form tutor teams benefit Sixth Form pupils more.

- Perception that the creation of a new Sixth Form would be a waste of public money in times of falling rolls nationally.
- The view that small Sixth Forms are inefficient and not as educationally effective as large ones and would have a detrimental impact on pupils in the lower year groups in terms of financial resourcing. Concern that this would be the effect in The Warriner School and the knock-one effect in neighbouring establishments that currently their post-16 pupils go on to attend.
- View that parents would rather send their children to Sixth Forms that are well established as perceived as “tried and tested”.
- The view that post-16 provision should offer breadth and excellence, that another Sixth Form would fragment existing provision.

10. Two responses were undecided about the proposal in principle. Queries raised include:
- Wish for funding to be spent on upgrading existing facilities in addition to extending the buildings for a Sixth Form.
11. With respect to the view expressed that the fragmentation of the current post 16 cohort enriches pupil experience there is clear conflict with the greater number of responses indicating a clear desire for future cohorts to have a similar offer to most other secondary schools in the county. Such an offer would give a choice of staying at the existing school or moving on to a new setting.
12. With respect to the view that this will offer no new courses and provide additional places in times of falling secondary rolls, there is clear evidence that this is not the case. The developing partnership between OCVC and The Warriner School aims at using facilities on both sites to enhance and expand existing offers of A level subjects and also to develop the unique opportunity at The Warriner for courses supported by the farm. It is the case that part of the offer would replicate the types of courses offered in the many different settings to which the Warriner post 16 pupils now move on, as in other parts of the county. Both nationally and locally it is now recognised that secondary rolls will increase in line with the boom in current numbers of pupils in the primary sector from 2015. In addition to this the catchment areas of Banbury, Warriner and Chipping Norton partnerships are earmarked for significant housing growth.
13. The view that there are sixth form courses offered within 2-3 miles distance of The Warriner School site itself is not in dispute. However, part of the proposal is joint working to enhance the offer between OCVC and The Warriner to reflect gaps in current provision identified by both institutions. Also, although the travel distance from The Warriner School itself is not long, pupils in this rural catchment area do travel from further afield. A significant number of post

16 pupils choose to travel significantly longer distances to access traditional sixth form courses they see as suitable for their needs. There is clear advantage to being able to offer such provision closer to home and this consultation has given evidence of that perceived need from parents and pupils from the school.

14. With respect to the point made about the effectiveness of small sixth forms, it is nationally recognised that the minimum size of sixth form likely to be effective is 150 - 160 pupils. This proposal allows for that size to be reached within 3 years (Academic year 2014/15). There remains in excess of these numbers of pupils likely to require sixth form places in other affected establishments based on current rolls before the planned housing growth referred to in paragraph 12 above. It is the view of County Council officers that given the location and size of the school a sixth form is sustainable.
15. The question of appropriate premises is dealt with in the part of report dealing with financial and staff implications.
16. The governors of The Warriner School have provided a formal response to the concerns raised during the public consultation. This response is attached as Annex 3.

Making a Decision

17. The Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establishes the procedures that must be followed when expanding a school by adding a sixth form. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance").
18. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out by the governing body prior to the publication of a statutory notice. Annex 1 includes a list of details of the governing body's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 31st October 2011 to 9th December 2011, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
19. A formal public statement is now required as to whether the Cabinet formally supports the school governors' proposal to publish a statutory notice for this expansion. Either the governing body or the County Council may publish the statutory notice but the decision-making power in terms of determining the

notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

Equality and Inclusion Implications

20. The proposal would improve accessibility of post 16 studies generally at the school to mirror opportunities in the remainder of the county. In particular, there is a specialist learning resource base for Communication and Interaction (speech, language and autism) at this site. This offer would offer the potential for those pupils at the Base able to access a sixth form curriculum, the opportunity to do so without changing establishments.

Financial and Staff Implications

21. The direct financial implication of this report is the cost of the statutory process, which is planned for and met within the normal CE&F budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
22. There are capital funds allocated to the school resulting from housing developments within Bloxham. These funds can be used to improve facilities for pupils generated by the new developments and could be put towards a building project to build a dedicated sixth form learning resources area that would include a common room, IT facilities and study areas. Detailed work to identify a scheme to this budget is underway and will be completed prior to the publication of any public notice. The initial small sixth form numbers are to have a small common room and social facilities provided from within the existing school site. Other classroom space is to be provided between a combination of effective timetabling of space and use of facilities across OCVV and The Warriner.
23. The school will incur additional revenue costs for additional staff, resources, exam fees and increased maintenance requirements. The initial small sixth form numbers may mean that no additional teaching staff is required in the early years of sixth form implementation, however the school will need to plan to meet other costs of the sixth form. The provision of revenue funding for post 16 places will be sought from the Young People's Learning Agency (YPLA) or its successor body the Education Funding Agency (EFA) in due course. The mechanism for this has been explained by the YPLA and they are aware of the proposal. The school is currently demonstrating the ability to generate savings of around £80k per annum from existing budgets, which indicates that the gradual sixth form growth to 2014 should be manageable.
24. Revenue funding from the YPLA is based solely on the courses studied by sixth form pupils and not on the number of pupils. Unlike the Oxfordshire school funding formula, sixth form funding from the YPLA or its successor will not include any funding for additional building area when the sixth form

facilities are built. Funding allocations for sixth forms from the YPLA are expected to decline by around 3% per annum over the next three to four years. Beyond 2014 the more rapid growth projections and declining funding allocations could place the school under financial pressure. Finances will need to be carefully planned over the medium term plan in order to ensure sustainability.

RECOMMENDATION

The Cabinet is RECOMMENDED to support the governing body of The Warriner School, Bloxham by approving the publication of a statutory notice to extend the age range of the school and establish a Sixth Form.

Jim Leivers
Acting Director for Children, Education & Families

Contact Officer: Allyson Milward, Pupil Place Planning Service Manager,
School Organisation & Planning.
Tel: 01865 816447

January 2012

- Annex 1: Public consultation leaflet
- Annex 2: Consultation with interested parties.
- Annex 3: The Warriner School governors' formal response to concerns raised.
- Annex 4: The Warriner School leavers' destination courses of study 2010

This page is intentionally left blank

The Warriner School



**INFORMAL
CONSULTATION DOCUMENT
Proposed Change of Status to include
Post-16 Provision
31st October – 9th December 2011**

The Warriner School

Change of Status to include Post-16 Provision

Purpose of the Consultation

This informal consultation is in respect of a proposal by the Governing Body of The Warriner to extend the age range of the school from its current 11-16 status to include post-16 students and thereby enable the school to participate in the provision of full educational opportunities for the 11-19 age range through joint working with Oxford and Cherwell Valley College.

What are the reasons for the proposed change?

There are a number of ways in which The Warriner School and its students would benefit from extending the age range of students to 11-19. The key benefits are outlined below.

- **Destination Outcomes**

Appendix 1 shows the post 16 destination outcomes of students from 2006 to 2011. This data highlights two key issues; firstly the fragmentation of the cohort indicating that there is no one local provider who is able to meet the needs of the majority of students from The Warriner School and secondly the distances many students have to travel to gain access to post 16 education. It is also apparent from the types of institutions being chosen, that a large proportion of students who travel long distances are doing so to gain access to AS and A level courses. Enabling The Warriner School to offer a range of academic and vocational courses to complement those currently available at OCVC would clearly address both these issues effectively.

- **Continuity of Education**

Whilst there are always some students who benefit from a change of educational establishment post 16, by far the majority if given the choice would opt for continuity of education. The demands of post 16 courses are very high and when hand in hand with a change of provider, students can experience a more significant dip in performance whilst they settle in. Again, a change to the age range of The Warriner School would provide those students who opt for continuity of provider the very best start to post 16 education.

- **Recruitment**

The Warriner School struggles to recruit high calibre teachers. Feedback from Hays Recruitment (the main education recruitment consultant) when surveying potential applicants who do not go on to put in an application to the school, cite lack of post 16 teaching as the main reason.

- **Impact upon the wider school community**

At The Warriner School we operate a vertical tutoring system. Each tutor group is made up of students from every year group. This provides an opportunity to replicate within school the principle of the extended family. Whilst changing social structures mean that many students are unable to experience this outside school, within school they would be able to experience the benefits of older students being supported by younger students. Not having the mature influence of Years 12 and 13 limits the effectiveness of this system of tutoring.

Creating capacity for the additional students a change in age range would bring

The Warriner School currently has a planned admission number of 228 but we have capacity for 232 and could increase to that number in Years 7-11. We plan to increase the number of sixth form student numbers slowly in order that we may train existing staff or take on experienced staff from elsewhere. This means that we currently have the capacity to meet an initial increase in student number. It is anticipated that future capacity needs will be met from income generated by increased pupil numbers within the sixth form. Projected student numbers are shown in appendix 2.

Planned capital programme

The current economic situation means that there is no significant capital available for the development of a dedicated sixth form building. There are, however, funds allocated to the school resulting from housing developments within Bloxham. These funds can be used to improve facilities for pupils generated by the new developments and could be put towards a building project to build a dedicated sixth form learning resources area that would include a "common room", ICT facilities and study areas.

What is the procedure for changing the age range of the school?

Changing the age range of a school is a legal process. Firstly there is a requirement to take into account the views of stakeholders and other interested parties through this informal consultation. The individuals and organisations that we are required to consult with or are specifically inviting to comment on the proposal are listed at the end of this document. The proposer (in this case the Governing Body) must then consider

responses to the consultation and consider any alternative options. The next stage is to publish the Statutory Proposal which must be in a prescribed format to meet legal requirements. Following the publication there is a period of four weeks for statutory objections to be lodged. *Objections raised during the initial consultation will not necessarily be taken into account unless they are resubmitted during the formal consultation.* The local authority must make a decision on whether to approve the proposal within two months of the end of the consultation or the decision will be passed immediately to the Schools Adjudicator. If the County Council decided against the proposal the Governing Body would be able to appeal to the Schools Adjudicator who would make a final decision - the target date for this is within six weeks of receiving the paperwork. If a decision is made in favour of the proposals, the age range of the school is formally changed, which would enable the Governing Body to implement the development of post-16 provision.

What happens next?

This initial consultation will end on 9th December 2011. The Governing Body of the school will review the responses and carefully consider all feedback, both for and against the proposal, and any alternative options presented. They will then decide whether or not to proceed with the publication of statutory proposals. If the decision is to go ahead, the statutory consultation period of four weeks will follow the publication date. The public notice will be displayed at the school entrance and published in the local paper and on the Oxfordshire County Council website. *You will not receive any further information at this stage so if you wish to object you must look out for the notice in the local press.* During this four week period statutory objections to the proposal could be submitted as described in the published proposal.

If the proposal is accepted the Governing Body would implement a Post-16 Development Plan to ensure that funding and appropriate accommodation are available and high quality teaching staff are in post.

Open Meeting Dates and Venue:

The Warriner School Hall on:

Tuesday 8th November at 6pm

Monday 28th November at 6pm

How to respond

We want to hear views from as many of you as possible whether you are for or against the proposal. It would be a great help to the Governors if you could also state briefly the reason for your support or opposition to the development of Post-16 courses at The Warriner School. We also need to know your status e.g. if you are replying as an individual please state whether you are a parent of a pupil in The Warriner School (or another local school / college), member of the local community, Parish Councillor etc.

If you are replying on behalf of an organisation we require the name and contact details of that organisation.

Please send written responses to arrive by **9th December 2011** to:

Mrs Julie Wood
Clerk to Governing Body
The Warriner School
Banbury Road
Bloxham
OX15 4LJ

Alternatively email to: sixth.form@warriner.oxon.sch.uk

Circulation list for this consultation:

1. The Director, Children, Young People & Families, Oxfordshire County Council
2. The families of students currently attending The Warriner School
3. All staff at The Warriner School
4. Trade union representatives for the staff of The Warriner School
5. Director for Children and Young People, Warwickshire County Council
6. Director for Children and Young People, Northamptonshire County Council
7. The Governing Body and staff and their trade union representatives of Secondary Schools in the North Oxfordshire 14-19 Partnership:-
 - Banbury School
 - Blessed George Napier School
 - North Oxfordshire Academy
 - Frank Wise School
8. The Governing Body and staff and their trade union representatives of Oxford and Cherwell Valley College
9. The Governing Body of other Secondary Schools in the vicinity:-
 - Bloxham School
 - Tudor Hall School
 - Chenderit School
 - Magdalen College School
 - Marlborough School
 - Chipping Norton School
 - Sibford School
10. The Learning & Skills Council, Thames Valley Manager
11. The Governing Body, staff and families of pupils of The Warriner's partnership Primary Schools:-
 - Bloxham Primary School
 - Deddington Primary School

- Christopher Rawlins Primary School
- Dr. Radcliffes Primary School
- Shenington Primary School
- Hornton Primary School
- Wroxton Primary School
- Bishop Carpenter Primary School
- Sibford Gower Primary School

12. The Governing Bodies of other Primary Schools in the vicinity:-

- Bishop Loveday Primary School
- Carrdus School
- Dashwood Primary School
- Grimsbury St. Leonards Primary School
- Hardwick Primary School
- Hill View Primary School
- Harriers Ground Primary School
- Orchard Fields Primary School
- Queensway Primary School
- St. Johns Priory School
- St. Johns R.C. Primary School
- St. Mary's Primary School
- William Morris Primary School
- Queensway Primary School

13. Tony Baldry MP

14. Banbury Town Council

15. Bloxham Parish Council

Appendix 1 – Destination Outcomes

Destination Information 2006 - 2011

Destination	2011	2010	2009	2008	2007	2006
Banbury School	49	33	25	40	55	63
OCVC	56	66	50	38	46	59
Chenderit	24	29	18	24	39	16
Warwickshire College	16	21	28	30	18	15
Chipping Norton School	37	15	29	25	10	21
Stratford College	5	9	8	3	7	2
Bloxham School	4		6	1	3	1
Sibford School		2	2		2	1
Stratford Grammar School for Girls	3	14	10	7	2	2
KES	3	2	3	4		1
Stratford High School		3	3			
Kineton High School		1				
Fitton College	1					
Wood Green School		1				
Woodeaton Manor		1				
Warwick School			1		1	
Magdalen, Brackley	1	1	1	1		4
Aylesbury College				1		
Rugby High				1		
Marlborough School, Woodstock	2			1		
North Oxfordshire Academy	1					
Myton School, Warwick				1		
Wellbeck Military College				1		
Rugby High School for Girls				1		

Consultation with interested parties

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	n/a The governing body published the proposals
The LA that maintains the school (if the governing body is publishing the proposals).	School Organisation & Planning department worked with the governors to advertise the public consultation using the OCC website and in Schools News.
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (31 October 2011– 9 December 2011), and invitation to two drop-in sessions for any interested parties at the school (8 th and 28 th November 2011).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	Governors sent consultation details to relevant neighbouring Authorities and received responses from them.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (31 October 2011– 9 December 2011). Local feeder primary schools and neighbouring secondary education establishments, and Frank Wise Special School in Banbury were sent consultation leaflets and responded to them.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (31 October 2011– 9 December 2011) and as above.
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (31 October 2011– 9 December 2011).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (31 October 2011– 9 December 2011).
The trustees of the school (if any).	n/a

(If the proposals affect the provision of full-time 14-19 education) the YPLA.	OCC 14-19 Team were consulted by School Organisation & Planning for view on any issues for YPLA.
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.
The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.



The Warriner School
Sixth Form Informal Consultation
Response by Governing Body
January 2012



The Governing Body of The Warriner School is delighted by the level of response received from the community and the overwhelming support contained within it. Of the 52 formal responses received, 34 (65%) were from existing parents, 5 were from future parents, 4 were from our partner primaries, 2 were from local schools that currently receive our students for post 16 courses. The remaining 6 were from the local parish council, a member of staff, our student council, the YPLA and Warwickshire and Northamptonshire county councils on behalf of schools that receive our post 16 students.

The feedback received from both present and future parents is overwhelmingly supportive of the proposals citing the following reasons:

- Students would benefit from continuity of education
- The outstanding support given to students with special educational needs by The Warriner School and how such students would benefit from being able to remain here for their post 16 education
- Benefits from familiarity with teachers and the quality of teaching and pastoral care at The Warriner School
- Limiting schools to 11-16 being an out-dated concept
- The long distances students currently have to travel to post 16 courses would no longer be an issue
- Increasing choice within the local community
- The positive impact post 16 students would have on the school
- Students who may otherwise have not remained in education would potentially be more likely to stay on if they did not have to change schools

They also raised the following concerns:

- Insufficient toilet facilities and canteen capacity
- How the development of a viable sixth form would work in practice

Our Partner Primary schools are fully supportive of the proposal stating that parents who currently do not choose The Warriner School at transition in year 7 due to a lack of post 16 provision would cease to do so. Queries were raised about transport for post 16 students and the need for a full range of subjects.

As anticipated, concerns were expressed by two of the local schools who currently receive our students for post 16 courses. These include Banbury (both from their federation and trust) and Chipping Norton Schools who raise the following:

- How Banbury school is closer to The Warriner School than OCVC who we are working in partnership with
- The need to work in partnership with local existing providers
- Lack of evidence for a dip in performance if students change schools and for the impact post 16 students would have on the wider school community
- Impact upon capacity within existing schools through duplication of provision
- How small sixth forms are ineffective
- How money designated to KS3 and 4 will be diverted into post 16 students

Northamptonshire County Council representing Chenderit School who also receive a significant number of our students express their support of the proposal whilst wishing to maintain partnership links. Warwickshire County Council who represent schools were relatively small numbers of our students go, express concern over the impact their potential loss would have.

The response of the Governing Body of The Warriner School to the concerns raised is as follows. A full facilities capacity analysis has been undertaken and has been taken into consideration. The need for a new, dedicated sixth form block was identified from this analysis. In addition to classrooms and a common room, this will contain toilet and self-catering facilities. Post 16 students will also be able to make use of offsite catering within Bloxham so will have minimal impact upon the existing canteen.

The proposed development plan of initially providing a reduced package of subjects should minimise the short term impact upon other schools. We are very keen to work in partnership with local providers, hence already building links with our trust partner OCVC. If we are to be successful and as the sixth form grows we would wish to increase the opportunity for local collaboration greatly and are delighted that Banbury School would be willing to move this forward.

We do not feel that the gradual growth of a sixth form will be ineffective. If we were to offer a full menu of subjects from day one then this would be an issue as numbers of students on courses could be low and we do not yet have the necessary skilled staff in post. We do have skilled, highly experienced staff in place for the subjects within our initial package (namely Biology, Chemistry, Physics, Maths, Geography and Applied Farm based courses). Staff will be drawn from within The Warriner School and our partner OCVC. These staff have teaching capacity so there will be no financial detriment to existing members of The Warriner School. These subjects have also been chosen to complement provision at OCVC and at the recommendation of OCC. We will then offer further packages of subjects in future years depending upon need and capacity.

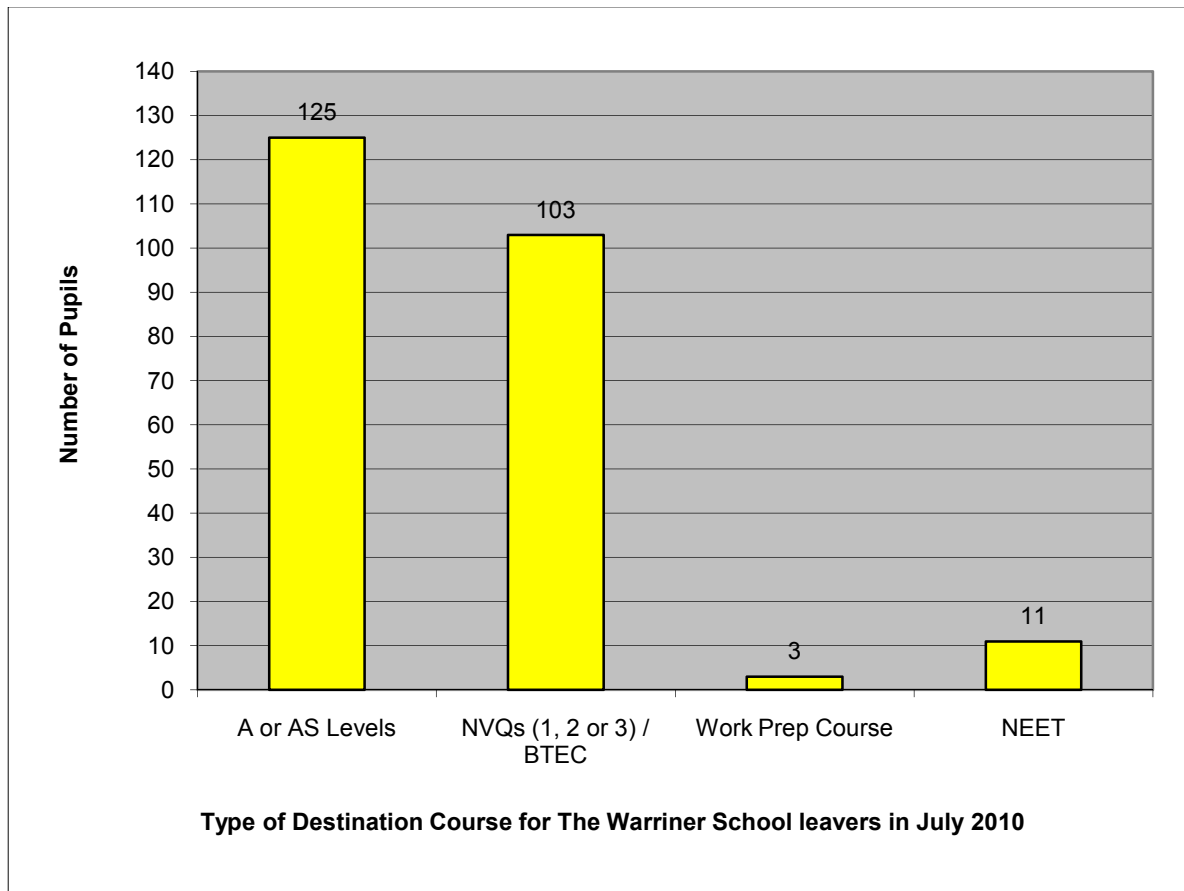
With regard to capacity within local schools, the countywide capacity analysis completed by Oxfordshire County Council that takes into account existing need and planned growth, allocates post 16 places to The Warriner School with no detriment to other local providers.

We strongly believe that there is a need for post 16 provision at The Warriner School for all the reasons stated within our consultation document. We do not feel that any of the points raised within the initial feedback prevent us from moving forward to formal consultation.

Mandy Morris

Chair of Governors. The Warriner School

This page is intentionally left blank



This page is intentionally left blank

Division(s): NA

CABINET – 14 FEBRUARY 2012

ESTABLISHMENT REVIEW

Report by Head of HR

Introduction

1. This report provides an update on establishment and staffing activity during the period 1 October 2011 to 31 December 2011. It also tracks progress on staffing numbers since 1 April 2010 as we implement our Business Strategy.

Current numbers

2. The establishment and staffing numbers (FTE) as at 31 December 2011 are 4595.41 Establishment, 4271.97 employed in post. These figures exclude the school bloc, but include cleaning and catering staff based in schools employed within Environment & Economy.
3. We continue to monitor the balance between full time and part time workers to ensure that the best interests of the Council and the taxpayer are served. For information, the numbers as at 31 December 2011 were as follows - Full time 2873 and Part time 2980. This equates to the total of 4271.97 FTE employed in post.
4. The main changes between Quarter 4 2010/11 and Quarter 3 2011/12 are shown in the table below. A breakdown of movements by directorate is provided at Appendix 1. The vacancy numbers at 31 December 2011 reflect on-going restructuring at that time and many of these posts will be deleted from the establishment in the coming weeks.

	FTE Employed	Establishment FTE
Reported Figures at 31 March 2011 – Non-Schools	4906	5314
Changes	-634	-719
Reported Figures at 31 December 2011 – Non-Schools	4272	4595

5. The reductions in staffing numbers since 1 April 2010 (i.e. the last 7 quarters) are shown in the table below. This equates to a 19.1% reduction in FTE employed and 21.3% reduction in Establishment FTE.

	FTE Employed	Establishment FTE
Reported Figures at 1 April 2010 – Non-Schools	5283	5836
Changes	-1011	-1241
Reported Figures at 31 December 2011 – Non-Schools	4272	4595

Agency costs

6. We remain committed to redeploying displaced staff wherever possible via our Career Transitions Service but also recognise that operational services are critical and cannot be left without any cover. Prudent use of agency staff is therefore deployed to ensure continuity of service. The cost of agency staff for Quarter 3 2011/12 was £853,227.

Accountability

7. Deputy Directors/Heads of Service are required to check and confirm staffing data for their service area on a quarterly basis with appropriate challenge provided by the relevant HR Business Partner .

Recommendation

The Cabinet is RECOMMENDED to:

- (a) note the report; and**
- (b) confirm that the Establishment Review continues to meet requirements in reporting and managing staffing numbers.**

STEVE MUNN
Head of HR

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

30 January 2012

CA11
ESTABLISHMENT REPORT 31 DECEMBER 2011

APPENDIX 1

DIRECTORATE	Total Established Posts at 31 December 2011	Changes to Establishment since 31 March 2011	FTE Employed at 31 December 2011	Changes in FTE Employed since 31 March 2011	Vacancies at 31 December 2011	Cost of Agency Staff * £
CHILDREN, EDUCATION & FAMILIES	1346.61	-252.94	1163.85	-292.11	148.70	184,886
SOCIAL & COMMUNITY SERVICES	1187.03	-384.46	1133.40	-301.25	43.88	189,907
COMMUNITY SAFETY	408.99	-7.36	404.83	-6.57	5.75	15,812
ENVIRONMENT & ECONOMY	797.16	-48.33	776.37	-21.61	29.22	334,532
OXFORDSHIRE CUSTOMER SERVICES	666.04	-2.09	624.60	5.12	27.84	58,812
CHIEF EXECUTIVE'S OFFICE	189.58	-23.75	168.92	-18.06	17.00	69,278
TOTAL	4595.41	-718.93	4271.97	-634.48	272.39	853,227

Please note: The vacancies plus the FTE employed will not always be equivalent to the Establishment. Where employees are absent eg on maternity leave or long term sick and have been temporarily replaced, both the absent employee and the temporary employee will have been counted.

* This figure does not necessarily bear a direct relationship with vacant posts.

This page is intentionally left blank

Division(s): All

CABINET – 14 FEBRUARY 2012

ACADEMIES IN OXFORDSHIRE AND THE FUTURE ROLE OF THE LOCAL AUTHORITY

Report by Acting Director for Children, Education & Families

Introduction

1. The purpose of this report is to:
 - a) Confirm that the Council sees its future role as being a champion for the children and families of the county.
 - b) Confirm its absolute commitment to improve educational outcomes for those children.
 - c) Clearly state the Council's support for the conversion of schools to become academies and the establishment of new forms of schools, including free schools, studio schools and university technical colleges.
 - d) Agree to conduct a time-limited piece of work which will better inform a proposed Oxfordshire Academies Programme, building upon existing conversions and sponsorship arrangements to create a structured and supportive environment for school autonomy and collaboration.
 - e) Agree to establish a new Advisory Board on Education Standards to advise the Council in its role as a commissioner of excellent outcomes in Education.

Background information

The Academies Programme

2. The Academies Bill received Royal Assent on 27 July 2010. At the beginning of November 2010, the Secretary of State wrote to all local authorities, outlining the intention to develop the Academy programme nationally, and the ways in which underperforming schools would be supported to improve, as well as encouraging good and outstanding schools to achieve Academy status. The Coalition Government has set out how it intends to raise attainment in all schools, improve underperforming schools, and close the gap between advantaged and disadvantaged children. It wishes to see an acceleration of the pace of change and improvement.
3. The Secretary of State wishes to see increased autonomy for all schools, a rapid expansion in the Academies programme and the establishment of a network of 'free schools', and greater accountability for under performing schools. Central to the approach will be the Academies programme. This report recommends that this Council supports this approach, alongside increased clarity of the Local Authority role and as part of a wider programme

which promotes increased localism, local responsibility for decision making, increased personal responsibility and improved public services which are responsive to the needs of the communities they serve.

4. Many Oxfordshire schools are good or outstanding, and many of those who are not formally categorised in this way have outstanding features. One of the challenges facing the Council, as the Government's agenda for education is developed, is to support all schools on their journey of improvement and, in particular, to put in place mechanisms which encourage school-led improvement, with schools working collaboratively to ensure the best possible outcomes for the children of the county, irrespective of the type of school they are.

Types of Academy

5. Academies are publicly-funded independent schools. Between 2001 and 2010, there was only one kind of Academy. This was usually a secondary school that had been closed by the Local Authority and re-opened as a new legal entity, often in response to low attainment figures and judgements made by Ofsted. In Oxfordshire, three academies of this kind were established.
6. Since July 2010, 'academy' is a term used to describe all those state (i.e. publicly funded) schools accountable directly to the Secretary of State and which, broadly speaking, operate outside the Local Authority framework.
7. Academies are subject to different conversion processes and requirements. *Sponsored* academies are obliged to become academies by the Department for Education. *Converter* academies choose to become an academy themselves. Academies now include secondary schools, primary schools, special schools, university technical colleges (UTCs), studio schools and free schools.
8. The Department for Education describes free schools as non-profit making, independent, state-funded schools. There is not a 'one-size-fits-all' approach. They are not defined by size or location: there is not a single type of free school or a single reason for setting them up. Free schools could be primary or secondary schools. They could be located in traditional school buildings or appropriate community spaces such as office buildings or church halls. They could be set up by a wide range of proposers – including charities, universities, businesses, educational groups, visionary teachers or committed parents – who want to make a difference to the educational landscape. They might be needed because there simply are not enough school places in a local area and children have to travel too far to the nearest school. The intention, however, is that they are being set up in response to real demand within a local area for a greater variety of schools, they meet rigorous standards and they are committed to providing young people with the best possible chance to succeed.

9. Free schools have some additional freedoms to converted or sponsored academies. For example, teachers in free schools will not necessarily need to have Qualified Teacher Status.
10. The Coalition Agreement confirmed the Government's intention to improve the quality of vocational education, including increased flexibility for 14 to 19 year-olds. As part of this, the Department is keen to see many more studio schools across the country. Studio schools are an innovative new model of 14 to 19 year-old educational provision. They are small schools - typically with around 300 pupils - delivering mainstream qualifications through project based learning. Students work with local employers and a personal coach, and follow a curriculum designed to give them the employability skills and qualifications they need in work, or to take up further education.
11. University technical colleges (UTCs) are the best-known model of technical academies. They specialise in subjects that need modern, technical, industry-standard equipment - such as engineering and construction - and teach these disciplines alongside business skills and the use of ICT. Each UTC is sponsored by a university and industry partner and responds to local skills needs. They provide young people with the knowledge and skills they need to progress at 19 into higher or further education, an apprenticeship or employment.
12. While there is no single definition or model for a technical academy, it is likely to be a new institution with no pre-existing school for secondary age pupils and to offer a curriculum combining academic with technical and/or vocational learning.

Multi-Academy and Umbrella Trusts

13. Academies do not have to be free standing. In addition to individual schools working alongside other schools, there are two possible configurations which are worthy of exploration in the Oxfordshire context - umbrella trusts and multi-academy trusts.
14. An umbrella trust sits above a number of individual schools, or groups of schools, each school having its own funding agreement with the Government. The Umbrella trust provides a mechanism for co-ordination of support services, procurement and shared provision across the schools within it.
15. A multi-academy trust has one single funding agreement with Government and is effectively a single body which may operate a number of schools on different sites. Multi-academy trusts could form part of an umbrella arrangement. The Government is not willing to allow underperforming schools to have a separate funding agreement as part of an umbrella trust, instead they will need to be sponsored, either by another school or as part of a multi-academy arrangement.

The National Picture

16. The Government's Academies programme continues to gain momentum. As of 4 January 2012, there are 1529 academies open in England, 1194 of these being schools that have converted to become academies, 335 of which have been sponsored.
17. The greatest interest has been in the secondary sector, with 45 per cent of all maintained secondary schools either open or in the pipeline to become academies. In many authorities, the majority of secondary schools are academies - over 90 per cent in North East Lincolnshire; 90 per cent in Buckinghamshire over 88 per cent in Bromley; over 82 per cent in Swindon; over 80 per cent in Thurrock. Three in every five outstanding secondary schools have applied to convert to an academy.
18. The last Government saw academies as a secondary-only programme. The Coalition Government has extended the programme to primary schools, and interest in the primary sector is now growing, though in some parts of the country interest remains low. More than 700 maintained primary schools are either open or in the pipeline to become academies. These range from small rural primaries with 32 pupils on roll, to large urban primaries with over 800 pupils. Nearly one in 10 outstanding primary schools has already converted.
19. In March 2010, the Government shifted the focus of its primary programme from good and outstanding schools to underperforming primary schools, i.e. those below the new and tougher floor standards. As Nick Gibb, the Minister for Schools recently announced, "The 200 weakest primaries will be converted into academies, and robust action plans are being prepared in 500 more. If schools aren't making the right progress, and local authorities don't have a grip on the issue, we will be able to intervene to secure the best possible result for the children in those schools". This suggests that up to 700 additional sponsored primary academies could be created in the near future.
20. In total, over 1,250,000 pupils now attend academies, equivalent to one in seven pupils in state schools - one in three pupils in state secondary schools. In an average week, the Department for Education processes 20 applications from schools to convert to academy status, and brokers another five schools to become sponsored academies. September 2011 also saw the opening of 24 new free schools, 4 studio schools, and a university technical college. 100 new schools are set to open by the end of 2013.

The Picture in Oxfordshire

21. The picture in Oxfordshire is rapidly developing with almost 40% of all secondary schools currently expressing a formal interest with the DfE in converting. In line with elsewhere though, primary schools have been slower, although the current pipeline of conversions does include some joint applications. In part, this is a positive reflection of their relationship with the Council and with each other. The Council wishes to retain the sense of

community that exists amongst schools, whilst acknowledging that more and more schools will be seeking more autonomous solutions. The current picture is as follows.

22. There are three existing sponsored academies from the first wave of the Academies programme:
 - North Oxfordshire Academy (ex Drayton School)
 - Oxford Academy (ex Peers School)
 - Oxford Spires Academy (ex Oxford School)

23. In addition, the DfE is commencing discussions with Oxfordshire primary schools below the new national floor targets, and to date structural solutions are being identified for:
 - Berinsfield Primary School
 - Windale Primary School
 - John Henry Newman CE Primary School

24. Two schools have already converted and are open as academies:
 - King Alfred's School
 - Wallingford School

25. The following conversions are in train (as per DfE website plus formal notifications received):
 - Gillotts School
 - Hanwell Fields Community School
 - Rush Common Primary School
 - Bartholomew School
 - Langtree School
 - Faringdon Community College }
 - Faringdon Infants School } joint application
 - Faringdon Junior School }
 - Chipping Norton School
 - Henry Box School
 - Burford School
 - The Cherwell School
 - Cutteslowe Primary School
 - Banbury School
 - Dashwood Primary School

26. Schools known to be considering conversion, based on approaches to Local Authority officers seeking information, though not necessarily advising of a firm intention to convert:
 - 5 schools

27. Schools which may need to consider a structural solution because of DfE concerns about performance against the 'floor targets':

- Up to 7 primary schools

This figure is likely to change as changes in the performance of schools are identified by Ofsted.

28. Finally, three special schools are considering forming a joint academy trust:

- Fitzwaryn School, Wantage
- Springfield School, Witney
- Kingfisher School, Abingdon

29. If all of the applications are successful, and sponsors are identified for underperforming schools, it is possible that over half of our secondary schools and 10% of all Oxfordshire's schools will be academies by the end of this year.

Shaping the Market

30. The Secretary of State has said in a recent speech that he is happy to allow a thousand flowers to bloom. Whilst we share his ambition to allow schools to flourish, there is a risk if a significant number of schools in Oxfordshire move to academy status in an unplanned way. It is the responsibility of the Council to put in place solutions which mitigate that risk to ensure no schools, and importantly no pupils, are disadvantaged by an unplanned process.

31. There are potential risks that some schools could get left behind in areas where stronger schools, or perhaps those at a different stage in the progression to becoming successful schools, take the lead. Small schools, many of which can be in relatively isolated rural settings, may lack the capacity or, indeed, the inclination to convert. Schools which are underperforming may fail to find sponsors who share their ethos and understand the context in which they operate. The Council acknowledges that, for many schools, an academy conversion may not be their priority or something they would wish to propose. For these schools, we will wish to continue to provide arrange of support mechanisms, along with appropriate challenge, but we need to acknowledge that our ability to do this may become compromised as more academies convert.

32. There are also risks to the Council. As more and more schools become academies, there is an impact upon remaining budgets. The efficient and effective provision of some services, such as home to school transport, could be compromised if schools started to adopt different term dates or start and finish times. The exclusion of pupils by individual academies operating outside a family-of-schools approach could lead to increased pressure on other schools and the Local Authority. A whole range of issues, for example, relating to capital investment, the provision of traded services, access to pension schemes, and transfer of assets, will need to be considered and addressed.

33. These challenges will not go away; the question is whether we address them in a piece-meal and ad-hoc way as they present themselves, and manage the consequences as the proportion of schools becoming academies increases, or whether we decide to provide leadership to minimise failure and maximise the advantages of structural change.
34. The recommendation to Cabinet is that the Council provides leadership to help it to create an environment in which the risks of a piece-meal conversion programme are minimised and the potential opportunities of academy status are fully realised. In particular, it is proposed that a time-limited piece of work is commissioned to improve our knowledge and understanding of academies and the processes by which schools convert and become sponsored. A contract will be awarded to an organisation to produce a comprehensive report, where appropriate drawing upon existing knowledge available within the Council, which sets out the options for the establishment of umbrella or multi-academy trusts across the County and identifies the issues which would need to be addressed if the possible risks of an unplanned move to academy status are to be managed and the potential benefits maximised. The contracted organisation will be asked to engage with schools from the outset, to seek their views and, in particular, to identify and report back on the many innovative solutions already being considered by groups of schools around the county.
35. 41% of the primary schools in Oxfordshire are either Voluntary Aided or Voluntary Controlled. It is important, therefore, that the Council works closely in partnership with the Diocese of Oxford (and, to a lesser extent given the smaller number of schools, the two Roman Catholic Dioceses across the county). If any recommendations arising from the commissioned report require a response from the DfE, and the possible application of freedoms and flexibilities to support an Oxfordshire Academies Programme, it will also be important that the report is seen to be objective and not an attempt by the Local Authority to maintain the status quo.
36. To provide challenge and support to the proposed improvements in educational outcomes, it is proposed, therefore, to establish a small Advisory Board, comprising leading educationalists and community leaders, brought together by the Council to help deliver the change which is sought.
37. It is recommended that the final report is, therefore, initially considered by this Advisory Board before any recommendations are taken through the formal decision making and scrutiny processes.

The Role of Local Authorities post 2010 Election

38. In May 2010, following the establishment of the Coalition Government, Michael Gove wrote to all local authorities inviting a discussion on their future role. That discussion is still underway. In May 2011, a Local Government Paper, "Supporting the New Strategic Council Role in Education", described councils as being at the heart of the "streamlined and effective accountability

system” that the White Paper proposed. It set out a clear view that it is for councils themselves to define, in discussion with local schools, what their education role should be locally and that this would vary from area to area. The County Council is now beginning this discussion. Subsequently, the Ministerial Advisory Group on the Future Role of Local Authorities has initiated a project to define the role. The County Council is participating in this review, and a full report is expected in July 2012.

39. The Government began its legislative programme in July 2010 with the Academies Act, and followed this in March 2011 with a new Schools White Paper, part of which described the local authority role (paragraphs 5.28 to 5.44). The Education Bill was passed by Parliament on 17 November 2011 and it is envisaged that it will be fully enacted by the start of the 2012 school year.

40. The Importance of Teaching: Schools White Paper described the Local Authority strategic role as follows. To:

- Support parents and families through promoting a good supply of strong schools – encouraging the development of academies and free schools which reflect the local community.
- Ensure fair access to all schools for every child.
- Use their democratic mandate to stand up for the interests of parents and children.
- Support vulnerable pupils, including Looked After Children, those with Special Educational Needs and those outside mainstream education.
- Support maintained schools performing below the floor standards to improve quickly or convert to academy status with a strong sponsor, and support all other schools which wish to collaborate with them to improve educational performance.

41. In addition, the County Council still retains statutory responsibilities for:

- School organisation: ensuring sufficient school places are available by building or extending schools.
- Assessing and providing for home to school transport.
- Allocating finance to non-academy schools.
- The co-ordination of admissions.
- Funding provision for pupils with Statements.
- Making and maintaining Statements.
- Intervention in local authority schools causing concern.
- Ensuring that disabled and vulnerable children and those with special educational needs have access to high-quality provision.
- Being the Corporate parents for Looked After Children.
- A broad safeguarding role for children in the area who attend schools.
- Securing provision for young people in custody.
- Taking legal action to enforce attendance by prosecutions for non-attendance or education supervision orders and issuing parenting contracts.

42. The local authority retains *discretionary* power to provide central services. This ranges from an Education Psychology Service, to Hearing Impairment Services, to Autism Support, to payroll, HR and Legal advice, school meals and cleaning etc. Many of our schools value the services they receive and we should continue to provide those services where there is a demand, when they are of high quality, and when they are proved to be cost-effective. However, working with schools we should also stimulate the market and open it up to other providers to give schools greater choice to ensure that their needs are met in the most cost-effective manner.
43. The Council can determine to secure services which are not, strictly speaking, statutory in nature, but which help it to achieve its wider ambitions for the children and families of Oxfordshire. The commissioning of such discretionary activity is a tangible demonstration of the Council's ambitions for its residents. A good illustration of the leadership role that the Council can provide is the proposed delivery of a number of campaigns over a number of years, starting with the Oxfordshire Reading Campaign. A further report will be brought to the Cabinet setting out the strategy for this campaign, which aims to transform reading standards in parts of the county from being the worst in the country to some of the best internationally. This is an ambitious programme which reflects the seriousness the Council attaches to raising standards for the children of the county.
44. A further example of the leadership role of the Council is the part it can play in shaping a new generation of school leaders. The Education Strategy rightly emphasises the importance of leadership; national and international evidence suggests that the quality of schools is linked to the quality of the leadership, not just headteachers, but also other senior professionals, as well as Governors. Again, a further report will be brought to the Cabinet setting out an ambitious leadership programme, working in partnership with our many good and outstanding leaders and teachers in schools and higher education institutions to provide the leaders which will ensure the sustainability of the improvements we aim to make over the next few years.
45. We need to accept that the historic underperformance of parts of the education sector in the county suggests that the Council does not always have the capability to deliver improvement programmes itself. In some cases, our schools have not had the level of support, or challenge, they needed. Competing organisational priorities for the Directorate, coupled with significant changes in personnel, has meant that the levels of required support have not always been available. Moving forward, we need to establish a reputation not necessarily for doing things ourselves, or knowing the answers to all the questions, but for having the ability to harness the potential that exists in the county, and to bring together the collective knowledge of the education community, alongside clear thinkers from other sectors, to design and commission solutions that will make a step change in learning across the county. To provide challenge and support to the proposed improvements in educational outcomes, it is proposed, therefore, to establish an Advisory

Board, comprising leading educationalists and community leaders, brought together by the Council to help deliver the change which is sought.

46. It is in response to this evolving national agenda that the County Council wishes to clarify its role, and in particular to:
- Redefine its role in relation to education, as a commissioner, champion and community leader.
 - Provide strong leadership to improve educational outcomes whilst redefining its relationship with schools.
 - Make a real difference to education in Oxfordshire.
 - Retain stability, and build sustainability, within the education system during a period of otherwise unplanned change.
 - Ensure that solutions are affordable within predicted budgets and that the impacts on the rest of the Council are fully understood.
 - Consider innovative solutions and alternative delivery mechanisms to secure improved outcomes, subject to robust options appraisal and analysis.
 - Locate education in the wider business of the Council.

Engagement with Schools and Governing Bodies

47. As a Local Authority we are committed to working with all schools in Oxfordshire to ensure the best interests of children, young people and their families are met. This will require the Directorate and schools to work closely together. As a Council, the relationship between Schools and the Directorate is good and reflects the ongoing effective relationships between Headteachers and staff of Local Authority. As we move towards new forms of governance and engagement, these relationships will be built upon for headteachers and governing to ensure a high quality effective education service.
48. In order to ensure headteachers and governing bodies are properly briefed and informed of the changing shape of education and future relationships with the Local Authority, we will, over the early spring, set up and run a series of engagement and familiarisation programmes to work with schools and those with a responsibility for learning services.
49. The Council recognises that the issues addressed in this report are difficult, and that there will be a range of views and responses from individuals and organisations. However, we know that as an education community we need to find solutions to the challenges we face, and the County Council wishes to work with all partners to ensure that those solutions are the right ones for the children, families and businesses of the County, given the national political context within which we all work. We are committed to improving outcomes for children and to working with others to make that happen, building on the excellent practice in many of our schools and moving forward together to deliver a 21st century education system for the people of Oxfordshire.

Financial and Staff Implications

50. The report recommends the commissioning of a time-limited piece of work which will inform the Council's future thinking. The costs will be met from existing resources within the Education and Early Intervention Service. The report will provide further and more detailed information than is currently available on the financial and staffing implications for the Council of the conversion to academies generally, and the implications of a potential new Oxfordshire Academies Programme.

Legal Implications

51. The report to be commissioned will explore the legal implications arising from an Academies Programme, in particular the legal issues relating to the possible creation of umbrella and multi-academy trusts. The report acknowledges the statutory duties that will remain with the Council and the need to ensure that these duties are discharged appropriately.

Equality and Inclusion Implications

52. The report recommends an approach which will ensure that the needs of the most vulnerable learners continue to be met and that learning outcomes for all children are improved irrespective of their background. Following the receipt of the planned report, a further report will be submitted to Cabinet in which further equalities matters will be considered in a full Equalities Impact Assessment.

Sustainability Implications

53. The report is not considered to raise any sustainability issues.

Risk Management

54. An assessment of risk is included in the report.

RECOMMENDATIONS

55. **The Cabinet is RECOMMENDED to:**
 - a) **Confirm the Council's future role as commissioner of outcomes, and a champion for the children and families of the county.**
 - b) **Confirm its absolute commitment to improve educational outcomes for those children.**
 - c) **Clearly state the Council's support for the conversion of schools to become academies and the establishment of new forms of schools, including free schools, studio schools and university technical colleges.**
 - d) **Agree to conduct a time-limited piece of work to better inform a proposed Oxfordshire Academies Programme, building upon**

existing conversions and sponsorship arrangements to create a structured and supportive environment for school autonomy and collaboration.

- e) Agree to establish a new Advisory Board on Education Standards to advise the Council in its role as a Commissioner of excellent outcomes in Education.**

JIM LEIVERS

Acting Director for Children, Education & Families

Contact Officer: Andy Roberts, Interim Deputy Director – Education and Early Intervention
Tel: (01865) 815498

February 2012

Division(s): N/A

CABINET – 14 FEBRUARY 2012

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 13 March 2012	
<ul style="list-style-type: none"> ▪ Corporate Plan Performance and Risk Management Report for the 3rd Quarter 2011 Quarterly Performance Monitoring report. 	Cabinet, 2011/186
<ul style="list-style-type: none"> ▪ The Personalisation Budget To receive an update on the current position in relation to the personalisation budget with a view to recommending the report to Council for information. 	Cabinet, 2011/217
<ul style="list-style-type: none"> ▪ Renewed Section 75 Agreement with Oxfordshire PCT To grant delegated powers to Directors and s151 officers to develop and sign off the Section 75 agreements. 	Cabinet, 2012/013
<ul style="list-style-type: none"> ▪ Approval of Contract Award Decision for Property Asset Management (PAM) Procurement of External Services Project To seek approval of the Contract Award decision made by the Project Board for the PAM Procurement of External Services. 	Cabinet, 2011/031
<ul style="list-style-type: none"> ▪ 2011/12 Financial Monitoring & Business Strategy Delivery Report - January 2012 Monthly financial report on revenue and capital spending against budget allocations, including virements between budget heads. 	Cabinet, 2011/185
<ul style="list-style-type: none"> ▪ Oxfordshire Minerals and Waste Plan: Minerals and Waste Core Strategy Proposed Submission Document To recommend Council to agree the Minerals and Waste Core Strategy Proposed Submission Document for publication for comment and submission to the Secretary of State for examination. 	Cabinet, 2011/190
<ul style="list-style-type: none"> ▪ Equalities Policy and Objectives To agree the Council's Equality Policy and Objectives 2012-2017 following consultation, to meet legislative requirements to publish equality objectives by 6 April 2012. 	Cabinet, 2012/004
<ul style="list-style-type: none"> ▪ Shared Trading Standards Service To consider approval to proceed with a shared Trading Standards Service model. 	Cabinet, 2011/193
<ul style="list-style-type: none"> ▪ Proposal to Move the Organisation Oxfordshire's Outdoor Centres to a Trust Model To seek permission to consult on these proposals. 	Cabinet, 2011/216

▪ **Extension of Age Range at Woodeaton Manor School** Cabinet,
If objections to the public consultation are received, to decide whether to issue a statutory notice to extend the age range of Woodeaton Manor School. 2011/162

▪ **Council's Support for the Conversion of Schools to Academies and the Establishment of New Forms of Schools** Cabinet,
2012/014

That the Cabinet:

- (a) supports the conversion of existing schools to become Academies, either as free-standing Academies, sponsored academies, or within multi-academy chains;
- (b) supports in principle the creation of Free Schools, studio schools and University Technical Colleges in Oxfordshire;
- (c) supports the establishment of any new school as an Academy or Free School.

▪ **Frideswide Square, Oxford - Transport and Public Realm Scheme** Cabinet,
2012/012

To approve a single option for detailed design and construction.

Cabinet Member for Adult Services, 23 March 2012

▪ **Supporting People Annual Plan 2012/13** Cabinet Member
To seek approval of the strategy for 2012-16 and of the Annual Plan for 2012/13. for Adult Services,
2011/187

Cabinet Member for Transport, 22 March 2012

▪ **Higham Way Traffic Regulation Order (TRO)** Cabinet Member
To seek permission to implement double yellow lines along the length of Higham Way, Banbury. for Transport,
2011/214

▪ **Introduction of Off Road Cycle Track Along Eastern Side of Banbury Road from Railway Bridge to 5 Arm Roundabout** Cabinet Member
for Transport,
2011/181

To allow the change of designation for the pavement along this section from footpath to shared use to allow an off road cycle track.

▪ **Oxford, Magdalen Road - Proposed Controlled Parking Zone** Cabinet Member
for Transport,
2011/202

To seek approval for introduction of parking controls and permits.

▪ **Oxford, Divinity Road - Proposed Controlled Parking Zone** Cabinet Member
for Transport,
2011/203

To seek approval for introduction of parking controls.

▪ **Bus Service Subsidies**

Decisions are required on future bus subsidy contracts for routes serving Henley-on-Thames, Wallingford, Didcot and surrounding villages to commence in June 2012, along with any contracts elsewhere in the County for which a decision is required.

Cabinet Member
for Transport,
2011/209

▪ **Rights of Way Improvement Plan**

To seek to:

- (i) extend the validity date of the current Rights of Way Improvement Plan by two years to March 2014; and
- (ii) authorise development of a replacement RoWIP.

Cabinet Member
for Transport,
2012/005

This page is intentionally left blank