



To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 17 December 2013 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

December 2013

Contact Officer: Sue Whitehead
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Membership

Councillors

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

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Friday 27 December 2013 unless called in by that date for review by the appropriate Scrutiny Committee.

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

Date of next meeting: 28 January 2014

County Hall, New Road, Oxford, OX1 1ND

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Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

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

Whose Interests must be included?

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

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

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

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

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

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

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

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

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

List of Disclosable Pecuniary Interests:

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

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

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

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes

To approve the minutes of the meeting held on 26 November 2013(**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. 2013/14 Financial Monitoring & Business Strategy Delivery Report - October 2013 (Pages 1 - 38)

Cabinet Member: Finance

Forward Plan Ref: 2013/113

Contact: Stephanie Skivington, Corporate Finance Manager Tel: (01865) 323995

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

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

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

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) approve the virement requests set out in Annex 2a;***
- (c) note the updated Treasury Management lending list at Annex 4;***
- (d) approve the removal of a residual debt of £19,650 from the Council's accounts as set out in paragraph 39;***
- (e) agree that the shortfall in revenue grant funding arising from recent unringfenced grant confirmations is met from the Budget Reserve in 2013/14 as set out in paragraph 53;***
- (f) approve the changes to the Capital Programme set out in Annex 7c; and***
- (g) approve the addition of the project development budget for the A34 Chilton Junction scheme in the Capital Programme as set out in paragraph 62.***

7. Service & Resource Planning Report for 2014/15 - 2017/18 - December 2013 (Pages 39 - 118)

Cabinet Member: Finance

Forward Plan Ref: 2013/094

Contact: Stephanie Skivington, Corporate Finance Manager Tel: (01865) 323995

Report by Chief Finance Officer (CA7).

This report is the second in a series on the Service & Resource Planning process for 2014/15 to 2017/18, providing councillors with information on budget issues for 2014/15 and the medium term. The report sets out draft budget proposals to address shortfalls in funding and other emerging pressures identified over the medium term and provides an update on the latest financial position. The report also provides an update on government consultations and sets out the review of charges.

The Cabinet is RECOMMENDED to:

- (a) note the report and that an addenda will be produced following the announcement of the Chancellor's Autumn Statement;***
- (b) consider the pressures and savings set out in Annex 1 in forming its budget proposals in January 2014;***
- (c) in relation to the review of charges:***
 - 1) approve the updated Corporate Charging Policy;***
 - 2) note those charges prescribed by legislation;***
 - 3) approve the charges where there is local discretion as set out in Annex 2, giving flexibility to the Outdoor Education Centres to reduce the charge from the maximum rate to take account of demand and seasonal factors, and to vary the charges at Hill End to reflect market demands and any increase in costs (up to a maximum increase of 10% above the proposed rate applicable from 1 April 2014).***

8. **New Schools for Great Western Park, Didcot: Shortlist of Academy Trusts (Pages 119 - 122)**

Cabinet Member: Children, Education & Families

Forward Plan Ref: 2013/152

Contact: Diane Cameron, School Organisation Officer Tel: (01865) 816445

Report by Director for Children's Services (**CA9**).

New schools for Didcot Great Western Park: approval of preferred provider.

The Cabinet meeting of 18 September 2012 approved a process for the identification of sponsors for new academies to meet the needs of population growth such as this which requires 2 new primary schools and one secondary between 2015 and 2017.

This process has been followed and has now reached the point where preferred providers have been identified from a group of 4 short-listed bidders which were assessed against criteria.

The Cabinet is asked to consider options and agree one of these options which will be submitted to the Secretary of State for Education for a final decision.

The Cabinet is RECOMMENDED to select one of the following options to be submitted to the Secretary of State for Education for final agreement:

Option 1

To recommend GLF Academy Trust to provide all three of the schools to be run as an all –through school which will make provision for pupils from 4 to 16 on three sites on the Great Western Park development

Option 2a

***To recommend GLF Academy Trust to provide the Secondary school and Primary School 1 to be run as an all through 4-16 school.
To recommend GEMS Trust provides Primary School 2.***

Option 2b

***To recommend GLF Academy Trust to provide the Secondary School and Primary School 2 to be run as an all through 4-16 school.
To recommend GEMS Trust provides Primary School 1.***

9. **Forward Plan and Future Business**

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

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

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

CABINET – 17 DECEMBER 2013

2013/14 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT

Report by the Chief Finance Officer

Introduction

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

Summary Position

2. The forecast directorate variation is currently an overspend of +£4.549m or +1.10% against a net budget of £415.087m as shown in the table below. This has reduced by £1.062m since the last report to Cabinet in October. Directorates continue to work hard to manage the pressures and there is an expectation that management action will reduce the forecast overspend further by the end of the 2013/14 financial year.

	Latest Budget 2013/14 £m	Forecast Outturn 2013/14 £m	Variance Forecast October 2013 £m	Variance Forecast October 2013 %	Variance Forecast August 2013 £m	Variance Forecast August 2013 %
Children, Education & Families (CE&F)	105.183	106.000	+0.817	+0.78	+0.796	+0.76
Social & Community Services (S&CS) ¹	209.106	212.450	+3.344	+1.60	+3.765	+1.82
Environment & Economy	79.230	79.789	+0.559	+0.71	+1.076	+1.36
Chief Executive's Office	21.568	21.397	-0.171	-0.79	-0.026	-0.12
Public Health ²	0	0	0	0	0	0
Directorate total	415.087	419.636	+4.549	+1.10	+5.611	+1.36

3. The following annexes are attached:

Annex 1	Forecast Spend for 2013/14
Annex 2	Virements & Supplementary Estimates
Annex 3	Ring-fenced Government Grants 2013/14
Annex 4	Treasury Management Lending List

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

² Public Health is funded by a ring-fenced grant of £25.264m which is received from the Department of Health. Public Health are currently forecasting an underspend of -£0.778m.

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Annex 5	Forecast Earmarked Reserves
Annex 6	Forecast General Balances
Annex 7	Capital Programme Monitoring

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

Part 1 - Revenue Budget

Children, Education & Families (CE&F)

5. The directorate is forecasting a variation of +£0.817m. There is also a -£1.000m forecast underspend on services funded by the Dedicated Schools Grant (DSG).

CE&F1 Education & Early Intervention

6. The Education & Early Intervention service is forecasting a variation of -£0.901m, a change of -£0.200m since the last report to Cabinet on 15 October 2013.
7. As reported previously £1.675m one – off funding is available to be allocated to school intervention projects. £1.353m is now forecast to be spent by the end of March 2013. The remainder will be spent in 2014/15 and will be carried forward through the earmarked reserve. Of the £0.685m one – off funding allocated to the Improvement and Development service from the School Intervention Fund, £0.426m has yet to be allocated and is also contributing to the underspend for the service area. There are plans to use this on a number of projects including those relating to inspection, moderation, performance and improvement as well as aspiration networks and learning through local excellence.
8. Elsewhere there is an underspend of -£0.072m for the virtual school as this no longer requires funding from the School Intervention Fund. Special Needs Advisory Support Teachers have generated -£0.087m of additional income from courses. Children's Centres and Childcare are forecasting to underspend by -£0.082m. There are also underspends on Management & Central costs (-£0.110m) and the negotiable legal recharges budget (-£0.153m). This is offset by an overspend on the equivalent budget in Children's Social Care.
9. These underspends are offset by an overspend of +£0.500m on home to school transport and there is a risk this may increase by year end. The overall underspend for CE&F1 will reduce if the underspends on one – off funding set out in paragraph 7 are placed in reserves.

CE&F2 Children's Social Care

10. Children's Social Care is forecasting a variation of +£1.595m compared to +£1.457m in the last report. A forecast overspend of +£2.137m for external placement costs reflects an increase in the number of support days from 2012/13 along with an increase in the number of support days in higher cost placements. It includes a £0.721m allowance for new placements coming into the service during the remainder year. The

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overspend on external placements is partly offset by an underspend of -£0.249m on accommodation costs and support days for clients funded under Southwark Judgement responsibilities.

11. There are also overspends of +£0.351m on management and central costs, Children Looked After (+£0.066m) and +£0.272m on the Asylum Service Area. These are offset by underspends in Corporate Parenting (-£0.291m), Family Support (-£0.347m), and Referral and Assessment (-£0.238m).

Dedicated Schools Grant

12. Services funded from DSG are forecast to underspend by -£1.000m. There is a -£0.246m underspend on funding allocated to the 'Every Child a Reader' project. This can be spent up to the end of the academic year (August 2014) so will be carried forward through the reserve. The Foundation Years Service is forecasting an underspend of -£0.474m. This is being monitored in consultation with the Early Years Working Group of the Schools Forum and the Early Intervention Service.

Social & Community Services (S&CS)

13. The Social & Community Services directorate is forecasting an overall variation of +£3.344m, which is primarily due to overspends on pooled budgets. This has reduced from +£3.765m in the last report and is expected to reduce further by year end.

S&CS1 Adult Social Care

14. The service is forecasting an overspend of +£3.840m. As shown in Annex 1b this relates to overspends on the Older People, Equipment and Learning Disabilities Pooled Budgets. There is a forecast underspend on the Physical Disability Pooled Budget and Joint Commissioning.

Older People

15. Pressures of £5.2m were identified as part of the Council's Service & Resource Planning process for 2013/14 and the Pool is required to find savings to meet this pressure. £2.3m was set aside as a contingency in recognition of the difficulty in balancing the conflict of delivering savings in the face of increased demand. Cabinet approved the transfer of this funding, on a temporary basis, to the Council's Older People Pooled Budget Contribution on 17 September 2013.

16. The remaining forecast overspend based on activity at the end of October is +£1.572m. This has reduced from +£1.995m in the last report as a result of unspent direct payments being returned to the Council, a contract underspend on re-ablement and increased client income. It is planned to take action to reduce expenditure during the remainder of the year as care pathways improve.

Equipment

17. The Council's element of the Equipment Pooled Budget is forecast to overspend by +£0.922m. This is mainly due to the pressure of meeting needs to keep people safely at home, reduce delayed transfers of care and avoid hospital admissions.

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Learning Disabilities Pooled Budget

18. As set out in Annex 1b the Council's element of the Learning Disabilities Pool is forecasting an overspend of +£1.613m. A detailed review of this budget is continuing and a number of uncertainties remain which could affect the accuracy of the forecast.

Physical Disabilities

19. The Physical Disabilities Pool is forecasting an underspend of -£0.267m. There has been an increase in the number of clients in care homes which is offset by the return of unspent direct payments.

S&CS2 Community Safety

20. Services within Community Safety are forecasting an underspend of -£0.117m. This relates to vacancies and additional income.

S&CS3 Joint Commissioning

21. The service continues to forecast an underspend of -£0.500m. Of this -£0.200m relates to planned savings delivered early and -£0.300m to an underspend on the Oxfordshire Support Fund.

S&CS4 Fire & Rescue and Emergency Planning

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

Environment & Economy (E&E)

23. The last report noted that the forecast overspend for Environment & Economy was expected to reduce as a result of management action. This is reflected in the forecast overspend of +£0.559m, which compares to +£1.076m in the previous report.

EE1 Strategy and Infrastructure

24. The service is forecasting an underspend of -£0.060m which primarily reflects slippage on planned energy reduction projects. There was previously a forecast underachievement of income in the Historic and Natural Environment service but it is now expected that this can be managed by reducing expenditure plans in other areas of the service.

EE2 Commercial Services

25. The service is forecasting a net overspend of +£0.405m. This includes an overspend of +£1.011m on Highways Maintenance which reflects an increased number of defects and additional gully emptying requirements.
26. There is a risk that the budgeted parking income anticipated for 2013/14 will not be realised. Because of this the planned drawdown from the reserve to support the revenue budget in 2013/14 needs to be reduced by £0.450m. This will help to ensure that there is sufficient held in the reserve so that future drawdowns assumed in the Medium Term Financial Plan are sustainable.
27. Waste Management is forecast to underspend by -£0.284m compared to a forecast overspend of +£0.677m reported last time. There is a

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decrease in the level of growth predicted for the rest of the year in both landfill and green waste. The previous more pessimistic growth predictions were based on quarter one data, but there is now more substantiated data by which to more robustly forecast the rest of the year. Growth is anticipated in future years which will put substantial pressure on the budget in the medium term.

28. Property Programme Management is currently forecasting an overspend of +£0.470m, due to the under-recovery of contract management fees resulting from a smaller than predicted property related capital programme. Property Facilities management is forecast to underspend by -£0.102m. There is an underspend of -£0.404m on the management fee on the highways contract arising from higher than expected capital expenditure on which fees are chargeable.
29. There are underspends on Concessionary Fares (-£0.300m) and Street Lighting (-£0.396m).

EE3 Oxfordshire Customer Services

30. Oxfordshire Customer Services is forecasting an overspend of +£0.214m. As reported previously this is mainly due to a delay in implementing a project to reduce the use of printers and printed materials. The service is expecting to be able to manage any pressures by the end of the year.

Chief Executive's Office

31. The services within the Chief Executive's Office are forecasting a combined underspend of -£0.171m. A forecast overspend of +£0.144m in Legal Services has arisen because of an increase in Childcare Court Fees from 1 July 2013. This is offset by underspends elsewhere.

Public Health

32. The directorate is forecasting an under spend of -£0.778m because of staff vacancies and changes to contracts. Recruitment to essential posts is in progress. Public Health is funded by a ring-fenced grant so any underspend will be placed in reserves at the end of the financial year and will be used to meet Public Health expenditure in future years.

Virements and Supplementary Estimates

33. Virements larger than £0.250m requiring Cabinet approval under the Virement Rules agreed by Council on 19 February 2013 are set out in Annex 2a. Virements requested this month include the centralisation of transport budgets in Environment & Economy and the creation of recharges in Children, Education & Families. These are in addition to existing recharges from Environment & Economy to Social & Community Services. The bringing together of all transport budgets into one area will enable the Supported Transport programme (a cross-directorate initiative) to comprehensively review the transport services the council currently supports and pilot opportunities for change. Through the review, it is expected that the council's overall expenditure can be reduced to achieve the proposed budget savings set out in the Service & Resource Planning Report at Item 7.
34. There are also requests to reflect the changes to ringfenced grants set out in paragraphs 36 and 37, and further restructuring virements in E&E

and CEO. None of the virements requested represent a major change in policy, simply the movement of budgets between Directorates.

35. New virements for Cabinet to note this month are set out in Annex 2d.

Ringfenced Grants

36. As set out in Annex 3, ringfenced grants totalling £325.847m are included in directorate budgets and will be used for the specified purpose. Changes since the last report include a reduction in DSG reflecting an updated grant allocation from the Department for Education (DfE).
37. The government is providing additional funding of £150 million per annum nationally for academic years 2013/14 and 2014/15 to improve provision of physical education (PE) and sport in primary schools. Oxfordshire's £1.169m share of the PE and Sports Grant will be shared amongst Local Education Authority maintained primary schools and must be spent on improving their provision of PE and sport.

Bad Debt Write Offs

38. There were 68 general write offs to the end of October 2013 and these totalled £36,526. This includes a single write off of £25,396 which was agreed by Cabinet on 17 September 2013. Client Finance has written off 76 debts totalling £64,957.
39. An invoice for £40,650 was raised in 2011 to recover an overpayment to a residential home providing specialist care to a client with learning disabilities. The providers disputed the invoice on the grounds that they were given insufficient notice that the client was being moved from the home. There was insufficient written evidence to pursue this matter to a trial and an out of court settlement was agreed. Cabinet is recommended to approve the removal of the remaining debt of £19,650 from the Council's accounts.

Treasury Management

40. The latest treasury management approved lending list (as at 22 November 2013) is provided at Annex 4. No new counterparties have been added to the lending list since the report to Cabinet in October. The duration limit for Royal Bank of Scotland has been reduced from six months to overnight following credit rating downgrades by two major credit rating agencies and developments in the future plans for the company which pose additional risks to its financial standing.
41. The average in-house cash balance during October 2013 was £351.7m and the average rate of return for the month was 0.84%. The average in-house cash balance during September 2013 was £364.2m and the average rate of return for the month was 0.86%.
42. The budgeted return for interest receivable on balances in 2013/14 is £2.115m. An additional £0.747m interest receivable is currently forecast. An overspend of +£0.131m is currently forecast on the 2013/14 interest payable budget of £18.405m.

Part 2 – Balance Sheet

43. Annex 5 sets out earmarked reserves brought forward from 2012/13 and the forecast position as at 31 March 2014. These reserves are held for specified one – off projects, contractual commitments and to support the Medium Term Financial Plan.
44. As set out in the Provisional Outturn Report to Cabinet on 18 June 2013, revenue reserves were £84.075m at the end of 2012/13. These are forecast to reduce to £56.163m by 31 March 2014. The reduction of -£1.691m since the last report includes the use of the Waste Management Reserve in E&E (£3.249m) to fund a number of financial liabilities including the cessation of landfill site contracts, a contribution to the capital programme with regard to the Waste Recycling Strategy and the Energy from Waste (EfW) architectural enhancements due to revised planning conditions. This is offset by a £0.911m forecast increase in the Grants & Contributions Reserve reflecting underspends on the grant funding of Public Health and DSG. £0.797m of the vehicle and equipment reserve will be used to purchase new Fire Service vehicles.
45. The CE&F Directorate Leadership Team will be reviewing the need for the full amount in the earmarked reserves for Thriving Families and Pay Protection to offset part of the reported overspend in placements. Any amounts released will be proposed in the next report.

Other Reserves

46. Other Reserves, which include Insurance, Capital and Cash flow reserves, are forecast to total £51.874m at 31 March 2014.
47. Annex 6 sets out that the forecast for general balances at 31 March 2014 is currently £15.631m. This position takes account of the forecast directorate overspend of +£4.549m. Balances will be adjusted for variations on Strategic Measures, including the additional income receivable on balances, set out at paragraph 42, at year end.

Part 3 – Changes to Unringfenced Grant Funding

48. The 2013/14 budget included assumptions about a number of unringfenced grants which were not notified until after Council agreed the budget in February 2013.
49. The provisional Education Services grant for 2013/14 was originally announced as £8.851m, comprising a general allocation of £7.541m based on the number of pupils in maintained schools and an allocation for statutory retained duties of £1.309m. Based on the quarter three payment the total grant is now expected to be £8.096m, so there is a shortfall of £1.057m compared to the £9.153m assumed in the budget.
50. The Adoption Reform grant for 2013/14 comprises both a ringfenced and unringfenced element. The unringfenced element of the grant is to support reform of the adoption process and has been confirmed as £1.195m. This is a shortfall of £0.053m compared to the £1.248m assumed in the budget. In addition, the ringfenced element of grant to support the finding of more adopters has been confirmed as £0.417m.

51. £0.782m estimated grant funding for Extended Rights to Free Transport was assumed in the 2013/14 budget. There is a shortfall of £0.172m based on the notification of £0.610m by the Department for Education in July 2013.
52. Notification of the returned Safety Net Topslice is still awaited.
53. There will be a shortfall of revenue grant funding in 2013/14 totalling £1.282m arising from the above grant confirmations. Cabinet are recommended to agree that for 2013/14, this shortfall, and any further reduction in the Education Support Grant or Safety Net Topslice during the remainder of the year, is met from the Budget Reserve and addressed on an on-going basis as part of the 2014/15 Service & Resource Planning process.

Part 4 – Capital Programme Monitoring

54. The capital monitoring position set out in Annex 7a, shows the forecast expenditure for 2013/14 is £79.2m (excluding schools local capital and reserves), which is an increase of £0.7m compared to the latest approved capital programme. The table below summarises the variations by directorate:

Directorate	Last Approved Programme *	Latest Forecast Expenditure	Variation
	£m	£m	£m
Children, Education & Families	33.6	33.6	0.0
Social & Community Services	15.6	15.6	0.0
Environment & Economy - Transport	26.6	27.1	+0.5
Environment & Economy - Other	1.6	1.8	+0.2
Chief Executive's Office	1.1	1.1	0.0
Total Directorate Programmes	78.5	79.2	+0.7
Schools Local Capital	3.8	3.8	0.0
Earmarked Reserves	1.0	1.0	0.0
Total Capital Programme	83.3	84.0	+0.7

* Approved by Cabinet on 15 October 2013

55. Significant in-year variations for each directorate are listed in Annex 7b. New schemes and total programme/project budget changes requiring Cabinet approval are listed in Annex 7c.
56. In the Transport programme, a budget increase of £0.185m has been approved for the reconstruction of the carriageway at Bagley Wood, funded from the subsidence reserve. This takes the total budget to £1.120m (including contingency) and £1.013m is profiled to be spent in this financial year which is an increase of £0.2m from the latest estimate.
57. It has been agreed to make a contribution of £0.189m towards the construction of a new community centre in Wallingford. £0.048m of this will be funded from a developer contribution. Youth and children's services will be provided from the new community centre.

Actual & Committed Expenditure

58. As at the end of October actual capital expenditure for the year to date (excluding schools local spend) was £17.2m. This is 22% of the total forecast expenditure of £79.2m. Actual and committed spend is 50% of the forecast.

Five Year Capital Programme Update

59. The total forecast five year capital programme (2013/14 to 2017/18) is now £383.3m, an increase of £0.8m compared to the last capital programme approved by Cabinet in October 2013. The table below summarises the variations by directorate and the main reasons for these variations are explained in the following paragraphs.

Directorate	Last Approved Total Programme (2013/14 to 2017/18) * £m	Latest Updated Total Programme (2013/14 to 2017/18) £m	Variation £m
Children, Education & Families	151.6	152.3	+0.7
Social & Community Services	33.6	33.6	0.0
Environment & Economy - Transport	90.8	90.7	-0.1
Environment & Economy – Other	28.1	28.3	+0.2
Chief Executive's Office	2.8	2.8	0.0
Total Directorate Programmes	306.9	307.7	+0.8
Schools Local Capital	8.7	8.7	0.0
Earmarked Reserves	66.9	66.9	0.0
Total Capital Programme	382.5	383.3	+0.8

* Approved by Cabinet 15 October 2013

60. The variation in the overall Children, Education & Families programme is the result of the inclusion of the additional funding towards the entitlement for two year olds programme which was approved by Cabinet on 15 October 2013. It was agreed to allocate £0.400m from the previous years' DSG underspend and a further £0.300m from the 2013/14 DSG to increase capacity for two year olds. This will form part of the capital trajectory funding already in the capital programme and forms part of a revenue contribution to capital, which will be placed in the capital reserve to be spent in the next two years.
61. In addition to the increases explained in paragraphs 56 and 57 above, £0.369m of funding has been returned to the capital programme reserves from the transport programme. This budget was being held to match fund some small developer funded schemes, but it has been agreed that any schemes requiring a funding allocation will follow the capital governance approval process.
62. Cabinet is recommended to approve the inclusion of a project development budget of £0.650m for the A34 Chilton Junction scheme. The Local Enterprise Partnership (LEP) has agreed to fund £0.200m of

this project development budget from the Growing Places Fund and Cabinet is recommended to approve that the Council fund the remaining £0.450m.

63. The scheme will provide greatly improved connectivity of the Science Vale Enterprise Zone to the national road network to the A34 for Harwell Oxford Campus. It will also enhance the attractiveness of the campus to potential business investors and help to provide a reliable transport network.
64. The total cost for this scheme is estimated to be £10.883m. A £5m grant application for Local Pinch Point Funding has been submitted to the Department for Transport. It expected that the outcome of this bid will be announced in early January 2014. The remainder of the scheme will be funded from the Enterprise Zone Retained Business Rate Income through the LEP. The full cost of this scheme will be included in the capital programme once there is certainty around the funding sources. An outline business case is available as a background paper to this report.

RECOMMENDATIONS

65. **The Cabinet is RECOMMENDED to:**
- (a) **note the report;**
 - (b) **approve the virement requests set out in Annex 2a;**
 - (c) **note the updated Treasury Management lending list at Annex 4;**
 - (d) **approve the removal of a residual debt of £19,650 from the Council's accounts as set out in paragraph 39;**
 - (e) **agree that the shortfall in revenue grant funding arising from recent unringfenced grant confirmations is met from the Budget Reserve in 2013/14 as set out in paragraph 53;**
 - (f) **approve the changes to the Capital Programme set out in Annex 7c; and**
 - (g) **approve the addition of the project development budget for the A34 Chilton Junction scheme in the Capital Programme as set out in paragraph 62.**

LORNA BAXTER
Chief Finance Officer

Background papers: Directorate Financial Monitoring Reports October 2013
 Stage 1 Business Case for Chilton Junction Scheme

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Financial Monitoring and Business Strategy Delivery Report
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Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) October 2013	Actual Expenditure (Net) October 2013	Variation to Budget October 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEF	Children, Education & Families											
	Gross Expenditure	466,056	0	-12,647	0	453,408	454,225	817	264,541	265,804	1,263	G
	Gross Income	-360,855	0	12,630	0	-348,225	-348,225	0	-202,845	-220,622	-17,776	G
		105,201	0	-17	0	105,183	106,000	817	61,696	45,183	-16,513	G
SCS	Social & Community Services											
	Gross Expenditure	248,298	0	-21,160	0	227,138	232,647	5,509	138,499	135,480	-3,019	A
	Gross Income	-41,382	0	23,350	0	-18,032	-20,197	-2,165	-16,512	-12,073	4,438	R
		206,916	0	2,190	0	209,106	212,450	3,344	121,987	123,406	1,419	G
EE	Environment & Economy											
	Gross Expenditure	141,002	702	2,450	53	144,207	143,787	-420	93,591	84,194	-9,397	G
	Gross Income	-61,735	0	-3,242	0	-64,977	-63,998	979	-47,352	-52,972	-5,620	G
		79,267	702	-792	53	79,230	79,789	559	46,239	31,222	-15,017	G
CEO	Chief Executive's Office											
	Gross Expenditure	30,237	92	2,455	0	32,785	32,690	-95	20,992	21,720	728	G
	Gross Income	-9,675	0	-1,542	0	-11,217	-11,293	-76	-8,391	-9,625	-1,233	G
		20,562	92	913	0	21,568	21,397	-171	12,601	12,095	-505	G
PH1	Public Health											
	Gross Expenditure	25,264	0	327	0	25,591	25,591	0	14,928	9,631	-5,297	G
	Gross Income	-25,264	0	-327	0	-25,591	-25,591	0	-14,928	-19,205	-4,277	G
		0	0	0	0	0	0	0	0	-9,574	-9,574	
	Less recharges to other directorates	-31,257				-31,257	-31,257	0			0	G
		31,257				31,257	31,257	0			0	G
	Directorate Expenditure Total	879,600	794	-28,575	53	851,872	857,683	5,811	532,551	516,829	-15,722	G
	Directorate Income Total	-467,654	0	30,869	0	-436,785	-438,047	-1,262	-290,029	-314,496	-24,467	G
	Directorate Total Net	411,946	794	2,294	53	415,087	419,636	4,549	242,523	202,333	-40,190	G

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Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income £000 (8)	Projected Year end Variation underspend - overspend + £000 (9)	Profiled Budget (Net) October 2013 £000 (10)	Actual Expenditure (Net) October 2013 £000 (11)	Variation to Budget October 2013 underspend - overspend + £000 (12)	Projected Year end Variance Traffic Light (13)
		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)						
(1)	(2)											
	Contributions to (+)/from (-)reserves	-1,818	-794	2,100		-512	-512	0				
	Contribution to (+)/from(-) balances	3,000		-1,500	-53	1,447	-3,102	-4,549				
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0				
	Contingency	2,308		-2,300		8	8	0				
	Capital Financing	35,271				35,271	35,271	0				
	Interest on Balances	-4,444				-4,444	-4,444	0				
	Additional funding to be allocated					0	0	0				
	Strategic Measures Budget	35,817	-794	-1,700	-53	33,270	28,721	-4,549				
	Government Grants	-17,083		-594		-17,677	-17,677	0				
	Council Tax	-4,763				-4,763	-4,763	0				
	Revenue Support Grant	-94,487				-94,487	-94,487	0				
	Business Rates Top-Up	-35,694				-35,694	-35,694	0				
	Business Rates From District Councils	-27,287				-27,287	-27,287	0				
	Council Tax Requirement	268,449	0	0	0	268,449	268,449	0				

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

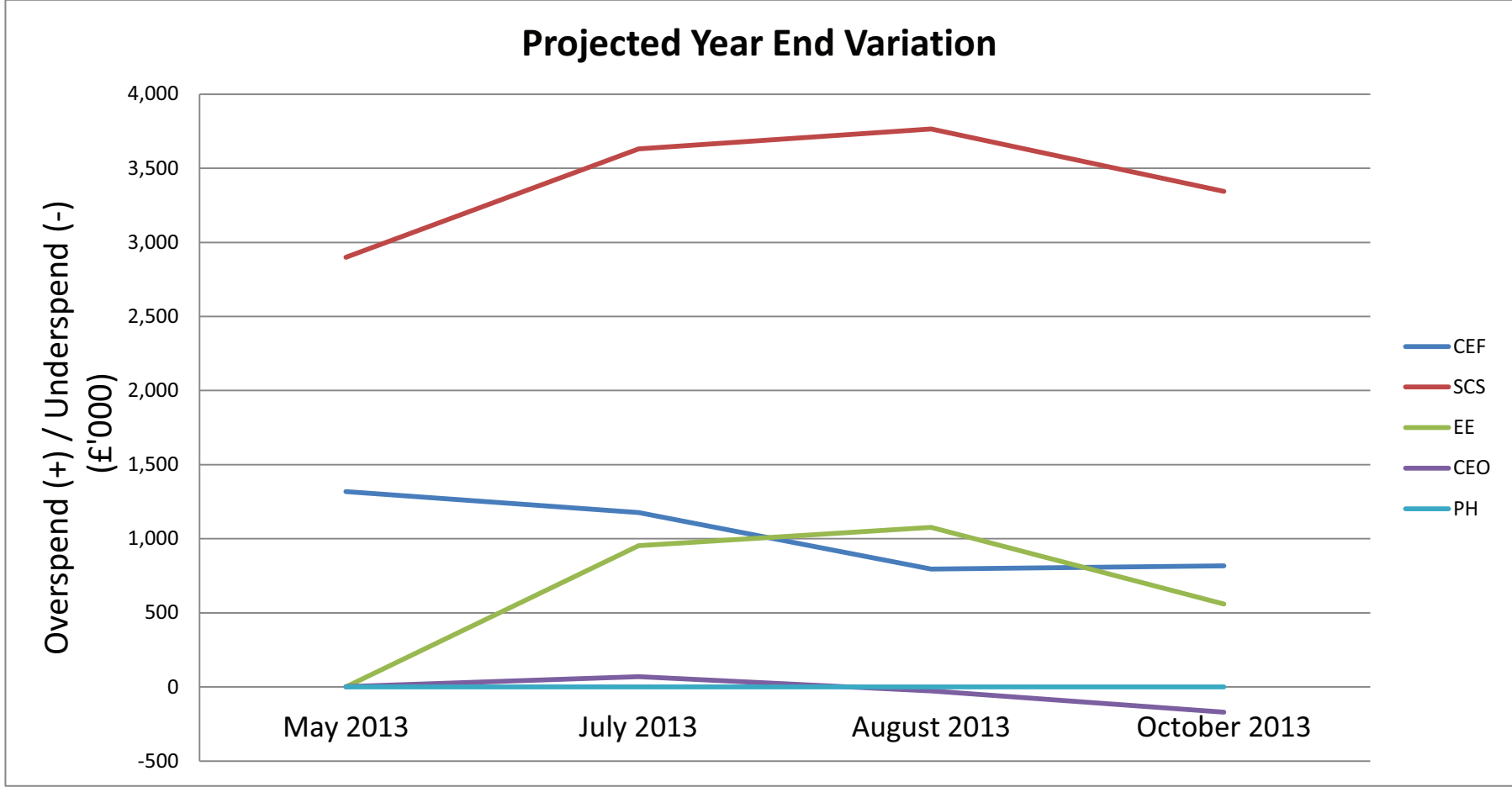
Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

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Ref	Directorate	Projected Year end Variation					
		May 2013 underspend - overspend + £000	Jul 2013 underspend - overspend + £000	Aug 2013 underspend - overspend + £000	Oct 2013 underspend - overspend + £000	Dec 2013 underspend - overspend + £000	Feb 2014 underspend - overspend + £000
(1)	(2)						
CEF	Children, Education & Families						
	Gross Expenditure	1,318	1,177	796	817		
	Gross Income	0	0	0	0		
		1,318	1,177	796	817		
SCS	Social & Community Services						
	Gross Expenditure	3,399	4,389	4,808	5,509		
	Gross Income	-500	-759	-1,043	-2,165		
		2,899	3,630	3,765	3,344		
EE	Environment & Economy						
	Gross Expenditure	0	953	1,399	-420		
	Gross Income	0	0	-323	979		
		0	953	1,076	559		
CEO	Chief Executive's Office						
	Gross Expenditure	80	133	41	-95		
	Gross Income	-78	-63	-67	-76		
		2	70	-26	-171		
PH1	Public Health						
	Gross Expenditure	0	0	0	0		
	Gross Income	0	0	0	0		
		0	0	0	0		
	Less recharges to other directorates	0	0	0	0		
		0	0	0	0		
	Directorate Expenditure Total	4,797	6,652	7,044	5,811		
	Directorate Income Total	-578	-822	-1,433	-1,262		
	Directorate Total Net	4,219	5,830	5,611	4,549		
	Change compared to May 2013		1,611	1,392	330		

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Projected Year End Variation



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		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEF1	Education & Early Intervention											
	Gross Expenditure	95,429		5,114	0	100,543	99,642	-901	57,812	49,959	-7,853	G
	Gross Income	-45,485		-3,152	0	-48,637	-48,637	0	-27,994	-30,003	-2,010	G
		49,944	0	1,962	0	51,906	51,005	-901	29,818	19,955	-9,863	G
CEF2	Children's Social Care											
	Gross Expenditure	54,256		-1,984	0	52,272	53,867	1,595	30,419	29,409	-1,010	A
	Gross Income	-5,451		-1	0	-5,452	-5,452	0	-3,102	-2,523	579	G
		48,805	0	-1,985	0	46,820	48,415	1,595	27,317	26,886	-431	A
CEF3	Children, Education & Families Central Costs											
	Gross Expenditure	6,150		-22	0	6,128	6,251	123	3,574	3,715	141	A
	Gross Income	0		0	0	0	0	0	0	0	0	
		6,150	0	-22	0	6,128	6,251	123	3,574	3,715	141	A
CEF4	Schools											
	Gross Expenditure	311,874		-15,756	0	296,118	296,118	0	172,736	182,721	9,986	G
	Gross Income	-311,572		15,783	0	-295,789	-295,789	0	-171,750	-188,095	-16,345	G
		302	0	27	0	329	329	0	986	-5,373	-6,359	G
	Less recharges within directorate	-1,653				-1,653	-1,653	0			0	G
		1,653				1,653	1,653	0			0	G
	Directorate Expenditure Total	466,056	0	-12,648	0	453,408	454,225	817	264,541	265,804	1,263	G
	Directorate Income Total	-360,855	0	12,630	0	-348,225	-348,225	0	-202,845	-220,622	-17,776	G
	Directorate Total Net	105,201	0	-18	0	105,183	106,000	817	61,696	45,183	-16,513	G

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		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
SCS1	Adult Social Care											
	Gross Expenditure	219,364		-21,550	0	197,814	203,819	6,005	115,422	112,356	-3,067	A
	Gross Income	-47,438		23,708	0	-23,730	-25,895	-2,165	-13,842	-9,345	4,497	R
		171,926	0	2,158	0	174,084	177,924	3,840	101,580	103,011	1,430	A
SCS2	Community Safety											
	Gross Expenditure	3,837		431	0	4,268	4,151	-117	2,467	2,453	-14	A
	Gross Income	-1,243		-431	0	-1,674	-1,674	0	-977	-1,074	-96	G
		2,594	0	0	0	2,594	2,477	-117	1,490	1,380	-110	A
SCS3	Joint Commissioning											
	Gross Expenditure	9,772		17	0	9,789	9,289	-500	5,710	5,199	-511	R
	Gross Income	-2,691		15	0	-2,676	-2,676	0	-1,560	-1,509	51	G
		7,081	0	32	0	7,113	6,613	-500	4,150	3,690	-460	R
SCS4	Fire & Rescue and Emergency Planning											
	Gross Expenditure	25,600		-58	0	25,542	25,663	121	14,900	15,472	572	G
	Gross Income	-285		58	0	-227	-227	0	-132	-146	-14	G
		25,315	0	0	0	25,315	25,436	121	14,767	15,326	559	G
	Less recharges within directorate	-10,275				-10,275	-10,275	0			0	G
		10,275				10,275	10,275	0			0	G
	Directorate Expenditure Total	248,298	0	-21,160	0	227,138	232,647	5,509	138,499	135,480	-3,019	A
	Directorate Income Total	-41,382	0	23,350	0	-18,032	-20,197	-2,165	-16,512	-12,073	4,438	R
	Directorate Total Net	206,916	0	2,190	0	209,106	212,450	3,344	121,987	123,406	1,419	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

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

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Financial Monitoring and Business Strategy Delivery Report
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Pooled Budgets

Original Budget	Latest Budget		Forecast Variance October 2013	Forecast Variance August 2013	Change in Variance
£m	£m		£m	£m	£m
		Older People			
44.614	49.287	Care Homes	+0.074	-0.223	+0.297
22.047	25.610	Community Support Purchasing Budget	+1.878	+1.775	+0.103
15.173	19.800	Prevention & Early Support Services	-1.371	-0.925	-0.446
-4.800	-5.205	Efficiency Savings	+2.406	+1.905	+0.501
	12.122	Staffing & Infrastructure	+0.550	+0.506	+0.044
	-17.327	Client Income	-1.965	-1.043	-0.922
77.034	84.287	Total Older People	1.572	1.995	-0.423
		Physical Disabilities			
3.190	3.190	Care Homes	+0.113	+0.031	+0.082
8.120	8.971	Community Support Purchasing Budget	-0.380	-0.031	-0.349
11.310	12.161	Total Physical Disabilities	-0.267	+0.000	-0.267
0.832	1.505	Equipment	+0.922	+0.941	-0.019
66.976	67.070	Learning Disabilities	+1.613	+1.273	+0.340
156.152	165.023	Total Council Elements of Pooled Budgets	+3.840	+4.209	-0.369

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		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
EE1	Strategy and Infrastructure											
	Gross Expenditure	10,591	473	1,675	53	12,792	12,732	-60	7,482	6,191	-1,291	G
	Gross Income	-1,562		-2,259	0	-3,821	-3,821	0	-2,229	-2,447	-218	G
		9,029	473	-584	53	8,971	8,911	-60	5,253	3,744	-1,509	G
EE2	Commercial Services											
	Gross Expenditure	96,681		570	0	97,251	96,677	-574	56,730	44,314	-12,416	G
	Gross Income	-35,986		176	0	-35,810	-34,831	979	-20,888	-22,362	-1,473	A
		60,695	0	746	0	61,441	61,846	405	35,842	21,952	-13,890	G
EE3	Oxfordshire Customer Services											
	Gross Expenditure	49,931	229	205	0	50,365	50,579	214	29,379	33,689	4,310	G
	Gross Income	-40,388		-1,159	0	-41,547	-41,547	0	-24,235	-28,163	-3,928	G
		9,543	229	-954	0	8,818	9,032	214	5,144	5,526	382	A
	Less recharges within directorate	-16,201				-16,201	-16,201	0			0	G
		16,201				16,201	16,201	0			0	G
	Directorate Expenditure Total	141,002	702	2,450	53	144,207	143,787	-420	93,591	84,194	-9,397	G
	Directorate Income Total	-61,735	0	-3,242	0	-64,977	-63,998	979	-47,352	-52,972	-5,620	G
	Directorate Total Net	79,267	702	-792	53	79,230	79,789	559	46,239	31,222	-15,017	G

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

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

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		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
CEO1	Chief Executive & Business Support											
	Gross Expenditure	1,461		20	0	1,481	1,468	-13	864	677	-187	G
	Gross Income	-688		0	0	-688	-688	0	-401	-401	0	G
		773	0	20	0	793	780	-13	462	275	-187	G
CEO2	Human Resources											
	Gross Expenditure	1,375	92	310	0	1,777	1,777	0	1,036	987	-50	G
	Gross Income	-1,234		0	0	-1,234	-1,234	0	-720	-772	-52	G
		141	92	310	0	543	543	0	317	215	-102	G
CEO3	Corporate Finance & Internal Audit											
	Gross Expenditure	2,534		641	0	3,175	3,175	0	1,852	1,813	-38	G
	Gross Income	-2,472		-87	0	-2,559	-2,559	0	-1,493	-1,545	-52	G
		62	0	554	0	616	616	0	359	269	-90	G
CEO4	Law & Culture											
	Gross Expenditure	21,510		1,039	0	22,549	22,589	40	13,197	14,362	1,165	G
	Gross Income	-5,315		-1,009	0	-6,324	-6,400	-76	-3,713	-4,793	-1,081	G
		16,195	0	30	0	16,225	16,189	-36	9,484	9,569	84	G
CEO5	Strategy & Communications											
	Gross Expenditure	3,399		446	0	3,845	3,723	-122	2,243	2,127	-116	A
	Gross Income	-3,094		-446	0	-3,540	-3,540	0	-2,065	-2,114	-49	G
		305	0	0	0	305	183	-122	178	13	-165	R
CEO6	Corporate & Democratic Core											
	Gross Expenditure	3,086		0	0	3,086	3,086	0	1,800	1,754	-46	G
	Gross Income	0		0	0	0	0	0	0	0	0	G
		3,086	0	0	0	3,086	3,086	0	1,800	1,754	-46	G
	Less recharges within directorate	-3,128				-3,128	-3,128	0			0	G
		3,128				3,128	3,128	0			0	G
	Directorate Expenditure Total	30,237	92	2,456	0	32,785	32,690	-95	20,992	21,720	728	G
	Directorate Income Total	-9,675	0	-1,542	0	-11,217	-11,293	-76	-8,391	-9,625	-1,233	G
	Directorate Total Net	20,562	92	914	0	21,568	21,397	-171	12,601	12,095	-505	G

KEY TO TRAFFIC LIGHTS
Balanced Scorecard Type of Indicator

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

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Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) October 2013	Actual Expenditure (Net) October 2013	Variation to Budget October 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	£000 (9)	£000 (10)	£000 (11)	£000 (12)	(13)
PH1	Public Health											
	Gross Expenditure	25,264		327	0	25,591	25,591	0	14,928	9,631	-5,297	G
	Gross Income	-25,264		-327	0	-25,591	-25,591	0	-14,928	-19,205	-4,277	G
		0	0	0	0	0	0	0	0	-9,574	-9,574	
	Less recharges within directorate	0 0				0 0	0 0	0 0			0 0	
	Directorate Expenditure Total	25,264	0	327	0	25,591	25,591	0	14,928	9,631	-5,297	G
	Directorate Income Total	-25,264	0	-327	0	-25,591	-25,591	0	-14,928	-19,205	-4,277	G
	Directorate Total Net	0	0	0	0	0	0	0	0	-9,574	-9,574	

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

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

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

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Dec	PE and Sport Grant	CEF4-1	Delegated Budgets	T	1,169.1	-1,169.1
		Dedicated Schools Grant reduction regarding special schools	CEF4-1	Delegated Budgets	T	-2,162.2	2,162.2
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	T	-1.8	1.8
		Dedicated Schools Grant Update	CEF4-1	Delegated Budgets	P	-4,479.6	4,479.6
			CEF4-3	Non-Delegated Schools Costs	P	-153.2	153.2
		Move Home to School transport DSG budget (1)	CEF1-5	School Organisation & Planning (Including Home to School Transport)	P	0.0	616.3
CEF4-4	Schools Support Service Non-Negotiable Recharges		P	0.0	-616.3		
EE	Dec	Realign base budgets to reflect actual activity on GL Codes and aid forecasting.	EE2-22	Property & Facilities Management	P	324.5	-324.5
		Restructure to E&E Business Operations	EE3-1	Management Team	P	-252.5	0.0
			EE3-7	Business Support	P	252.5	0.0
		Move support service recharge budgets from old County Procurement budget to Central Buying Team	EE3-4	County Procurement	P	-78.3	455.6
EE3-8 to EE3-10	OCS Finance		P	78.3	-455.6		
Inter Directorate	Dec	Restructure to E&E Business Operations	CEO5	Strategy & Communications	P	-1,369.1	660.6
			EE3-7	Business Support	P	1,369.1	-660.6
		Transfer of transport budgets to Environment & Economy from Children, Education & Families (2)	CEF1-5	School Organisation & Planning (Including Home to School Transport)	P	-15,210.3	365.0
			EE2-24B	Public Transport	P	15,210.3	-365.0
		Create Transport DSG Recharge to E&E (3)	CEF4-4	Schools Support Service Non-Negotiable Recharges	P	616.3	0.0
			EE2-24B	Public Transport	P	0.0	-616.3
Create Transport Recharge between CEF and E&E (4)	CEF1-5	School Organisation & Planning (Including Home to School Transport)	P	14,845.3	0.0		
	EE2-24B	Public Transport	P	0.0	-14,845.3		
Grand Total						10,158.3	-10,158.3

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

VIREMENTS REQUIRING CABINET APPROVAL ACTIONED IN THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
EE	Oct	Local Sustainability Transport Fund Grant - Create Budget	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	T	1,539.0	-1,539.0
		Revise Oxfordshire Customer Services budgets to solve shortfall in Workforce Information Budget	EE3-1	Management Team	P	-90.9	0.0
			EE3-2	Education Support Service	P	-257.2	94.9
			EE3-6	Human Resources	P	317.0	0.0
			EE3-8 to EE3-10	OCS Finance	P	-63.9	0.0
SCS	Oct	Remove recharge budget as SAT151 will have actual costs and budget	SCS1-4	Services For All Client Groups	P	-493.9	493.9
		Re-structure Non-Pooled budgets for Older People. Transfer Emergency Duty Team, Adult Protection & Mental Capacity and Adult Information Systems to Services For All Client Groups.	SCS1-1ABC	Older People Non Pool Services	P	-1,806.4	264.0
			SCS1-4	Services For All Client Groups	P	1,806.4	-264.0
Inter-Directorate	Oct	Review of Financial Management	CEO3	Corporate Finance & Internal Audit	P	1,146.0	-135.4
			EE3-1	Management Team	T	-505.1	48.1
					P	5.3	0.0
			EE3-2	Education Support Service	T	-2.2	0.0
					P	67.1	0.0
			EE3-8 to EE3-10	OCS Finance	P	-27.9	0.0
		T	-1,145.9	62.9			
Grand Total						535.2	-48.1
						1,022.7	-1,022.7

**Financial Monitoring and Business Strategy Delivery Report
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NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Dec	Create recharge budgets for supported housing provisions.	CEF2-2	Corporate Parenting	T	0.0	-57.1
			CEF2-3	Social Care	T	57.1	0.0
		Create income and expenditure budget lines to reflect income from Oxford City Council	CEF2-2	Corporate Parenting	T	43.0	-43.0
			CEF2-2	Corporate Parenting	T	57.1	0.0
		Offsetting entry to tidy support housing recharge budgets	CEF2-2	Corporate Parenting	T	57.1	0.0
			CEF2-3	Social Care	T	-57.1	0.0
		Reverse recharge budget for supported housing provisions, as this should be temporary not permanent.	CEF2-2	Corporate Parenting	P	0.0	57.1
			CEF2-3	Social Care	P	-57.1	0.0
		Move Raise cost centre from Corporate Parenting service across to Education	CEF1-4	Education	P	167.5	0.0
			CEF2-3	Social Care	P	-167.5	0.0
		outdoor centres marketing	CEF1-4	Education	T	6.0	-6.0
		Youth Engagement and Opportunities Administrative post September 2013 to March 2014	CEF1-1	Management & Central Costs (including admin and support service recharges)	T	4.4	0.0
			CEF1-3	Early Intervention	T	-4.4	0.0
		Balance on schools pension budget vired to Premature Retirement Compensation to offset part of the pressure.	CEF3-2	Premature Retirement Compensation (PRC)	T	6.8	0.0
			CEF4-3	Non-Delegated Schools Costs	T	-6.8	0.0
Governor services buy-back figures	CEF1-4	Education	T	29.7	-29.7		
Temporary virement of funds from Thriving families to Kingfisher team for Step Up project.	CEF1-3	Early Intervention	T	-16.0	0.0		
	CEF2-1	Management & Central Costs (including admin and support service recharges)	T	16.0	0.0		
EE	Dec	Correct budgets for forecasting purposes reflecting HR budget review	EE3-1	Management Team	P	2.6	0.0
			EE3-6	Human Resources	P	-19.7	17.0
		Transfer contingency balances to a single budget	EE3-1	Management Team	P	249.8	-249.8
		Update budget and Income target to match establishment and estimated income	EE3-1	Management Team	P	64.3	0.0
			EE3-8 to EE3-10	OCS Finance	P	51.9	-116.2

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

NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
EE	Dec	Create Income Target for planned income from Quest Package to Schools	EE3-1	Management Team	P	25.0	0.0
			EE3-8 to EE3-10	OCS Finance	P	0.0	-25.0
		Temporarily increase employee budget for additional staffing requirements	EE3-1	Management Team	T	-25.0	0.0
			EE3-8 to EE3-10	OCS Finance	T	25.0	0.0
		Redistribute one off carry forward budget	EE3-1	Management Team	T	15.0	0.0
			EE3-6	Human Resources	T	-15.0	0.0
		Increase income target to reflect actual income due from Schools in 2013/2014	EE3-1	Management Team	P	25.0	0.0
			EE3-8 to EE3-10	OCS Finance	P	0.0	-25.0
		Training Budget Tidy 13/14	EE2-1	Commercial Management	P	48.8	0.0
			EE2-31 to EE2-35	Network & Asset Management (Excluding On/Off Street Parking and Park & Rides)	P	-48.8	0.0
		Quest income relating to HR services to be recoded to reflect reality	EE3-2	Education Support Service	P	0.0	140.9
			EE3-6	Human Resources	P	0.0	-140.9
		Section 42 Budget Adjustment 13/14	EE2-31 to EE2-35	Network & Asset Management (Excluding On/Off Street Parking and Park & Rides)	T	35.2	0.0
			EE2-4	Highways & Transport Operations Delivery	T	-35.2	0.0
		Realign salary budgets to correct cost centres following restructure	EE2-21	Management	P	104.4	0.0
			EE2-22	Property & Facilities Management	P	-139.7	0.0
			EE2-23	Programme Management	P	35.3	0.0
		Temporary Virement to K20100 Oxford Total Retrofit and NC3500 Historic & Natural Environment	EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	T	-90.0	90.0
		Salary budget - transfer of staff for year's budget moved from Learning&Development to ICT	EE3-3	ICT	P	22.5	0.0
			EE3-6	Human Resources	P	-22.5	0.0
Salary budget - transfer of staff for 7 months back from ICT to Learning&Development	EE3-3	ICT	T	-13.1	0.0		
	EE3-6	Human Resources	T	13.1	0.0		

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

NEW VIREMENTS FOR CABINET TO NOTE

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
SCS	Dec	Amend Income & Expenditure budgets to reflect expected income	SCS2-2	Gypsy & Traveller Services	P	45.0	-45.0
		Budget transfer to Adult Social Improvement Programme	SCS1-1ABC	Older People Non Pool Services	P	-195.7	0.0
		Transfer budget from Adult Social Improvement Programme to Community Development	SCS1-4	Services For All Client Groups	P	195.7	0.0
			SCS1-1ABC	Older People Non Pool Services	T	17.0	0.0
		Transfer of Budget to Adult Social Improvement programme	SCS1-4	Services For All Client Groups	T	-17.0	0.0
			SCS1-1ABC	Older People Non Pool Services	P	-10.9	0.0
		SCS1-4	Services For All Client Groups	P	10.9	0.0	
Transfer of Equipment budgets from SPB3 Equipment Pooled Budget to SPB1 Older Peoples Pooled Budget as part of BPC	SPB3	Equipment Pooled Budget	P	-2,684.9	2,684.9		
Inter-Directorate	Dec	Re-allocate Skills Reward Grant to Oxfordshire Libraries	CEO4	Law & Culture	T	11.1	0.0
			EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)	T	-11.1	0.0
		Transferring funds of £50,000 into cost centre R42600 for Ofsted Ready Data and Oxford Pupil Training	CEF1-4	Education	T	-50.0	0.0
			EE3-2	Education Support Service	T	50.0	0.0
		Temporary virement of funds from SCS to CEF Supporting people budget pressures	CEF2-2	Corporate Parenting	T	66.8	0.0
			SCS1-4	Services For All Client Groups	T	-66.8	0.0
		Skills Reward Grant reallocation to Oxfordshire Libraries	CEO4	Law & Culture	T	10.0	0.0
EE1	Strategy & Infrastructure (Excluding Flood Defence Levy)		T	-10.0	0.0		
Grand Total						-2,252.3	2,252.3

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

Ringfenced Government Grant Details - 2013/14

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
Children, Education & Families				
Ringfenced Grants				
Additional Grant for Schools	0.000	0.079		0.079
Adoption Improvement Grant (DfE)	0.000	0.417		0.417
Asylum UASC Fieldwork (reimbursement from Home Office)	0.795	-0.139		0.656
Dedicated Schools Grant	312.927	-13.526	-2.164	297.237
Education Funding Agency	7.813	0.427		8.240
Intensive Interventions Programme (DfE)	0.200			0.200
Music	0.631			0.631
National Citizen Service	0.309			0.309
Pupil Premium	9.636			9.636
Remand	0.171	-0.027		0.144
Youth Justice Board	0.876	-0.140		0.736
PE and Sports Grant			1.169	1.169
Total Children, Education & Families	333.358	-12.909	-0.995	319.454

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

Ringfenced Government Grant Details - 2013/14

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
<u>Environment & Economy</u>				
<u>Strategy & Infrastructure</u>				
DCLG (Local Enterprise Partnership Funding)	0.125	0.375		0.500
Local Sustainability Transport Fund Grant		1.539		1.539
<u>Commercial Services</u>				
Natural England - National Trails	0.230			0.230
<u>Oxfordshire Customer Services</u>				
Skills Funding Agency - Adult Education	3.854			3.854
Education Funding Agency (Formerly the YPLA)	0.270			0.270
Total Environment & Economy	4.479	1.914	0.000	6.393
Total	337.837	-10.995	-0.995	325.847

**October Financial Monitoring & Business Strategy Delivery Report
CABINET 17 December 2013**

**Oxfordshire County Council's Treasury Management Lending List
as at 22 November 2013**

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

**October Financial Monitoring & Business Strategy Delivery Report
CABINET 17 December 2013**

**Oxfordshire County Council's Treasury Management Lending List
as at 22 November 2013**

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

Provisional Outturn Report
CABINET - 17 December 2013
EARMARKED RESERVES

Earmarked Reserves	2013/14			Balance at 31 March 2014	August 2013 Balance at 31 March 2013	Change in Closing Balance Forecast	Commentary
	Balance at 1 April 2013	Movement					
	£000	Contributions from Reserve £000	Contributions to Reserve £000	£000	£000	£000	
Revenue Reserves							
Schools' Reserves	27,235	-2,699	125	24,661	24,661	0	Includes forecast of £1.613m going to schools who have converted to academy status.□
Cross Directorate Reserves							
Vehicle and Equipment Reserve	2,780	-1,227	69	1,622	2,409	-787	Includes £1.334m to replace Fire and Rescue Vehicles and Equipment in future years
Grants and Contributions Reserve	11,873	-7,418	1,757	6,212	5,301	911	Includes Dedicated Schools Grant (£8.898m)
ICT Projects	2,134	-1,205	0	929	929	0	To be used to fund ICT projects that span financial years including Framework-i in CE&F and the replacement for OCN
Total Cross Directorate	16,787	-9,850	1,826	8,763	8,639	124	
Directorate Reserves							
CE&F							
CE&F Commercial Services	1,027	-354	0	673	634	39	To be used to support commercial services within CE&F. Includes Oxfordshire Children's Safeguarding Board (£0.330m), Outdoor Education Centres (£0.186m) and Governor Services (£0.167m).
Joint Working with Police	779	-507	0	272	272	0	To fund a two year project due to anticipated increase in referrals and work . Planned to be spent by October 2014.
School Intervention Fund	1,418	-1,418	239	239	55	184	For school improvement projects in line with Education Strategy. Planned to be spent in 2013/14.
Thriving Families	800	0	807	1,607	1,043	564	Will be used to fund Thriving Families project in 2013/14 and 2014/15 along with government grant.
Children's Social Care	195	-195	0	0	0	0	Balance of carry forwards from 2011/12 to be spent in 2013/14. Includes balance of funding for Framework-i developments post, volunteer co-ordinator post, work on adoption process and Corporate Parenting review.
Foster Carer Loans	225	-46	17	196	242	-46	To meet Children's Act loans write off and interest costs in future years.
Academies Conversion Support	740	-323	0	417	277	140	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.
Staff Training & Development	258	-185	0	73	73	0	Balance of funding agreed by Council in February 2011 for training and staff development towards new ways of working following restructure within CE&F. Balance of apprentice carry forward funding. To be spent by 2014/15.
CE&F Pay Protection Costs	320	-57	0	263	263	0	To meet pay protection costs over next 5 years.
Early Intervention Service Reserve	850	-534	0	316	316	0	To fund various projects with the Early Intervention Service and the replacement of equipment
Total CE&F	6,612	-3,619	1,063	4,056	3,175	881	

Provisional Outturn Report
CABINET - 17 December 2013
EARMARKED RESERVES

Earmarked Reserves	2013/14				August 2013 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
S&CS							
Older People Pooled Budget Reserve	7,469	-5,461	150	2,158	2,158	0	To be used in future years as agreed by the Joint Management Group
Physical Disabilities Pooled Budget Reserve	1,311	-267	0	1,044	1,044	0	To be used in future years as agreed by the Joint Management Group
Learning Disabilities Pooled Budget Reserve	204	-204	0	0	0	0	To be used in future years as agreed by the Joint Management Group
Fire Control	803	-320	0	483	483	0	This reserve holds the funding agreed on the fire control project (Oxfordshire/Berkshire/Buckinghamshire Fire Control Centre) and the Fire Link projects which will be used in future years.
Fire & Rescue & Emergency Planning Reserve	161	-50	0	111	111	0	To be used for unbudgeted fire hydrant work and renewal of IT equipment
Community Safety Reserve	89	-33	48	104	15	89	This reserve will be used to for works at the Redbridge Gypsy and Travellers site and to support the cost of complex Trading Standards investigations.
Total S&CS	10,037	-6,335	198	3,900	3,811	89	
E&E							
Highways and Transport Reserve	385	-352	0	33	33	0	Will be used to support the revenue budget in 2013/14
Area Stewardship	862	-862	0	0	0	0	Remaining funding available for the Area Stewardship scheme
On Street Car Parking	2,232	-1,700	980	1,512	1,512	0	This surplus has arisen under the operation of the Road Traffic Regulation Act 1984 (section 55). The purposes for which these monies can be used are defined by statute.
Countryside Ascott Park - Historical Trail	20	0	1	21	21	0	
Carbon Reduction	60	-60	0	0	0	0	
SALIX Energy Schemes	20	0	0	20	20	0	To be used for energy saving schemes in the future
Dix Pit WRC Development	13	0	0	13	13	0	
Oxfordshire Waste Partnership Joint Reserve	133	0	0	133	133	0	This reserve holds the revenue proportion of the unutilised element of the performance reward grant secured by the Oxfordshire Waste Partnership (OWP)
Dix Pit Engineering Works & WRC Development	691	0	0	691	691	0	To fund engineering work at Dix Pit waste management site
Waste Management	3,249	-3,249	0	0	3,129	-3,129	To fund a number of financial liabilities including the cessation of landfill site contracts, a contribution to the capital programme with regard to the Waste Recycling Strategy and the Energy from Waste (EfW) architectural enhancements due to revised planning conditions.
Property Disposal Costs	227	-50	0	177	177	0	To meet disposal costs in excess of the 4% eligible to be charged against capital receipts
Developer Funding (Revenue)	305	0	0	305	305	0	To meet the costs of monitoring Section 106 agreements
West End Partnership	86	-36	0	50	50	0	This reserve is to ring-fence funding relating to the West End Project
Catering Investment Fund (formerly FWT)	1,231	-283	0	948	1,231	-283	To be used to invest in the business plus a contingency for unforeseen costs
Asset Rationalisation	765	-415	0	350	350	0	Investment fund for the implementation of the asset rationalisation strategy
Job Clubs	0	0	55	55	55	55	Remainder of 2012/13 carry forward. To be spent on Job Clubs in 2014/15
Minerals and Waste Project	191	-191	0	0	0	0	To fund the Minerals and Waste project
Joint Use (moved from CE&F)	552	0	638	1,190	552	638	Will be used to support the joint-use agreements with the district councils in future years.
LABGI Funding to support Local Enterprise Partnership (Moved from Corporate)	315	-171	0	144	144	0	This reserve contains LABGI funding that has been allocated by Cabinet to support the Local Enterprise Partnership that will be spent in 2013/14 and 2014/15. It is proposed to transfer this reserve to Environment & Economy from 2013/14.
OCS Development Reserves	2,228	-1,543	0	685	685	0	To be used to develop the Customer Service Centre and the Transforming Oxfordshire Customer Services Project
Money Management Reserve	150	0	0	150	150	0	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	241	0	0	241	241	0	This reserve is to ring-fence funding for the Oxfordshire & Buckinghamshire Partnership graduate teacher training programme
Total E&E	13,956	-8,912	1,674	6,718	9,492	-2,719	

Provisional Outturn Report
CABINET - 17 December 2013
EARMARKED RESERVES

Earmarked Reserves	2013/14				August 2013 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
Chief Executive's Office							
Big Society Fund	90	-90	0	0	0	0	Balance of the 2012/13 Big Society Fund being used in 2013/14 This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the qualification level that the current trainees have reached To support the project as it continues To support various projects that will be completed by 2014 This will be used to support the costs of the May 2013 election. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve. To be used for refurbishing the Registration buildings and facilities Of which £1.002m will be used to update software & hardware to maintain an effective library management system.
CIPFA Trainees	58	0	0	58	58	0	
Change Management & New Ways of Working	135	-135	0	0	66	-66	
Coroner's Service	133	0	0	133	133	0	
Council Elections	536	-536	0	0	0	0	
Registration Service	553	0	122	675	675	0	
Cultural Services Reserve	1,391	-141	191	1,441	1,441	0	
Total - CEO	2,896	-902	313	2,307	2,373	-66	
Directorate Reserves	33,501	-19,768	3,248	16,981	18,851	-1,815	
Corporate							
Carry Forward Reserve	3,168	-3,168	0	0	0	0	
Efficiency Reserve	3,384	0	2,374	5,758	5,758	0	
Corporate Total	6,552	-3,168	2,374	5,758	5,758	0	
Total Revenue Reserves	84,075	-35,485	7,573	56,163	57,909	-1,691	
Other Reserves							This reserve has been established for the purpose of financing capital expenditure in future years This reserve has been established to facilitate, through forward funding, the timely provision of infrastructure that supports planned growth. This reserve was created as part of the 2008/09 budget setting process to meet the costs of borrowing for increased funding for the capital programme. Similar contributions are to be made each year with draw downs being required as costs are incurred.
Insurance Reserve	4,736	0	0	4,736	4,736	0	
Capital Reserves							
Capital Reserve	18,419	0	0	18,419	18,419	0	
Rolling Fund Reserve	1,559	0	491	2,050	2,050	0	
Prudential Borrowing Reserve	6,326	0	950	7,276	7,276	0	
Total Capital Reserves	26,304	0	1,441	27,745	27,745	0	
Cash Flow Reserves							The creation of a budget reserve was agreed as part of the 2009/10 budget setting process. This sum will be available to spend on a one-off basis in future years when there are limited resources available to allocate in the Medium Term Financial Plan. This reserve is being used to manage the cash flow implications of the variations to the Medium Term Financial Plan.
Budget Reserve - 2009/10 to 2013/14	3,341	-3,341	0	0	0	0	
Budget Reserve - 2013/14 to 2016/17	17,211	-8,962	11,144	19,393	19,393	0	
Total Cash Flow Reserves	20,552	-12,303	11,144	19,393	19,393	0	
Total Other Reserves	51,592	-12,303	12,585	51,874	51,874	0	
Total Reserves	135,667	-47,788	20,158	108,037	109,783	-1,691	

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

Date	Forecast 2013/14 £m	£m	Budget 2013/14 £m
Outturn 2012/13	18.733		16.193
County Fund Balance	18.733		16.193
Planned Contribution to Balances	3,000		3,000
Planned Contribution from Balances	-1,500		-1,500
Original forecast outturn position 2012/13	20.233		17.693
Additions			
Calls on balances deducted			
Increased Flood Defence Levy in 2013/14	-0.053		
Total calls on balances	-0.053		-2,000
Automatic calls on/returns to balances			
Additional Strategic Measures			
Other Items			
		0.000	
Net Balances	20.180		15.693
Total Gross Expenditure Budget	972.873		408.616
Balances as a % of Gross Expenditure	2.07%		3.84%
Net Balances	20.180		
Calls on / returns to balances agreed but not actioned			
		0.000	
Calls on / returns to balances requested in this report			
		0.000	
Forecast Overspend		0.000	
Forecast directorate overspend (as set out in Annex 1)		-4,549	
		0.000	
Revised Outturn position		15.631	

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Summary

Directorate	Latest Approved Capital Programme (Cabinet 15 October 2013)			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2013)		
	Current Year	Future Years	Total	Current Year	Future Years	Total	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Children, Education & Families 1 - OCC	33,609	117,949	151,558	33,609	118,649	152,258	0	700	700	10,761	7,894	32%	56%	34,821	-1,212	-3%
Social & Community Services	15,563	18,100	33,663	15,563	18,100	33,663	0	0	0	1,493	1,023	10%	16%	12,730	2,833	22%
Environment & Economy 1 - Transport	26,635	64,144	90,779	27,152	63,526	90,678	517	-618	-101	4,743	13,219	17%	66%	20,665	6,487	31%
Environment & Economy 2 - Other Property Development Programmes	1,605	26,464	28,069	1,794	26,464	28,258	189	0	189	-39	357	-2%	18%	6,378	-4,584	-72%
Chief Executive's Office	1,056	1,717	2,773	1,056	1,717	2,773	0	0	0	240	89	23%	31%	576	480	83%
Total Directorate Programmes	78,468	228,374	306,842	79,174	228,456	307,630	706	82	788	17,198	22,582	22%	50%	75,170	4,004	5%
Schools Local Capital	3,846	4,880	8,726	3,846	4,880	8,726	0	0	0	2,447	0	64%	64%	3,881	-35	-1%
Earmarked Reserves	1,000	65,897	66,897	1,000	65,899	66,899	0	2	2					1,000	0	0%
OVERALL TOTAL	83,314	299,151	382,465	84,020	299,235	383,255	706	84	790	19,645	22,582	23%	50%	80,051	3,969	5%

CABINET - 17 December 2013
Capital Programme 2013/14 - 2017/18

In-year Expenditure Forecast Variations

Project / Programme Name	Previous 2013/14 Forecast* £'000s	Revised 2013/14 Forecast £'000s	Variation £'000s	Comments
Environment & Economy - Highways & Transport Capital Programme				
Whitney, Ducklington Lane/Station Lane Junction	100	163	63	Stage 0b Business Case agreed by Cabinet in March 13. Following Cabinet report in October 13 the Stage 1 Business Case was approved in November 13. Budget reprofiled to match the Business Case. Construction due to start April 14 for 6-8 months
Kennington, Oxford Road (Bagley Wood) Reconstruction	810	1,013	203	Stage 1 approval by CAPB 10/6/13. Construction to start in July 13. Approval of £0.185m budget increase funded from subsidence reserve.
Completed Major Schemes Small Changes	0	143	143	Final payments settled on a number of schemes.
TOTAL TRANSPORT IN-YEAR VARIATION			517	
Environment & Economy Capital Programme (excluding Transport)				
Wigod Way, Wallingford	0	189	189	Contribution towards construction of community centre.
TOTAL E&E IN-YEAR VARIATION			189	
TOTAL CAPITAL PROGRAMME IN-YEAR VARIATION			706	

*As approved by Cabinet 15 October 2013

CABINET - 17 December 2013
Capital Programme 2013/14 - 2017/18

New Schemes & Budget Changes

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Children, Education & Families Capital Programme				
Early Years Entitlement for Disadvantage 2 year olds	872	1,572	700	
CE&F TOTAL PROGRAMME VARIATION			700	
Environment & Economy -Highways & Transport Capital Programme				
Integrated Transport Future Programme-LTP3	1,569	1,200	-369	Developer Match funding pot returned
Kennington, Oxford Road (Bagley Wood) Reconstruction	935	1,120	185	Stage 1 approval by CAPB 10/6/13. Construction to start in July 13. Approval of £0.185m budget increase funded from subsidence reserve.
Completed Major Schemes	3,954	4,097	143	Final payments settled on a number of schemes - all within original budget
Small Changes			-60	
TRANSPORT TOTAL PROGRAMME VARIATION			-101	
Environment & Economy Capital Programme (excluding Transport)				
Wigod Way, Wallingford	0	189	189	Contribution towards construction of community centre.
E&E TOTAL PROGRAMME VARIATION			189	
TOTAL CAPITAL PROGRAMME VARIATION			788	

*As approved by Cabinet 15 October 2013

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Division(s): N/A

CABINET – 17 DECEMBER 2013

Service & Resource Planning 2014/15 to 2017/18

Report by the Chief Finance Officer

Introduction

1. This report is the second in a series on the Service & Resource Planning process for 2014/15 to 2017/18, providing councillors with information on budget issues for 2014/15 and the medium term. The report sets out draft budget proposals to address shortfalls in funding and other emerging pressures identified over the medium term and provides an update on the latest financial position. The report also provides an update on government consultations and sets out the review of charges.
2. The provisional local government finance settlement is not expected to be announced until on or around 19 December 2013 and therefore the impact of the settlement is not included in this report. An addenda setting out the implications of the Chancellor's Autumn Statement due on 5 December 2013 will be circulated prior to the meeting.
3. This report does not include any proposals relating to the capital programme as these are dependent on the capital settlement. Updated property asset management and transport asset management plans will be considered by the Performance Scrutiny Committee on 9 January 2014, prior to the Cabinet meeting on 28 January 2014, together with proposed use of any unallocated capital resources.
4. The following annexes are attached to this report:
 - Annex 1: New revenue budget pressures and savings 2014/15 – 2017/18
 - Annex 2: Review of charges 2014/15
 - Annex 3: Forecast earmarked reserves 2014/15 – 2017/18
 - Annex 4: Government consultations, announcements and other initiatives

Revenue budget pressures and savings

5. The Service & Resource Planning Report to Cabinet in September 2013 set out initial estimates of budgetary pressures over the period 2014/15 – 2017/18 and additional pressures the Council would face if council tax increases were below that in the current Medium Term Financial Plan (MTFP). At that time budgetary pressures totalled £39.9m, with a further

pressure of £20.8m if council tax increases were restricted to 2% in each year of the MTFP.

6. Directorates have been working on new business strategies to identify ways of addressing the budgetary pressures and funding gap. The table below compares the latest position for on-going new pressures and savings to that reported in September. This includes both new savings and directorate pressures not previously included in the £39.9m. Details of the changes are set out in the ensuing paragraphs.

	Latest Position £m	Sept Report £m	Change £m
Council tax	12.6	20.8	-8.2
Reductions in Revenue Support Grant	10.5	10.5	0.0
Specific grant reductions/top-slicing ¹	8.0	8.0	0.0
Other corporate pressures	11.7	11.4	0.3
Directorate pressures	21.3	10.0	11.3
Total pressures	64.1	60.7	3.4
Corporate savings	-14.2		-14.2
Directorate savings	-50.5		-50.5
Total savings	-64.7	0.0	-64.7
Net Total	-0.6	60.7	-61.3

Council tax

7. The pressure reported in the September report was based on a council tax increase of 2% for each year of the four-year period 2014/15 – 2017/18. The Government has set the council tax referendum limit at 2% for both 2014/15 and 2015/16 therefore an increase above this amount would require a local vote. However, the referendum limits for the final two years of the MTFP have not yet been announced. With signs that the economy is now recovering the restrictions on council tax increases may be relaxed in later years, and for this reason increases of 3% have been assumed in the final two years of the MTFP in the latest position. This position will be reviewed in each year of the MTFP. This change reduces the pressure by £5.9m over the medium term.
8. The current MTFP includes growth in the tax base of 0.6% in 2014/15 and 0.75% in later years. Provisional figures from the district councils indicate an increase of 1.37% for 2014/15 through a combination of increased house building and lower than expected costs of the Council Tax Support Scheme. This generates £2.3m additional funding over the medium term.
9. The current MTFP includes £2.0m a year for council tax surpluses. Early draft figures from the district councils suggest that surpluses for 2014/15 will be £6.0m. This gives £4.0m additional one-off funding in 2014/15.

¹ Assumes all of the New Homes Bonus is removed in 2015/16

Revenue Support Grant/Specific Grants

10. There have been no further updates to the information available on Revenue Support Grant or specific grant allocations for 2014/15 and later years. The provisional local government finance settlement is expected on or around 19 December 2013, with 2014/15 Revenue Support Grant allocations and illustrative figures for 2015/16 expected at that time. 2014/15 specific grant notifications are also expected around the time of the settlement.

Other Corporate Pressures

11. Other corporate pressures reported in September comprised pensions auto-enrolment (£0.6m), removal of the employer's national insurance rebate with the introduction of the single state pension (£3.5m) and short-term funding that needs replacing in the current MTFP (£7.3m).
12. Additional pressures of £0.3m include £0.2m for insurance premiums.
13. Given the impact of pensions auto-enrolment is spread widely across the Council, consideration is being given to whether directorates can absorb the pressure. Other pension matters are outlined in Annex 4.

Directorate Pressures

14. The September report included £10.0m for demographic pressures on adult social care. A further £11.3m of pressures have been identified during the development of the new directorate business strategies, details of which are provided in Annex 1.

Corporate Savings

15. The majority of corporate savings (£11.8m) relate to reducing the allowance for inflation within the MTFP. It is proposed to reduce the allowance for pay inflation by £1.0m in 2015/16 in line with the Spending Round announcement to limit public sector pay rises to an average of 1%. The remainder of the inflation savings (£10.8m) relate to a proposed reduction in the allowance for non-pay and contract inflation. The Consumer Price Index (CPI) was 2.2% in October 2013 down from 2.7% in the previous month. The Bank of England continues to predict that price inflation will fall back to 2% in the long run.
16. Other proposed corporate savings include additional business rate income from the Energy from Waste plant together with general growth in the forecast business rates (£1.3m), an income generation target (£0.5m) and a technical adjustment relating to grant reductions in the MTFP (£0.6m).

Directorate Savings

17. Through the development of new business strategies, directorates have identified £50.5m of new savings proposals, details of which are provided in Annex 1.
18. The table overleaf summarises the proposed new pressures and savings set out in Annex 1.

Budget proposals	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
New pressures					
Children, Education & Families	0.0	0.0	0.4	0.3	0.7
Adult Social Care	10.0	-2.4	3.9	3.4	14.9
Fire & Rescue and Community Safety	0.8	0.0	0.7	0.0	1.5
Environment & Economy	3.2	0.7	1.3	-1.1	4.1
Chief Executive's Office	0.1	0.0	0.0	0.0	0.1
Public Health	0.0	0.0	0.0	0.0	0.0
Corporate	4.9	15.5	7.1	15.3	42.8
Total new pressures	19.0	13.8	13.4	17.9	64.1
New savings					
Children, Education & Families	0.2	-1.0	-2.8	-3.4	-7.0
Adult Social Care	-2.5	-11.8	-2.7	-5.0	-22.0
Fire & Rescue and Community Safety	-0.7	-0.4	-0.5	-0.5	-2.1
Environment & Economy	-1.4	-5.3	-2.4	-6.2	-15.3
Chief Executive's Office	-1.0	-0.2	-0.3	-0.1	-1.6
Public Health	0.0	0.0	-1.3	-1.2	-2.5
Corporate	-5.2	-2.5	-3.3	-3.2	-14.2
Total new savings	-10.6	-21.2	-13.3	-19.6	-64.7
Net total	8.4	-7.4	0.1	-1.7	-0.6

Review of charges

19. The Income Generation Cabinet Advisory Group has been exploring ways of generating additional income to help address the budgetary pressures faced by the Council. The chairman of the Group has proposed an income generation target of £0.5m to be included in the 2014/15 – 2017/18 Medium Term Financial Plan, in addition to the proposals already put forward. The work of the Group is still on-going and further recommendations will be made to Cabinet in January 2014. As part of its remit the Group has also reviewed and updated the Council's Corporate Charging Policy which is set out at Annex 2a.
20. The work of the Cabinet Advisory Group has run in parallel to service managers reviewing their existing charges. Changes in income arising from this review are summarised in Annex 2b and the proposed charges are set out in Annex 2c.

Strategic Measures, reserves and balances

Strategic Measures

21. The draft Treasury Management Strategy Statement and Annual Investment Strategy for 2014/15 will be reported to the Performance Scrutiny Committee

on 9 January 2014, ahead of consideration by Cabinet on 28 January 2014. These will set out the borrowing strategy for the Council, the forecast bank rate and the forecast of interest rates to be achieved on investments over the medium term.

Reserves

22. Revenue reserves are forecast to be £56.2m as at 31 March 2014 as set out in Annex 3, of which £24.7m relates to schools. In addition, other reserves, which include insurance, capital and cash flow reserves, are forecast to be £51.9m as at 31 March 2014.
23. Annex 3 sets out the forecast use of reserves over the medium term. This shows that most of the revenue reserves will be used over this period, with the forecast balance falling to £9.8m by the end of 2017/18, of which £5.7m relates to schools. Other reserves will go into £1.6m deficit by the end of 2017/18. The new savings do not match the new pressures in each year of the MTFP, giving rise to a cash flow problem over the medium term. Based on the latest estimates the Budget Reserve would be overdrawn by £4.0m by the end of 2015/16, rising to £13.1m in 2016/17, before falling back to £12.5m in 2017/18. The Council cannot hold deficit reserves so there may be a need for some temporary use of other revenue reserves in 2015/16 and 2016/17 to manage the cash flow position.

Balances

24. The County Council's policy is to maintain balances at a level commensurate with identified risks. The forecast balances over the medium term in the current MTFP are set out in the table below.

Balances forecast in MTFP	2013/14 £m	2014/15 £m	2015/16 £m	2016/17 £m
Estimated balances at start of year	16.2	15.7	16.7	16.7
Budgeted changes in balances	1.5	3.0	2.0	2.0
Total balances at start of year	17.7	18.7	18.7	18.7
Estimated use of balances	-2.0	-2.0	-2.0	-2.0
Estimated balances at end of year	15.7	16.7	16.7	16.7

25. Balances at the end of 2012/13 were £18.7m, £2.5m higher than forecast in the MTFP due to additional investment income and very limited calls on balances during the latter part of the year. The forecast directorate overspend of £4.5m set out in the Financial Monitoring report elsewhere on this agenda would reduce balances to £15.6m by the end of 2013/14. This is in line with the MTFP however does not allow for any further calls on balances. Consideration will be given in the Service & Resource Planning report to Cabinet in January 2014 whether this level of balances is commensurate with risks.

Government consultations, announcements and other initiatives

26. A number of government consultations, announcements and other initiatives were set out in the report to Cabinet on 17 September 2013. These have implications for the Council in 2014/15 or later years. These included:
- Consultations on finance settlement technical issues, New Homes Bonus and the use of capital receipts for revenue purposes
 - Business rates pooling
 - Social care funding
 - Education and schools funding
 - Pensions
27. The updated position on these and subsequent announcements which have financial implications for the Council are set out in Annex 4.

Service & Resource Planning Process Update

28. A new over-arching business strategy to cover the four-year period 2014/15 to 2017/18 has been developed to align with the council tax and budget setting timeframe for the new administration. This is underpinned by new directorate business strategies for the same period, included at Annex 1 to the Service & Resource Planning report to Performance Scrutiny Committee on 16 December 2013. These strategies set out proposed changes to services to deliver the savings required to meet the identified funding gap and emerging expenditure pressures outlined earlier in this report.
29. The Performance Scrutiny Committee is due to consider the new directorate business strategies and budget proposals at its meeting on 16 December 2013 and offer an overall view to the Cabinet. This will be followed by consideration of capital proposals at the Committee's meeting on 9 January 2014. The Cabinet will finalise its budget proposals and propose the 2014/15 revenue budget, 2014/15 – 2017/18 Medium Term Financial Plan and Capital Programme on 28 January 2014.
30. The provisional local government finance settlement is expected to be on or around 19 December 2013 and the final settlement in late January/early February 2014. The Council will meet to set the council tax requirement on 18 February 2014.

Consultation

31. A series of 'Talking Oxfordshire' public meetings took place across the county in October and November, together with on-line consultation, to seek residents' views on the tough financial decisions that the Council faces. A summary of the results of Talking Oxfordshire are included at Annex 4 to the Service & Resource Planning report to Performance Scrutiny Committee on 16 December 2013.

32. Further engagement is being sought through a telephone survey to capture feedback on how people think the Council should save money, service priorities and views on the level of council tax increase. Members of the public will also be able to comment on the detailed budget proposals through the Council's website.

Equality and Inclusion Implications

33. The Equality Act 2010 imposes a duty on local authorities that, when making decisions of a strategic nature, decision makers must exercise 'due regard to the need to eliminate unlawful discrimination... advance equality of opportunity... and foster good relations.'
34. A general assessment of the broad impact of the new budget proposals is set out in the Service & Resource Planning report to Performance Scrutiny Committee on 16 December 2013. This is supported by initial service-level assessments for the new proposals, included at Annex 3 to that report.

Financial and Legal Implications

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

RECOMMENDATION

36. **The Cabinet is RECOMMENDED to:**
- (a) note the report and that an addenda will be produced following the announcement of the Chancellor's Autumn Statement;**
 - (b) consider the pressures and savings set out in Annex 1 in forming its budget proposals in January 2014;**
 - (c) in relation to the review of charges:**
 - 1) approve the updated Corporate Charging Policy;**
 - 2) note those charges prescribed by legislation;**
 - 3) approve the charges where there is local discretion as set out in Annex 2, giving flexibility to the Outdoor Education Centres to reduce the charge from the maximum rate to take account of demand and seasonal factors, and to vary the charges at Hill End to reflect market demands and any increase in costs (up to a maximum increase of 10% above the proposed rate applicable from 1 April 2014).**

LORNA BAXTER
Chief Finance Officer

Contact Officers:
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December 2013

Summary of New Pressures and Savings

New Pressures Identified

Directorates	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Children, Education & Families	0	0	420	238	658
Adult Social Care	10,000	-2,400	3,900	3,400	14,900
Fire & Rescue and Community Safety	732	50	700	50	1,532
Environment & Economy	3,205	723	1,211	-1,106	4,033
Chief Executive's Office	120	0	0	0	120
Public Health	0	0	0	0	0
Corporate	4,905	15,436	7,110	15,370	42,821
Total	18,962	13,809	13,341	17,952	64,064

New Savings Proposed

Directorates	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Children, Education & Families	196	-994	-2,790	-3,420	-7,008
Adult Social Care	-2,500	-11,800	-2,700	-5,000	-22,000
Fire & Rescue and Community Safety	-746	-409	-535	-456	-2,146
Environment & Economy	-1,412	-5,332	-2,390	-6,136	-15,270
Chief Executive's Office	-973	-144	-320	-145	-1,582
Public Health	0	0	-1,250	-1,250	-2,500
Corporate	-5,166	-2,507	-3,308	-3,208	-14,189
Total	-10,601	-21,186	-13,293	-19,615	-64,695

Corporate

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
	NP	Pressure arising from reducing Council Tax increase in MTFP to 2% in 2014/15 and 2015/16, 3% in 2016/17 and 2017/18 (£14.9m), offset by an increase in the Council Tax Base (-£2.3m)	-758	4,857	2,340	6,135	12,574
	NP	Estimated reduction in Revenue Support Grant	2,127	5,816	670	1,900	10,513
	NP	Estimated specific grant reductions/top-slicing	2,604	4,763	600		7,967
	NP	Ending of National Insurance rebate leading to increased employer costs			3,500		3,500
	NP	Increased employer costs arising from pensions auto-enrolment	611				611
	NP	Replace short-term funding in current MTFP				7,335	7,335
	NP	Increase budget to meet Flood Defence Levy 2013/14 shortfall	53				53
	NP	Council Tax Support Scheme changes - contribution to District Council Hardship Fund and increased collection costs	68				68
	NP	Increase in insurance premiums	200				200
	NS	Reduce pay inflation in 2015/16 to 1% in line with Spending Round announcement to cap public sector pay rises		-1,000			-1,000
	NS	Reduce allowance for non-pay inflation and contract inflation	-300	-4,000	-3,300	-3,200	-10,800
	NS	Council Tax Surpluses over and above £2m included in MTFP	-4,000	4,000			0
	NS	Estimated additional business rates from Energy from Waste plant (energy related element)		-1,000			-1,000
	NS	Increase in estimated Business Rates from growth	-249	-7	-8	-8	-272
	NS	Income Generation Target		-500			-500
	NS	Technical adjustment – grant reduction in medium term plan	-617				-617
		Total Corporate	-261	12,929	3,802	12,162	28,632

Children, Education & Families

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		<u>Education & Early Intervention</u>					
		Early Intervention					
15CEF1	NS	Rephrasing of savings CEF10c and 14CEF4 relating to Children's Centres in current MTFP	499	-499			0
15CEF2	NS	Development of an integrated adolescent service and early childhood service				-3,000	-3,000
		Subtotal Early Intervention	499	-499	0	-3,000	-3,000
		Education					
15CEF3	NS	Make Music Service self financing by increasing income and reducing free tuition.	-40	-70	-70	-182	-362
15CEF4	NS	Identify savings in Foundation Learning service which eliminate the need for non-DSG funding.	-163				-163
15CEF5	NS	Reduce Attendance service from Sept 2014	-100	-100			-200
15CEF6	NS	Further reduce staffing of School Improvement services		-75			-75
		Subtotal Education	-303	-245	-70	-182	-800
		Total Education & Early Intervention	196	-744	-70	-3,182	-3,800
		<u>Children's Social Care</u>					
		Social Care					
15CEF7	NS	Savings anticipated by further increasing close co-operation with partner agencies such as the police, the health service, schools and others		-250			-250
15CEF8	NP	Children's Homes - borrowing costs to fund 4 new homes in Oxfordshire			420	238	658
15CEF9	NS	Children's Homes Savings - from building Children's Homes in the county which reduces the number of high cost out of county placements			-420	-238	-658
		Subtotal Social Care	0	-250	0	0	-250
		Total Children's Social Care	0	-250	0	0	-250

Children, Education & Families

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		<u>Children, Education & Families Cross Directorate</u>					
15CEF10	NS	Reduce administration support in line with reductions in directorate services, seek efficiency improvements.			-500		-500
15CEF11	NS	Develop more integrated management across SEN & Disability. Re-commission respite breaks for families, and seek NHS contributions to costs. Challenge costs of 16+ SEN responsibilities transferred into OCC from Education Funding Agency, obtaining savings within DSG funded SEN services that enable a larger DSG contribution to the educational cost of placements.			-1,300		-1,300
15CEF12	NS	Reduce support services from joint commissioning team in line with other service reductions. Reduce non-statutory public engagement activities.			-500		-500
		Total Children, Education & Families Cross Directorate	0	0	-2,300	0	-2,300
		Total Children, Education & Families	196	-994	-2,370	-3,182	-6,350

Adult Social Care

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Older People					
15SCS1	NS	Resources from the Integrated Transformation Fund to protect adult social care services	-2,000	-8,000			-10,000
15SCS2	NS	Working closely with providers to generate efficiencies in contracted services		-400	-400	-400	-1,200
15SCS3	NS	Supporting our staff to work more efficiently, reducing bureaucracy and streamlining process – establishing efficiency savings in preparation for increased demand generated by funding reform, which we expect will be funded by central government			-1,500		-1,500
15SCS4	NS	Seeking alternatives to the current brokerage service		-600			-600
15SCS5	NS	Stop subsidising shopping, laundry and meals service.		-200			-200
15SCS6	NS	Continuing to fund information and advice for people who may need or are eligible for social services, but withdrawing support for mainstream welfare rights advice and advocacy.		-300			-300
15SCS7	NS	Continued work to identify this saving over the four-year period				-2,800	-2,800
15SCS8	NP	Investment to help meet increased demand for social care (also see additional demography under 'All Client Groups')	10,000	-2,400	-1,100	-1,600	4,900
		Subtotal Older People	8,000	-11,900	-3,000	-4,800	-11,700
		Learning Disabilities					
15SCS9	NS	Close working with learning disability service users to find new ways of working whilst ensuring assessed needs continue to be met		-800	-800	-1,800	-3,400
		Subtotal Learning Disabilities	0	-800	-800	-1,800	-3,400
		All Client Groups					
15SCS10	NP	Demography			5,000	5,000	10,000
15SCS11	NS	Reduction in line with central government reductions in Supporting People funding for Housing Related Support		-1,500			-1,500
		Subtotal All Client Groups	0	-1,500	5,000	5,000	8,500
		Joint Commissioning					
15SCS12	NS	Stop Funding Social Fund except care leavers	-500				-500
		Total Joint Commissioning	-500	0	0	0	-500
		Total Adult Social Care	7,500	-14,200	1,200	-1,600	-7,100

NS - New Saving Proposal

NP - New Pressure Identified

Fire & Rescue and Community Safety

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Community Safety					
15SCS13	NP	Cessation of contract to provide petroleum and explosives licensing and enforcement function for another local authority	25				25
15SCS14	NP	Reduction in income from legal metrology services arising from local business developing an accredited 'in-house' service (Trading Standards)	40				40
15SCS15	NS	Cease funding provided to local Community Safety Partnerships (with £44k retained to continue to support the Domestic Abuse Coordinator post)	-190				-190
15SCS16	NS	Cessation of dedicated Community Safety coordination work through the Safer Communities Unit		-194			-194
15SCS17	NS	Increased income from business support services and new specialist training service (Trading Standards)		-20			-20
15SCS18	NS	Reduction in livestock welfare enforcement work and refocus of remaining animal health activity on animal health and disease control (Trading Standards)		-30			-30
		Total Community Safety	-125	-244	0	0	-369

Fire & Rescue and Community Safety

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Fire and Rescue & Emergency Planning					
		Fire & Rescue					
15SCS19	NP	Change of staffing to support county-wide Emergency Cover - Bicester Fire Station - potential staffing model change from fully on-call (2 appliances) to 1 appliance on-call and 1 appliance Day Crewed. (This will require an additional 10 firefighters plus 4 supervisory managers)			700		700
15SCS20	NP	Change of staffing to support county-wide Emergency Cover - Establish an initial additional emergency response resource for Southern County area - (requiring an additional 6 Firefighters)	216				216
15SCS21	NP	New provision of staff to meet changing emergency cover needs - Establish an initial additional emergency response resource for West Oxford District Council & Carterton area (additional 6 Firefighters) - long term move to an 'on-call' model	216				216
15SCS22	NP	Development of established staffing model to support emergency cover - Increase in on-call firefighters in the West Oxford District Council & Carterton area				50	50
15SCS23	NP	New Provision of Staff to meet changing emergency cover needs - Additional on-call crewing to strengthen second appliance response in Wantage / Science Vale area		50			50
15SCS24	NP	Workforce Development/Training Strategy - Increase on-call Firefighter & Supervisory Manager Core Operational Skills experiential training	210				210
15SCS25	NP	Vehicle Renewal/Replacement Programme - Increased costs (inflation and specialist equipment costs)	25				25
15SCS26	NS	Emergency Planning - Restructure and alignment with Oxfordshire Fire & Rescue in relation to business continuity management.			-20		-20
15SCS27	NS	Agile Working - Full review of administration and support function following the introduction of agile working arrangements				-60	-60
15SCS28	NS	Development of Commercial Training Unit (Income Generation)	-25	-25	-25	-25	-100

Fire & Rescue and Community Safety

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Fire and Rescue Continued					
15SCS29	NS	Collaboration Efficiencies - Revenue reductions associated with implementation of Thames Valley Fire Control Service (TVFCS)	-150	-75	-25	-25	-275
15SCS30	NS	Collaboration Efficiencies - reconfiguration of Oxfordshire Fire & Rescue's Technical Communications Team following the implementation of TVFCS			-25		-25
15SCS31	NS	Collaboration Efficiencies - Benefits realisation of collaborative approach to training delivery, leading to the reduction in staffing costs.			-50		-50
15SCS32	NS	Collaboration Efficiencies - Benefits realisation of collaborative approach to training support, leading to reconfiguration of training administration resources				-50	-50
15SCS33	NS	Senior Management Restructure and Collaboration - amend operational rota			-30		-30
15SCS34	NS	Charging and Fees Efficiencies - Review of current charges including revisiting Fire and Rescue Services Act 2004 Section 13/16 arrangements	-25	-25			-50
15SCS35	NS	Middle Management Review - Road Safety function		-40			-40
15SCS36	NS	Large/Major Incident Command Review - review OFRS resources in conjunction with the other Thames Valley fire & rescue services.				-30	-30
15SCS37	NS	Targeted Smoke Detector Provision for the most vulnerable only	-10				-10
15SCS38	NS	Review of Road Safety Educational Delivery	-38				-38
15SCS39	NS	Change of Staffing to Support County-wide Emergency Cover - Reduction in staffing for one on-call appliance at Bicester - covered by Day Crewed personnel (see 15SCS19)				-50	-50
15SCS40	NS	Conditions of Service Review - locally agreed reduction in allowances & subsistence					-20
15SCS41	NS	Change of Staffing to Support County-wide Emergency Cover - Alternative crewing arrangements for hydraulic platform and frontline appliances at Rewley Road (releasing 8 Firefighter posts)	-288				-288

Fire & Rescue and Community Safety

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Fire and Rescue Continued					
15SCS42	NS	Change of Staffing to Support County-wide Emergency Cover - Banbury Fire Station - staffing model change from 1 appliance full time 24/7 and one on-call appliance to 1 appliance Day Crewed and one on-call (release 10 Firefighters plus 4 Supervisory Managers)			-360		-360
15SCS43	NS	Reduction in Full-time Firefighter Support - for new Carterton emergency cover arrangements (see 15SCS21)				-216	-216
		Total Fire and Rescue & Emergency Planning	111	-115	165	-406	-245
		Total Fire & Rescue and Community Safety	-14	-359	165	-406	-614

Environment & Economy

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Strategy & Infrastructure					
15EE1	NS	Carbon Reduction Tax - Council no longer part of government scheme (below threshold)	-120	-290			-410
15EE2	NS	Merger of Energy, Natural Environment and Waste Strategy Teams	-35	-120			-155
15EE3	NS	Recover costs for Local Enterprise Partnership administration and communication	-70				-70
15EE4	NS	Reduction to Economy & Skills Establishment	-45				-45
15EE5	NS	Unidentified Savings within Strategy - Delivery being planned			-150		-150
15EE6	NS	Move to a self funding position for travel planning			-75		-75
15EE7	NS	Move to a self funding position for Invest in Oxfordshire			-125		-125
15EE8	NS	Reduce Travel Behaviour and Energy non-staffing budgets		-240			-240
15EE9	NP	Rights of Way Income - Reduction in target	75				75
15EE10	NS	Asset Rationalisation - Agile working - Over and above the medium term plan target				-640	-640
15EE11	NP	Asset Reduction Implementation - Change in profile	522	-477	711	-756	0
		Total Strategy & Infrastructure	327	-1,127	361	-1,396	-1,835
		Commercial Services					
		Miscellaneous					
15EE12	NS	Other staff/staffing facilities reduction	-45	-10	-50		-105
15EE13	NS	Unidentified Saving- within Commercial Services delivery being planned				-535	-535
		Subtotal Miscellaneous	-45	-10	-50	-535	-640
		Transport Others					
15EE14	NS	Supported Transport Project savings which includes review of: transport contract management, Dial a Ride, bus subsidies, home to school transports including SEN*	-325	-425	-750	-1,700	-3,200
15EE15	NS	Highways Contract process efficiency		-20		-118	-138
15EE16	NS	Withdraw contributions to Bus Stop infrastructure information		-58		-57	-115
		Subtotal Transport Other	-325	-503	-750	-1,875	-3,453
		Property Services					
15EE17	NS	More rigorous corporate Landlord Implementation	-300				-300
15EE18	NS	Property and Facilities staffing including - reduce facilities management structure/Property & Facilities service stream/Property and Facilities staffing			-60	-400	-460
15EE19	NS	Reduce size of property portfolio therefore reducing the overall size of contract		-200	-100	-100	-400
15EE20	NS	Reduce planned Property Repairs and Maintenance				-400	-400
15EE21	NP	Property Energy Costs - Statutory Compliance	150				150
		Subtotal Property Services	-150	-200	-160	-900	-1,410

Environment & Economy

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Waste Management					
		<u>Waste Disposal</u>					
15EE22	NP	Increased Waste Tonnage - linked to the economic up turn and increase in number of households		500	500		1,000
		<u>Waste Treatment Procurement</u>					
15EE23	NS	Commercial Waste & Electrical energy from waste - 3rd Party Income				-1,300	-1,300
		<u>Waste Recycling Centre Strategy</u>					
15EE24	NP	Household Waste Recycling Centres - additional pressure from increased Redbridge Rent and unachieved savings; new strategy for future savings to be developed	358			-350	8
		<u>Oxfordshire Waste Partnership</u>					
15EE25	NS	Withdraw contribution to Oxfordshire Waste Partnership		-138			-138
		Subtotal Waste Management	358	362	500	-1,650	-430
		Network Maintenance					
15EE26	NS	Reduce the support for street works and events management		-30			-30
15EE27	NS	Reduce Road Survey Budget/other network maintenance/Network management general restructure/joint workings/Further other network maintenance		-100	-102	-281	-483
15EE28	NS	Street Lighting -Energy Saving plus reduction in inspection frequencies and cleaning regimes	-220		-390	-30	-640
15EE29	NP	Pressure on parking related services	300				300
15EE30	NS	Income generated through sponsorship and providing other services		-230	-100	-400	-730
		Subtotal Network Maintenance	80	-360	-592	-711	-1,583
		Roads Maintenance					
15EE31	NS	Reorganisation of Area Stewardship and locality working staff	-52	-345			-397
15EE32	NS	Reduce Grass Cutting		-689			-689
15EE33	NS	Alternative defect repairs		-200			-200
15EE34	NS	Significant defect correction lines/signs				-175	-175
15EE35	NS	Reduction in non-essential tree maintenance		-90			-90
15EE36	NS	Other Highways Savings		-92	-88		-180
15EE37	NP	Additional investment in highways defects following increased volumes	1,800	700			2,500
		Subtotal Roads Maintenance	1,748	-716	-88	-175	769
		Total Commercial Services	1,666	-1,427	-1,140	-5,846	-6,747

Environment & Economy

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		<u>Oxfordshire Customer Services</u>					
		OCS Management Team					
15EE38	NS	Oxfordshire Customer Services externalisation	-100	-2,055			-2,155
		Subtotal OCS Management Team	-100	-2,055	0	0	-2,155
		ICT					
15EE39	NS	ICT Rationalisation - including implementation of new telephony technology			-400		-400
15EE40	NS	SAP Hosting efficiencies through joint authority partnering arrangements	-100				-100
		Subtotal ICT	-100	0	-400	0	-500
		Total Oxfordshire Customer Services	-200	-2,055	-400	0	-2,655
		Total Environment & Economy	1,793	-4,609	-1,179	-7,242	-11,237

* Includes Home to School Transport subject to approval of the virement of the budget by Cabinet on 17 December 2013.

Chief Executive's Office

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
		Chief Executive's Office & Business Support					
15CEO1	NS	Cut funding to Oxford Inspires (retaining contribution to Experience Oxfordshire)	-25				-25
15CEO2	NS	Public Health staff costs met in full from Public Health	-25				-25
		Total Chief Executive's Office & Business Support	-50	0	0	0	-50
		Human Resources					
15CEO3	NS	Reduce Human Resources Establishment by 2fte	-42		-42		-84
15CEO4	NS	Reduce spend on Learning & Development delivery	-170				-170
		Total Human Resources	-212	0	-42	0	-254
		Corporate Finance and Internal Audit					
15CEO5	NS	Reduce Corporate Finance establishment by 1.5fte	-74				-74
		Total Corporate Finance & Internal Audit	-74	0	0	0	-74
		Law and Culture					
15CEO6	NS	Increased Registration Charges and activity	-210				-210
15CEO7	NS	Coroners - review and renegotiate contracts and agreements	-90				-90
15CEO8	NS	Withdrawal of grant scheme for the improvement of village halls and other community buildings	-59				-59
15CEO9	NS	Withdrawal of grant to The Mill Arts Centre and phased reduction of grants to Pegasus Theatre, Oxfordshire Youth Arts Partnership and Oxfordshire Visual Arts Development Agency	-16	-31	-31	-80	-158
15CEO10	NS	Increased efficiencies to be achieved by Library Service through further review of management support, book procurement, supplies and services		-63	-187		-250
15CEO11	NS	Phased reduction in funding to Victoria County History			-10	-15	-25
15CEO12	NP	Increase in childcare court fees - volume and cost	120				120
		Total Law and Culture	-255	-94	-228	-95	-672
		Strategy and Communications					
15CEO13	NS	Remove 4fte (vacant posts) and reduce Communications spend	-87	-50	-50	-50	-237
15CEO14	NS	Take out military and local grants (Locality Grant to Choose Abingdon and Refugee Resource Grant)	-175				-175
		Total Strategy and Communications	-262	-50	-50	-50	-412
		Total Chief Executive's Office	-853	-144	-320	-145	-1,462

Public Health

Reference	Type of Budget Change	Detail	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
15PH1	NS	More efficient contract negotiations			-1,250	-1,250	-2,500
		Total Public Health	0	0	-1,250	-1,250	-2,500

Oxfordshire's Corporate Charging Policy

CONTENTS

- Foreword
- The Power of the Council to charge for Services
- When Charges will be Made
- The Level of Charge
- Concessions
- Review of Charges
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- Roles and Responsibilities
- Data Protection Act Model Consent Form

FOREWORD

Both the Audit Commission and the Government have emphasised the importance to local government finance of the ability of local authorities to charge for a number of the services that they carry out. In addition, charges can be used as an instrument of policy - congestion charges are one example of this.

The County Council currently levies charges for a wide range of its services. As part of its responsibilities for ensuring value for money it has reviewed its practice and policy with regard to charges. This document is the outcome of that review.

The policy contained in this document is designed to ensure that:

- charges are levied on a clear and consistent basis across the Council's services.
- the level of charges is both consistent and fair, and takes proper account of the ability of customers to afford the services. That level of charges will reflect true cost plus a return, where this is legal and possible, for the Council's expertise.
- where concessions are given, they are offered in a consistent way across the Council's services.
- the services for which charges are made, and the level of charge, are annually reviewed.
- the views of customers are sought and taken into account when setting charges.
- recovery of charges is carried out efficiently and effectively.
- charges are imposed and implemented lawfully and in line with the Council's corporate objectives.

Specific policies are shown highlighted in bold.

While consistency is important, uniformity cannot be imposed rigidly. There will be cases where it is right for a particular service to depart from the guidelines contained in this policy. Where a departure is justified, however, it will only be implemented

following the procedures contained in this policy. This will ensure that a corporate approach is taken to all the charges made by the Council.

This policy will be reviewed on an annual basis as part of the Service and Resource Planning process. This will enable the Council to review its performance and to revise the policy as necessary to reflect changing circumstances and experience gained.

THE POWER OF THE COUNCIL TO CHARGE FOR SERVICES

This policy document does not cover cases where the Council charges other local authorities and certain other public bodies for services that we provide. The Council has wide powers to charge (cost recovery) and trade (cost recovery plus profit) with such bodies under s 1 Local Government (Goods and Services) Act 1973.

There are two legal options if we wish to make charges for services. We can either just recover costs or get involved in trading.

The rules on charging where only cost recovery is permitted are that as long as:

- (i) we have a statutory power to engage in the activity;
- (ii) there is no other specific legislation dealing with it; and
- (iii) we are not under a mandatory duty to perform the activity;
- (iv) then we can charge for it (cost recovery only). Note that cost recovery is defined very widely and covers all reasonable costs including administrative charges and so forth.

The rules on charging where we get involved in trading (cost recovery plus making a profit) are that we can trade as ourselves (that is Oxfordshire County Council) with other local authorities or certain public bodies defined by statute. For all other trading we can only trade as long as:

- (i) we have a statutory power to engage in the activity;
- (ii) there is no other specific legislation dealing with it;
- (iii) we are not under a mandatory duty to perform the activity; and
- (iv) we do so through a trading company set up for this purpose.

These are the legal restrictions. The council may also impose further rules on itself to manage spending and control activities.

WHEN CHARGES WILL BE MADE

It is the Council's policy to make charges whenever it is lawful for it to do so.

Charges will be made in all cases where there is an express statutory duty or power to charge for a service. In the absence of an express power, it is not always straightforward to decide whether the ability to charge for a service can be implied from an Act of Parliament. **Accordingly, unless there is an express power to charge, no charge will be levied without confirmation from the Council's Legal Services that the charge is lawful.**

In all cases where a charge is made, the objectives of the charge will be set out in the plan produced for the service in question. The plan will also include targets based on usage levels, revenue or some other quantifiable aspect of the service.

In cases where the service for which a charge is possible fulfils an important social function, the Council may decide not to impose a charge. The Council does, however, have a fiduciary duty to its inhabitants to be prudent with regard to its finances. Accordingly, no departure from the normal policy to levy a charge will be made unless the reasons for the departure are given in the relevant service's plan and approved by elected members.

Where commercial organisations are receiving the Council's services with a view to profit, those services may be charged for at a commercial rate through a trading company. Otherwise only costs can be recovered.

THE LEVEL OF CHARGE

The level of some charges is prescribed by central government. **Where the Council has discretion as to the level, charges will be set at a level designed to recover the full cost of providing the service in question.** The cost to be reflected in the charge will include, in addition to the direct cost of providing the service, indirect costs such as a fair and appropriate proportion of the cost of premises, central services and other overheads.

Departures from this policy will only be approved where:

- The service provides an important social benefit. In these cases charges, where made, may be set at a level below that needed for full cost recovery.
- The service is of a purely commercial nature (e.g. letting out Council premises and land for hire or rental, or carrying out work for other public bodies). In these cases charges will be set at a proper commercial level, designed to maximise income, and will be invoiced at the earliest opportunity.
- The charge relates to services provided through a trading company. In these cases charges will be set to support a breakeven position as a minimum and in consideration of market factors.

- The charge is designed to achieve a particular policy objective by encouraging alternative behaviour (e.g. congestion charges or charges for certain types of waste handling). In these cases charges will be set at a level designed to achieve the policy objective in question. This will not necessarily mean that income maximisation will be pursued, as the charge may be set at a higher level, designed to deter people from adopting a particular course of action and incurring the charge.

In all instances where a departure from the normal cost-recovery policy is considered justified, the reasons must be given in the service's plan.

Charges set other than at a level designed to recover full costs will not be implemented without the specific approval in each case of elected members, or in the case of services provided through a trading company, approval of a framework for determining charges for the activity. In each such case the rationale for setting the charge at the level proposed will be set out.

CONCESSIONS

Concessions may be given in the case of services fulfilling an important social benefit or in the case of charges designed to achieve a particular policy objective.

Concessions will not be given for services of a commercial nature. All users of such services will be expected to pay the full charge.

Where concessions are considered appropriate, they will be given to the following groups:

- **Group 1 - children under 16 and others in full-time education** (proof of age and, if appropriate, a student card or other proof of qualification will be required in order to claim the concession)
- **Group 2 - People unable to work through disability** (proof of entitlement to disability allowance or incapacity benefit required)
- **Group 3 - retired men and women if over the women's state pension age** (proof of age and retirement required)
- **Group 4 - those on low incomes** (proof of income support, housing benefit, council tax support, tax credits, jobseekers' allowance or universal credit required).

Concessions will normally be at the rate of one-half the standard charge.

Concessions may be set at a different rate, whether higher or lower, or a full exemption from the charge given in appropriate cases. No departures from the normal half rate policy will be made without the specific approval of Cabinet, other than in exceptional circumstances in which case the relevant director or deputy director can approve a departure from the normal half rate policy.

In order to ensure compliance with the Data Protection Act, no use will be made of personal data held by the Council in order to establish an entitlement to a concession unless the claimant agrees in writing. Where access to such data is necessary, those seeking a concession will be asked to complete a form based on the model form annexed to this policy.

REVIEW OF CHARGES

All services must consider, as part of the annual service and resource planning process, all the activities which make up the delivery of that service, and assess which of them may be made the subject of a charge, seeking Legal Services advice if necessary.

A report on the review of charges for all services will be considered annually by the Cabinet. This will set out:

- those aspects for which charges are required by law
- those aspects for which charges may be imposed at the discretion of the Council

Where charges are mandatory or permissible, the report will set out whether the level of charges is prescribed by law or is at the Council's discretion.

Where an activity is chargeable but no charge is proposed to be made, the reason will be explained in the report.

The report will set out, for each proposed charge, whether the activity being charged for fulfils a useful social purpose, is commercial in nature or is an instrument of policy.

Where charges are proposed at a level other than a full cost recovery basis, the reasons will be explained.

Details of concessions shall be given. If the concession scheme for any charge differs from that contained in this policy, reasons will be given.

Targets based on usage levels, income or other quantifiable aspect of the service shall be given. Achievement of these shall be monitored throughout the year.

The activities for which charges are made, the level of charges and concessions and the income produced shall, at a maximum interval of three years, be compared to those of other authorities or other appropriate organisations in order to demonstrate the achievement of value for money.

CONSULTATION

The Council is committed to listening to all members of the community and to involving local people and organisations in service planning and delivery.

The Council's approach to consultation is set out in its "Consultation Strategy". The making and level of charges will be included within the principles of that strategy.

SERVICE AND COMMUNITY IMPACT ASSESSMENT

Impacts must be considered when setting charges. The Council needs to:

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

We need to:

- Remove or minimise disadvantages which are connected to a relevant protected characteristic (which are set out in the following list) and which are suffered by persons who share that characteristic,
- Take steps to meet the needs of persons who share a relevant protected characteristic and which are different from the needs other people, and
- Encourage those who share a relevant characteristic to take part in public life or in any other activity in which participation by such people is disproportionately low.
- Take steps to meet the needs of disabled people which are different from the needs of people who are not disabled and include steps to take account of a person's disabilities.

Protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief – this includes lack of belief
- Sex
- Sexual orientation
- Marriage and civil partnership

More details are given on the 'Service and Community Impact Assessments' on the Intranet, currently on the following page:

<http://intranet.oxfordshire.gov.uk/cms/content/service-and-community-impact-assessment-guidance>

A Service and Community Impact Assessment must be considered if a new charge is introduced or if there are significant changes to existing charges that we can control.

ROLES AND RESPONSIBILITIES

Officers

Service managers are responsible for undertaking the review of charges set out above and proposing the charges for their area(s) of service for consideration by Cabinet. This review must be completed annually in line with the service and resource planning timetable.

If a change to an existing charge or new charge is required outside of the annual review process, the service manager must ensure the proposed change or new charge is included in the directorate's Financial Monitoring report.

Elected Members

Cabinet is responsible for considering and approving the annual review of charges and any changes to charges or new charges that are recommended through the Financial Monitoring report.

On an exceptional basis, if changes to charges or new charges are needed for business reasons at short notice and there is no Financial Monitoring report to Cabinet that month, the relevant Cabinet portfolio holder is responsible for considering and approving this through a delegated decision. Delegated decisions on charges made by Cabinet portfolio holders will be reported to Cabinet in the next Financial Monitoring report.

Corporate Charging Policy – updated Nov 2013.docx

OXFORDSHIRE COUNTY COUNCIL**DATA PROTECTION ACT 1998**

Model consent form for accessing personal data

I (full name in capitals)

Of

(address)

have applied to Oxfordshire County Council for a concession in respect of the following fees or charges:

I am entitled to the concession because

In order that the Council may verify my entitlement to the concession, and for that purpose only, I hereby consent to the Council having access to and reviewing any personal data relating to me and which is relevant to my entitlement, whether held by the Council or by others-

Signed

Date

(Note: This form will not be required in cases where entitlement to a concession is established by evidence which the claimant is able to produce (e.g. a birth certificate proving age or written confirmation of receipt of income support etc.). It will be required where a claimant's entitlement needs to be verified by information that is either held by the Council, or by a third party such as a health authority or district council.)

Income from Fees and Charges

- As shown in Annex 2(a), the Income Generation Cabinet Advisory Group has reviewed the Council's corporate charging policy. As this was being revised in parallel with managers reviewing their fees and charges, the proposed charges for 2014/15 are in line with the previous policy agreed in October 2002.
- The proposed and current charges are set out in detail in Annex 2(c). The proposed charges and income levels are shown by grey shading.
- The table below outlines the expected level of income in 2014/15 from fees and charges by service. This is compared to the latest estimate of income in 2013/14.
- Changes in the level of income can arise from a combination of increases in the volume of payments made, additional income from new charges as well as increases in the charges themselves.

Directorate	Service	Level of Income			
		Original 2013/14 £000	Latest 2013/14 £000	Expected 2014/15 £000	Change £000
CEF	1. Children, Education and Families	2,033	2,020	2,060	40
	2. Music Service	1,250	1,250	1,313	63
SCS	3. Adult Social Care	23,263	23,494	24,098	604
	4. Fire & Rescue	53	56	92	36
	5. Trading Standards	99	100	94	-6
	6. Gypsy & Traveller Service	514	514	537	23
E&E	7. Strategy & Infrastructure	257	246	250	4
	8. Operational Client/Contract Management	472	472	395	-77
	9. Network & Asset Management	7,495	6,437	7,150	713
	10. Adult Learning	368	360	367	7
	11. Oxfordshire Customer Services	245	337	544	207
CEO	12. Library Service	620	620	632	12
	13. Heritage Services	29	25	29	4
	14. Registration	1,235	1,635	1,721	86
	15. Chief Executive's Office	264	264	272	8
TOTAL	38,197	37,830	39,554	1,724	

- Comments on individual services are as follows:

1. Children, Education and Families – A recommendation is being made to give the Outdoor Education Centres some flexibility over the level of their charges. No

change has been made to the Home to School Transport charges. Proposals on concessionary fares are included in the current consultation paper on the 'Proposed Home to School Transport Policy 2015.' Any proposed changes to these charges will be included in the 28 January 2014 Cabinet paper giving details of the consultation outcome.

2. Music Service - The increase in charges, particularly in respect of Oxfordshire Youth Music Activities (OYMA) are due to the activities being restructured and a reduction in the service's funding. New charges for the restructured activities will be proposed for consideration before full implementation in September 2014.

3. Adult Social Care – The majority of charges are governed by national policies and regulations.

4. Fire & Rescue Service – will be receiving additional income from the increased use of operational assets to assist third parties, where we are able to charge. The Fire Commercial Training Unit, which provides fire prevention training to businesses and other outside bodies, will be transferring from Oxfordshire Customer Services on 1 April 2014.

5. Trading Standards - are awaiting national guidance on the statutory fees and charges before proposing any changes. A new charge for petroleum vapour recovery services is subject to a Delegated Decision on 9 December 2013.

8. Operational Contract/Client Management (Commercial Services) – rental income has reduced in line with the reducing estate and staff houses that have transferred to Academies.

9. Network & Asset Management (Commercial Services) – The estimate for parking income in 2013/14 is lower than originally anticipated due to slippage in the implementation of new Park & Ride charges. Expected income for 2014/15 takes into account the full year effect of the new charges. Parking charges will be reviewed early in the new financial year. Various other charges are increasing by more than the assumed 2% inflation. In monetary terms these increases range from a £2 increase for highway material storage licences to a £25 increase for a large crane licence.

11. Customer Services – the level of income received for money management services has been updated to reflect latest estimates. The Oxfordshire Skills and Learning Service are introducing charges for social care induction and basic training for the private, voluntary and independent sector. This was formerly provided at no cost as funding was received from central government.

13. Heritage services – new charges are being introduced for reminiscence sessions and box loans and family learning drop in sessions.

14. Registration - have a number of increases above the rate of inflation with income levels expected to increase accordingly.

1. EDUCATION & EARLY INTERVENTION - CEF - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees or charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class	
					Effective Date	Rate	Effective Date	Proposed Rate							
CEF1	EDUCATION & EARLY INTERVENTION														
CEF1-41	Schools & Learning Outdoor Education Centres (previously called residential centres)	D	To control provision	Outdoor Education Centres (per pupil week)	01/04/2013	£298.25	01/04/2014	£308.25 Maximum	3.4%	The proposed charge is a maximum and some sales may be at a reduced rate to take account of demand and seasonal factors	1,484	1,514	0	NB	
			To control provision	Hill End (per night) O.C.C. Schools/Groups							174	177	0		
				Any Kitchen (per day) Group Size 0-20	01/04/2013	£89.00	01/04/2014	£93.00	5.0%	Charges are designed to recover costs and may be varied during the year to reflect market demands and any increase in costs. Charges will not be increased by more than 10% above the proposed charge without member approval.				NB	
				Any Kitchen (per day) Group Size 21-40	01/04/2013	£143.00	01/04/2014	£150.00	5.0%						NB
				Any Kitchen (per day) Group Size 41-60	01/04/2013	£178.00	01/04/2014	£187.00	5.0%						NB
				Any Dormitory (per night) Group Size 0-20	01/04/2013	£120.00	01/04/2014	£126.00	5.0%						NB
				Any Dormitory (per night) Group Size 21-40	01/04/2013	£203.00	01/04/2014	£213.00	5.0%						NB
				Any Dormitory (per night) Group Size 41-60	01/04/2013	£239.00	01/04/2014	£251.00	5.0%						NB
				Staff Bedroom (per night)	01/04/2013	£27.00	01/04/2014	£28.00	5.0%						NB
				Camping (per tent per night, kitchen not included)	01/04/2013	£12.00	01/04/2014	£13.00	5.0%						NB
				Day Guest (per person with residential)	01/04/2013	£7.00	01/04/2014	£7.00	5.0%						NB
				Blue Dragon - Meeting Room Half Day	01/04/2013	£60.00	01/04/2014	£63.00	5.0%						NB
				Blue Dragon - Meeting Room Full Day	01/04/2013	£107.00	01/04/2014	£112.00	5.0%						NB
				Green Dragon - Meeting Room Half Day	01/04/2013	£36.00	01/04/2014	£38.00	5.0%						NB
				Green Dragon - Meeting Room Full Day	01/04/2013	£72.00	01/04/2014	£76.00	5.0%						NB
				Cookhouse and Barn - Meeting Room Half Day	01/04/2013	£48.00	01/04/2014	£50.00	5.0%						NB
				Cookhouse and Barn - Meeting Room Full Day	01/04/2013	£84.00	01/04/2014	£88.00	5.0%						NB
				Led Sessions (max 35 people) - Half Day	01/04/2013	£90.00	01/04/2014	£95.00	5.0%					NB	
				Led Sessions (max 35 people) - Full Day	01/04/2013	£182.00	01/04/2014	£191.00	5.0%					NB	
				Educational specialist sessions e.g. WWII day				£275.00							
				Site Only Visit	01/04/2013	£52.00	01/04/2014	£55.00	5.0%					NB	

1. EDUCATION & EARLY INTERVENTION - CEF - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees or charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class	
					Effective Date	Rate	Effective Date	Proposed Rate							
CEF1-41	Outdoor Education Centres Continued			Commercial						Charges are designed to recover costs and may be varied during the year to reflect market demands and any increase in costs. Charges will not be increased by more than 10% above the proposed charge without member approval.					
				Any Kitchen (per day) Group Size 0-20	01/04/2013	£120.00	01/04/2014	£126.00	5.0%						SR
				Any Kitchen (per day) Group Size 21-40	01/04/2013	£178.00	01/04/2014	£187.00	5.0%						SR
				Any Kitchen (per day) Group Size 41-60	01/04/2013	£215.00	01/04/2014	£226.00	5.0%						SR
				Any Dormitory (per night) Group Size 0-20	01/04/2013	£143.00	01/04/2014	£150.00	5.0%						SR
				Any Dormitory (per night) Group Size 21-40	01/04/2013	£238.00	01/04/2014	£250.00	5.0%						SR
				Any Dormitory (per night) Group Size 41-60	01/04/2013	£275.00	01/04/2014	£289.00	5.0%						SR
				Staff Bedroom (per night)	01/04/2013	£27.00	01/04/2014	£28.00	5.0%						SR
				Camping (per tent per night, kitchen not included)	01/04/2013	£12.00	01/04/2014	£13.00	5.0%						SR
				Day Guest (per person with residential)	01/04/2013	£7.00	01/04/2014	£7.00	5.0%						SR
				Whole Site - All Buildings - (Friday - Sunday)	01/04/2013	£3,399.00	01/04/2014	£3,569.00	5.0%						SR
				Whole Site - All Buildings - (per 24 hours from 10.00am)	01/04/2013	£1,785.00	01/04/2014	£1,874.00	5.0%						SR
				Blue Dragon - Meeting Room Half Day	01/04/2013	£60.00	01/04/2014	£63.00	5.0%						EX
				Blue Dragon - Meeting Room Full Day	01/04/2013	£107.00	01/04/2014	£112.00	5.0%						EX
				Green Dragon - Meeting Room Half Day	01/04/2013	£36.00	01/04/2014	£38.00	5.0%						EX
				Green Dragon - Meeting Room Full Day	01/04/2013	£72.00	01/04/2014	£76.00	5.0%						EX
				Cookhouse and Barn - Meeting Room Half Day	01/04/2013	£48.00	01/04/2014	£50.00	5.0%						EX
				Cookhouse and Barn - Meeting Room Full Day	01/04/2013	£84.00	01/04/2014	£88.00	5.0%						EX
				Led Sessions (max 35 people) - Half Day	01/10/2013	from £220	01/04/2014	from £231	5.0%						EX
				Led Sessions (max 35 people) - Full Day	01/10/2013	from £450	01/04/2014	from £473	5.0%						EX
Educational specialist sessions e.g. WWII day			01/04/2014	from £275	n/a										
Site Only Visit	01/04/2013	£52.00	01/04/2014	£55.00	5.0%	EX									
Sub-Total Education											1,658	1,691	0		
CEF1-5	School Organisation & Planning	D		<u>Contributions To School</u>						Charges being reviewed as part of consultation paper on the 'Proposed Home to School Transport Policy 2015.'	362	369	0	ZR	
CEF1-53	Home To School & College Transport			Transport (Per Term i.e. 3 per year)											
				Assisted Travel Charge (return)	01/09/2013	£88.00	01/09/2013	£88.00	0.0%						
				Out of Catchment (return)	01/09/2013	£164.00	01/09/2013	£164.00	0.0%						
				In Catchment (Return)	01/09/2013	No charge	01/09/2013	No charge							
				Post 16 in catchment (return)	01/09/2013	£88.00	01/09/2013	£88.00	0.0%						
		Post 16 out of catchment (return)	01/09/2013	£164.00	01/09/2013	£164.00	0.0%								
Sub-Total School Organisation & Planning											362	369	0		
Sub-Total Children Education & Families											2,020	2,060	0		

Legal Position on charging

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

VAT Class

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

2. MUSIC SERVICE - CEF - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class				
					Effective Date	Rate	Effective Date	Proposed Rate										
CEF1-41	Schools & Learning Music Service	D	Fees charged for music tuition, instruments hire and for YMA membership.	Music Tuition						Reduction in funding.								
				OYMA Full membership no lessons	01/09/2013	£81.00	01/04/2014	£84.00	3.7%			28	29	0	EX			
				OYMA full membership OCMS lessons	01/09/2013	£54.00	01/04/2014	£60.00	11.1%						EX			
				OYMA full membership OCMS lessons - CMS	01/09/2013	£66.00	01/04/2014	£72.00	9.1%						EX			
				OYMA single activity - no lessons	01/09/2013	£51.00	01/04/2014	£54.00	5.9%			11	12	1	EX			
				OYMA single activity - OCMS lessons	01/09/2013	£36.00	01/04/2014	£40.00	11.1%						EX			
				Individual Tuition														
				30 Minutes	01/04/2013	£234.00	01/04/2014	£240.00	2.6%			51	54	2	EX			
				20 minutes	01/04/2013	£156.00	01/04/2014	£162.00	3.8%			215	226	7	EX			
				Group Tuition														
				Group of 2 (30 minutes)	01/04/2013	£117.00	01/04/2014	£120.00	2.6%			89	93	2	EX			
				Group of 2 (20 minutes, New rate from 1 September 2012)	01/09/2013	£77.40	01/09/2014	£81.00	4.7%			83	87	2	EX			
				Group of 3														
				Group of 3 (further decrease from 1 September 2012)	01/04/2013	£77.40	01/04/2014	£81.00	4.7%			163	171	5	EX			
				Group of 4-6														
				Group of 3-6 (further increase from 1 September 2012)	01/04/2013	£77.40	01/04/2014	£81.00	4.7%			245	257	7	EX			
				Group of 7 -9	01/04/2013	£51.00	01/04/2014	£54.00	5.9%			27	28	0	EX			
				Group of 10 - 19	01/04/2013	£39.00	01/04/2014	£42.00	7.7%			4	4	0	EX			
				Group of 20 or more	01/04/2013	£24.00	01/04/2014	£27.00	12.5%						EX			
				BEGRATS		N/A		N/A							100	105	3	EX
				BEGrats from Sept 2012	01/04/2013	£77.40	01/04/2014	£81.00	4.7%									
				Play On	01/09/2013	£51.00	01/09/2013	£54.00	5.9%			40	42	1	EX			
				Endangered species 30 minutes	01/04/2013		01/04/2014					23	24	1	EX			
				from 1/9/12	01/04/2013	£175.50	01/04/2014	£180.00	2.6%									
				Endangered 20 minutes	01/04/2013	£117.00	01/04/2014	£121.50	3.8%									
				Hire of Instruments	01/04/2013	£15.00	01/04/2014	£17.00	13.3%			18	19	1	EX			
				Hire of Instruments	01/04/2013	£30.00	01/04/2014	£33.00	10.0%			52	55	2	EX			
				Oxfordshire schools orchestra	01/04/2013	various up to 600	01/04/2014	various up to 600	Various									
				Oxfordshire schools senior orchestra	01/04/2013	various up to 800	01/04/2014	various up to 800	Various									
				Oxfordshire County Youth orchestra	01/04/2013	various up to 800	01/04/2014	various up to 800	Various									
Oxfordshire Youth Music Theatre	01/04/2013	actual cost	01/04/2014	actual cost	Various													
non residential courses (daily rate)	01/04/2013	various up to 25	01/04/2014	various up to 25	Various													
non residential courses (1/2 day rate)	01/04/2013	various up to 25	01/04/2014	various up to 30	Various													
Total of Tuition above											1,149	1,206	34					

2. MUSIC SERVICE - CEF - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
	Music Service Continued			Adults Curriculum (per hour)	01/04/2013 01/09/2013	£99.00 £55.00	01/04/2014 01/09/2014	£99.00 £55.00	0.0% 0.0%		11 90	12 95	1 3	EX EX
	Sub-Total Music Service										1,250	1,313	38	
	Sub-Total Education & Early Intervention										2,020	2,060	0	
TOTAL CHILDREN, EDUCATION & FAMILIES											3,270	3,373	38	

Legal Position on charging

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

Notes

Concessions: Children eligible for free school meals, free. Including instrument hire.
Adults, as per adult education.
Hire of Instruments by Orchestra - now a range of charges depending on instrument max fee shown above.
Rates are set to be divisible by 3 to facilitate direct debit payments per term.

VAT Class

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

3. ADULT SOCIAL CARE - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
SCS1	ADULT SOCIAL CARE													
SCS1-1	Older People													
	Alert Service	SA	The Alert Service can be defined as the provision of equipment <u>plus</u> the monitoring of that equipment – it is not possible to have one without the other. Assessment, review, base alarm unit, pendant, monitoring, temporary movement into level 2 for a maximum of 6 weeks in any one rolling calendar year. Sensors installed according to assessed need	Weekly Charges: Level 1	01/11/2010	£5.00	01/11/2010	£5.00	0.0%		38	39	0	NB
			Assessment, review, base alarm unit, pendant, monitoring, planned support, 24/7 emergency response. Sensors installed according to assessed need	Level 2	01/11/2010	£22.00	01/11/2010	£22.00	0.0%		152	155	0	NB
				Service users who are in receipt of Housing Benefit and either Income Support or (Guaranteed) Pension Credit (and this may be extended in future to those receiving Universal Credit, as this is rolled out) will receive the service free automatically, without the need for a Fairer Charging Assessment.			01/04/2014	£0.00	New		0	0		
	Care Homes	SA	Residents who are financially supported by the County Council in Residential and Nursing Homes are subject to a financial assessment under the National Assistance Regulations 2005. Under these Regs the Dept of Works and Pensions determine the minimum charge	Financially assessed contributions from clients in Care Homes Supported clients are those who have savings or other capital not exceeding £23,250 and whose contributions are based on an individual financial assessment according to their circumstances and vary accordingly.	01/04/2013	Various	01/04/2014	Various			14,383	14,671	0	NB
	Fairer Charging	SA	With effect from April 2003, all clients receiving non-residential services are subject to the Fairer Charging Policies for Home Care and Non-Residential Services. Clients are financially assessed under new statutory Government Regs according to their income and capital to contribute towards their care charges and these will therefore range from nil to the full cost of services being provided.	Home Care (including laundry, meals and shopping services)	01/04/2013	Various	01/04/2014	Various	-		4,754	4,849	0	NB
				In line with the Contributions Policy agreed by Cabinet in September 2013, Home Support charges are based on a single flat hourly rate to reflect the cost of provision. For 2014-15, this is £19.70.										

3. ADULT SOCIAL CARE - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
	Older People Continued			Day Care Day Care, per day for older people, including meals Charge per day (5 hours) Charge per half day (3 hours) Meal Transport to day centre	01/09/2013 01/09/2013 01/09/2013 01/09/2013	£7.50 £4.50 £5.00 £5.00	01/04/2014 01/04/2014 01/04/2014 01/04/2014	£10.00 £6.00 £5.00 £5.00	33.3% 33.3% 0.0% 0.0%		115 45 220 100	160 63 220 180	43 17 -4 78	NB NB NB NB
	Sub-Total Older People										19,807	20,337	134	
SCS1-2	Learning Disabilities													
	Residential External	SA	Statutory Requirement	Financially assessed contributions from clients in Care Homes Supported clients are those who have savings or other capital not exceeding £23,250 and whose contributions are based on an individual financial assessment according to their circumstances and vary accordingly.	01/04/2013	Various	01/04/2014	Various	-		1,230	1,255	0	NB
	Fairer Charging	SA	With effect from April 2003, all clients receiving non-residential services are subject to the Fairer Charging Policies for Home Care and Non-Residential Services.	Home Care & Day Care	01/04/2013	Various	01/04/2014	Various	-		1,370	1,397	0	NB
		D	Clients are financially assessed under new statutory Government Regs according to their income and capital to contribute towards their care charges and these will therefore range from nil to the full cost of services being provided.	Supported Living	01/04/2013	Various	01/04/2014	Various	-		412	420	0	NB
				Adult Placements (including those for other client groups)	01/04/2013	Various	01/04/2014	Various	-				0	NB
				Supported living - additional support for client holidays	01/04/2013	Various	01/04/2014	Various	-				0	
	Sub-Total Learning Disabilities										3,012	3,072	0	
SCS1-3	Mental Health													
	Residential Services	SA	Statutory Requirement	Financially assessed contributions from clients in Care Homes	01/04/2013	Various	01/04/2014	Various	-		42	43	0	NB
		SP	Nil contribution for clients covered by S117	Supported clients are those who have savings or other capital not exceeding £23,250 and whose contributions are based on an individual financial assessment according to their circumstances and vary accordingly.										NB
	Drugs and Alcohol	SA		As above	01/04/2013	Various	01/04/2014	Various	-		20	20	0	NB

3. ADULT SOCIAL CARE - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
	Mental Health Continued Fairer Charging	SA	With effect from April 2003, all clients receiving non-residential services are subject to the Fairer Charging Policies for Home Care and Non-Residential Services. Clients are financially assessed under new statutory Government Regs according to their income and capital to contribute towards their care charges and these will therefore range from nil to the full cost of services being provided.		01/04/2013	Various	01/04/2014	Various	-		32	33	0	NB
Sub-Total Integrated Mental Health Service											94	96	0	
SCS1-5	Physical Disabilities Care Homes	SA	Statutory Requirement	Financially assessed contributions from clients in Care Homes Supported clients are those who have savings or other capital not exceeding £23,250 and whose contributions are based on an individual financial assessment according to their circumstances and vary accordingly.	01/04/2013	Various	01/04/2014	Various	-		385	393	0	NB
	Fairer Charging	SA	With effect from April 2003, all clients receiving non-residential services are subject to the Fairer Charging Policies for Home Care and Non-Residential Services. Clients are financially assessed under new statutory Government Regs according to their income and capital to contribute towards their care charges and these will therefore range from nil to the full cost of services being provided.	In line with the Contributions Policy agreed by Cabinet in September 2013, Home Support charges are based on a single flat hourly rate to reflect the cost of provision. For 2014-15, this is £19.70.	01/04/2013	Various	01/04/2014	Various	-		196	200	0	NB
Sub-Total Physical Disabilities											581	593	0	
Sub-total Adult Social Care											23,494	24,098	134	

Legal Position on charging

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

VAT Class

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

4. FIRE & RESCUE - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
SCS4	FIRE AND RESCUE & EMERGENCY PLANNING													
SCS4-1	Fire & Rescue Service	D	The charge is to cover the cost of an operational firefighter plus overheads.	Special Services: a) Personnel, regardless of rank, per hour or part hour.	01/04/2013	£44.00 <i>Incl VAT</i>	01/04/2014	£45.00	2.3%		4	4	0	SR
			The charge compares with the hiring of a similar type of heavy plant such as a large mobile crane or Cherry Picker.	b) Aerial Ladder Platform per hour or part hour, excluding petrol.	01/04/2013	£228.00 <i>Incl VAT</i>	01/04/2014	£232.50	2.0%					SR
			This charge compares with the hiring of smaller plant with multiple special tools.	c) Vehicles/appliances exceeding 2 tons (unladen) per hour or part hour	01/04/2013	£89.00 <i>Incl VAT</i>	01/04/2014	£90.60	1.8%					SR
			The charge compares with the hiring of smaller self contained plant such as a small Cherry Picker.	d) Vehicles/appliances NOT exceeding 2 tons (unladen) per hour or part hour.	01/04/2013	£60.00 <i>Incl VAT</i>	01/04/2014	£61.20	2.0%					SR
		D	Recovery of costs relevant to the retrieval of a Fire Report,	Fire Reports: a) Preparation of Fire Report	01/04/2013	£37.00	01/04/2014	£37.75	2.0%		2	2	0	NB
			Recovery of costs relevant to time spent investigating the fire, preparation of report and posting to client.	b) Preparation of a Fire Investigation Report	01/04/2013	£275.00	01/04/2014	£281.00	2.2%					NB
				i) short or extracted	01/04/2013	£365.00	01/04/2014	£372.00	1.9%					NB
				ii) full report or one involving extensive enquiries, photographs etc.	01/04/2013	£545.00	01/04/2014	£556.00	2.0%					NB
				iii) full report or one on major incidents requiring extensive protracted investigation etc.	01/04/2013	£545.00	01/04/2014	£556.00	2.0%					NB
		D	The charge is to cover the cost of an operational officer for an interview on one of the Fire Service site locations.	Insurance Interviews	01/04/2013	£73.00	01/04/2014	£74.50	2.1%					NB
		D	Recovery of full cost	Charging third parties for the use of operational assets where we are able to charge								11	11	SR

4. FIRE & RESCUE - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
	Service Support Service Support Management	D	Annual charge made to alarm receiver centres and users of dedicated dial in facilities in respect of unwanted fire alarms	Direct Dial in Facilities Charges made to alarm receiver centres & users of dedicated dial in facilities in respect of unwanted fire alarms	01/04/2013	£423.00 Excl. VAT	01/04/2014	£432.00	2.1%		8	8	0	SR
	Commercial Training Unit	D	Recovery of full cost	Fire prevention training			01/04/2014				42	67	24	EX
	Sub-Total Fire & Rescue Service										56	92	35	

Legal Position on charging

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

VAT Class

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

5. TRADING STANDARDS - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total				
											£000	£000				
SCS2-3	TRADING STANDARDS	SA	So that licence holders contribute towards the cost of the licensing system	Licences (for holding poisons register)												
				Initial Registration	01/04/2013	£32.50	01/04/2014	£33.15	2.0%						NB	
				Re-registration	01/04/2013	£17.50	01/04/2014	£17.85	2.0%		1	1		0	NB	
				Change of Details	01/04/2013	£9.00	01/04/2014	£9.18	2.0%						NB	
		D	So that licence holders contribute towards the cost of the licensing system	Performing animal licences	01/04/2013	£27.50	01/04/2014	£28.05	2.0%			0	0		0	NB
		SA	Statutory Charge for issuing a licence to store explosives.	Explosive Acts 1875 & 1923:	a) Initial Licence Fees for storage of mixed explosives											
					-one year's duration	01/04/2011	£178.00	01/04/2011	£178.00	0.0%	Charges set by statute, not yet notified for 2014/15	14	14	0	NB	
					-two year's duration	01/04/2011	£234.00	01/04/2011	£234.00	0.0%						
					-three year's duration	01/04/2011	£292.00	01/04/2011	£292.00	0.0%						
					b) Renewal Licence Fees for storage of mixed explosives											
-one year's duration	01/04/2011				£83.00	01/04/2011	£83.00	0.0%								
-two year's duration	01/04/2011				£141.00	01/04/2011	£141.00	0.0%								
-three year's duration	01/04/2011				£198.00	01/04/2011	£198.00	0.0%								
c) Initial Registration Fee for storage of mixed explosives																
-one year's duration	01/04/2011				£105.00	01/04/2011	£105.00	0.0%								
-two year's duration	01/04/2011				£136.00	01/04/2011	£136.00	0.0%								
-three year's duration	01/04/2011				£166.00	01/04/2011	£166.00	0.0%								
d) Renewal Registration Fee for storage of mixed explosives																
-one year's duration	01/04/2011	£52.00	01/04/2011	£52.00	0.0%											
-two year's duration	01/04/2011	£83.00	01/04/2011	£83.00	0.0%											
-three year's duration	01/04/2011	£115.00	01/04/2011	£115.00	0.0%											
e) Varying a licence																
- varying name or address	01/04/2011	£35.00	01/04/2011	£35.00	0.0%											
- Transfer of licence/registration	01/04/2011	£35.00	01/04/2011	£35.00	0.0%											
- Replacement of licence/registration	01/04/2011	£35.00	01/04/2011	£35.00	0.0%											
SA	Statutory Charge for issuing a licence to store petroleum.	Dangerous Substances and Explosive Atmospherics Regulations 2002:	a) Not exceeding 2,500 litres	01/04/2011	£42.00	01/04/2011	£42.00	0.0%	Charges set by statute	14	14	0	NB			
			b) Exceeding 2,500 litres but less than 50,000 litres	01/04/2011	£58.00	01/04/2011	£58.00	0.0%								
			c) Over 50,000 litres	01/04/2011	£120.00	01/04/2011	£120.00	0.0%								
			d) Transfer licence	01/04/2011	£8.00	01/04/2011	£8.00	0.0%								
				01/04/2011		01/04/2011		0.0%								

5. TRADING STANDARDS - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class				
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total						
											£000	£000						
SCS2-3	Trading Standards Continued	D	So that fee payers contribute towards the costs of the tests.	Testing fees - verifying weights and measures	26/07/2013		01/04/2014		-		60	45	-16	SR				
				Hourly rate	26/07/2013	£72.42	01/04/2014	£73.87	2.0%									
				Weighing instruments														
				15k or less - First item	26/07/2013	£37.42	01/04/2014	£38.17	2.0%									
				- Reduced fee for second item	26/07/2013	£30.39	01/04/2014	£30.99	2.0%									
				- Reduced fee for 3 items or more	26/07/2013	£28.95	01/04/2014	£29.53	2.0%									
				Over 15Kq to 1,000kg - First item	26/07/2013	£63.03	01/04/2014	£64.29	2.0%									
				- Reduced fee for second item	26/07/2013	£50.08	01/04/2014	£51.08	2.0%									
				- Reduced fee for 3 items or more	26/07/2013	£47.48	01/04/2014	£48.43	2.0%									
				Over 1,000kg to 10t - First item	26/07/2013	£194.10	01/04/2014	£197.98	2.0%									
				- Reduced fee for second item	26/07/2013	£155.53	01/04/2014	£158.64	2.0%									
				- Reduced fee for 3 items or more	26/07/2013													
				- Weights and labour provided	26/07/2013													
				Over 10t to 60t - First item	26/07/2013	£322.73	01/04/2014	£329.18	2.0%									
				- Reduced fee for second item	26/07/2013	£258.43	01/04/2014	£263.60	2.0%									
				- Reduced fee for 3 items or more	26/07/2013													
				- Weights and labour provided	26/07/2013													
				Testing outside normal hours														
				Outside 8:30-17:00, Monday to Friday and on Saturday:														
				Trading Standards Officer, per hour	26/07/2013	£10.72	01/04/2014	£10.93	2.0%									
				Non Trading Standards Officer, per hour	26/07/2013	£7.50	01/04/2014	£7.65	2.0%									
				On Sundays and Bank Holidays														
				Trading Standards Officer, per hour	26/07/2013	£21.43	01/04/2014	£21.86	2.0%									
Non Trading Standards Officer, per hour	26/07/2013	£15.00	01/04/2014	£15.30	2.0%													
Weights																		
500mg- 5Kq - First item	26/07/2013	£5.85	01/04/2014	£5.97	2.0%													
- Second and subsequent items	26/07/2013	£4.68	01/04/2014	£4.78	2.0%													
Below 500mg and above 5Kq - First item	26/07/2013	£9.35	01/04/2014	£9.54	2.0%													
- Second and subsequent items	26/07/2013	£7.01	01/04/2014	£7.15	2.0%													

5. TRADING STANDARDS - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class			
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total					
											£000	£000					
SCS2-3	Trading Standards Continued			Measuring instruments for Liquid fuel and Lubricants													
				Per Nozzle - First item	26/07/2013	£106.92	01/04/2014	£109.05	2.0%								
				- Second and subsequent items on same site	26/07/2013	£66.40	01/04/2014	£67.73	2.0%								
				Testing peripheral electronic equipment on a separate visit (per site)	26/07/2013	£72.42	01/04/2014	£73.87	2.0%								
				Testing of credit card acceptor (per unit, regardless of number of nozzles etc)	26/07/2013	£72.42	01/04/2014	£73.87	2.0%								
				Measuring instruments - Intoxicating liqueur													
				150ml or less - First item	26/07/2013	£15.19	01/04/2014	£15.49	2.0%								
				- Second and subsequent items	26/07/2013	£12.15	01/04/2014	£12.39	2.0%								
				Above 150ml - First item	26/07/2013	£18.71	01/04/2014	£19.08	2.0%								
				- Second and subsequent items	26/07/2013	£14.97	01/04/2014	£15.27	2.0%								
				Length measures													
				3 metres or less - First item	26/07/2013	£9.35	01/04/2014	£9.54	2.0%								
				- Second and subsequent items	26/07/2013	£7.01	01/04/2014	£7.15	2.0%								
				Capacity measures													
				1 litre or less - First item	26/07/2013	£5.85	01/04/2014	£5.97	2.0%								
				- Second and subsequent items	26/07/2013	£4.68	01/04/2014	£4.78	2.0%								
				Cubic ballast measures	26/07/2013	£159.02	01/04/2014	£162.20	2.0%								
				Average quantity measures	26/07/2013	£25.72	01/04/2014	£26.24	2.0%								
				Average quantity templates - First item	26/07/2013	£44.42	01/04/2014	£45.31	2.0%								
				- Second and subsequent items	26/07/2013	£17.53	01/04/2014	£17.88	2.0%								
								Pharmaceutical measures at manufacturers premises									
								0-50 items - 5 graduations	26/07/2013	£2.54	01/04/2014	£2.59	2.0%				
								- 6 graduations	26/07/2013	£2.69	01/04/2014	£2.75	2.0%				
								- 7 to 10 graduations	26/07/2013	£3.77	01/04/2014	£3.85	2.0%				
								50-100 items - 5 graduations	26/07/2013	£2.04	01/04/2014	£2.08	2.0%				
								- 6 graduations	26/07/2013	£2.15	01/04/2014	£2.20	2.0%				
				- 7 to 10 graduations	26/07/2013	£3.02	01/04/2014	£3.08	2.0%								
				100+ items - 5 graduations	26/07/2013	£1.91	01/04/2014	£1.95	2.0%								
				- 6 graduations	26/07/2013	£2.02	01/04/2014	£2.06	2.0%								
				- 7 to 10 graduations	26/07/2013	£2.83	01/04/2014	£2.88	2.0%								

5. TRADING STANDARDS - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total				
											£000	£000				
SCS2-3	Trading Standards Continued	D		Hire of cattle crush:												
				Oxfordshire businesses												
				- First day	01/04/2013	£259.00	01/04/2014	£264.18	2.0%							
				- Subsequent days	01/04/2013	£77.50	01/04/2014	£79.05	2.0%							
				- Additional fee for re-location (per hour)	01/04/2013	£15.53	01/04/2014	£15.84	2.0%							
Non-Oxfordshire businesses																
- First day	01/04/2013	£310.50	01/04/2014	£316.71	2.0%											
- Subsequent days	01/04/2013	£77.50	01/04/2014	£79.05	2.0%											
- Additional fee for re-location (per hour)	01/04/2013	£15.50	01/04/2014	£15.81	2.0%											
		D	To recover costs incurred administering	Buy with Confidence Trader Approval scheme							8	8	0	SR		
				1-5 employees	26/07/2013	£88.11	01/04/2014	£89.87	2.0%							
				6-20 employees	26/07/2013	£132.16	01/04/2014	£134.80	2.0%							
				21+ employees	26/07/2013	£179.52	01/04/2014	£183.11	2.0%							
		D	To recover costs incurred during meeting requests for environmental searches	Petroleum Environmental Searches	01/04/2013	£100.00	01/04/2014	£100.00	0.0%			1	1	NB		
		D	To recover costs associated with providing additional business support and consultancy services	Additional Business Support (per hour)	01/04/2013	£40.00	01/04/2014	£40.00	0.0%			8	8	SR		
		D	To recover costs incurred in administering the scheme	Carrying Agent for imported dogs, cats and other mammals: Includes local authorities within TSSE region (excl Isle of Wight), Warwickshire, Gloucestershire, Northamptonshire and Wiltshire where the pick-up and destination locations are within the areas identified above												
				- Monday to Friday	26/07/2013	£240.00	01/04/2014	£240.00	0.0%							
				- Saturday and Sunday	26/07/2013	£360.00	01/04/2014	£360.00	0.0%							
				- Bank Holidays	26/07/2013	£480.00	01/04/2014	£480.00	0.0%							
											2	1	-1			

5. TRADING STANDARDS - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class			
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total					
											£000	£000					
SCS2-3	Trading Standards Continued			Petroleum Vapour Recovery Services (TBC) Income received from those local authorities where an agreement exists for the provision of vapour recovery services by the Council. Based on a percentage of the relevant permit fee Application - PVR Stage 1 - PVR Stage 1 and 2 Annual Subsistence Charge - PVR Stage 1 (low risk) - PVR Stage 1 and 2 (low risk) Transfer - Standard Process Transfer - Standard Process Partial Transfer													
							01/04/2014	£118.40	New								
							01/04/2014	£196.80	New								
							01/04/2014	£60.80	New								
							01/04/2014	£86.40	New						1	1	NB
							01/04/2014	£129.60	New								
							01/04/2014	£380.80	New								
Sub-Total Trading Standards											100	94	-8				

Legal Position on charging

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

VAT Class

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

6. GYPSY & TRAVELLER SERVICE - S&CS - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
SCS2-2	GYPSY & TRAVELLER SERVICES													
	Oxfordshire sites	D	Recovery of full cost	Weekly rent of plot to site resident	01/04/2013	£64.00	01/04/2014	£67.00	4.7%		246	258	7	EX
	Buckinghamshire sites	D	Recovery of full cost	Weekly rent of plot to site resident (Rents may be lower for particular plots - if there are problems with the electricity supply for example)	01/04/2013	£64.00	01/04/2014	£67.00	4.7%		226	237	6	EX
		D	Recovery of full cost	Rent for nine additional plots at Redbridge	01/04/2013	£90.00	01/04/2013	£90.00	0.0%		42	42	-1	EX
Sub-Total Gypsy & Traveller Service											514	537	13	
Sub-Total Adult Social care											23,494	24,098	134	
Sub-Total Fire & Rescue											56	92	35	
Sub-Total Trading Standards											100	94	-8	
TOTAL SOCIAL & COMMUNITY SERVICES											24,164	24,821	174	

Legal Position on charging

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

VAT Class

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

7. STRATEGY & INFRASTRUCTURE - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total		
											£000	£000		
EE1	STRATEGY & INFRASTRUCTURE													
EE1-2	Planning Regulation	SA	To contribute to cost of deciding on minerals and waste development control application & County Council's own	Planning Applications - Standard Searches	23/04/2013	£45.00	01/04/2014	£46.00	2.2%		178	182	0	NB
- Extended Searches				23/04/2013	£75.00	01/04/2014	£77.00	2.7%						
D				To contribute to cost of providing pre-app advice to applicants/developers	Pre - application advice	01/01/2011		01/04/2014						
		Written response (minor development)			£161.00		£164.00	1.9%	1	1				
		Meeting and follow-up written response (minor development)			£230.00		£235.00	2.2%	1	1				
		Specialist officers to attend meetings (per additional officers)			£58.00		£59.00	1.7%	0	0				
		Written response (major developments)			£230.00		£235.00	2.2%	1	1				
		Meeting and follow-up written response (minor development)			£460.00		£469.00	2.0%	2	2				
		Specialist officers to attend meetings (per additional officers)		£58.00		£59.00	1.7%							
D		To contribute to cost of providing the development control service	Clearance of conditions on planning permissions	01/10/2010	£97.00 per request	01/10/2010	£97.00 per request	0.0%	Statutory fee not in control of County Council	2	2	0	NB	
SA	Recovery of costs		Charging for Monitoring of Minerals Sites - Active Sites		£331.00 per visit		£331.00 per visit	0.0%	Statutory fee not in control of County Council					
		Charging for Monitoring of Minerals Sites - Dormant Sites		£110.00 per visit		£110.00 per visit	0.0%	Statutory fee not in control of County Council	25	25	-1	NB		
D	Recover actual reasonable costs, in line with Environmental Information Regulations (EIR)	Supply of information in regards to Planning - Written response to enquiries	Copies of Planning Obligations and other associated legal agreements (i.e. S38, S278, Bonds, Routing Agreements etc)	23/04/2013	£60.00	23/04/2013	£60.00	0.0%		0	0	0	SR	
				- Electronic Copies	23/04/2013	£0.00	23/04/2013	£0.00	0.0%		0	0	0	SR
				- Paper Copies	23/04/2013	See photocopy charges	23/04/2013	See photocopy charges	-		0	0	0	SR
D	Recovery of costs	Charging administration fee for managing & monitoring S.106 agreements relating to planning permissions	01/04/2006	Various	01/04/2006	Various	0.0%		26	26	-1	NB		

7. STRATEGY & INFRASTRUCTURE - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total		
											£000	£000		
EE1-46	Historic & Natural Environment	D	Recovery of cost	Protected Species Advice to District Authorities (hourly rate)	07/10/2013	£21.00	07/10/2013	£21.00	0.0%		1	1	0	NB
		D	Recovery of cost	Specialist Ecological Planning Advice for District Authorities (hourly rate - normal)	07/10/2013	£23.00	07/10/2013	£23.00	0.0%		1	1	0	NB
		D	Recovery of cost	Specialist Ecological Planning Advice for District	07/10/2013	£31.50	07/10/2013	£31.50	0.0%		0	0	0	NB
		D	To recover the actual reasonable cost of Historic Environment Record (HER) consultations	Charge for digitised Historic Environment Record (HER) data to commercial organisations	23/04/2013	£124.98 per report	23/04/2013	£124.98 per report	0.0%		1	1	0	NB
		D	To recover the actual reasonable cost of arranging for archaeological fieldwork.	Charge for writing briefs for archaeological fieldwork required for commercial developments.	23/04/2013	£83.32 per hour	23/04/2013	£83.32 per hour	0.0%		1	1	0	NB
		D	To recover the actual reasonable cost of monitoring fieldwork.	Charge for monitoring of archaeological fieldwork	01/4/2011	£83.32 per hour	01/04/2011	£83.32 per hour	0.0%		1	1	0	NB
Sub-Total Strategy & Infrastructure											246	250	-1	

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Legal Position on charging
 SP Statutory Prohibited
 SA Statutory Arrangements
 D Discretionary (LG Act 2003)

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

8. COMMERCIAL SERVICES - OPERATIONAL CONTRACT/CLIENT MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class	
					Effective Date	Rate	Effective Date	Proposed Rate							
EE2-22	Property & Facilities Management														
	Corporate Properties	D	Recovery of full cost	Rents controlled by terms of the lease	01/04/2009	Various	01/04/2009	Various	-		280	256	-30	EX	
	Staff Housing	D	Recovery of full cost		01/04/2009	Various	01/04/2009	Various	-		123	90	-35	EX	
	Smallholdings	D	Recovery of full cost		01/04/2009	Various	01/04/2009	Various	-		50	30	-21	EX	
	Oxford Castle site (opted) Any provision for parking a motorcar - garage etc														SR
	Admin Support Services	D	Recover costs	Sale of Planprints - up to A1 size - up to A0 size - over A0 size	01/04/2008	£7.90	01/04/2008	£7.90	0.0%		0	0	0	SR	
					01/04/2008	£9.90	01/04/2008	£9.90	0.0%					SR	
					01/04/2008	£14.80	01/04/2008	£14.80	0.0%					SR	
			D	Recover costs	Sale of Photocopies (per side) A4 - black & white A4 - colour A3 - black & white A3 - colour A0	00/01/1900	£0.25	01/04/2011	£0.25	0.0%		0	0	0	SR
				01/04/2011		£0.30	01/04/2011	£0.30	0.0%					SR	
				01/04/2011		£0.35	01/04/2011	£0.35	0.0%					SR	
				01/04/2011		£0.40	01/04/2011	£0.40	0.0%					SR	
				01/04/2011		£5.00	01/04/2011	£5.00	0.0%					SR	
			D	Recover costs		Sale of Publications - Various	01/04/2008	Various	01/04/2008	Various			0		0
		School Meals	D	Cost of providing lunchtime meal	Pupils Adults	01/09/2013	£2.00	01/09/2014	£2.10	5.0%	Shows the potential maximum price increase under the current contract	Income is collected by the contractor on behalf of schools			NB
			01/09/2013	£3.00		01/09/2014	£3.10	3.3%	SR						
EE2-24	Waste Management General Site Costs	D	Recover costs	Disposal of Large Scale DIY Waste	01/04/2011	£1.00 per item	01/04/2011	£1.00 per item	0.0%		11	11	0	NB	
		D	To recover costs of disposing of tyres	Standard motorcycle and car tyres Oversized car (no lorry tyres)	01/04/2011	£2.50	01/04/2011	£2.50	0.0%		7	7	0	NB	
					01/04/2008	£4.00	01/04/2008	£4.00	0.0%		1	1	0	NB	
Sub Total Operational Contract/Client Management											472	395	-86		

Legal Position on charging

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

VAT Class

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

9. COMMERCIAL SERVICES - NETWORK & ASSET MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total		
											£000	£000		
EE2-3	NETWORK & ASSET MANAGEMENT													
EE2-3	Network & Asset Management	D	Cover Administration and Supervision Costs for S.38 & S.278 agreements relating to new developments	Administration and Supervision Fees for highway works on new developments - Percentage of Capital cost - Minimum charge (from 1 April 2010)	01/04/2010	9% £1,500.00	01/04/2010	9% £1,500	0.0% 0.0%		366	366	-7	NB NB
		D	Recover costs	Temporary Traffic Regulation Orders Basic Charges: - Routine Temporary TRO - Emergency Notice Advertising, maint of notices and exceptional staff time at cost	01/04/2013 01/04/2013 01/04/2013	£890.00 £450.00 At cost - min £40	01/04/2014 01/04/2014 01/04/2013	£920.00 £460.00 At cost - min £40	3.4% 2.2%		36 101 0	37 104 0	0 0 0	NB NB NB
		D	Recover costs	Planning Obligation (by Unilateral Undertaking) - Exclusion of property from eligibility for residents (etc) permits or similar - TRO changes related to developments at cost (Minimum charge from 1/04/12)	01/04/2011 01/04/2012	£1,500.00 MIN £1500	01/04/2011 01/04/2012	£1,500.00 MIN £1500	0.0%		15 5	15 5	0 0	NB NB
		D	Recover cost of sign removal	Removal of unauthorised signs (a) Signs under 0.5 sq metre in area (b) Signs over 0.5 sq metre in area	01/04/2013 01/04/2013	£94.00 £132.00	01/04/2013 01/04/2013	£94.00 £132.00	0.0% 0.0%		1 0	1 0	0 0	NB NB
		D		Tourism Signs - New charging framework from 2007: (a) Assessing application and detailed site assessment (b) Design, manufacture & erection (c) Maintenance & removal	01/04/2013 01/04/2010 01/04/2010	£230.00 Cost + 15% 2/3 x (b) above	01/04/2014 01/04/2010 01/04/2010	£240.00 Cost + 15% 2/3 x (b) above	4.3% 0.0% 0.0%		0	0	0	NB SR SR
		D		Private access protection road markings	01/04/2012	£55.00	01/04/2014	£75.00	36.4%		0	0	0	NB
		D	Recover costs of design work for new street lighting schemes.	Design Work on Street Lighting for New Developments - Percentage of capital cost - Minimum Charge - Maximum Charge	01/04/2012 01/04/2013 01/04/2013	5% £258.00 £1,068.00	01/04/2012 01/04/2013 01/04/2013	5% £263.00 £1,089.00	0.0% 1.9% 2.0%		11	11	0	SR SR SR
		D	Recover costs of design work for new street lighting schemes.	Re-submission of Design Work on Street Lighting	01/04/2013	£72.00	01/04/2013	£74.00	2.8%		0	0	0	SR

9. COMMERCIAL SERVICES - NETWORK & ASSET MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total				
											£000	£000				
EE2-3	Network & Asset Management continued	D	Recover actual costs of photocopying and postage only, in line with Environmental Information Regulations (EIR)	Sale of Accident Analysis Reports -												
				Sale of Photocopies (per side)												
				A4 - black & white	23/04/2013	£0.02	23/04/2013	£0.02	0.0%		0	0		0	SR	
				A4 - colour	23/04/2013	£0.05	23/04/2013	£0.05	0.0%							
				A3 - black & white	23/04/2013	£0.06	23/04/2013	£0.06	0.0%							
		A3 - colour	23/04/2013	£0.09	23/04/2013	£0.09	0.0%									
		D	Recover actual costs of photocopying and postage only, in line with Environmental Information Regulations (EIR)	Responding to external requests for Private												
				Works in Highway related matters -												
				Sale of Photocopies (per side)												
				A4 - black & white	23/04/2013	£0.02	23/04/2013	£0.02	0.0%		0	0		0	SR	
		A4 - colour	23/04/2013	£0.05	23/04/2013	£0.05	0.0%									
		A3 - black & white	23/04/2013	£0.06	23/04/2013	£0.06	0.0%									
		A3 - colour	23/04/2013	£0.09	23/04/2013	£0.09	0.0%								SR	
SA	Ensure reinstatement is undertaken	Reinstatement of Trenches														
		Site Supervision by Highways Inspectors - Standard Charge for Defect Inspections set by Statutory Regulation	01/04/2009	£47.50	01/04/2009	£47.50	0.0%		70	70		-2	NB			
SA	Ensure reinstatement is undertaken	Reinstatement of Trenches														
		Site Supervision by Highways Inspectors - Standard Charge for Sample Inspections set by Statutory Regulation	01/04/2009	£50.00	01/04/2009	£50.00	0.0%		300	300		-6	NB			
SA	Recover costs	Commuted fee for licence of private apparatus in the highway, including the admin cost of maintaining the licence record	01/04/2001	£600.00	01/04/2001	£625.00	4.2%			21	22		0	NB		
SA	Recover costs	Fixed Penalty Notice income from statutory undertakers for non-compliance with Sections 54, 55, 57, 70, 74 of the New Roads and Street Works Act (NRSWA)	Discounted rate	12/05/2008	£120.00	12/05/2008	£120.00	0.0%			6	6		0	NB	
				12/05/2008	£80.00	12/05/2008	£80.00	0.0%			1	1		0	NB	
SA	Recover costs	Charge to public utilities for outstaying prescribed and/or reasonable periods for their works in the highway.	01/06/2001	Various As per scale of charges	01/06/2001	Various As per scale of charges					50	50		-1	NB	
D	Recover costs	Filming Policy - On or in the vicinity of the Highway: - Application Fee for permission to film	Crew Size 1-5	01/04/2013	£55.00	01/04/2013	£55.00	0.0%			4	4		0	NB	
			Crew Size 6-12	01/04/2012	£105.00	01/04/2014	£110.00	4.8%							NB	
			Crew Size 12-29	01/04/2012	£315.00	01/04/2014	£320.00	1.6%							NB	
			Crew Size 30+	01/04/2013	£1,100.00	01/04/2014	£1,125.00	2.3%							NB	
			- Further Associated charges (site visits, materials, alterations, clearance etc...)	01/04/2013	Various at cost	01/04/2013	Various at cost									NB

9. COMMERCIAL SERVICES - NETWORK & ASSET MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total		
											£000	£000		
EE2-3	Network & Asset Management continued	D	Recover costs	Vehicle Crossings (residential)	01/04/2013	£85.00	01/04/2014	£90.00	5.9%		55	59	2	NB
		D	Recover costs	Vehicle Crossings (multiple access and commercial use)	01/04/2012	£315.00	01/04/2014	£325.00	3.2%		2	2	0	NB
		D	Recover costs	Vehicle Crossings - Design and Testing Costs	01/04/2012	at cost	01/04/2012	at cost	0.0%		2	2	0	NB
		D	Recover costs	Highway Material Storage Licence	01/04/2013	£50.00	01/04/2014	£52.00	4.0%		2	2	0	NB
		D	Recover costs	Skip Licences	01/04/2013	£50.00	01/04/2014	£52.00	4.0%		102	107	3	NB
		D	Recover costs	Skip Licence Renewals	01/04/2013	£30.00	01/04/2013	£30.00	0.0%		22	22	-1	NB
		D	Recover costs	One day Skip Licence	01/04/2013	£25.00	01/04/2013	£25.00	0.0%		5	5	0	NB
		D	Recover costs	Scaffolding Licences - one month occupation	01/04/2013	£100.00	01/04/2013	£100.00	0.0%		56	56	-1	NB
		D	Recover costs	Scaffolding Licences Renewals - one month occupation	01/04/2013	£80.00	01/04/2013	£80.00	0.0%		8	8	0	NB
		D	Recover costs	Tower Scaffolding Licences/Cherry Picker / Small Lift - 2 days occupation	01/04/2013	£65.00	01/04/2014	£70.00	7.7%		19	21	2	NB
		D	Recover costs	Large Cranes	01/04/2013	£150	01/04/2014	£175	16.7%		2	2	0	NB
		D	Recover costs	Scaffolding Licences Renewals - 2 days occupation	01/04/2013	£65.00	01/04/2014	£70.00	7.7%		2	2	0	NB
		D	Recover costs	Hoarding Consents - one month occupation	01/04/2013	£100.00	01/04/2013	£100.00	0.0%		3	3	0	NB
		D	Recover costs	Hoarding Consents Renewals - one month occupation	01/04/2013	£80.00	01/04/2013	£80.00	0.0%		1	1	0	NB
		D	Recover costs	Oversailing Consents - structures oversailing the highway	01/04/2013	£160.00	01/04/2014	£200.00	25.0%		1	2	1	NB
		D	Recover costs	Oversailing Consents - temporary traffic monitoring/CCTV oversailing the highway attached to OCC property	01/04/2013	£55.00	01/04/2014	£60.00	9.1%		2	2	0	NB
		D	Recover costs	Table & Chairs Licence Annual charges - new framework								9	9	0
				Up to 2 tables & 8 seats	01/04/2013	£200	01/04/2013	£200	0.0%					NB
				For 3 to 4 tables & up to 16 seats	01/04/2013	£500	01/04/2013	£500	0.0%					NB
				For 5 to 10 tables & up to 40 seats	01/04/2013	£900	01/04/2013	£900	0.0%					NB
				For 11 or more tables & over 40 seats	01/04/2013	£1,400	01/04/2013	£1,400	0.0%					NB

9. COMMERCIAL SERVICES - NETWORK & ASSET MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total				
											£000	£000				
EE2-3	Network & Asset Management continued	D	Recover costs	Supply of Highway related information, including Personal Search Fees :-							69	70	0	SR		
				- Highway extent	23/04/2013	£30.00	23/04/2013	£31.00	3.3%							
				- Per additional question	23/04/2013	£10.00	23/04/2013	£10.00	0.0%							
				- Con29 property search	23/04/2013	£30.00	23/04/2013	£31.00	3.3%							
				- Per additional question	23/04/2013	£10.00	23/04/2013	£10.00	0.0%							
				- Extensive highway boundary extent	23/04/2013	£75.00	23/04/2013	£77.00	2.7%							
				- Highway Extent research/survey	23/04/2013	£105.00	23/04/2013	£107.00	1.9%							
					Verbal response to enquiries	23/04/2013	£0.00	23/04/2013	£0.00	-			0	0	0	SR
		D	Recover costs	Supply of Conveyancing 29 Highway Search Information	01/04/2013	£9,000.00	01/04/2013	£9,000.00	0.0%	Subject to a review		45	46	0	NB	
		D	Recover cost of photocopies at an actual cost per page basis	Supply of existing Traffic Survey data - Sale of Photocopies (per side) A4 - black & white A4 - colour A3 - black & white A3 - colour	23/04/2013	£0.02	23/04/2013	£0.02	0.0%			0	0	0	SR	
					23/04/2013	£0.05	23/04/2013	£0.05	0.0%							
					23/04/2013	£0.06	23/04/2013	£0.06	0.0%							
					23/04/2013	£0.09	23/04/2013	£0.09	0.0%							
		D	Recover costs	Supply of Traffic Survey Data (when a commercial request to conduct a traffic survey is received) - First Data Item - Additional Data Items on same order - Additional weeks at ATC sites Radar Speed Survey	23/04/2013	£198.00	01/04/2014	£0.00	-100.0%	No charge as per Environmental Information Regulations (EIR)		6	6	0	SR	
					23/04/2013	£125.00	01/04/2014	£0.00	-100.0%						SR	
			23/04/2013	£30.00	01/04/2014	£0.00	-100.0%						SR			
			23/04/2013	£192.00	01/04/2014	£195.60	1.9%									
D	Recover actual costs of photocopying and postage only, in line with Environmental Information Regulations (EIR)	Supply copies of signal controller specifications and site drawings - Sale of Photocopies (per side) A4 - black & white A4 - colour A3 - black & white A3 - colour	23/04/2013	£0.02	23/04/2013	£0.02	0.0%			0	0	0	SR			
			23/04/2013	£0.05	23/04/2013	£0.05	0.0%									
			23/04/2013	£0.06	23/04/2013	£0.06	0.0%									
			23/04/2013	£0.09	23/04/2013	£0.09	0.0%									
			Additional site in same request - Sale of Photocopies (per side) A4 - black & white A4 - colour A3 - black & white A3 - colour	23/04/2013	£0.02	23/04/2013	£0.02	0.0%			0	0	0	SR		
				23/04/2013	£0.05	23/04/2013	£0.05	0.0%								
				23/04/2013	£0.06	23/04/2013	£0.06	0.0%								
				23/04/2013	£0.09	23/04/2013	£0.09	0.0%								

9. COMMERCIAL SERVICES - NETWORK & ASSET MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate			Total £000	Total £000				
EE2-35	Definitive Map and Commons	SA	Recovery of costs under DoE Circular	Orders confirmed unopposed	01/04/2013	£1,149.00	01/04/2014	£1,172.00	2.0%		10	10	0	NB		
		SA	Recovery of costs under DoE Circular	Orders confirmed - objections withdrawn	01/04/2013	£1,581.00	01/04/2014	£1,613.00	2.0%		0	0	0	NB		
		SA	Recovery of costs under DoE Circular	Orders opposed - not proceeded with	01/04/2013	£1,797.00	01/04/2014	£1,833.00	2.0%		0	0	0	NB		
		SA	Recovery of costs under DoE Circular	Orders opposed - submitted to SoS	01/04/2013	£2,200.00	01/04/2014	£2,244.00	2.0%		0	0	0	NB		
		D	Recovery of full cost	<u>Commons Registration Authority Charges</u>												
				Common searches	23/04/2013	£19.00	01/04/2014	£19.50	2.6%		22	26	4	NB		
				Per additional land parcel	23/04/2013	£1.00	01/04/2014	£1.00	0.0%		0	0	0	NB		
		D	Recover costs	Landowner statements and declarations (public rights of way)									0	0	0	EX
				Standard fee per application (incl up to 2 land parcels)			30/11/2013	£180.00	30/11/2013	£180.00	0.0%					
				Fee per application (3-4 land parcels)			30/11/2013	£200.00	30/11/2013	£200.00	0.0%					
Fee per application (5-7 land parcels)				30/11/2013	£220.00	30/11/2013	£220.00	0.0%								
D	Recover costs	Supply of Highway (rights of way) related information														
		- Written response to standard enquiry			23/04/2013	£42.50	01/04/2014	£43.50	2.4%		0	0	0	SR		
		- Written response to extensive enquiry			23/04/2013	£57.00	01/04/2014	£58.00	1.8%		0	0	0	SR		
D	Recover actual costs, in line with Environmental Information Regulations (EIR)	Sale of Planprints - up to A1 size			23/04/2013	£1.50	23/04/2013	£1.50	0.0%		0	0	0	SR		
		Sale of Photocopies (per side)														
		A4 - black & white			23/04/2013	£0.02	23/04/2013	£0.02	0.0%		0	0	0	SR		
		A4 - colour			23/04/2013	£0.05	23/04/2013	£0.05	0.0%		0	0	0	SR		
		A3 - black & white			23/04/2013	£0.06	23/04/2013	£0.06	0.0%		0	0	0	SR		
		A3 - colour			23/04/2013	£0.09	23/04/2013	£0.09	0.0%		0	0	0	SR		

9. COMMERCIAL SERVICES - NETWORK & ASSET MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate			Total	Total				
											£000	£000				
EE2-36	On-Street Parking & Park and Ride	D	Contribute towards operating costs of park and ride facilities	Park and Ride Car Park charges							245	938	688			
				Thornhill & Water Eaton only												
Up to 1 hr	11/11/2013			Free	11/11/2013	Free	0.0%								NB	
1-11 hrs	11/11/2013			£2.00	11/11/2013	£2.00	0.0%								NB	
11-24 hrs	11/11/2013			£4.00	11/11/2013	£4.00	0.0%								NB	
24-48 hrs	11/11/2013			£8.00	11/11/2013	£8.00	0.0%								NB	
48-72 hrs	11/11/2013			£12.00	11/11/2013	£12.00	0.0%								NB	
Season Tickets																
Monthly ticket	11/11/2013			£41.33	11/11/2013	£41.33	0.0%									NB
Quarterly Ticket	11/11/2013			£110.93	11/11/2013	£110.93	0.0%									NB
Annual ticket	11/11/2013			£391.50	11/11/2013	£391.50	0.0%									NB
Business Permits																
3 months	11/11/2013			£25.00	11/11/2013	£25.00	0.0%									NB
6 months	11/11/2013			£50.00	11/11/2013	£50.00	0.0%									NB
12 months	11/11/2013			£100.00	11/11/2013	£100.00	0.0%									NB
Excess Charge Notices -																
Fines paid within 14 days	19/11/2012	£50.00	19/11/2012	£50.00	0.0%									NB		
Fines paid after 14 & up to 28 days	19/11/2012	£100.00	19/11/2012	£100.00	0.0%									NB		
		D	On Street Parking	On Street Parking -							4,760	4,760	-95			
				Pay and Display												
				Oxford City Centre - Central Area												
				8am-6:30pm Mon-Sat												
				30 min	13/09/2010	£1.00	13/09/2010	£1.00	0.0%					NB		
				1 hour	13/09/2010	£2.50	13/09/2010	£2.50	0.0%					NB		
				2 hours (where applicable)	13/09/2010	£4.00	13/09/2010	£4.00	0.0%					NB		
				3 hours (where applicable)	13/09/2010	£4.00	13/09/2010	£4.00	0.0%					NB		
				8am-6:30pm Sunday	13/09/2011	As Mon-Sat	13/09/2011	As Mon-Sat	0.0%					NB		
				6.30pm - 10pm daily	13/09/2011	£2.50	13/09/2011	£2.50	0.0%					NB		
				Oxford City Centre - Outer Areas												
				8am-6:30pm Mon-Sat (or as applicable)												
				30 min	13/09/2010	£1.00	13/09/2010	£1.00	0.0%					NB		
				1 hour	13/09/2010	£2.00	13/09/2010	£2.00	0.0%					NB		
				2 hours	13/09/2010	£3.00	13/09/2010	£3.00	0.0%					NB		
				8am-10pm Sunday (where applicable)	30/08/2011	£2.00	30/08/2011	£2.00	0.0%					NB		
				6.30pm - 10pm daily (where applicable)	30/08/2011	£2.00	30/08/2011	£2.00	0.0%					NB		
				Abingdon 8am-6pm (excl. Sundays, B hols.)												
				1 hour	01/04/2010	£0.40	01/04/2010	£0.40	0.0%					NB		
				2 hours (the maximum)	01/04/2010	£0.60	01/04/2010	£0.60	0.0%					NB		
				Visitor permit (24 hours)	01/04/2010	£0.40	01/04/2010	£0.40	0.0%					NB		
				Henley 8am-6pm (excl. Sundays, B Hols.)												
				1 hour	01/04/2010	£0.30	01/04/2010	£0.30	0.0%					NB		
				2 hours (the maximum)	01/04/2010	£0.40	01/04/2010	£0.40	0.0%					NB		
				Visitors permit (24 hours)	01/04/2010	£0.30	01/04/2010	£0.30	0.0%					NB		

9. COMMERCIAL SERVICES - NETWORK & ASSET MANAGEMENT - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14	Expected Income 2014/15	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate			Total £000	Total £000		
EE2-36	On-Street Parking & Park and Ride Continued			Wallingford 8am-6pm (excl. Sundays, B hols.) 1.5 hours (the maximum)	01/04/2010	£0.30	01/04/2010	£0.30	0.0%					NB
				Vehicle Removal Charge	01/04/2010	£105.00	01/04/2010	£105.00	0.0%					NB
		D	Parking Permits	Parking Permits - Oxford (per annum)										
				Oxford residents (excl. Kassam stadium) 1st & 2nd Car	01/04/2011	£50.00	01/04/2011	£50.00	0.0%					NB
				Oxford residents (excl. Kassam stadium) 3rd Car	01/04/2011	£100.00	01/04/2011	£100.00	0.0%					NB
				Oxford residents (excl. Kassam stadium) 4th Car	01/04/2011	£150.00	01/04/2011	£150.00	0.0%					NB
				Oxford residents (Kassam stadium area)	01/04/2011	£11.00	01/04/2011	£11.00	0.0%					NB
				Business permits	01/04/2010	£100.00	01/04/2010	£100.00	0.0%					NB
				Traders permits per week	01/04/2012	£16.00	01/04/2012	£16.00	0.0%					NB
				Visitors permits - First 25	01/04/2010	Free	01/04/2010	Free	0.0%					NB
				Visitors permits - 2nd 25 (total cost)	01/04/2011	£16.00	01/04/2011	£16.00	0.0%					NB
				Residents Parking Permits -										
				Abingdon (per annum)	01/04/2012	£100.00	01/04/2012	£100.00	0.0%					NB
				Henley (per annum)	01/04/2012	£65.00	01/04/2012	£65.00	0.0%					NB
				Excess Charge Notices -										
				Fines paid within 14 days	01/04/2012	£20.00	01/04/2012	£20.00	0.0%					NB
				Fines paid after 14 & up to 28 days	01/04/2012	£40.00	01/04/2012	£40.00	0.0%					NB
				Penalty Charge Notices - higher contraventions										
				Fines paid within 14 days	01/04/2008	£35.00	01/04/2008	£35.00	0.0%					NB
				Fines paid after 14 & up to 28 days	01/04/2008	£70.00	01/04/2008	£70.00	0.0%					NB
				Penalty Charge Notices - lower contraventions										
				Fines paid within 14 days	01/04/2008	£25.00	01/04/2008	£25.00	0.0%					NB
				Fines paid after 14 & up to 28 days	01/04/2008	£50.00	01/04/2008	£50.00	0.0%					NB
				Bus Lane Camera Enforcement										
				Fines paid within 14 days	01/04/2012	£30.00	01/04/2012	£30.00	0.0%					NB
				Fines paid after 14 & up to 28 days	01/04/2012	£60.00	01/04/2012	£60.00	0.0%					NB
	Sub-Total Network & Asset Management										6,437	7,150	585	

Legal Position on charging

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

VAT Class

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

10. ADULT LEARNING (OXFORDSHIRE CUSTOMER SERVICES) - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
EE3 EE3-6	OXFORDSHIRE CUSTOMER SERVICES Adult Learning	D	To recover costs and develop an additional income stream	HIRE OF ADULT LEARNING PREMISES For educational purposes For all Users: Classroom/teaching space (max. 20 learners) Specialist workroom (e.g. woodwork, sewing machines, pottery) ICT Suite - including consumables (max. 12 learners) Use of Kitchen	01/09/2013	£15.30	01/09/2013	£15.30	0.0%		3	3	0	SR
		D	To contribute towards the cost of the service	ADULT LEARNING COURSE FEES Personal & Community Development Learning: Standard Courses Enhanced courses Workshops Lip-Reading Engagement courses ESOL (English Speakers of Other Languages) - Adult Safe guarded budget funded Further Education: Standard Courses GCSE ESOL (English Speakers of Other Languages) - Adult Skills budget funded Overseas Learners - EFL, PCDL, FE	01/09/2013	£4.60	01/09/2013	£4.60	0.0%		357	364	0	EX
					01/09/2013	£5.10	01/09/2013	£5.10	0.0%					EX
					01/09/2013	£6.60	01/09/2013	£6.60	0.0%					EX
					01/09/2013	£4.60	01/09/2013	£4.60	0.0%					EX
					01/09/2013	£2.50	01/09/2013	£2.50	0.0%					EX
					01/09/2013	£4.60	01/09/2013	£4.60	0.0%					EX
					01/09/2013	£4.60	01/09/2013	£4.60	0.0%					EX
					01/09/2013	£3.00	01/09/2013	£3.00	0.0%					EX
					01/09/2013	£7.50	01/09/2013	£7.50	0.0%					EX
	Sub-Total Adult Learning										360	367	0	

Legal Position on charging

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

VAT Class

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

11. OXFORDSHIRE CUSTOMER SERVICES - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
EE3	OXFORDSHIRE CUSTOMER SERVICES													
EE3-2	Money Management	SA	Recovery of costs	Court of Protection income detail as follows: <u>Category 1</u> Work up to court order date	01/02/2011	£670.00	01/02/2011	£670.00	0.0%		205	250	41	NB
				<u>Category 2 Property & Affairs</u> Annual Management Fee Yr 1	01/02/2011	£700.00	01/02/2011	£700.00	0.0%					
				Yr2 & subsequent yrs or max 3% of net assets if less than £16,000	01/02/2011	£585.00	01/02/2011	£585.00	0.0%					
				Deputy for Health & Welfare	01/02/2011	£500.00	01/02/2011	£500.00	0.0%					
				<u>Category 3 Property Management</u>	01/02/2011	£270.00	01/02/2011	£270.00	0.0%					
				<u>Category 4 Annual report</u>	01/02/2011	£195.00	01/02/2011	£195.00	0.0%					
		D	Recovery of full cost	Charge per hour for work in relation to estates of deceased clients	01/02/2011	£100.00	01/02/2011	£100.00	0.0%					
EE3-5	Translation Service		Recovery of full cost	Translation services					-		12	12	0	SR
EE3-5	Concessionary Fares	D	Cost of replacement ca	Card issue and admin	01/04/2012	£10.00	01/04/2012	£10.00	0.0%		4	4	0	SR
EE3-5	Disabled Parking	D	Recovery of full cost	Card issue and admin, assessment service	01/04/2012	£10.00	01/04/2012	£10.00	0.0%		84	86	0	SR
EE3-5	Resourcing		Contribution to running costs of system	Charge for using OCC Jobs Board	01/04/2012	£100.00 (Small Voluntary Agencies)	01/04/2012	£100.00	0.0%		12	12		
EE3-6	Payroll Control	D SA	Recovery of full cost Recovery of full cost	Admin fee for union subscriptions Admin fee for Court Orders per employee		2% £1.00		2% £1.00	0.0% 0.0%		10	10	0	SR
EE3-6	Occupational Health Service	D	Recovery of full cost	Referral Charge for Directorates & Outside Bodies Flu vouchers Admin charge - when excessive work is required on a file Medical questionnaire (pre-employment) Specialist/GP report as charged by the physician.	01/04/2011 01/04/2013 01/04/2013 01/04/2013	£155.30 £12.00 £15.50 £14.04	01/04/2011 01/04/2013 01/04/2013 01/04/2013	£155.30 £12.00 £15.50 £14.04	0.0% 0.0% 0.0% 0.0%		1	1	-	SR

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11. OXFORDSHIRE CUSTOMER SERVICES - E&E - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
EE3-6	Resourcing - DBS team services	D	Recovery of costs	Fee for payment processing of DBS's for internal customers and ITU operators - New charge	01/04/2013	£2.50	01/04/2013	£2.50	0.0%		9	9	-	NB
				Fee for SwC vetting (includes reference searches and DBS)	01/04/2013	£83.00	01/04/2013	£83.00	0.0%					
				Payment processing of DBS charges for external customers.	01/04/2013	£11.00	01/04/2013	£11.00	0.0%					
				ISA Adult first checks	01/04/2013	£6.00	01/04/2013	£6.00	0.0%					
				Badges	01/04/2013	£5.00	01/04/2013	£5.00	0.0%					
EE3-6	Oxfordshire Skills & Learning	D	Full cost recovery of social care training to private, voluntary and independent sector and personal assistants	Attendance at scheduled course - per attendee	-	-	01/04/2014	£50.00	-	Depending on length and level of qualification.	0	70		ZR
				Closed course delivered at employer's premises	-	-	01/04/2014	£300.00	-		0	30		
				Dementia and social care workbased qualifications	-	-	01/04/2014	£76 to £695	-		0	60		
Sub-Total Customer Services											337	544	41	
Sub-Total Strategy & Infrastructure											246	250	-1	
Sub-Total Operational Contract/Client Management											472	395	-86	
Sub-Total Network & Asset Management											6,437	7,150	585	
Sub-Total Adult Learning											360	367	0	
TOTAL ENVIRONMENT & ECONOMY											7,852	8,706	697	

Legal Position on charging

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

VAT Class

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

12. LIBRARIES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14			2014/15			% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
						Effective Date	Rate	Maximum Charge	Effective Date	Proposed Rate	Maximum Charge						
CEO4-5 CEO4-51	<u>CULTURAL SERVICES</u> Library Service	D	To recover costs but remain competitive.	PHOTOCOPYING a) self-service photocopying - per A4 copy - per A3 copy b) minimum charge for postal requests for copies		01/04/1991 01/04/1991 01/04/2007	£0.10 £0.20 £3.40		01/04/1991 01/04/1991 01/04/2007	£0.10 £0.20 £3.40		0.0% 0.0% 0.0%		27	27	-1	SR SR SR
		D	To recover costs but remain competitive.	MICROFORM COPYING a) self service copying b) copying by staff		01/04/1997 01/04/1998	£0.50 £1.00		01/04/1997 01/04/1998	£0.50 £1.00		0.0% 0.0%		0	0	0	SR SR
		D	An incentive for the earlier return of borrowed items.	LIBRARY OVERDUE CHARGES a) Static Libraries - Adults - per day library open during first week (daily rate) - maximum per item -Children - per day library open during first week - maximum per item - Children in public care	A	01/04/2011 01/04/2011 01/04/2007 01/04/2007 01/04/2003	£0.20 £9.20 £0.05 £2.30 Exempt		01/04/2011 01/04/2011 01/04/2007 01/04/2007 01/04/2003	£0.20 £9.20 £0.05 £2.30 Exempt		0.0% 0.0% 0.0% 0.0%		158	164	3	NB NB NB NB
		D	An incentive for readers to remember their tickets.	REPLACEMENT OF LIBRARY TICKETS - computer system (per ticket)		01/04/2007	£1.50		01/04/2007	£1.50		0.0%		2	2	0	NB
		D	To cover small element of costs incurred and act as an incentive to collect items when available.	LIBRARY RESERVATION FEES a) Book / Audio Books Reservations: - Standard charge - Under 18s (Incl children in public care) b) Items supplied from outside Oxfordshire : - Standard charge - Concessionary rate c) Audio Visual Reservations (excluding Audio Books): - Standard charge - Concessionary rate	B E C	01/04/2012 01/04/2005 01/04/2013 01/04/2013 01/04/2012 01/04/2012	£1.00 Exempt £4.50 £2.50 £1.00 £0.50		01/04/2012 01/04/2005 01/04/2014 01/04/2014 01/04/2012 01/04/2012	£1.00 Exempt £6.00 £3.00 £1.00 £0.50		0.0% 33.3% 20.0% 0.0% 0.0%	Comparable to neighbouring authorities	72	75	2	NB NB NB NB

12. LIBRARIES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14			2014/15			% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
						Effective Date	Rate	Maximum Charge	Effective Date	Proposed Rate	Maximum Charge						
CEO4-51	Library Service (cont'd)	D	To purchase new items and maximise income for the Service as a whole.	AUDIO VISUAL HIRE CHARGES	D									0	0	0	
				a) Books on Cassette (per 3 weeks / mobiles 4 weeks):	D												
				- Band Short	D	01/04/2013	£0.75		01/04/2013	£0.75		0.0%					NB
				- Band 1	D	01/04/2013	£1.00		01/04/2013	£1.00		0.0%					NB
				- Band 2 & 3	D	01/04/2013	£2.00		01/04/2013	£2.00		0.0%					NB
				- Children in public care	D	01/04/2003	Exempt		01/04/2003	Exempt							
				b) Video Cassettes (per wk / Mobile Visit)	D									0	0	0	
				- Band 1	D	01/04/2006	£1.25		01/04/2006	£1.25		0.0%					NB
				- Band 2	D	01/04/2006	£2.50		01/04/2006	£2.50		0.0%					NB
				- Band 3	D	01/04/2006	£3.50		01/04/2006	£3.50		0.0%					NB
				c) DVDs (Per Week / Mobile visit)	D									228	218	-15	
				- Band 1	D	01/04/2006	£1.25		01/04/2014	£1.00		-20.0%					NB
				- Band 2 NOT IN USE	D												NB
				- Band 3	D	01/04/2006	£2.50		01/04/2014	£2.00		-20.0%					NB
				- Band 4	D	01/04/2006	£3.50		01/04/2014	£3.00		-14.3%					NB
				d) DVDs Late return Charges (Per day Static Library)	D												
				- Band 1	D	01/01/2009	£0.20	£3.75	01/04/2014	£0.14	£3.00	-30.0%					NB
				- Band 2 NOT IN USE	D												NB
				- Band 3	D	01/01/2009	£0.40	£7.50	01/04/2014	£0.28	£6.00	-30.0%					NB
				- Band 4	D	01/01/2009	£0.50	£10.50	01/04/2014	£0.42	£9.00	-16.0%					NB
				e) DVDs Late return Charges (Per day Mobile Library)	D												
				- Band 1	D	01/01/2009	£0.10	£3.75	01/04/2014	£0.07	£3.00	-30.0%					NB
				- Band 2 NOT IN USE	D												NB
				- Band 3	D	01/01/2009	£0.20	£7.50	01/04/2014	£0.14	£6.00	-30.0%					NB
				- Band 4	D	01/01/2009	£0.25	£10.50	01/04/2014	£0.21	£9.00	-16.0%					NB
				f) Music CD's (per Week / Mobile visit)	D									17	17	0	
				- Band 1	D	01/04/1998	£1.00		01/04/1998	£1.00		0.0%					NB
				- Band 2	D	01/04/1998	£1.50		01/04/1998	£1.50		0.0%					NB
				- Band 3	D	01/04/1998	£2.00		01/04/1998	£2.00		0.0%					NB
				g) Music CDs Late return Charges (Per day Static Librarv)	D												
				- Band 1	D	01/01/2009	£0.15	£3.00	01/01/2009	£0.15	£3.00	0.0%					NB
				- Band 2	D	01/01/2009	£0.20	£4.50	01/01/2009	£0.20	£4.50	0.0%					NB
				- Band 3	D	01/01/2009	£0.30	£6.00	01/01/2009	£0.30	£6.00	0.0%					NB
				h) Music CDs Late return Charges (Per day Mobile Librarv)	D												
				- Band 1	D	01/01/2009	£0.07	£3.00	01/01/2009	£0.07	£3.00	0.0%					NB
				- Band 2	D	01/01/2009	£0.10	£4.50	01/01/2009	£0.10	£4.50	0.0%					NB
				- Band 3	D	01/01/2009	£0.15	£6.00	01/01/2009	£0.15	£6.00	0.0%					NB
				i) Books on CD (3 weeks / Mobile 4 Weeks):	D									37	43	5	
				- Band Short	D	01/04/2013	£0.75		01/04/2013	£0.75		0.0%					NB
				- Band 1	D	01/04/2013	£1.00		01/04/2013	£1.00		0.0%					NB
				- Band 2 + 3	D	01/04/2013	£2.00		01/04/2013	£2.00		0.0%					NB
				- Children in public care	D	01/04/2003	Exempt		01/04/2003	Exempt							
				j) Audio Books & Language Packs Late Return Charges (Per dav Static Librarv)	D												
				- Band 1	D	01/01/2009	£0.02	£1.50	01/04/2014	£0.05	£1.50	150.0%					NB
				- Band 2	D	01/01/2009	£0.04	£2.25	01/04/2014	£0.10	£2.25	150.0%					NB
				- Band 3	D	01/01/2009	£0.08	£4.50	01/04/2014	£0.10	£4.50	25.0%					NB

12. LIBRARIES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14			2014/15			% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class	
						Effective Date	Rate	Maximum Charge	Effective Date	Proposed Rate	Maximum Charge							
CEO4-51	Library Service (cont'd)			k) Audio Books & Language Packs Late Return Charges (Per dav Mobile Library) - Band 1 - Band 2 - Band 3	D	01/01/2009 01/01/2009 01/01/2009	£0.02 £0.03 £0.06	£1.50 £2.25 £4.50	01/04/2014 01/04/2014 01/04/2014	£0.04 £0.07 £0.07	£1.50 £2.25 £4.50	100.0% 133.3% 16.7%					NB NB NB	
				l) CD-ROM (per Week / Mobile visit) - Band 1 - Band 2 - Band 3 - Band 4	D	01/04/2001 01/04/2001 01/04/2001 01/04/2001	£1.00 £1.50 £2.00 £3.00		01/04/2001 01/04/2001 01/04/2001 01/04/2001	£1.00 £1.50 £2.00 £3.00			0.0% 0.0% 0.0% 0.0%	0	0	0	NB NB NB NB	
				m) Language Packs (per 3 weeks/ mobiles 4 weeks) - Band 1 - Band 2	D	01/04/2013 01/04/2013	£1.00 £2.00		01/04/2013 01/04/2013	£1.00 £2.00			0.0% 0.0%	3	3	0	NB NB	
				n) PlayStation Charges (per wk / mobiles 2 wks) - Band 1 - Band 2	D	01/04/2005 01/04/2005	£2.00 £3.00		01/04/2005 01/04/2005	£2.00 £3.00			0.0% 0.0%	0	0	0	NB NB	
			D	To self finance the service.	VOCAL & ORCHESTRAL SETS a) Booking Fee per 6 month loan - Vocal Scores per set of 10 - per score with performance time of 10 minutes or less - per score with performance time of more than 10 minutes - Orchestral Sets - per set for works with performance time of 10 minutes or less - per set for works with performance time of more than 10 minutes b) Overdue charge (irrespective of original booking fee) - per week or part week, per loan, vocal or orchestral c) Renewal fee per set for vocal or orchestral		01/04/2004 01/04/2004 01/04/2012 01/04/2012 01/04/2004 01/04/2013	£0.50 £1.00 £12.00 £24.00 £10.00 £12.00		01/04/2004 01/04/2004 01/04/2012 01/04/2012 01/04/2004 01/04/2013	£0.50 £1.00 £12.00 £24.00 £10.00 £12.00			0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	16	15	-1	NB NB NB NB NB NB
			D	To recover costs.	INTERNET SEARCHES a) Searches: Searches (staff mediated services): - Admin charge if invoice requested - Research fees: - Searches lasting 0-30mins - Searches lasting 31-60 mins - Searches lasting 61-90 mins - Searches lasting 91-120 mins - printing (per page of text) - printing (digital mapping)		01/04/2012 01/04/2012 01/04/2012 01/04/2012 01/04/2012 01/04/2006 01/04/2000	£5.00 £0.00 £13.50 £27.00 £40.50 £0.20 £0.50		01/04/2012 01/04/2012 01/04/2012 01/04/2012 01/04/2012 01/04/2006 01/04/2000	£5.00 £0.00 £13.50 £27.00 £40.50 £0.20 £0.50			0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	0	0	0	SR SR SR SR SR SR

12. LIBRARIES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14			2014/15			% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
						Effective Date	Rate	Maximum Charge	Effective Date	Proposed Rate	Maximum Charge						
CEO4-51	Library Service (cont'd)	D	To recover costs.	INTERNET SERVICE													
				A4 Colour and B&W prints	01/04/2009	£0.20		01/04/2009	£0.20		0.0%	To cover printing costs	58	66	7	SR	
				A4 Colour and B&W prints (Double sided)	01/04/2009	£0.30		01/04/2009	£0.30		0.0%						
				A3 Colour and B&W prints	01/04/2009	£0.40		01/04/2009	£0.40		0.0%						
				A3 Colour and B&W prints (Double sided)	01/04/2009	£0.60		01/04/2009	£0.60		0.0%						
Sales of discs, memory sticks	01/04/2009	Various		01/04/2009	Various			Fees set at officers discretion				SR					
		D	To recover Costs	FAX TRANSMISSIONS (by staff)													
				Handling charge		01/04/2009	£3.50		01/04/2009	£3.50		0.0%	Fees set at officers discretion reflecting market forces	2	2	0	SR
	Sub-Total Library Service												620	632	0		

Notes

- A Overdue charges will not be charged in the following cases:
 - books borrowed by housebound readers, people with disabilities, children in public care, registered foster carers, childminders and picture books borrowed by children under 5 yrs old on their own library card.
 - books borrowed from a mobile library
- B For all book and audio book reservations, housebound readers, under 18's, and registered foster carers and audio disabled are exempt.
- C Concessionary rates for audio visual reservations apply to the under 18's, people with disabilities and registered foster carers. Housebound readers are exempt.
- D All audio visual hire services are free to the housebound. People with disabilities are entitled to free loans with the exception of DVDs and CDs
 Children in public care and registered foster carers are exempt for audio books only
- E Concessionary rates apply for all book and audio book requests acquired outside the county to the housebound, audio disabled, under 18's and registered foster carers

VAT Class

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

Legal Position on charging

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

13. HERITAGE SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)						
CEO4-5 CEO4-52	CULTURAL SERVICES Heritage Services	D	To recover costs but remain competitive.	DIGITAL IMAGING Plain paper Digital Prints (pre-existing image) - per copy on A4 - per copy on A3		01/04/2013 01/04/2013	£4.17 £4.17	01/04/2013 01/04/2013	£4.17 £4.17	0.0% 0.0%	terminology change	3	6	3	SR SR
				Plain paper Digital Prints (created to order) - per copy on A4 - per copy on A3		01/04/2013 01/04/2013	£6.67 £6.67	01/04/2013 01/04/2013	£6.67 £6.67	0.0% 0.0%	terminology change				SR SR
				Photo paper Digital Prints (pre-existing image) - per copy A4 - per copy A3				01/04/2014 01/04/2014	£6.67 £6.67		new charge to close gap in product range new charge to close gap in product range				SR SR
				Photo paper Digital Prints (created to order) - per copy on A4 (or smaller) - per copy on A3 paper		01/10/2011 01/10/2011	£10.00 £10.00	01/10/2011 01/10/2011	£10.00 £10.00	0.0% 0.0%	terminology change				SR SR
				Electronic files (automated scan) - per sheet scanned		01/10/2011	£1.00	01/10/2011	£1.00	0.0%	terminology change				SR
				Electronic files - per image				01/04/2014	£4.17		new charge to close gap in product range				SR
				Electronic files (pre-existing image, uncompressed) - per image				01/04/2014	£6.67		new charge to close gap in product range				SR
				Electronic files (created to order, compressed) - per image				01/04/2014	£6.67		new charge to close gap in product range				SR
				Electronic files (created to order, uncompressed) - per image		01/10/2011	£10.00	01/10/2011	£10.00	0.0%					SR
				Other - Use of Digital Camera/USB Memory Stick per day		01/10/2011	£4.00	01/04/2014	£4.17	4.3%	alignment of camera / memory stick permit.				SR
				- Use of Digital Camera/USB Memory Stick per week		01/10/2011	£12.00	01/04/2014	£12.50	4.2%	alignment of camera / memory stick permit.				SR
				Transfer to CD-R		01/10/2011	£3.33	01/10/2011	£3.33	0.0%					SR

13. HERITAGE SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class		
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)								
CEO4-52	Heritage Services (cont'd)	D	To meet costs and income target.	MRC DIGITAL IMAGING							To be replaced by external photographer, see "Photographic" charges below.	0	0	0			
				Provide digital image													
				- per item	01/10/2012	£7.50	01/10/2012	£7.50	0.0%								SR
				- up to 10 on CD	01/04/2007	£50.00	01/04/2007	£50.00	0.0%								SR
				Provide print													
				- record print quality up to A4	01/10/2011	£15.00	01/10/2011	£15.00	0.0%								SR
				- replica print quality up to A3	01/10/2011	£0.00	01/10/2011	£0.00	-								SR
		Studio Photography															
		- per hour	01/10/2011	£0.00	01/10/2011	£0.00	-				SR						
				D		OHC/MRC REPRODUCTION FEES							2	2	0		
						Publication Commercial											
						- Per first instance of use of an image: less than 5,000 copies	01/04/2012	£30.00	01/04/2012	£30.00	0.0%						SR
		- Per extra instance of use of an image: less than 5,000 copies	01/04/2012			£10.00	01/04/2012	£10.00	0.0%			SR					
		Internal Use Commercial															
		-For use within organisation	01/04/2012			£15.00	01/04/2012	£15.00	0.0%			SR					
		Broadcast Media															
		- Regional, national or worldwide-first or repeat use	01/04/2012	£60.00	01/04/2012	£60.00	0.0%			SR							
		- Buyout 1-5 years	01/04/2012	£150.00	01/04/2012	£150.00	0.0%			SR							
				Publication: local individuals, organisations and partners													
				- Per use of 1-5 images			01/04/2014	£8.33							SR		
				- Per use of 6-10 images			01/04/2014	£12.50							SR		
				- Per use of 11 or more images			01/04/2014	£16.66							SR		

13. HERITAGE SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)						
Page 105	Heritage Services (cont'd)	D	To meet costs and income target.	HIRE OF ACCOMMODATION	A	a) Oxfordshire Museum						5	5	0	EX
						- Exhibition Gallery									
						- per week	01/04/2011	£160.00	01/04/2011	£160.00	0.0%				
						b) Brewhouse									
						- Exhibition Gallery									
						- per month	01/04/2008	£200.00	01/04/2008	£200.00	0.0%				
						- 1/2 day Education Use	01/04/2007	£20.00	01/04/2007	£20.00	0.0%				
						- 1/2 day Commercial Use	01/04/2008	£50.00	01/04/2008	£50.00	0.0%				
						- per day - Education Use	01/04/2008	£50.00	01/04/2008	£50.00	0.0%				
						- per day - Commercial Use	01/04/2011	£80.00	01/04/2011	£80.00	0.0%				
		c) Coachhouse													
		- 1/2 day Education Use	01/04/2008	£30.00	01/04/2008	£30.00	0.0%								
		- 1/2 day Commercial Use	01/04/2009	£60.00	01/04/2009	£60.00	0.0%								
		- per day - Education Use	01/04/2008	£50.00	01/04/2008	£50.00	0.0%								
		- per day - Commercial Use	01/04/2011	£105.00	01/04/2011	£105.00	0.0%								
		d) MRC Education Lecture Room													
		- 1/2 day Education Use	01/04/2012	£20.00	01/04/2012	£20.00	0.0%								
		- per day - Education Use	01/04/2012	£40.00	01/04/2012	£40.00	0.0%								
		e) Provision of staff to support activities of hirer per hour													
		- during Museum open hours	01/04/2011	£15.00	01/04/2011	£15.00	0.0%								
- out of Museum open hours	01/04/2011	£25.00	01/04/2011	£25.00	0.0%										
f) Equipment Hire															
Education Use per session	F 01/04/2008	£10.00	01/04/2008	£10.00	0.0%										
Commercial Use per session	F 01/04/2011	£25.00	01/04/2011	£25.00	0.0%										
g) Coach House charge for use outside normal hours plus staffing as necessary															
Education use up to 3 hours	01/04/2011	£37.00	01/04/2014	£40.00	8.1%										
Commercial use up to 3 hours	01/04/2011	£55.00	01/04/2014	£60.00	9.1%										
		D	To meet income targets which reduced the impact of previous budget cuts.	CONSERVATION AND EXHIBITION SERVICES	B	a) MRC					0	0	0		
				Remedial conservation		- per hour	01/04/2008	£40.00	01/04/2008	£40.00	0.0%				SR
				b) Storage (per m ² per year) MRC		- per year	01/04/2008	£610.00	01/04/2008	£610.00	0.0%				SR
				- per month			01/04/2008	£61.00	01/04/2008	£61.00	0.0%				SR
				- OHC per shelf			01/04/2013	£330.00	01/04/2013	£330.00	0.0%				SR
				c) Specialist Climate Controlled Collections Storage and Care per year		-Small Item (c.10x10x10cm)	01/04/2013	£100.00	01/04/2013	£100.00	0.0%				SR
				-Medium Item (c 20x20x20cm)			01/04/2013	£200.00	01/04/2013	£200.00	0.0%				SR
				-Large Item (c.0.5 cubic meters)			01/04/2013	£350.00	01/04/2013	£350.00	0.0%				SR
				d) General Collections storage and Care		-Large Item	01/04/2013	£400.00	01/04/2013	£400.00	0.0%				SR

13. HERITAGE SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class																																							
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)																																													
CEO4-52	Heritage Services (cont'd)			e) Environmental Monitoring (per month)	C	01/04/2012	£40.00	01/04/2012	£40.00	0.0%					SR																																							
				- for 3 thermohygrographs		01/04/2012	£40.00	01/04/2012	£40.00	0.0%						SR																																						
				Loan of datalogger and printout per period up to 2 months		01/04/2012	£40.00	01/04/2012	£40.00	0.0%						SR																																						
				Environmental summary		01/04/2012	£40.00	01/04/2012	£40.00	0.0%						SR																																						
				f) Conservation Advice		D	01/04/2009	£320.00	01/04/2009	£320.00						0.0%	SR																																					
				- per day			01/04/2008	£160.00	01/04/2008	£160.00						0.0%	SR																																					
				- per half-day			E	01/04/2009	£320.00	01/04/2009						£320.00	0.0%	SR																																				
				g) Museum Pest Management plus materials				01/04/2008	£160.00	01/04/2008						£160.00	0.0%	SR																																				
				- per day				01/04/2009	£40.00	01/04/2009						£40.00	0.0%	SR																																				
				- per half day				D	01/04/2009	£5.00						01/04/2009	£5.00	0.0%	SR																																			
				- per hour					01/04/2004	£30.00						01/04/2004	£30.00	0.0%	SR																																			
				h) Hire of display equipment					01/04/2004	£75.00						01/04/2004	£75.00	0.0%	SR																																			
				Cases					E	01/04/2007						£4.00	01/04/2007	£4.00	0.0%	SR																																		
				- per day						01/04/2004						£15.00	01/04/2004	£15.00	0.0%	SR																																		
				- per week						01/04/2004						£40.00	01/04/2004	£40.00	0.0%	SR																																		
				- per month						01/04/2012						£50.00	01/04/2012	£50.00	0.0%	SR																																		
				i) Labour (per hour) including delivery and collection						01/04/2013						£60.00	01/04/2013	£60.00	0.0%	SR																																		
				j) X-Radiology including report						D						01/04/2013	£320.00	01/04/2013	£320.00	0.0%	SR																																	
				k) Training												01/04/2013	£160.00	01/04/2013	£160.00	0.0%	SR																																	
				- per day												D	01/04/2011	£25.00	01/04/2011	£25.00	0.0%	SR																																
				- per half day													01/04/2011	£37.50	01/04/2011	£37.50	0.0%	SR																																
				OHC RESEARCH ENQUIRIES													D	To Meet Costs	- written reply to each enquiry per hour (or pro-rata)								5	5	0	SR																								
				- higher rate for businesses and profit-making organisations per hour (or pro-rata)																											01/04/2011	£37.50	01/04/2011	£37.50	0.0%	SR																		
				MICROFORM COPYING																											D	To recover costs	a) Self Service Copying								0	0	0	SR										
				- per A4 copy																																									01/04/2008	£0.42	01/04/2008	£0.42	0.0%	SR				
				- per A3 copy																																									01/04/2012	£0.42	01/04/2012	£0.42	0.0%	SR				
				b) Copying by Staff																																									D	To recover costs	- per A4 copy							
- per A3 copy	01/04/2008	£1.00	01/04/2008	£1.00	0.0%						SR																																											
	01/04/2012	£1.00	01/04/2012	£1.00	0.0%						SR																																											

13. HERITAGE SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class			
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)									
CEO4-52	Heritage Services (cont'd)	D	To recover costs	PHOTOCOPIES Self Service Copying - - per A4 copy - per A3 copy Local Studies - Staff Operated Copying - - per A4 copy - per A3 copy All Archive Documents and Delicate Documents - per A4 copy - per A3 copy								4	4	0				
						01/10/2011	£0.17	01/10/2011	£0.17	0.0%								SR
						01/10/2011	£0.17	01/10/2011	£0.17	0.0%								SR
						01/10/2011	£0.50	01/10/2011	£0.50	0.0%								SR
						01/10/2011	£0.50	01/10/2011	£0.50	0.0%								SR
						01/10/2011	£1.00	01/10/2011	£1.00	0.0%								SR
			01/10/2011	£1.00	01/10/2011	£1.00	0.0%								SR			
		D	To recover costs	Computer Printouts Self Service - - per A4 copy - per A3 copy Staff Operated Copying - - per A4 copy - per A3 copy														
						01/10/2011	£0.17	01/10/2011	£0.17	0.0%				0	0	0	SR	
						01/10/2011	£0.17	01/10/2011	£0.17	0.0%				0	0	0	SR	
						01/10/2011	£0.50	01/10/2011	£0.50	0.0%				0	0	0	SR	
			01/10/2011	£0.50	01/10/2011	£0.50	0.0%						0	0	0	SR		
		D	To recover costs	Certificates Per Copy - Motor Vehicle Registration copies Baptism Certificates Marriage Certificates														
						01/10/2011	£6.67	01/10/2011	£6.67	0.0%				0	0	0	SR	
	01/04/2012				£7.71	01/04/2014	£9.17	18.9%	Charge as per Church of England Table of Fees from Jan 2013						SR			
	01/04/2012	£7.71	01/04/2014	£8.34	8.2%	Charge as per Statutory Instrument no. 760 (2012)							SR					
D	To recover costs	COPIES OF RECORDINGS from Oral History																
	01/04/2012	£12.50	01/04/2012	£12.50	0.0%						0	0	0	SR				
D	To recover costs	ADMINISTRATIVE CHARGE Minimum charge for providing an invoice for any service																
	01/04/2011	£20.00	01/04/2011	£20.00	0.0%						0	0	0	SR				
D	To recover costs	PHOTOGRAPHIC Photograph Documents																
										External Photographer	0	0	0	SR				

13. HERITAGE SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class	
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)							
CEO4-52	Heritage Services (cont'd)			Photographic Prints by External Photographer		01/10/2011	Various	01/10/2011	Various	Various	New charge - Prices on application					
		D	To recover costs	POSTAGE & PACKING - Reinforced Envelope in reinforced C4 envelope Cardboard Tube - Copies supplied in 450mm cardboard tube Disc Mailer - CR-ROM supplied in disc mailer Air Mail - additional to basic cost		01/10/2011	£2.00	01/04/2014	£1.67	-16.5%	Better reflect real cost. Make administration simpler	0	0	0	SR	
						01/10/2011	£4.00	01/04/2014	£3.33	-16.8%	Better reflect real cost. Make administration simpler				SR	
						01/10/2011	£4.00	01/04/2014	£3.33	-16.8%	Better reflect real cost. Make administration simpler				SR	
						01/10/2011	£2.00	01/04/2014	£1.67	-16.5%	Better reflect real cost. Make administration simpler				SR	
		D	To recover costs	LECTURE FEES plus travel at current OCC rates		01/04/2012	£50.00	01/04/2012	£50.00	0.0%		0	0	0	SR	
		D	To recover costs	Use of Oxfordshire Museum Garden for Wedding Photography		01/04/2011	£75.00	01/04/2011	£75.00	0.0%		0	0	0	EX	
		D	To recover costs	LEARNING & ACCESS School Sessions at The Oxfordshire Museum - up to 30 children Outreach School Sessions - up to 30 children School Box Loans - per term Reminiscence Box Loans - per 2 week loan Reminiscence sessions - per session Reminiscence training Session - per delegate Community Group Visits to The Oxfordshire Museum - per group Family Learning Drop In at The Oxfordshire Museum - per child - per family of up to 3 children TOM Tots under 5s sessions at The Oxfordshire Museum - per family		01/04/2012	£75.00	01/04/2012	£75.00	0.0%			6	7	1	NB
						01/04/2012	£20.00	01/04/2012	£20.00	0.0%					NB	
								01/04/2014	£20.00						NB	
								01/04/2014	£15.00						NB	
								01/04/2014	£50.00						NB	
								01/04/2014	£15.00		Plus £1.50 per person for refreshments				NB	
								01/04/2014	£2.00						NB	
								01/04/2014	£5.00						NB	
								01/04/2014	£1.50						NB	

13. HERITAGE SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)						
CEO4-52	Heritage Services (cont'd)			Booked family workshop				01/04/2014	Various		£5.00-£10.00 according to session length plus materials				NB
				Arts Award Courses at The Oxfordshire Museum - per child				01/04/2014	£5.00		Plus materials and admin costs				NB
	Sub-Total Heritage Services											25	29		4

Legal Position on charging

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

Notes

A: 20% Commission is charged on all sales
 B: 10% discount offered to Members of OMC, for work committed over £1,000 or more than 2 years
 C: Concessions of 50% proposed for community groups that meet specified criteria.
 D: Preventative & Fumigation. Minimum 4 hours labour charged for set up.
 E: Transport outside County charged at Mileage / Hourly rate. Materials at cost.
 F: New way of charging to accurately reflect staff time to set up

VAT Class

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

14. REGISTRATION SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class	
					Effective Date	Rate	Effective Date	Proposed Rate							
CEO4-8	Registration Service	D	To raise revenue to cover the costs of the registration service	To licence approved premises for a three-year period	01/04/2013	£2,050.00	01/04/2013	£2,050.00	0.0%		57	57	-1	NB	
		D	To cover a proportion of the costs	Marriage & Civil partnership fees at former Register Office Marriage rooms Monday - Friday and Saturday between 9.15am and 12 noon.											
		SA	To raise revenue to cover the costs of the Registration Service	Abinadon- Rysse Court (Mon -Fri)	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	15	17	2	EX		
				Banbury Bodicote House	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	28	31	2	EX		
				Bicester - Garth Park	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	14	16	2	EX		
				Didcot - Broadway Room	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	6	6	0	EX		
				Henley - Regatta Court	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	13	14	1	EX		
				Oxford - Tidmarsh Lane											
				RO Wed- Fri	01/04/2013	£49.00	01/04/2013	£49.00	0.0%	7	7	0	EX		
				Dexter Room Tues-Fri	01/04/2013	£125.00	01/04/2014	£150.00	20.0%	26	44	17	EX		
				Dexter Room Sat AM	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	22	25	3	EX		
				Wheatley - Shotover Room	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	2	2		EX		
		Witney - Windrush Rooms	01/04/2013	£190.00	01/04/2014	£210.00	10.5%	12	13		EX				
		Total for all district Offices	01/04/2013	£190.00	01/04/2014	£210.00	10.5%				EX				
		Total for all district Offices (Sat pm)	01/04/2013	£425.00	01/04/2014	£450.00	5.9%	340	360	13	EX				
		Total for all district Offices (Sun and BH)	01/04/2013	£510.00	01/04/2014	£530.00	3.9%	3	3	0	EX				
		SA	To raise revenue to cover the costs of the Registration Service	Attending chapel	01/04/2013	£88.00	01/04/2014	£88.00	0.0%				EX		
				Marriages at Approved Venues (9.00am to 5.30pm)											
				Monday - Thursday	01/04/2013	£370.00	01/04/2014	£400.00	8.1%	42	46	3	EX		
				Friday & Saturday	01/04/2013	£425.00	01/04/2014	£450.00	5.9%	365	387	15	EX		
		Sunday & Bank Holiday	01/04/2013	£510.00	01/04/2014	£530.00	3.9%	81	84	1	EX				
		Marriages at Approved Venues (6.00pm to 8.30pm)													
		Monday - Thursday	01/04/2013	£500.00	01/04/2013	£500.00	0.0%						EX		
		Friday & Saturday	01/04/2013	£500.00	01/04/2013	£500.00	0.0%						EX		
		Sunday & Bank Holiday	01/04/2013	£600.00	01/04/2013	£600.00	0.0%						EX		

14. REGISTRATION SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate								
CEO4-8	Registration Service Continued	SA	To raise revenue to cover the costs of the Registration Service	Marriages at Approved Venues (on or after 9pm)												
				Monday - Thursday	01/04/2013	£650.00	01/04/2013	£650.00	0.0%						EX	
				Friday & Saturday	01/04/2013	£650.00	01/04/2013	£650.00	0.0%						EX	
				Sunday & Bank Holiday	01/04/2013	£675.00	01/04/2013	£675.00	0.0%						EX	
				Other Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Registration Offices												
				Monday - Friday	01/04/2013	£210.00	01/04/2014	£230.00	9.5%	0		0				SR
			Saturday	01/04/2013	£230.00	01/04/2014	£250.00	8.7%	5	6	1				SR	
			Sunday & Bank Holiday	01/04/2013	£280.00	01/04/2014	£300.00	7.1%	4	4	0				SR	
			Individual Citizenship Ceremonies	01/04/2013	£160.00	01/04/2014	£180.00	12.5%	2	2	0				SR	
			Group Citizenship Ceremony at County Hall	01/04/2013	£80.00	01/04/2014	£80.00	0.0%	74	74	-1				EX	
			To raise revenue to cover the costs of the Registration Service	Other Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at Approved venues												
				Monday - Friday	01/04/2013	£210.00	01/04/2014	£230.00	9.5%	1	1	0				SR
				Saturday	01/04/2013	£230.00	01/04/2014	£250.00	8.7%	1	1	0				SR
				Sunday & Bank Holiday	01/04/2013	£280.00	01/04/2014	£300.00	7.1%	3	3	0				SR
				Individual Citizenship Ceremonies	01/04/2013	£220.00	01/04/2014	£250.00	13.6%	0	0	0				SR
			To raise revenue to cover the costs of the Registration Service	Other Civil Ceremonies (Naming Ceremonies, Renewal of Vows, Partnership/Commitment Ceremonies) at venues not approved by Oxfordshire County Council												
				Monday - Sunday/BH	01/04/2013	£370.00	01/04/2014	£450.00	21.6%	6	6	0				SR
Saturday	01/04/2013	£370.00		01/04/2014	£450.00	21.6%	0	0	0				SR			
Sunday & Bank Holiday	01/04/2013	£370.00		01/04/2014	£450.00	21.6%	0	0	0				SR			
Civil Funerals	01/04/2010	£180.00		01/04/2010	£180.00	0.0%	6	6	0				ZR			

14. REGISTRATION SERVICES - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class					
					Effective Date	Rate	Effective Date	Proposed Rate											
CEO4-8	Registration Service Continued	D	To raise revenue to cover the costs of the Registration Service	Nationality Checking Service Adult (single application) Child under 18 who applies separately to parents	01/04/2013	£70.00	01/04/2014	£75.00	7.1%		60	64	3	SR					
					01/04/2013	£40.00	01/04/2014	£45.00	12.5%						8	9	1		
		D	To raise revenue to cover the costs of the Registration Service	Settlement Checking Service Adult (single application)	01/04/2013	£90.00	01/04/2014	£100.00	11.1%		16	17	1	SR					
		SA	To raise revenue to cover the costs of the Registration Service	Certificate Fees Births, Deaths& Marriage Certificates	on day of registration	01/04/2012	£4.00	01/04/2012	£4.00	0.0%		150	150	-3	EX				
					from a current register	01/04/2010	£7.00	01/04/2010	£7.00	0.0%						6	6	EX	
					from a deposited register	01/04/2012	£10.00	01/04/2012	£10.00	0.0%						81	81	-2	EX
					Short Birth Certificate on day of registration	01/04/2012	£4.00	01/04/2012	£4.00	0.0%						1	1	0	EX
					from a current register	01/04/2010	£7.00	01/04/2010	£7.00	0.0%									
					from a deposited register	01/04/2012	£10.00	01/04/2012	£10.00	0.0%									
		SA		Searches in indexes General Search	01/04/2010	£18.00	01/04/2010	£18.00	0.0%					EX					
		SA		Marriages and Civil Partnership Notice of Marriage/Civil Partnership (for 1 person)	01/04/2012	£35.00	01/04/2012	£35.00	0.0%		177	177	-4	EX					
		SA		Commemorative Certificates	01/04/2010	£5.00	01/04/2010	£5.00	0.0%		1	1	0	SR					
			Certificate fees are Statutory Fees and no notification of fee increases for 2013/14 have been received to date.																
			*NB £4.00 is already included in fees for Registration offices, Chapel and Approved Venue ceremony fees, but couples may request more than one and these are charged at £4.00 on the day and £7.00 subsequently.																
	Sub-total Registration										1,635	1,721	53						

Legal Position on charging

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

VAT Class

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

15. CHIEF EXECUTIVE'S OFFICE - CEO - Review of Charges 2014/15

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2013/14		2014/15		% increase in fees & charges	Additional information and/or Reason for Change	Expected Income 2013/14 Total £000	Expected Income 2014/15 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate						
CEO4	Law & Governance Legal Services													
		SA & D	Recovery of full cost	Sec106 and other legal charges	01/04/2011	£170.00	01/04/2011	£170.00	0.0%		250	255	0	SR
		D	Recovery of full cost	Work for outside bodies - Legal Hub	01/04/2011	£75.00	01/04/2011	£75.00	0.0%		4	4	0	SR
				West Berks/Probation	01/04/2011	£90.00	01/04/2011	£90.00	0.0%		4	4	0	0
				Academies - Fixed Fee	01/04/2011	£500.00	01/04/2011	£500.00	0.0%					
				Academies - Hourly Rate	01/04/2011	£90.00	01/04/2011	£90.00	0.0%					
				Town Councils	01/04/2011	£95.00	01/04/2011	£95.00	0.0%		1	1	0	
	Democratic Services													
	Education appeals (Admissions)	D	Recovery of full cost	Work for outside bodies (Academies) Lodged			01/04/2014	£20.00			4	6	2	SR
				Listed			01/04/2014	£95.00						
				Clerking only:										
				For first appeal of each day per school	01/04/2013	£100.00	01/04/2013	£102.00	2.0%					
				For each subsequent appeal per day	01/04/2013	£70.00	01/04/2013	£71.40	2.0%					
				Full service:										
				For first appeal of each day per school	01/01/2013	£180.00	01/01/2013	£185.00	2.8%					
				For each subsequent appeal per day	01/01/2013	£150.00	01/01/2013	£155.00	3.3%					
	Education appeals (Exclusions)	D	Recovery of full cost	Work for outside bodies (Academies) For each exclusion (up to 25 hours work)	01/04/2012	£1,050.00	01/04/2012	£1,100.00	4.8%		1	2	1	SR
				Rate per hour if it takes more than 25 hours	01/04/2012	£34.00	01/04/2012	£35.00	2.9%					
	Sub-Total Chief Executive's										264	272	3	
	Sub-Total Library Service										620	632	0	
	Sub-Total Heritage Services										25	29	0	
	Sub-Total Registration										1,635	1,721	53	
	TOTAL CHIEF EXECUTIVE'S OFFICE										2,544	2,654	59	

Legal Position on charging

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

VAT Class

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

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Earmarked Reserves	2013/14 - forecast as at 31 October 2013				Balance at 31 March 2015 £000	Balance at 31 March 2016 £000	Balance at 31 March 2017 £000	Balance at 31 March 2018 £000
	Balance at 1 April 2013 £000	Movement		Balance at 31 March 2014 £000				
		Contributions from Reserve £000	Contributions to Reserve £000					
REVENUE RESERVES								
Schools' Reserves	27,235	-2,699	125	24,661	16,073	5,746	5,746	5,746
Cross Directorate Reserves								
Vehicle & Equipment Reserve	2,780	-1,227	69	1,622	1,261	1,079	857	1,016
Grants and Contributions Reserve	11,873	-7,418	1,757	6,212	91	0	0	0
ICT Projects	2,134	-1,205	0	929	127	0	0	0
Total Cross Directorate	16,787	-9,850	1,826	8,763	1,479	1,079	857	1,016
Directorate Reserves								
Children, Education & Families								
CE&F Commercial Services	1,027	-354	0	673	177	63	0	0
Joint Working with Police	779	-507		272	0	0	0	0
School Intervention Fund	1,418	-1,418	239	239	0	0	0	0
Thriving Families	800		807	1,607	1,262	1,179	0	0
Children's Social Care	195	-195		0	0	0	0	0
Foster Carer Loans	225	-46	17	196	213	180	197	166
Academies Conversion Support	740	-323		417	200	100	0	0
Staff Training & Development	258	-185		73	0	0	0	0
Pay Protection Costs	320	-57		263	40	0	0	0
Early Intervention Service Reserve	850	-534	0	316	160	57	57	57
Total Children, Education & Families	6,612	-3,619	1,063	4,056	2,052	1,579	254	223
Social & Community Services								
Older People Pooled Budget Reserve	7,469	-5,461	150	2,158	125	0	0	0
Physical Disabilities Pooled Budget Reserve	1,311	-267		1,044	714	384	0	0
Learning Disabilities Pooled Budget Reserve	204	-204		0	0	0	0	0
Fire Control	803	-320		483	0	0	0	0
Fire & Rescue & Emergency Planning Reserve	161	-50	0	111	30	0	0	0
Community Safety Reserve	89	-33	48	104	50	30	10	0
Total Social & Community Services	10,037	-6,335	198	3,900	919	414	10	0
Environment & Economy								
Highways and Transport Reserve	385	-352	0	33	15	15	15	15
Area Stewardship	862	-862		0	0	0	0	0
On Street Car Parking	2,232	-1,700	980	1,512	963	603	403	203
Countryside Ascott Park - Historical Trail	20		1	21	21	21	21	21
Carbon Reduction	60	-60		0	0	0	0	0
SALIX Repayments	20			20	0	0	0	0
Dix Pit WRC Development	13			13	0	0	0	0
Oxfordshire Waste Partnership Joint Reserve	133			133	0	0	0	0
Dix Pit Engineering Works	691			691	450	200	0	0
Waste Management	3,249	-3,249		0	0	0	0	0
Property Disposal Costs	227	-50		177	177	177	177	177
Developer Funding (Revenue)	305			305	205	100	0	0
West End Partnership	86	-36		50	50	50	50	50
Food with Thought / QCS Cleaning	1,231	-283		948	371	181	0	0
Asset Rationalisation	765	-415		350	0	0	0	0
Job Clubs	0		55	55	0	0	0	0
Minerals and Waste Project	191	-191		0	0	0	0	0
Joint Use Reserve	552		638	1,190	1,190	1,190	1,190	1,190
LABGI Reserve	315	-171		144	0	0	0	0
OCS Development Reserves	2,228	-1,543	0	685	0	0	0	0
Money Management Reserve	150			150	0	0	0	0
Oxfordshire - Buckinghamshire partnership	241			241	241	241	241	241
Total Environment & Economy	13,956	-8,912	1,674	6,718	3,683	2,778	2,097	1,897
Chief Executive's Office								
Big Society Fund	90	-90		0	0	0	0	0
CIPFA Trainees	58			58	58	58	58	58
Change Management & New Ways of Working	135	-135		0	0	0	0	0
Coroner's Service	133			133	0	0	0	0
Council Elections	536	-536		0	129	0	129	258
Registration Service	553		122	675	0	0	0	0
Cultural Services Reserve	1,391	-141	191	1,441	849	772	764	578
Total Chief Executive's Office	2,896	-902	313	2,307	1,036	830	951	894
Total Directorate Reserves	33,501	-19,768	3,248	16,981	7,690	5,601	3,312	3,014
Corporate Reserves								
Carry Forward Reserve	3,168	-3,168		0	0	0	0	0
Efficiency Reserve	3,384		2,374	5,758	3,500	1,000	0	0
Corporate Total	6,552	-3,168	2,374	5,758	3,500	1,000	0	0
Total Revenue Reserves	84,075	-35,485	7,573	56,163	28,742	13,426	9,915	9,777

Government consultations, announcements and other initiatives

Finance consultations

1. On 25 July 2013 the Government launched three separate consultations: technical issues concerning the 2014/15 and 2015/16 local government finance settlements; the mechanism for pooling a proportion of local authorities' New Homes Bonus to form part of the Single Local Growth Fund; and proposals to allow capital receipts from new asset sales to be used for one-off revenue purposes. These consultations closed in late September/early October. There has not yet been any response from the Government from the feedback received and it is likely that this will not be forthcoming until the provisional local government finance settlement is announced later in December.

Business rate pooling

2. Under the Business Rate Retention Scheme local authorities can formally seek designation as a pool. This allows the pool members to be treated as if they are a single entity for the purposes of calculating tariffs, top-ups, levies and safety net payments. Levies are paid by tariff authorities on their growth in business rates income above a baseline set by the Government. Combining the tariff of one or more authorities with the top-up of another authority can reduce or eliminate the amount of levies paid.
3. Cherwell District Council, West Oxfordshire District Council and Oxfordshire County Council have formally submitted a request to be designated as a pool for business rates purposes in 2014/15. Under the terms of the pool arrangement the County Council will not receive any less funding than if it had not been included in the pool and will benefit from a proportion of the reduced levies if growth above the baseline is achieved. The pool is estimated to reduce levies by between £0.7m and £1.1m for 2014/15, of which the County Council will receive 7.5%.
4. Confirmation that the pool has been designated is awaited, however this is expected in advance of the provisional local government finance settlement. Once designated, members of a pool have the opportunity to end the arrangement within 28 days of the publication of the provisional settlement should it not be financially beneficial, otherwise it will apply for the duration of 2014/15.

Social care funding

5. The Government wrote to local authorities in August 2013 to clarify the settlement for care and support announced as part of the Spending Round, details of which were provided in the Service & Resource Planning report to Cabinet on 17 September 2013. The Government has followed this up with a letter in October setting out the next steps on implementing the Integration Transformation Fund.
6. Councils will receive notification of funding allocations for both 2014/15 and 2015/16 in December 2013. In 2014/15 the existing £900m transfer from the NHS to local authorities and the additional £200m announced in the Spending Round will be distributed using the same formula as at present. The formula for distribution of the £3.8bn fund in 2015/16 is to be decided by ministers ahead of the funding announcement.

7. The Spending Round confirmed that £1bn of the £3.8bn fund would be linked to achieving outcomes. Half of the pay-for-performance element will be paid at the beginning of 2015/16, contingent on the Health and Wellbeing Board adopting a plan that meets the national conditions (set out in the Spending Round) by April 2014, and on the basis of 2014/15 performance. The remainder will be paid in the second half of the year and could be based on in-year performance. The measures to be used are yet to be agreed. The savings proposals assume that £10m from the Integration Transformation Fund will be used to protect adult social care services. This is yet to be agreed with the Oxfordshire Clinical Commissioning Group.
8. The Independent Living Fund was due to close in April 2015 with local authorities taking on responsibility for meeting the needs of current ILF users, funded by a Government grant. However, the Government has ceased all activity related to the closure of the ILF following the decision by the Court of Appeal on 6 November 2013 that the abolition of the Fund was unlawful. The implications for the Council are not yet known, however the financial impact is expected to be neutral.

Education and schools funding

9. Estimates for the Council's allocation of Education Services Grant for 2014/15 remain at £7m as previously reported, a reduction of £2.1m compared to the MTFP. There has been no update from the Department for Education (DfE) on how the 20% reduction in the national aggregate Education Services Grant for 2015/16 will be achieved.
10. The DfE consultation on the introduction of a national funding formula for schools in 2015/16 is expected to commence before Christmas.

Pensions

11. A number of pension issues were set out in the Service & Resource Planning report to Cabinet in September 2013. These include auto-enrolment, upcoming changes to public sector pension schemes, the latest Local Government Pension Scheme valuation and changes to state pension arrangements.
12. As outlined in the report at paragraph 13, although figures suggest that around half of those auto-enrolled into pension schemes in February 2013 have remained in the scheme, the impact is spread widely across the Council and services may be able to absorb the additional cost.
13. Provisional results from the Actuary on the Local Government Pension Scheme valuation, which take into account the impact of changes to the scheme due to be implemented next year, indicate that the employer rate will increase from 19.3% to 20.0% from 2014. The additional £0.7m cost to the Council can be met from the £1.5m past service deficit funding already included in the MTFP. The additional cost to schools is estimated to be £0.4m.
14. There is no change to the estimated impact of the loss of the employer's national insurance rebate following the implementation of the single state pension arrangements in 2016. This remains at £3.5m for the Council, with Oxfordshire schools facing a further pressure of £6m.

Division(s):

CABINET – 17 DECEMBER 2013

New Schools for Didcot: report on selection process for approved providers and approval of Preferred Option

Report by Director for Childrens' Services

Introduction

1. The Cabinet meeting of 18 September 2012 approved a process for the identification of sponsors for new academies to meet the needs of population growth such as the one at Great Western Park, Didcot.
2. The approved specification for Didcot sought providers for the following schools:
 - Primary School 1, to open September 2015, growing to 2 forms of entry.
 - Primary School 2, to open September 2017 subject to the progress of the housing development and population growth, growing to 2 forms of entry.
 - A co-educational 11-16 secondary school, to open September 2017 subject to the progress of the housing development and population growth, growing to approximately 1200 places, with 7 forms of entry in Key Stage 3 and a probable 6 forms of entry in Key Stage 4 (reflecting the expected movement of some Key Stage 4 students to the University Technical College (UTC)).
3. The specification did not impose restrictions on the nature of provider – e.g. faith organisations, or existing providers – given that the local consultation was inconclusive on these issues.
4. The specification invited interest from providers able and willing to work with the county council in enhancing Special Educational Needs (SEN) provision through integrated or co-located facilities, but did not specify these in detail. Potential providers were asked to identify where SEN provision could be included in their plans, given the site and financial constraints of the new schools.

Background

5. The agreed process has now completed the following stages:
 - i. Assess expressions of interest and then invite detailed bids from three or fewer providers to show clear plans of how they will contribute to the raising of education standards, add diversity of choice and which best fits the local requirements and meets the needs of those within groups offered specific protection under s149 Equality Act 2010.
 - ii. Assess bids against criteria and rank in order of preference. Agree a preferred option to be approved by Lead Member for Children, Education

and Families or Cabinet as appropriate. As this is the first time this process has been applied it has been brought to Cabinet.

6. 10 expressions of interest were received. These were assessed according to criteria derived from Department for Education (DfE) Academy / Free school presumption paper July 2013 and also from the council's specification document for Didcot previously agreed by Cabinet. A scoring system was used to assess the strongest applications. Initially a shortlist of 3 had been expected, however, as 4 providers all achieved a high score at this initial stage all 4 were taken through to the shortlist.

7. The four shortlisted providers were:

Barnfield Schole Academy Trust

Barnfield FE College sponsored 2 secondary schools in 2007 and set up the Academy Trust based in Hertfordshire. In the last 2 years it has added 5 primary schools.

It made an application for running all 3 schools or any combination thereof.

Catholic Diocese of Portsmouth

The Diocese currently has 77 schools across 13 Local Authorities including the Channel Islands.

It made an application to run the secondary and Primary School 2 as an all-through school.

GEMS Learning Trust

GEMS runs 46 schools. 30 of them are in the United Arab Emirates. 5 are independent schools in the South of England (2 primary phase and 3 all through).

It made an application to run both primary schools.

Glyn Learning Foundation (GLF schools)

Glyn was founded with an Ofsted rated outstanding secondary boys' school which converted in 2011 and now has 4 other primaries in Surrey. It has recently been chosen to sponsor 3 schools in Wokingham.

It made an application to run all 3 schools.

8. The 4 shortlisted providers were asked to complete a more detailed application form and make a presentation to a panel consisting of officers and the Cabinet Member for Children, Education and Families. The providers were again scored against specified criteria.

9. The 2 highest scoring providers were GLF and GEMS.

10. GLF. Their application was to provide all 3 schools in an all through 4-16 school on 3 sites. The panel considered that this would be an innovative approach and was convinced that the provider has the experience and expertise to deliver high quality places. The panel considered that this was

their preferred provider for the secondary and at least one of the primaries. The panel recognised that by having both primary schools this would provide a larger number of primary children with a seamless transition into secondary school. This approach would also have the advantage of providing consistency in the project management, as officers would be working with only one provider so there would be efficiencies in time and systems that would be advantageous to the council.

11. GEMS. This organisation specialises in primary provision and applied to provide both the primary schools. The panel considered that they provided a distinctive approach reflecting their international background. The panel recognised that recommending GEMS to provide one of the primary schools would provide a greater diversity of choice for the community of Didcot.
12. The panel agreed that two alternatives would meet the council's specification and provide a high degree of confidence that additional good or outstanding educational provision would be made in Didcot.

Alternative A

13. GLF to provide all 3 schools
Advantages: There are greater opportunities for efficiencies and economies of scale in having one provider for all 3 schools. The council will have only one point of contact for all three schools. There is likely to be greater flexibility in planning for the growth of the housing which will be influenced by factors outside the council's control including district council planning decisions. This is the preferred choice of the provider, although they indicated they would accept any combination of the schools. Their preferred alternative if only one primary was offered with the Secondary would be Primary School 1 rather than Primary School 2.

Disadvantages: Having one provider will limit the opportunity for diversity of choice at primary level. It will put maximum pressure on the provider's project management capacity.

Alternative B

14. GLF to provide the Secondary School and one of the primary schools.
GEMS to provide one of the primary schools.

Advantages: Providing greater diversity of choice at primary level within Didcot

Disadvantages: The council would have to liaise with two organisations. As GEMS' preferred option is for both schools, there is a risk they would not accept one school.

Financial and Staff Implications

15. There are none arising directly from this report. However once an approved sponsor (or sponsors) have been confirmed by the Secretary of State there will be a need for significant and on-going liaison with council officers.

RECOMMENDATION

16. **The Cabinet is RECOMMENDED to select one of the following options to be submitted to the Secretary of State for Education for final agreement:**

Option 1

To recommend GLF Academy Trust to provide all three of the schools to be run as an all-through school which will make provision for pupils from 4 to 16 on three sites on the Great Western Park development

Option 2a

To recommend GLF Academy Trust to provide the Secondary school and Primary School 1 to be run as an all through 4-16 school.
To recommend GEMS Trust provides Primary School 2.

Option 2b

To recommend GLF Academy Trust to provide the Secondary School and Primary School 2 to be run as an all through 4-16 school.
To recommend GEMS Trust provides Primary School 1.

JIM LEIVERS

Director for Children's Services

Background papers: Cabinet paper – 21 May 2013

Contact Officer: Charlotte Christie, Academies and Collaborations Co-ordinator; Tel: (01865) 328567

December 2013

Division(s): N/A

CABINET – 17 DECEMBER 2013

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 28 January 2014	
<ul style="list-style-type: none"> ▪ Delegated Powers of the Chief Executive - January 2014 To report on a quarterly basis any executive decisions taken by the Chief Executive under the specific powers and functions delegated to her under the terms of Part 7.4 of the Council's Constitution – Paragraph 1(A)(c)(i). It is not for scrutiny call in. 	Cabinet, Leader 2013/128
<ul style="list-style-type: none"> ▪ Future of Schools/Back Office Facing Services - Externalisation Next Steps To agree next steps. 	Cabinet, Deputy Leader 2013/169
<ul style="list-style-type: none"> ▪ Cabinet Business Monitoring Report for Quarter 2 To note and seek agreement of the report. 	Cabinet, Deputy Leader 2013/142
<ul style="list-style-type: none"> ▪ The Future of the Music Service in Oxfordshire To seek approval for the Music Service to move to become an independent charitable trust. 	Cabinet, Children, Education & Families 2013/170
<ul style="list-style-type: none"> ▪ Home to School Transport Policy Whether to approve a new OCC Home to School Transport policy, following a consultation. 	Cabinet, Children, Education & Families 2013/089
<ul style="list-style-type: none"> ▪ Oxfordshire Minerals and Waste Local Plan - Core Strategy: Consultation Draft To seek approval for the Oxfordshire Minerals and Waste Local Plan – Core Strategy: Consultation Draft, setting out the Council's proposed planning strategy and policies for minerals and waste Developments in Oxfordshire to 2030, for public consultation. 	Cabinet, Environment 2013/132
<ul style="list-style-type: none"> ▪ Response to Westgate Planning Application To seek approval of the County Council's formal response to the Westgate planning application. 	Cabinet, Environment 2013/123

- **Service & Resource Planning Report 2014/15 - 2017/18 - January 2014** Cabinet, Finance 2013/126

To provide background and context to the service and resource planning process for 2014/15 – 2017/18.

Cabinet Member for Environment, 9 January 2014

- **Pre-Consultation Draft Rights of Way Improvement Plan** Cabinet Member for Environment, 2013/119

To seek approval before consultation.
- **Proposed Parking Restrictions - Limborough Road, Wantage** Cabinet Member for Environment, 2013/072

To seek approval to proceed.
- **Proposed Parking Restrictions - Various Locations, Kidlington and Gosford** Cabinet Member for Environment, 2013/071

To seek approval to proceed.
- **Oxfordshire Minerals and Waste Monitoring Report 2013** Cabinet Member for Environment, 2013/134

To seek approval for the Oxfordshire Mineral and Waste Monitoring Report 2013, setting out information on progress in preparation of the Minerals and Waste Local Plan and on the implementation of planning policies for minerals and waste developments, to be published.
- **Chipping Norton - Over Norton Road Zebra Crossing** Cabinet Member for Environment, 2013/158

To consider the results of public consultation and seek approval to proceed to construction.
- **Proposed Parking Restrictions, Murdock Road, Bicester** Cabinet Member for Environment, 2013/165

To seek approval to proceed.
- **A415 Ducklington Lane, Witney - Beechgate Traffic Regulation Order, Traffic Calming and Associated Measures** Cabinet Member for Environment, 2013/160

To consider objections received.
- **Proposed Traffic Calming - Shrivenham** Cabinet Member for Environment, 2013/161

To seek approval to proceed.
- **Proposed Parking Restrictions, Enstone** Cabinet Member for Environment, 2013/162

To seek approval to proceed.

- **Proposed Extension to 30mph Speed Limit, Faringdon/Spring Hill, Southmoor**
To seek approval to proceed.

Cabinet Member
for Environment,
2013/163

Cabinet Member for Public Health & the Voluntary Sector, 8 January 2014

- **Chill Out Fund 2013/14 - January 2014**
To consider applications received (if any) from the Chill Out Fund.

Cabinet Member
for Public Health &
the Voluntary
Sector,
2013/129

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