



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 19 June 2018 at 2.00 pm

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

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

Peter Clark
Chief Executive

June 2018

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

Membership

Councillors

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

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 27 June 2018 unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 17 July 2018

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

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

Whose Interests must be included?

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

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

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

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

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

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

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

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

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

List of Disclosable Pecuniary Interests:

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

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines.

<http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or glenn.watson@oxfordshire.gov.uk for a hard copy of the document.

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

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes (Pages 1 - 8)

To approve the minutes of the meetings held on 22 May and 4 June 2018 (**CA3a and CA3b**(to be circulated separately) respectively) 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. Provisional 2017/18 Revenue and Capital Outturn (Pages 9 - 60)

Cabinet Member: Finance

Forward Plan Ref: 2018/001

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

Tel: 07584 909518

Report by Director of Finance (**CA6**).

The purpose of this report is to present and provide commentary on the provisional revenue and capital outturn position for 2017/18 prior to the formal closure of the accounts.

The Cabinet is RECOMMENDED to:

- (a) note the provisional revenue and capital outturn for 2017/18 along with the year-end position on general balances and earmarked reserves as set out in the report;***
- (b) note the virements as set out in Annex 2a;***
- (c) approve the transfer of over and under spends to general balances as set out in paragraph 12;***
- (d) recommend Council to approve the use of £0.1m underspend on Transition fund for open access children's services which will be transferred to the Budget Priorities Reserve until required as set out in paragraph 13; and***
- (e) agree that the surplus on the On-Street Parking Account at the end of the 2017/18 financial year, so far as not applied to particular eligible purposes in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, be carried forward in the account to the 2018/19 financial year as set out in Annex 4.***

7. Home to School Transport and Travel Policy (Pages 61 - 128)

Cabinet Member: Public Health & Education

Forward Plan Ref: 2018/050

Contact: Neil Darlington, Admission & Transport Service Manager Tel: 07393 001242

Report by Director for Children's Services (**CA7**).

The Council has proposed and consulted upon a number of changes to its home to school transport policies applying to Post 16 students and to those of statutory school age and these are outlined in the Cabinet report.

Oxfordshire County Council's current Home to School Transport Policy is more generous than the law requires for Post 16 students who have an Education Health and Care Plan (EHCP) and for Post 16 mainstream students who attend Henley College. Unfortunately, given the continuing pressure on public finances, the Council now needs to critically consider whether it should continue to maintain spending on this non-statutory assistance for these groups of post-16 students. The main proposals include ending automatic free travel for most Post 16 SEND students attending their nearest suitable placement if that placement is over 3 miles away, ending Post 16 subsidised transport to Henley College, clearly specifying when free travel will be provided to alternative education providers and specifying charges for the "Spare Seat" Scheme (formerly known as the Concessionary Travel Scheme) for the years 2018/19 to 2022/23. In addition, as part of Oxfordshire County Council's commitment to the Military Covenant we also consulted on whether to continue for a further year the current time limited free travel arrangements for those students who are resident at RAF Benson

(the need for which is linked to the lack of sufficient places the nearest school, Wallingford School) the nearest school to RAF Benson.

The Cabinet is RECOMMENDED to agree the following proposals for SEND students:

- (a) assistance to all Post-16 students who would otherwise be unable to access education and to encouraging low income parents of Post 16 students to apply to their school or college for a 16–19 bursary to defray the costs of transport.***
- (b) To agree to the setting of a specific cash limited budget for supporting access to after school clubs for those who have the most complex needs or are identified as being from vulnerable families who do not have access to transport. The eligibility criteria should be similar to those for supporting access to holiday activities for this group of children and young people who are aged 5 to 17.***

The Cabinet is RECOMMENDED to agree the following proposals for all students:

- (a) To agree the ending of the current arrangements giving free travel to Post 16 students to Henley College and to implement this change from September 2018.***
- (b) To agree that from September 2018 free travel should be provided for those students who have been placed at an alternative education provider if the places have been paid for by Oxfordshire County Council and the distance from home to the placement is over the statutory walking distance or the route is unsafe to walk even if accompanied, as necessary, by a responsible adult.***
- (c) To confirm the increased charges for the Spare Seat Scheme for 2018/19 and 2019/20 and agree an increase in the charges for the Spare Seat Scheme of 2% in 2020/21, 2% in 2021/2022 and a further 2% in 2022/23.***
- (d) To agree to the continuation of free travel for children of secondary school age who live at RAF Benson to Icknield Community College and to agree to annually review this arrangement.***
- (e) To introduce the new Home to School Travel and Transport Policy for those aged 5 to 16 and the new Post 16 Home to School/College Transport Policy from September 2019.***

8. **Change to Policy on 25 Hour Early Years Funded Places (Pages 129 - 132)**

Cabinet Member: Public Health & Education

Forward Plan Ref: 2018/024

Contact: Debbie Rouget, Service Manager – Early Years Sufficiency & Access Service

Tel: 07554 437472

Report by Director of Children's Services (**CA8**).

The statutory universal free early years entitlement for 3 and 4 year old children is for 15 funded hours a week when offered term time only. The Council also currently offers a 25-hours a week, term time only, free childcare place for children of reception age, where they are not yet statutory school age and have not taken up a school place. This is funded through the government through the Early Years block of the Dedicated Schools Grant. The free place can be accessed at private, voluntary and independent providers (pvi) who are part of the Early Education Funding scheme and also in some maintained nursery provision. The Department for Education is ceasing to fund this provision at the end of March 2019. The report considers the implications for the Council and for families who may be eligible for the 25 hours funding. The policy for funding 25 hours childcare was a strand of the Single point of admissions policy approved by the Cabinet on 17 July 2007 and is therefore subject to Cabinet decision if any change is proposed.

The Cabinet is RECOMMENDED to approve a change to the policy on Full Time admissions for Reception Aged 4 Year Olds to remove the 25-hour funding offer for children deferring or not taking up a school reception place, with effect from 1 April 2019

9. **Minerals and Waste Local Plan: Site Allocations - Issues and Options Consultation (Pages 133 - 166)**

Cabinet Member: Environment

Forward Plan Ref: 2018/015

Contact: Peter Day, Minerals and Waste Policy Team Leader Tel: 07392 318899

Report by Director for Planning & Place (**CA9**).

Following adoption of the Minerals and Waste Local Plan: Core Strategy, the County Council must now prepare Part 2 of the Plan, the Minerals and Waste Local Plan: Site Allocations. The programme for preparing the Sites Plan in the Council's Minerals and Waste Development Scheme, December 2017 sets a target date of November 2020 for adoption. The first key stage is public consultation on site options (issues and options consultation), which is timetabled for June – July 2018.

In January 2018, the Proposed Site Assessment Methodology and the Draft Sustainability Appraisal Scoping Report were published for informal consultation. These documents will be revised in the light of consultation responses and will be published alongside the issues and options consultation to provide a further opportunity for public

comment.

The Core Strategy identifies the additional requirements for mineral working over the plan period that the Sites Plan needs to make provision for through site allocations. In particular there is a requirement to provide for an additional 6 million tonnes of sharp sand and gravel. There are also requirements for allocations in the Sites Plan to provide additional capacity for recycled and secondary aggregate production and for certain types of waste management, particularly recycling. The Proposed Site Assessment Methodology included a renewed 'call' for site nominations, for both minerals and waste. The sites that have been nominated are listed in annexes to the report.

At this stage in the plan preparation process, no decisions are made as to the sites that should or should not be included in the plan or on any other policy matters. The issues and options consultation is about inviting views on what the plan should cover and what issues it should address, and establishing the site options and seeking information that will help in assessing those options. Apart from an initial high-level screening of mineral site nominations, the nominated sites have not yet been assessed. Assessment will be carried out after consultation on these sites has been undertaken as part of the issues and options consultation.

The report puts forward possible consultation questions about the nominated sites. The issues and options consultation also provides an opportunity to seek views on other issues relating to the allocation of sites. Possible issues and related questions for inclusion in the consultation are put forward in an annex to the report.

The Mineral and Waste Cabinet Advisory Group has considered the nominated sites and discussed possible issues and questions to be included in the issues and options consultation. The views of CAG members have informed the report.

Preparation of the issues and options consultation document is taking slightly longer than envisaged and it is now proposed that it be published in July 2018, with the consultation period running to September. This should not affect the timetable for subsequent stages of preparation of the Sites Plan.

The Cabinet is RECOMMENDED to authorise the Director for Planning & Place, in consultation with the Cabinet Member for Environment, to approve the Oxfordshire Minerals and Waste Site Allocations Plan Issues and Options Consultation Document for publication for public consultation, the document to include the site options listed in annexes 3 and 4 and the consultation questions at paragraphs 25 – 28 and annex 5 of this report, following consultation with the Minerals and Waste Cabinet Advisory Group.

10. Corporate Plan 2018-2021 (Pages 167 - 206)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2018/079

Contact: Ben Threadgold, Policy and Performance Service Manager Tel: 07867 467838/Samantha Shepherd, Senior Policy Officer Tel: 07789 088173

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

The Corporate Plan sets out the County Council's overarching strategy for the period 2018-2021. It states our updated vision for 'thriving communities' in Oxfordshire and describes the council's main priorities and the specific actions that will be taken in the period to March 2019.

This document builds on a short, public-facing document (the 'prospectus') which was published in October 2017 and summarised the council's vision and priorities. The Corporate Plan 2018-2021 expands on the messages in the prospectus, drawing together our vision, values and the key areas of focus for the coming year.

The intended audience for the Plan is Councillors, staff, partners, inspectors and residents with a specific interest.

Cabinet is RECOMMENDED to:

- (a) **note the Draft Corporate Plan 2018- 2021;**
- (b) **RECOMMEND that the Draft Corporate Plan be agreed by Council;**
- (c) **Delegate authority for final additions and changes to be agreed by the Leader and the Chief Executive on behalf of Cabinet.**

11. Appointments 2018/19 (Pages 207 - 218)

Cabinet Member: Leader

Forward Plan Ref: 2018/002

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

Report by Director for Law & Governance (**CA11**).

To consider member appointments to a variety of bodies which in different ways support the discharge of the Council's Executive functions.

The Cabinet is RECOMMENDED to:

- (a) **agree appointments to the bodies set out in the Annex to this report;**
- (b) **agree that following a review of appointments a further report is submitted to the October meeting of Cabinet**

12. Forward Plan and Future Business (Pages 219 - 222)

Cabinet Member: All

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

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

information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

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

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

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CABINET

MINUTES of the meeting held on Tuesday, 22 May 2018 commencing at 2.00 pm and finishing at 3.30 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair
Councillor Mrs Judith Heathcoat
Councillor Lawrie Stratford
Councillor Steve Harrod
Councillor Lorraine Lindsay-Gale
Councillor Yvonne Constance OBE
Councillor David Bartholomew
Councillor Hilary Hibbert-Biles
Councillor Mark Gray

Other Members in Attendance: Councillor Sobia Afridi (Agenda Item 7)
Councillor Susanna Pressel (Agenda Item 8)
Councillor Laura Price (Agenda Item 9)
Councillor John Sanders (Agenda item 6)
Councillor Roz Smith (Agenda item 6)

Officers:

Whole of meeting Nick Graham, Director of Law & Governance; Sue Whitehead (Resources Directorate)

Part of meeting
Item

Name
6 Chanika Farmer, Principal Transport Engineer/Planner
7 Benedict Leigh, Deputy Director, Adult Social Care
8 Ben Threadgold, Policy & Performance Service Manager

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a schedule of addenda tabled at the meeting, and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.

44/18 MINUTES

(Agenda Item. 3)

The Minutes of the meeting held on 17 April 2018 were approved and signed as a correct record.

45/18 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

Cabinet noted a question from Councillor Howson had not been processed and a copy of the question and response would be circulated to all councillors and included in the papers for the next meeting.

46/18 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

The Leader of the Council had agreed the following requests to address the meeting:-

6. Oxford – Gathorne Road Wingfield House – Proposed Restoration of Parking Permits	<p>Julian Philcox, Director, JP Planning Ltd</p> <p>Harold Grant, developer and landlord of Wingfield House</p> <p>District Councillor Altaf-Khan, Councillor for Headington and Deputy Opposition Leader, Oxford City Council</p> <p>Councillor Roz Smith, local councillor for Headington & Quarry</p> <p>Councillor John Sanders, Shadow Cabinet Member for Environment</p>
7. Adult Social Care Contributions Policy	Councillor Sobia Afridi, Shadow Cabinet Member for Adult Social Care
8. Equalities Policy – Revised Equalities Policy – Including Revised Objectives – Post Consultation Stage	Councillor Susanna Pressel, Shadow Cabinet Member for Local Communities
9. Staffing Report – Quarter 4, 2017	Councillor Laura Price, Opposition Deputy Leader

47/18 OXFORD - GATHORNE ROAD WINGFIELD HOUSE - PROPOSED RESTORATION OF PARKING PERMITS

(Agenda Item. 6)

Cabinet considered a report relating to the proposed provision of residents and visitors parking permits to Wingfield House, 2A Gathorne Road, Headington, Oxford, following the rescission of the previous decision by the Cabinet Member for Environment on 8 February 2018.

The Chairman referred to late representations Cabinet Members had received that morning. He invited Mr Philcox to address the points made to share them with the meeting and added that if necessary he would allow Mr Philcox additional time.

Julian Philcox, Director, JP Planning Ltd, spoke against the recommendation. He highlighted his email and attachments of 4th May 2018 including a letter dated 4th May), a parking stress survey (5th February 2018) and the

'Powergen' Court of Appeal Case. He was concerned that no regard had been given to this material. The Powergen case was vital in considering whether it was possible to re-open a case determined by a planning inspector. The parking stress survey showed a significant underutilisation of parking. Mr Philcox referred to the decision of the planning inspector stating that the decision had been open to challenge but no such challenge had been made. There had been three opportunities to look at this decision during the planning decision process including the opportunity to appeal the inspector's decision. Mr Philcox stressed the principle established by Powergen and the duty to co-operate. Nothing had materially changed since the decision and he called on Cabinet to make the difficult decision in the face of opposition to allow the changes to the CPZ order. He stated that there was capacity and that there would be no impact on parking stress or parking safety. He urged Cabinet not to ignore the Inspector's decision and the principle of Powergen nor to rely on what he believed was flawed consultation.

Responding to questions from Councillor Constance, Mr Philcox clarified that the information had been submitted late as he and his client had not been notified of the consultation process, had only met with the case officer last week and had felt that they had to respond to the Cabinet report. On paragraph 34 of the report which was highlighted by Councillor Constance to illustrate that it was open to the cabinet member to make a separate decision Mr Philcox refuted this as he believed that the appeal inspector's decision left no wriggle room.

Harold Grant, as the developer, builder and landlord of Wingfield House commented that he had sent fuller comments to Cabinet Members. He agreed with all that had been said by Mr Philcox and was of the view that the matter had not been dealt with for the best of all involved. No residents should have any concerns over the provision of basic needs for parking. The Council had a duty to be fair to all residents. This matter had already been determined by the Secretary of State through the planning process. The continuation of the consultation had been an attempt to justify the recommendation not to change the CPZ order. Mr Grant believed that the parking survey data was flawed and asked that the modest request that would not affect other residents be granted.

Responding to a question from Councillor Hudspeth Mr Grant indicated that he did now make prospective tenants aware that there was no parking and that it did cause a problem.

District Councillor Altaf-Khan, Councillor for Headington and Deputy Opposition Leader, Oxford City Council, highlighted that there was parking stress and spoke in favour of the recommendation. He noted that the CPZ area was very large and asked that this be reviewed.

Councillor Roz Smith, local councillor for Headington & Quarry, spoke in support of the recommendations commenting that the development had undertaken as a car free development. She highlighted parking issues in the

area and suggested that to amend the order would open the floodgates to similar requests that would cite this decision as a change of policy by the County Council. Responding to questions from Councillor Constance, Councillor Smith confirmed that with Access to Headington some parking spaces would be lost and that access for carers would be impacted.

Councillor John Sanders, Shadow Cabinet Member for Environment and local councillor for Cowley, spoke in support of the recommendation commenting that in his Division there were very many car free developments. Conditions for the development concerned were not disputed at the time and the appeal was an attempt to undermine the County Council's parking policy. He was pleased that all three political parties were in agreement and believed it was essential that the change to the CPZ not be allowed.

Chanika Farmer, Principal Transport Engineer/Planner advised Cabinet that there had been a review of legal powers which confirmed that the Council was not obligated to follow the appeal decision. The decision made by the Cabinet Member in October 2017 was a decision open to Councillor Constance to take. However, as the decision was being taken afresh following its rescission in February 2018 consultation and surveys had been carried out. Ms Farmer explained that Mr Philcox and Mr Grant had been missed off the original consultation but that both had been given additional time to respond which they had done. In addition, she had met with them both last week. She did not believe that their record of that meeting in their letters to Cabinet were an accurate reflection of that meeting.

Councillor Constance detailed the additional time given to Mr Philcox and Mr Grant as part of the public consultation. Ms Farmer confirmed that the parking surveys had followed the Lambeth methodology. At the request of Cabinet, Nick Graham, Director of Law & Governance responded to the points raised about the Powergen case. He did note that there had been a legal challenge to the earlier decision, made by Councillor Constance, but this had been found to be not unlawful. The judicial review made no reference to Powergen and the separate legal powers were set out in the report at paragraph 9 onwards. There was no new information today but there was further information and it was within Cabinet's powers to make a separate and different decision. The decision of the court in the judicial review had upheld this principle. With regard to the Powergen case this concerned a separate set of regulations and there had been no reason for the refusal. The two cases were not analogous. As covered in the report it was wrong in law to suggest that the Council was bound by the decision of the Planning Inspector.

Councillor Constance in moving the recommendations emphasised the legal position and that the decision had been rescinded to get further information.

During discussion Councillor Hudspeth accepted that these decisions could be extremely contentious. The planning permission for Wingfield House had been granted based on a car free development and to change that could

open the flood gates on other car free developments. He disagreed with the planning inspectors and in this case felt they had made a wrong decision.

RESOLVED: (unanimously) not to approve the proposed changes to the CPZ Order as set out in the report.

48/18 ADULT SOCIAL CARE CONTRIBUTIONS POLICY

(Agenda Item. 7)

Cabinet had before them a report seeking approval of a revised Adult Social Care Contributions Policy that outlined how the Council would ensure a fair approach to assessing the financial contributions made by people with eligible care needs towards the cost of the social care services they receive.

A review of the Contributions Policy in 2017 identified several changes that would ensure a fairer and more consistent approach to assessing people's financial contributions, simplify the process, and better align the Policy with the Care Act 2014. A public consultation on these proposals was held between January and April 2018 to gather people's views on the potential impact of the changes.

Councillor Afridi, Shadow Cabinet Member for Adult Social Care, spoke against the proposals querying what message it sent to the Council's residents particularly the elderly and vulnerable. Councillor Afridi referred to the proposal to charge people the full cost of home care services, based on what care providers actually charge the Council, rather than an average hourly rate which she felt would be perceived by the public as a post code lottery. Councillor Afridi stated that direct provision of services was the way forward.

Councillor Bartholomew responded commenting that it was not a postcode lottery but was about reflecting the true cost of services provided where a person lived. He added that those affected were self-funders and there was no reason for them to pay less than the going rate. It was about looking for equality for everyone. Councillor Stratford, Cabinet Member for Adult Social Care, added that the proposal was about being fair and more transparent in the distribution of funds. Self-funders have sufficient funds to source their own provision and choose to come to the Council. Three-quarters will have no change or pay less. All saving would be reinvested in adult social care for those who needed it most. It was not a new principle and most councils were already doing it that way. Benedict Leigh, added that the increase would be no more than £30 and 1,300 would be better off. Referring to the direct provision of services Councillor Stratford stated that this was being reviewed in line with the decision at full Council.

Responding to questions from Cabinet, Benedict Leigh explained that the savings being reinvested would benefit older people receiving care at home.

Councillor Stratford moved the recommendations:

RESOLVED: to:

- (a) consider the results of public consultation on the proposed changes to the Adult Social Care Contributions Policy,
- (b) approve the recommended policy changes, and
- (c) approve the implementation of the policy changes from October 2018.

49/18 EQUALITIES POLICY - REVISED EQUALITIES POLICY - INCLUDING REVISED OBJECTIVES - POST CONSULTATION STAGE

(Agenda Item. 8)

Cabinet considered a report seeking approval of The Equality Policy 2018-2022 that set out how the Council is approaching its responsibilities for ensuring that the principles of equality, diversity, fairness and inclusion are applied to our own workforce and the services we commission and deliver to residents. A draft of the policy went out for public consultation between January - March 2018 and the policy has been amended following feedback.

Councillor Susanna Pressel, Shadow Cabinet Member for Local Communities, generally welcomed the report which she had commented on during the consultation. Referring to page 3 of the Policy, Councillor Pressel referred to the protected characteristics which were to be considered alongside areas of disadvantage and queried how that would be addressed. The Policy needed to say more about staff training and the link to the quality of services although she was pleased to see this was being developed. She asked for additional information on why equity audits were not to be completed until next year and on comparisons with other authorities. Councillor Pressel queried what work had been done to determine the usefulness of SCiAs and whether they could be improved upon. Referring to the Annex 2 information it highlighted the need to explain more clearly why the Council needed to collect protected characteristic data.

Councillor Gray responded to the points made explaining that areas of disadvantage were not the same as areas of deprivation. Ben Threadgold, Policy & Performance Service Manager, introduced the report and added that there were good examples of the impact of SCiAs. The Policy was a live document and there was a clear link to performance reporting. In looking at our equalities activity use was made of the LGA Self-Assessment Framework.

Councillor Gray moved the recommendations:

RESOLVED: to approve the Equality Policy and Strategy 2018 – 2022.

50/18 STAFFING REPORT - QUARTER 4 - 2017

(Agenda Item. 9)

Cabinet considered a report that gave an update on staffing numbers and related activity during the period 1 January 2018 to 31 March 2018. It gave details of the actual staffing numbers at 31 March 2018 in terms of Full Time Equivalents. In addition, the report provided information on the cost of posts being covered by agency staff.

Councillor Price, Opposition Deputy Leader, highlighted the sharp rise in agency spend and the need to understand the underlying reasons for it to ensure that posts were not being filled by agency staff when they would be better filled by permanent staff. She welcomed the new staffing report that in future would provide greater detail particularly around agency staff.

Councillor Heathcoat, Deputy Leader of the Council, in moving the recommendations commented that the increase in permanent staff in Quarter 3 had been caused by bringing Carillion staff in house. In response to the points raised by Councillor Price she noted that agency staff were necessary to ensure continuity of services to residents. The figures were for both Quarter 3 and Quarter 4 following the start of the new contract so appeared high. Councillor Heathcoat commented that overall there had been an annual reduction on 2016/17.

RESOLVED: to note the report.

51/18 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 10)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with changes and additions set out in the schedule of addenda.

Councillor Hudspeth advised that an addendum item was scheduled for this afternoon entitled 'Consultation to close Northfields School'. A paper was being prepared on the future options for Northfields School, a school which supports boys with social, emotional and mental health needs. This was to have been taken as an emergency item today and was requested at short notice late last week. Councillor Hudspeth explained that officers had asked for a few more days to prepare the paper so it contained all relevant information, and he proposed to hold a further special meeting in the very near future to discuss this. The date would be notified to all councillors and publicised as soon as possible.

RESOLVED: to note the items currently identified for forthcoming meetings.

..... in the Chair

Date of signing

Division(s):

CABINET – 19 June 2018

PROVISIONAL REVENUE & CAPITAL OUTTURN 2017/18

Report by the Director of Finance

1. The purpose of this report is to present and provide commentary on the provisional revenue and capital outturn position for 2017/18 prior to the formal closure of the accounts.
2. The report sets out an underspend on revenue of **£1.0m**. This is position reflects an overspend of **£7.0m** by directorate services offset by unused contingency, additional interest, additional government grant and business rates.
3. The report also shows the total capital programme expenditure for the year 2017/18 was **£94.7m**. The variation between the original programme and the final outturn is an under-delivery of **£25.2m (21%)**.
4. Ernst and Young, Oxfordshire County Council's external auditor, will carry out their audit of the Council's 2017/18 Statement of Accounts during June and July, and it is possible that changes may be made to the accounts during this period which may alter the position presented within this report. The results of the external audit will be reported to Audit and Governance Committee on 25 July 2018, at which stage that Committee is expected to approve the 2017/18 for publication. The Statement of Accounts will be published on the Council's website.
5. The following Annexes are attached and referenced in the report:

Annex 1	Revenue Outturn
Annex 2	2017/18 virements to note
Annex 3a	Reserves
Annex 3b	Schools' Balances
Annex 4	On and Off-Street Parking – Statement of Income and Expenditure for 2017/18
Annex 5	General Balances
Annex 6	Capital Outturn

Part 1 - Executive Summary

6. At the end of 2017/18 the Council's finances remain robust; investing across the County to help achieve thriving communities for everyone in Oxfordshire, delivering a thriving economy, protecting vulnerable people, and efficient public services.
7. The following paragraphs provide an overview of the provisional outturn positions on the revenue budget, capital programme, reserves and balances, and investment and borrowing activity.

Revenue

8. As set out in the table below there is a revenue underspend of **£1.0m**. This is made up of an overspend **£7.0m** on service expenditure offset by unused contingency of **£4.2m** and an underspend of **£3.8m** on Strategic Measures. This represents a less than **0.2% variation**.

Directorate	Forecast Outturn Position to January 2018	Provisional Outturn Variance 2017/18	Percentage Variance	Change since March Report to Cabinet
	£m	£m	%	£m
People	9.3	5.7	6.6%	-3.6
Communities	0.7	1.2	1.3%	0.5
Resources	0.4	0.1	0.6%	-0.3
Total Directorate Position	10.4	7.0	1.7%	-3.4
Contingency	-4.2	-4.2		0.0
Adjusted Directorate Position	6.2	2.8	0.7%	-3.4
Strategic Measures	-1.4	-3.8		-2.4
Overall Surplus/Deficit	4.8	-1.0	-0.2%	-5.8

9. Children's Services overspent by **£6.9m**. This represents an improvement of **£0.4m** compared to the position reported to Cabinet in March 2018. As highlighted throughout the year in the Financial Monitoring and Medium Term Financial Plan Delivery Reports to Cabinet this is due to significant expenditure pressures within Children's Services of which the majority have been in Children's Social Care placements.
10. As referred to throughout the year, 'a Children's Services Programme has been established with a focus on addressing demand management; strengthening early help and prevention including closer partnership working; strengthening staffing resources and building community resilience. Whilst the programme will take time to deliver, it is anticipated that the benefits will begin to materialise by the end of the financial year with a financial impact expected in 2018/19'. Numbers of mainstream looked after children (LAC) are now showing a reduction from 621 at the beginning of December to 593 at the end of March. Whilst it is still early days, it appears that the work of the programme is beginning to have an effect.
11. The budget for 2018/19 agreed by Council in February 2018 includes **£7.5m** in relation to Children's Social Care reflecting budget provision for 610 Looked After Children.
12. It is proposed that all over and under spends totalling **£1.0m** are transferred into general balances. This additional contribution along with the planned contribution in 2017/18 of **£4.7m** means that General balances at 31 March 2018 were **£25.7m**. This is **£7.9m** above the

2017/18 risk assessed level. This position reinforces the sound financial position the Council is in. The general balances position is set out in Annex 5.

13. The Transition fund for open access children's services has underspent by **£0.1m** in 2017/18. It is proposed that Cabinet recommend that Council approve the use of this budget and that it is transferred by means of a supplementary estimate in 2018/19 into the Budget Priorities Reserve until it is required.
14. Annex 1 provides a summary of the provisional outturn by directorate. Commentary on key variations greater than £0.1m for each service is provided in Part 2 of the report.

Capital

15. The total capital programme expenditure for the year 2017/18 was **£94.7m**. The variation between the original programme and the final outturn position is an under delivery of **£25.2m (21%)**.
16. The overall variation has been adjusted to take into account the impact of changes that have arisen due to factors that do not reflect the performance of the programme (e.g. technical accounting changes and external influences outside of our control). Excluding schools local spend the adjusted variation decreases to **£20.6m (19%)**. This represents 81% use of resources compared to the original capital programme. This is shown Annex 6b.
17. The outturn position for the total directorate programmes compared to the latest updated capital programme (February 2018) is a reduction of **£16m (15%)**. This represents the movement in the last quarter of the year.
18. The outturn position for the total directorate programmes compared to the last forecast position at the end of January 2018 (reported to Cabinet in March 2018) is a reduction of **£15m (14%)**. These represent variations that were not forecasted and reported to Cabinet throughout the year.
19. Included within the expenditure figure is **£9.4m** paid to Carillion in December 2017 to settle the final accounts of over 50 major property projects and numerous minor works projects. This payment was due to Carillion, and was agreed prior to the company's liquidation. The settlement of the final accounts is **£4m** more than the individual project budgets within the capital programme due to schemes costing more than originally budgeted for. This will be funded from the capital programme reserve.
20. The Capital Programme expenditure of **£94.7m** was funded from **£70.2m** of capital grants and other contributions, **£18.5m** of developer contributions, prudential borrowing of **£3.1m**, revenue contributions of **£2.4m** and capital receipts of **£0.5m**.

21. The level of the un-ringfenced capital grant balance has increased from **£11.8m** at 1 April 2017 to **£13.1m**. As these grants are un-ringfenced and are not time limited, other funding sources are utilised before un-ringfenced grants. The grants are forecast to be spent over the capital programme period.
22. The unapplied ringfenced balance held at the start of the year has increased by **£6.0m** to **£10.8m** (including Growing Places Fund held on behalf of the Oxfordshire Local Enterprise Partnership (OxLEP) of **£1.0m**). There are no issues foreseen with utilising the remaining grants by their deadlines. The balance includes the early receipt of safer roads grant of **£3.9m** for 2018/19 and 2019/20.
23. Capital receipt funding of **£0.5m** and **£3.0m** from the capital reserve account was utilised as agreed towards the transformation programme during 2017/18. The capital receipt and reserve balances have therefore decreased by **£2.1m** to **£33.3m**. This is forecast to be spent over the capital programme period.
24. Commentary on the provisional outturn position for each part of the capital programme is provided in part 3 of the report.

Reserves

25. Annex 3a sets out the earmarked reserves brought forward from 2016/17 and the forecast position as at 31 March 2018. These reserves are held for specified one-off projects, contractual commitments and to support the Medium Term Financial Plan. Reserves have reduced by **£7.6m** from **£104.3m** to **£96.7m** at 31 March 2018. In accordance with the Balances and Reserves Policy which was agreed by Cabinet on 23 January 2018, the majority of the directorate reserves have been transferred into the Budget Priorities Reserve.

Strategic Measures

26. An underspend of **£3.8m** is reported on Strategic Measures. Capital Financing underspent by **£0.5m** due to slippage in the prudential borrowing requirement. An additional **£1.4m** of un-ringfenced government grants were received during the year, **£0.7m** of which related to a government change to small business rates relief during the year resulting in additional Section 31 grant, however, notification of the final amount was only received after the year end. **£0.4m** of business rates income was received from the Council's share of the pooling gain. Additional interest on balances of **£1.9m** is due to higher than forecast average cash balances and the in-year increase in the Bank of England base rate was not included in the budget. **£0.4m** reflects a reduction in the amount required to impair corporate income outstanding for 6 months or more in the council's accounts. The underspends on Strategic Measures are partly offset by **£0.8m** on contributions to reserves. This was higher than expected due to moving

several grants that were received in advance for 2018/19 to reserves for use in the correct financial year.

27. In addition, the **£4.2m** corporate contingency budget was left unallocated to offset the directorate overspend position, as reported throughout the year.
28. The Treasury Management Outturn report for 2017/18, which covers all of the related activities in detail, will be considered by Cabinet on 17 July 2018.

Debt and Loan Write – Offs & Impairments

Income collection & recovery activity

29. Key measures used to monitor income collection and debt recovery performance in have all shown improvement during 2017/18. Partnership operational working arrangements with the IBC have been finalised and finessed during the year resulting in noticeable improvements in corporate income collection.
30. In relation to income collection, more of our customers paid earlier this year and less errors were made by officers when raising invoices. The number of invoices resolved before formal recovery action was required increased by 1000; this improved promptness enabled officers to focus more time on high-risk debtors. Furthermore, the average calculated days to receive invoice receipts reduced by 9 days; this improvement highlights the positive impact of officers focusing more effort at an earlier stage on high value invoices, and consequently leads to improved cashflow and reduced aged debt.
31. In relation to debt recovery there was a net reduction of **£0.175m** to the council's invoiced debtor impairment demonstrating that officers are resolving debt cases that are over 120 days old.

Debtor write offs

32. For the year ended 31 March 2018 there were 390 general debt write offs which totalled **£0.172m**. Adult social care client contributions wrote off 318 debts totalling **£0.422m**. There were a few non-invoiced write offs which totalled **£0.001m**.
33. Over **50%** of the corporate write offs related to historic Joint Use Agreements within Children's Services that were approved by Cabinet during the year. As with previous years, over half of the Adult Social Care debt written off relate to balances owed by insolvent estates.

Medium Term Financial Plan Savings

34. The outturn position for each directorate set out in this report incorporate savings agreed as part of medium term financial plan by Council in February 2017 and previous years. **95.0%** of the planned savings of **£61.1m** have been delivered.

35. Within the directorates, **£3.0m** of savings have not been achieved. These include **£1.8m** savings built into Adult Services budgets. While it has not been possible to achieve these in the way originally planned, **£1.6m** of this has been absorbed within the overall broadly breakeven position for the council elements of the Better Care Fund pool. In addition, savings of **£0.6m** in Communities relating to Infrastructure Delivery restructure savings which were not achieved (as referred to in paragraph 55.1).

Part 2 – Revenue Service Commentary

People – Children

36. An overspend of **£6.9m (6.3%)** is reported by Children's services.

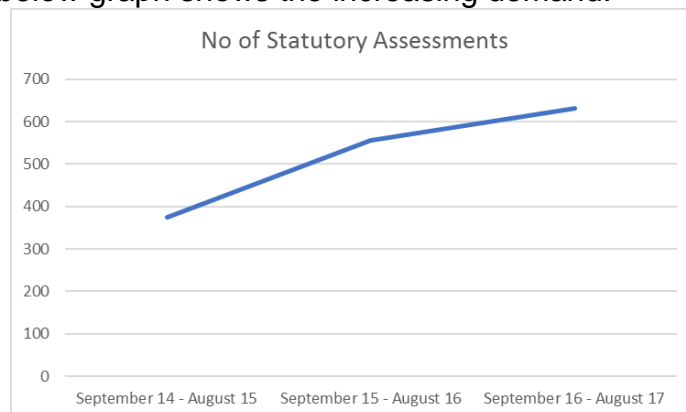
37. Education & Learning - £0.4m underspend

37.1 Management and Central Costs - £0.6m underspend

- An underspend of **£0.2m** is reported for Education Management. This is the result of vacancies within the senior management team, in particular not having a Deputy Director for part of the year.
- An underspend of **£0.3m** is reported on education service administration. There have been several vacancies held within the administration service this year pending a review. These posts are now being recruited to.
- The remainder of the variance relates to an underspend of **£0.1m** on legal recharges. This budget varies from year to year depending on legal advice required.

37.2 Additional and Special Educational Needs - £0.4m overspend

- A **£0.2m** variation on Special Educational Needs relates to a saving which was not possible to achieve in 2017/18, specifically within the SEN Casework team who process Education & Health Care Plans (EHCPs). Demand for this service has increased in recent years, including extended age ranges and the implementation of Special Educational Needs & Disability (SEND) reforms (which was funded). The below graph shows the increasing demand.



- The remaining overspend is within the Psychological Service, which overspent by **£0.2m**. This is the result of reduced traded income,

due to the service focusing on core work due to vacancies in the team.

37.3 **Organisation and Planning - £0.1m underspend**

- Home to School Transport overspent by **£0.3m**. There is an overspend of **£0.7m** on SEN transport due to the increase in the numbers of children and the complexity of their needs. This is partly offset by an underspend of **£0.6m** on Secondary mainstream transport due to savings achieved through more efficient procurement and policy change. There is also an overspend of **£0.2m** on Post 16 mainstream transport.
- An overspend of **£0.1m** is reported on admissions, where the team has expanded to meet additional responsibility in relation to assessment of transport eligibility and appeals.
- Early Years Sufficiency and Access was underspent by **£0.3m**, this was due to a technical adjustment which provided additional Early Years DSG to support this budget in 2017/18.
- School Organisation and Planning underspent by **£0.3m**, this mainly relates to the Academies budget, which is due to a reduced number of academy conversions during 2017/18.
- The Education Inclusion service was overspent by **£0.1m**, due to the cost of integrating children in to new settings exceeding the recoupment of basic entitlement funding from their previous setting.

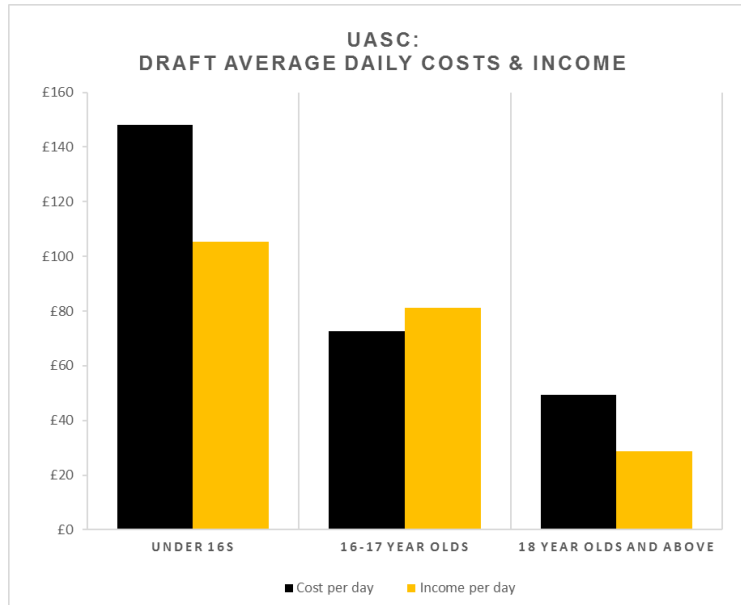
38. **Children's Social Care - £1.3m overspend**

38.1 **Management and Central Costs - £0.4m underspend**

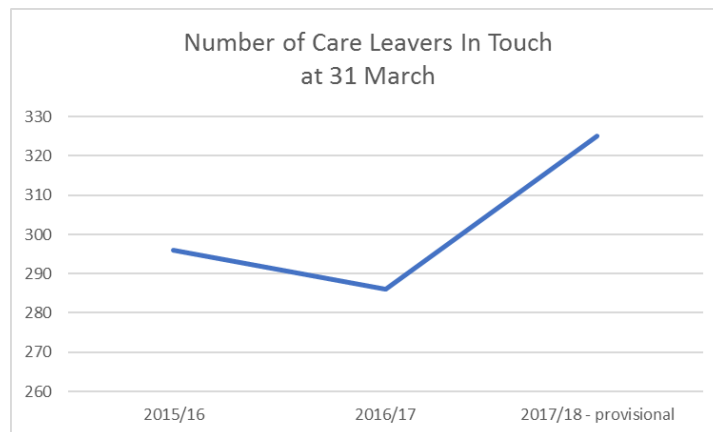
- Children's Social Care management overspent by **£0.1m** due to additional costs in delivering the Children's Transformation programme.
- Children's Social Care administration underspent by **£0.5m**. due to vacancies within the service this year these lead to a significant underspend.

38.2 **Social Care - £1.3m overspend**

- Unaccompanied Asylum-Seeking Children is overspent by **£0.6m**, due to grant income being insufficient to fund the current cost of placements. The **£0.2m** movement in the forecast from the previous report is mainly due to an increase in the income forecast with more days anticipated to be claimable than previously forecast.



- The budget for semi-independent placements for young people in care and therefore care leavers was overspent by **£0.3m**, due to an increased number of young people using the service. In addition, Leaving Care allowances budgets were overspent by **£0.2m**.



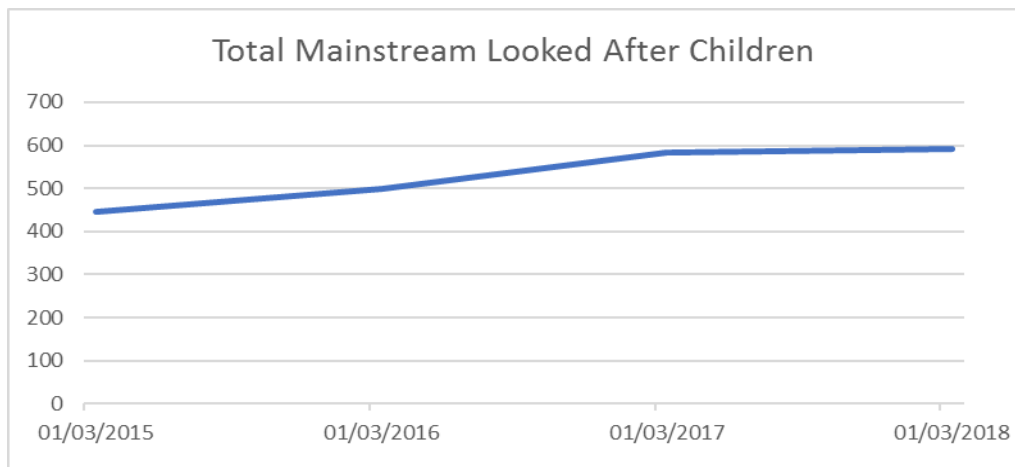
- The Education Employment and Training team were overspent by **£0.6m**, this is mainly due to an overspend on the National Citizen Service.
- Social Worker team budgets were underspent by **£0.5m** across the service, although there were offsetting over and underspends within various teams due to vacancies, agency workers and pressures within the services, this was primarily due to recruitment to the new Integrated Social Care service earlier in the financial year.

39. Children's Social Care Countywide - £6.6m overspend

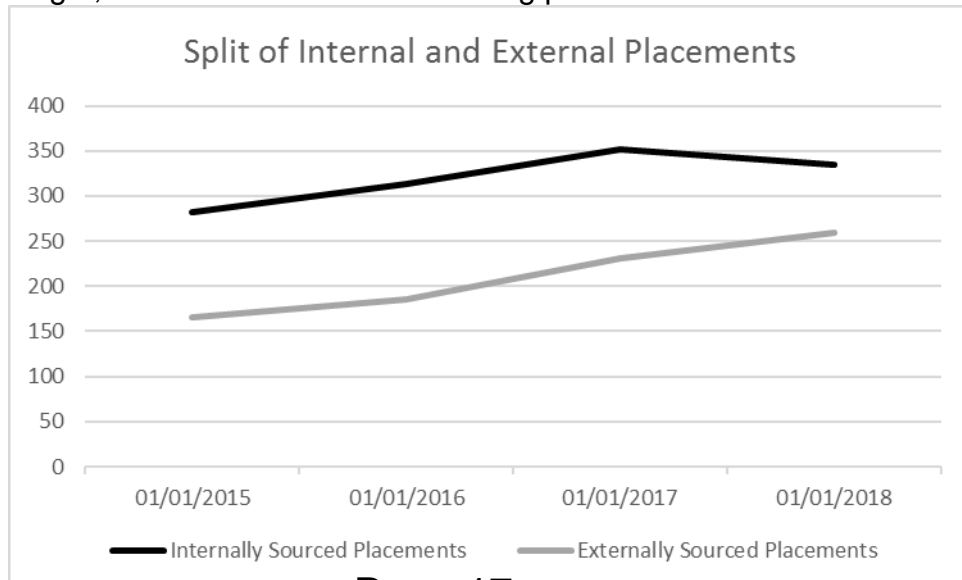
39.1 Corporate Parenting - £5.6m overspend

- The overspend in 2017/18 is a result of the growth in the number of looked after children increasing by **16%** in the later part of 2016/17 which was not reflected in the 2017/18 budget. There was a further increase of **2%** in the number of looked after children in 2017/18 compared to an estimated increase of **5%**.

- A **£5.6m** overspend relates to the cost of placing mainstream Looked After Children in external placements, mainly residential homes run by providers and independent fostering agencies.
- In addition, there was an overspend on Internal Residential, Council run homes and Edge of Care of **£0.6m** and internal fostering of **£0.4m**.
- These were offset by underspends in Adoption, Internal Move on Homes and Supported Housing.
- The graph below shows that the number of children in care has increased from 447 in March 2015 to 593 at 31 March 2018 a 33% increase. During 2017/18 there has been a net increase of 10 children, however this peaked at 36 before reducing towards the end of the financial year.



- The 2016/17 growth resulted in a **24%** increase in the number of external placements, the majority of which remain in 2017/18.
- The following graph shows a summary breakdown of placement types over the same period, highlighting the requirement for external placements, which has increased from 165 in March 2015 to 259 in March 2018, an increase of **57%**. In 2017/18 there was an increase of 28 external placements (**12%**).
- In 2018/19 **£7.5m** of additional funding has been agreed in the budget, which should address existing pressures in this area.



39.2 Services for Disabled Children - £0.9m overspend

- The number of Looked after Children with a disability has remained relatively stable since 2016, with a net increase of 3-4 children during 2017/18. The cost of these placements is significant and resulted in an increased spend of £0.4m. Compared to 2016/17 when this budget overspent by **£0.4m**.
- In 2018/19 this has been addressed with agreed additional funding of **£1.0m**.

Dedicated Schools Grant (DSG) funded services

40. Schools Block DSG - £0.4m underspend

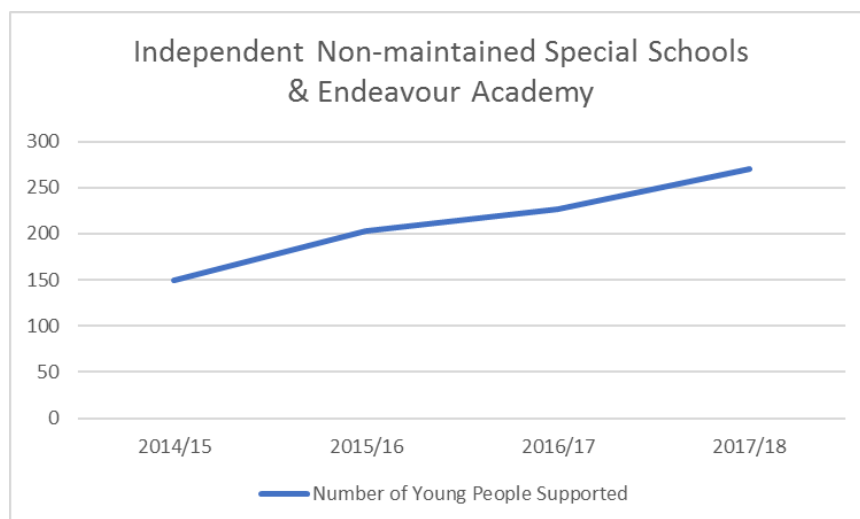
- The underspend mainly relates to adjustments following the conversion of schools to academies and schools which did not open as planned.

41. Early Years Block DSG - breakeven

- The early years DSG grant has been spent in accordance with the regulations. The budgeted contingency of **£0.4m** was not spent in year and transferred to reserve. A decision will be made on how this will be utilised once the 2017/18 Early Years DSG grant is finalised by the Department for Education (DfE).

42. High Needs Block DSG - £2.4m overspend

- The overspend mainly relates to the cost of Independent Non-Maintained Special Schools. There has been significant growth in numbers in this type of provision over the last few years as shown in the below graph.



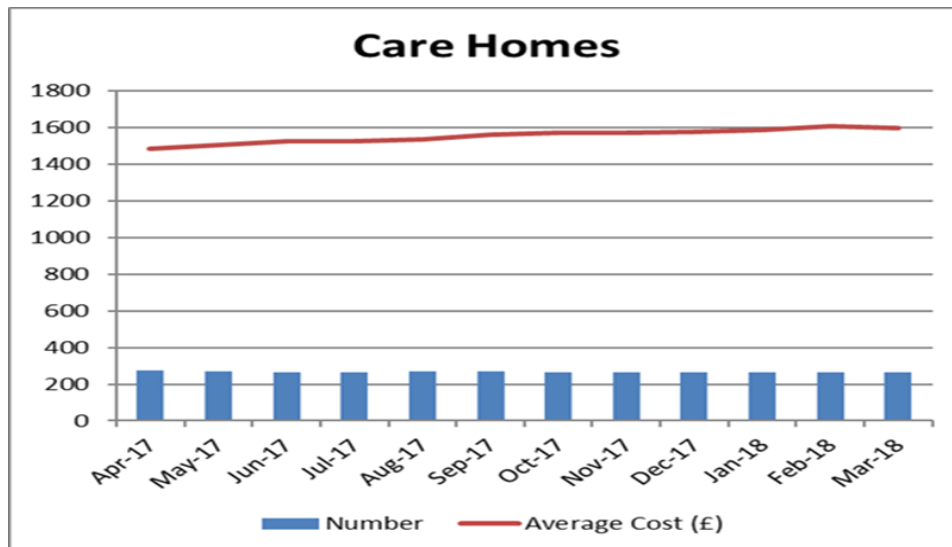
- The reduction of **£1.7m** from the forecast in the previous report relates to a reduction of **£0.6m** in the forecast spend across several budgets, a **£0.6m** correction in the forecast for special school place funding. The remainder is made up of technical adjustments between DSG blocks.

School Balances

43. Schools' balances were **£18.4m** at 1 April 2017 and reduced to **£15.2m** at 31 March 2018. As set out in Annex 3b, 148 schools had surplus balances at 31 March 2018, while 20 had deficits. The decrease in the number and value of surplus balances during 2017/18 reflects **£0.8m** being transferred to academy converters, **£0.7m** net reduction on the new schools Growth Fund and **£1.8m** net reduction on schools' individual revenue balances.
44. 126 schools had converted to academy status up to 31 March 2018. Under the transfer of Balances Regulations, the local authority has, once the closed school accounts have been finalised and agreed, transferred school balances to the successor academy. A total of **£0.2m** remains to be agreed and passed to academies. All schools that converted to academy status were at a breakeven or in a surplus financial position.

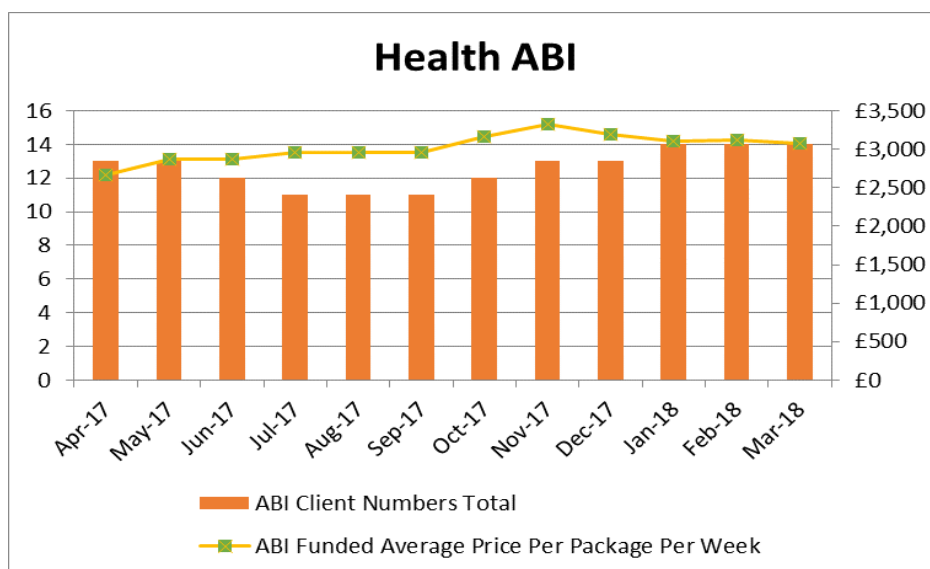
People – Adult Services

45. Adult Services underspent by **£1.3m (0.7%)**.
46. **Adults with Care and Support Needs (ACSN) Pool - £1.8m overspend**
- Of the total overspend of **£2.0m**, **£1.8m** falls to the County Council, and **£0.2m** to Oxfordshire Clinical Commissioning Group (OCCG) under the risk share arrangements for 2017/18. The £1.8m variation represents **0.9%** of the total Adult Services budget or **2.2%** of the council's contribution to the pool.
 - The **£1.0m** decrease in the overspend for the pool since the last forecast primarily relates to Learning Disabilities and reflects a mixture of spend on care packages being lower than forecast in January, lower than anticipated costs within the Shared Lives service (which provides an opportunity for service users to live in a Shared Lives carer's home), income being higher than forecast and lower recharges for legal activity than anticipated.
- 46.1 **Learning Disabilities - £1.6m overspend**
- This overspend is a result of increased average placement costs compared to 1 April 2017 (as highlighted in the graph below), plus increased contract costs. As reported throughout the year there were 12 instances of new high cost placements or significant increases to packages, as well as some high cost packages for service users transitioning from Children's Social Care late in 2016/17, which have impacted on on-going expenditure in 2017/18.



46.2 Acquired Brain Injury (ABI) - £0.6m overspend

- The overspend is due to activity above the budgeted levels and reflects the high cost of specialist individual packages which are often around £4,000 or more per week.



46.3 Mental Health - £0.2m underspend

- The underspend is mainly because of lower service users' costs than previously anticipated and an overestimate in forecast costs required for the advocacy service.
- This position also includes a **£0.2m** overspend on the Mental Health outcomes based contract which reflects the risk share arrangement in place until 30th September 2017. From this date there is no risk share and Oxford Health Foundation Trust bear the full risk of any overspend.

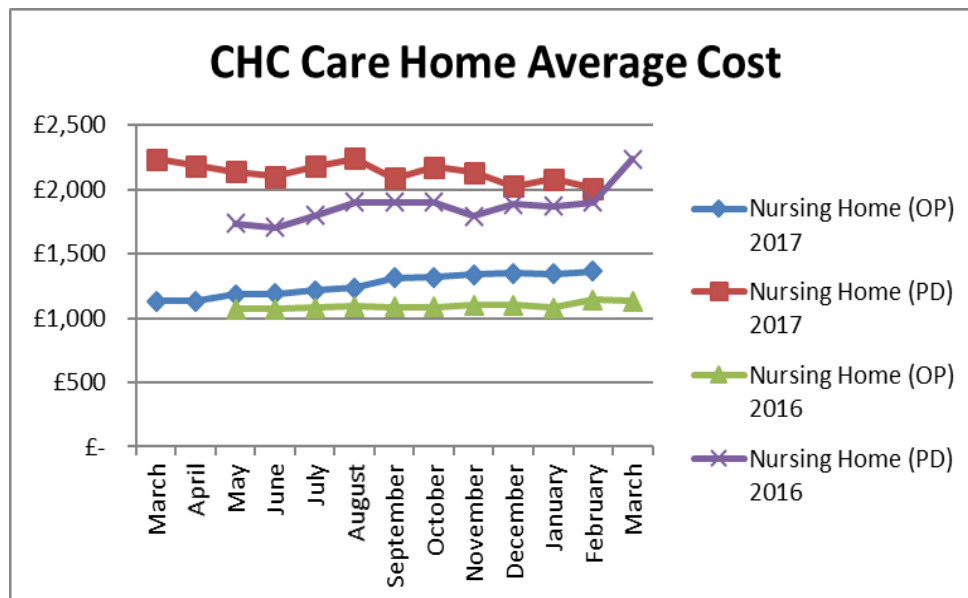
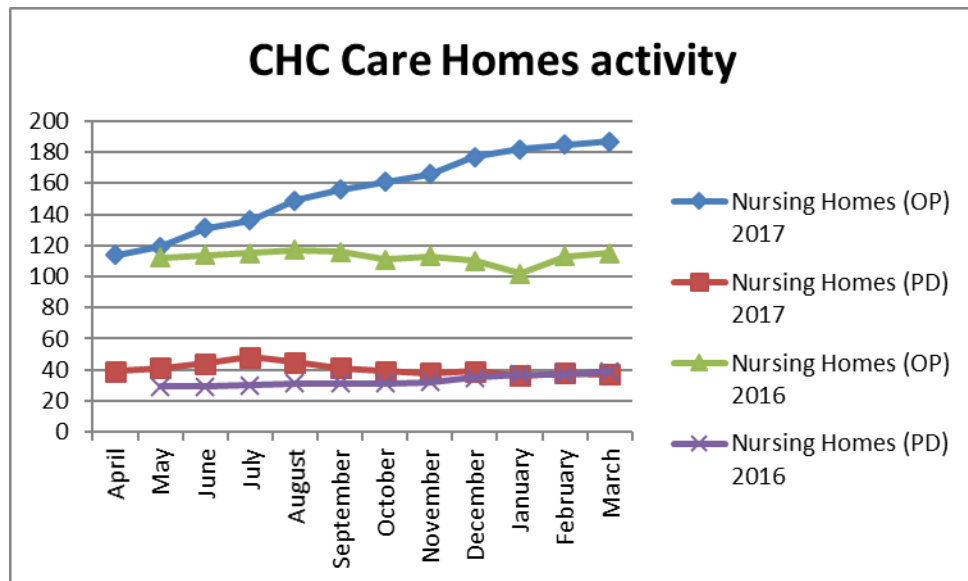
47. Better Care Fund Pool £0.1m underspend

- The Better Care Fund pooled budget was risk shared on a 70:30 basis with Oxfordshire Clinical Commissioning Group (OCCG) in

2017/18. A final underspend of **£0.1m** is reported. An additional contribution of **£1.2m** from OCCG towards the overspend on Continuing Health Care noted below has been transferred to reserves and will be utilised to help fund pressures and winter activity in 2018/19.

	County Council £m	OCCG £m	Total £m
Care Homes	-0.1	2.5	2.4
Prevention	-0.7	0.1	-0.6
Hospital Avoidance	-1.3	-1.9	-3.2
TOTAL	-2.1	0.7	-1.4
Total Underspend by Risk Share	-1.3	-0.1	-1.4
Held in Reserves for use in 2018/19	-1.2		-1.2
Revised underspend by risk shared	-0.1	-0.1	-0.2

- The forecast for the pool based on the position at the end of January 2018 was an overspend of **£3.2m** (1.8% of the **£180m** combined budget) of which the council's share was £2.3m. Excluding the impact of the additional **£1.2m** contribution by OCCG noted above, the underlying reduction of **£3.4m** across the pool at year end reflects actual spend on Continuing Health Care and other demand led activity being lower than previously forecast for the final two months of the year, expenditure on activity related to reablement being lower than forecast, lower than anticipated additional costs required to impair income outstanding for 6 months or more in the council's accounts, lower than expected spend on interim beds reflecting lower usage than anticipated and lower than expected spend on equipment relating to the telecare service. As a result of these variances more work is being undertaken within 2018/19 to address the fluctuation in the forecast and to consider how to better illustrate the potential financial impact of changes in demand led care activity.
- As previously reported there is a significant pressure in relation to Continuing Health Care (CHC) and Funding Nursing Care (FNC) on the health elements of the pool became evident during the year. The overall pressure, including elements for service users with physical disabilities and older people, was **£5.6m** and represents a **21%** pressure on the original budget. This has been partially offset by two additional in-year contributions by OCCG of **£1.6m** and **£1.2m** with the balance being offset by other variations within the Pool as noted above.



- There is expected to be an on-going pressure arising from the increase in activity and an increase in the average weekly costs for Continuing Health Care packages. The on-going effect of the 2017/18 outturn position and level of funding and risk will be considered when agreeing the pool contributions and risk share for 2018/19.

48. Adult Services (Non-Pool) - £2.5 underspend

48.1 Adult Protection & Mental Capacity - £0.1m overspend

- An overspend of **£0.3m** is reported for Emergency Duty Team and Approved Mental Health Professional Specialists service due to short-term use of agency staff during the implementation of the new structure. An overspend of **£0.1m** reflecting the interim arrangements for the Safeguarding Team Manager post is also reported. The Deprivation of Liberty Safeguards service has also underspent by **£0.3m** due to posts agreed to be held vacant.

- 48.2 **Provider and Support Services - £0.6m underspend**
- The underspend has arisen from lower than anticipated in year transition costs in relation to the Daytime Support Service. This a reduction from the previous figure reported as a result of Adult Services contributing **£0.2m** to additional project support costs.
- 48.3 **Domestic Violence & Abuse Support Services - £0.2m underspend**
- This is due to a contribution from Public Health.
- 48.4 **Other Funding - £0.9m underspend**
- As reported previously an underspend of **£0.9m** includes an element of the Adult Social Care precept that has been used to offset the overspend on the ACSN pooled budget. There is also unallocated base budget held since 2015/16 relating to the Care Act and Independent Living Fund funding which continues to be held outside of the pools. The underspend reported within Joint Commissioning at year end has previously been reported here but is also offsetting the overspend on the pooled budget.
- 48.5 **Adult Services Staffing and Infrastructure - £0.9m underspend**
- An underspend of **£0.9m** on staffing reflects vacancies across the Responsible Localities teams throughout the year. This is **7.6%** of the total Responsible Localities staffing budget and reflects the challenges the service faces recruiting in Oxfordshire.
49. **Joint Commissioning - £0.5m underspend**
- An overspend of **£0.1m** reflects the ending of external funding which previously part funded the Director. Offsetting that an underspend of **£0.6m** has previously been reported within Other Funding and is offsetting pressures elsewhere within the directorate.

People – Public Health

50. Public Health underspent by **£0.5m**.
51. The terms and conditions of the ring-fenced Public Health grant require that any under spends are used in future years for Public Health purposes. The underspend has therefore been transferred to the Grants & Contributions Reserve at the end of 2017/18 so that the service is showing a nil variation
52. **Local Authority Commissioning – Locally Defined £0.4m underspend**
- 52.1 **Obesity - £0.2m underspend**
- The new Adult Weight Management contract commenced in September and has produced in-year savings of **£0.2m**.
- 52.2 **Drugs and Alcohol - £0.2m underspend**
- The negotiation of efficiencies in a new contract for needle supplies, savings from a financial incentive scheme, an underspend

on training and development and reduced spend on residential rehabilitation placements, has resulted in an underspend of **£0.2m**.

Communities

53. Communities overspent by **£1.2m (1.3%)**.
54. **Planning & Place - £0.3m underspend**
- 54.1 **Localities, Policy & Programme - £0.1m underspend**
- Slippage in the Oxfordshire Strategic Model (OSM) programme meant the investment budget was not spent in 2017/18 as originally planned, thus causing a variance of **£0.1m**.
- 54.2 **Strategic Infrastructure Planning Resource Management - £0.2m underspend**
- Delays to Spatial Planning work caused an underspend of **£0.1m**.
 - The remaining **£0.1m** is due to planned hold of non-essential spend to support the overall Council position.
55. **Infrastructure Delivery - £1.2m overspend**
- 55.1 **Infrastructure Delivery Management - £1.1m overspend**
- A **£1.1m** overspend is due to the full year effect of the Highways Service review not being realised until 2018/19. The review is expected to fully deliver the remaining savings in 2018/19.
- 55.2 **Network & Asset Management - £0.7m overspend**
- A **30%** increase in energy prices in October caused a **£0.5m** pressure on Street Lighting energy costs.
 - An overspend of **£0.2m** has arisen on drainage due to abnormal weather; melting snow created additional pressure on the drainage system and a higher level of cleaning and minor repair work was needed.
- 55.3 **Delivery - £1.0m overspend**
- A **£0.3m** overspend on Defects relates to issues with Skanworks not pulling through all 2016/17 defect costs, hence costs were under accrued.
 - With the condition of our road network, the winter weather experienced this year has caused a significantly higher number of pot holes to appear, causing a pressure of **£0.4m** on 2017/18 Defects. In total 30,000 defects were fixed, compared to a budgeted 25,400.
 - As a result of the abnormal winter a high number of salt runs and snow clearing activity was required, creating a pressure of **£0.5m** on Winter Maintenance. A total of 40 runs were budgeted for but 76 runs were completed in 2017/18 (20 of which during the four specific snow events).

- There were also planned reductions in spend to help offset the above pressures for Supply chain challenges in Safety Camera Maintenance (£0.1m) and Signing & Lining (£0.1m).
- 55.4 Highways & Waste - £1.8m underspend**
- A one-off underspend of £0.3m is reported due to additional capital funding being provided by Department for Transport (DfT) at a late stage in the financial year, which influenced the revenue/capital balance with Skanska overhead charges.
 - There was a further underspend of £0.7m relating due to data in highways management information systems for the previous financial year being inaccurate thereby reducing the value of accruals.
 - Waste Management underspent by £0.8m, partly due to an anticipated increase to costs arising from the Household Waste Recycling Centres new contract provision, and for which budgets were increased by £0.5m, not being required and indeed the balance of waste actually collected within the sites resulted in lower costs compared to previous years.
- 55.5 Major Infrastructure Delivery - £0.2m overspend**
- A £0.2m overspend is due to an under recovery of capitalisable salary recharges for the Network Rail electrification scheme (due to staff being diverted to non-capitalisable work), plus time spent on Growth Deal preparation by the team.
- 56. Property & Investment - £0.8m overspend**
- 56.1 Supported Transport - £0.4m underspent**
- The Integrated Transport Unit reported an overspend of £0.1m, down from a forecast £0.5m. The reason for the reduction is that it became possible to utilise £0.4m of Bus Subsidy Operators Grant funding to subsidise the costs of the Comet Service. The Comet service was run using spare capacity created by the cessation of the Daytime Support transport provision. Without the Comet Service and temporary grant funding, the service would have overspent by £0.5m due to fixed costs.
 - Concessionary Fares reimbursements to bus operators recorded a small underspend of £0.1m. This was an improved position from the forecast overspend of £0.2m due to adverse weather resulting in a reduced number of passenger journeys.
 - Further underspends of £0.4m across Supported Transport relate mainly to an under spent supported transport project investment budget.
- 56.2 Property & Procurement - £1.2m overspend**
- An overspend of £0.3m is due to senior management interim appointments in the last quarter of 2017/18, to lead the transition of the service following the collapse of Carillion.
 - A further net overspend of £0.9m, includes the known costs of the Carillion contract, both before the services transferred back to the Council, and to operating the first phase of the new operating model.

These are offset by a net underspend in Corporate Facilities Management, mainly due to a reduction in corporate landlord costs (rents, rates and landlord service charges) as a result of a reduction in properties across the estate.

57. **Fire & Rescue and Community Safety - £0.5m underspend**

- This position includes an **£0.4m** underspend is reported due to the On-Call Firefighting Section being under establishment in 2017/18 and non-essential spend has been postponed in line with Corporate guidance to help the overall Council position.

Resources

58. Resources overspent by **£0.1m (0.6%)**. This mainly relates to ICT as set out below and was partly offset by small underspends by Corporate Finance and Policy.

58.1 **ICT – £0.2m overspend**

- As at the end of March 2018 over 4,000 users had gone through the ‘Connecting You’ rollout countywide. The programme took longer to complete due to additional participant ICT users (circa 100) and dependency on rollout of other technology, resulting in a one-off revenue pressure.

Fit for the Future

59. In February 2016 Council approved a **£3.0m** revenue budget to deliver the transformation agenda through the Fit for the Future programme. A further **£3.5m** of capital funding was assigned for the programme, **£0.5m** of which is in accordance with the flexible use of capital receipts strategy agreed by Council in September 2016. Statutory guidance on the flexible use of capital receipts allows for newly identified capital receipts in the period April 2016 to March 2019 to be used to fund the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation. Use of this flexibility is subject to full Council agreeing a strategy prior to the financial year in which it is to be used. Whilst the capital receipts were originally intended to be used in 2016/17, slippage on the Fit for the Future programme meant that this was utilised in 2017/18.

60. The total cost of the programme to 31 March 2018 is **£4.7m** as per the following table, with the remaining **£1.8m** committed in 2018/19.

	2016/17 £m	2017/18 £m	2018/19 £m	Total £m
Project Management	0.140	0.381	0.000	0.521
Management & support staff	0.356	0.082	0.028	0.466
ICT staff & platform components	0.409	1.592	0.195	2.196
Connecting You	0.044	0.406	0.000	0.450
Civica (Business Intelligence)	0.000	0.058	0.000	0.058
PWC Activity Analysis	0.000	0.067	0.000	0.067
PWC Phase 2	0.000	0.373	0.000	0.373
PWC Phase 3	0.000	0.633	1.116	1.749
Children's Transformation	0.107	0.000	0.000	0.107
Miscellaneous	0.073	0.000	0.000	0.073
Funding remaining	0.000	0.000	0.440	0.440
Total	1.129	3.592	1.779	6.500

Part 3 – Capital Programme Commentary

People: Children

61. The total capital expenditure for 2017/18 was **£28.8m** (excluding schools' local capital expenditure). This is a reduction of **£4.5m** against the latest forecast position (January 2018).
62. Total expenditure on the Basic Need programme was **£14.7m** in 2017/18. This included expenditure on 11 school expansion projects that will create an additional 1124 pupil places when completed; project development fees and work on schemes expected for beyond 2017/18; and the final account settlement of previous completed projects. For several projects that were anticipated having completion dates later than September 2017, the pre-agreed contingency plans in order to accommodate the additional pupils were implemented.
63. Basic Need expenditure was **£3.6m** lower than the latest forecast. Three projects that were in progress when Carillion went into liquidation are delayed and a further three projects have not yet reached the contract let stage. Pupils have been accommodated in alternative short-term arrangements within the school or temporary classroom accommodation has been provided until the project is complete.
64. The total expenditure on building new schools was **£9.7m**. The new Aureus Secondary School in Didcot was completed during the year and opened in September 2017. A second primary school on the Great Western Park development in Didcot is also on track to open in September 2018 as planned.
65. A total of **£2.2m** was spent on the annual programmes; Schools Structural Maintenance, Access, Health & Safety and Temporary Classroom Programmes (excluding temporary classrooms required to mitigate delays in delivery of basic need projects).
66. A further **£1.1m** was spent on the Early Years Capacity Programme providing additional early years places.

People: Adults

67. The total capital expenditure for 2017/18 was **£5.7m**. **£5m** of this was Disabled Facilities Grant received as part of the Better Care Fund which was distributed to the five district councils in Oxfordshire.

Communities - Transport

68. Total capital expenditure for 2017/18 was **£40.8m**. This is a reduction of **£6.5m** against the latest forecast position (January 2018).
69. Expenditure includes **£25.7m** spent on highways structural maintenance including **£7.6m** on the Challenge Fund programme. The Challenge Fund programme was a predominately grant funded three-year programme that completed in 2017/18.
70. Significant investment in year includes **£7m** on the Harwell Link Road which opened in March 2018 and **£3m** on projects in and around Headington to improve access. Backhill Tunnel at Milton park was also opened during the year.
71. A total of **£1.5m** was spent from the development budget for initial work on the A40 Oxford Science Transit Phase 2 project.
72. The Loop Farm Link Road project was re-profiled to reflect the delay in the scheme due to undertaking further modelling and design work.

Communities: Other

73. The total capital expenditure for 2017/18 was **£3.1m** with the majority spent on the further provision of Broadband within Oxfordshire.
74. Design work has commenced on the implementation of new Salt Barns at Drayton & Deddington.

Resources

75. Total capital expenditure for 2017/18 was **£13.1m**. Actual expenditure includes the transformation of the Westgate Library at **£2.3m**. A further **£10.3m** has been issued through the Local Growth Fund on behalf of OxLEP to major projects within the County.

RECOMMENDATIONS

76. **The Cabinet is RECOMMENDED to:**
- (a) **note the provisional revenue and capital outturn for 2017/18 along with the year-end position on general balances and earmarked reserves as set out in the report;**
 - (b) **note the virements as set out in Annex 2a;**
 - (c) **approve the transfer of over and under spends to general balances as set out in paragraph 12;**

- (d) recommend Council to approve the use of £0.1m underspend on Transition fund for open access children's services which will be transferred to the Budget Priorities Reserve until required as set out in paragraph 13;
- (e) agree that the surplus on the On-Street Parking Account at the end of the 2017/18 financial year, so far as not applied to particular eligible purposes in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, be carried forward in the account to the 2018/19 financial year as set out in Annex 4;

LORNA BAXTER

Director of Finance

Background papers:

Directorate Provisional Outturn Reports for 2017/18 and Financial Monitoring Reports for 2017/18

Contact Officers:

Katy Jurczynszyn, Strategic Finance Manager
07584 909518

June 2018

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Provisional Outturn Report 2017/18
Cabinet 19 June 2018
Provisional Outturn

Ref	Directorate	FINAL BUDGET 2017/18			Outturn Year end Spend/Income	Year end Variation to Budget	Year end Variance Traffic Light Indicator
		Original Budget	Movement to Date	Latest Budget			
(1)	(2)	£000 (3)	£000 (5)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	(13)
	People						
	Gross Expenditure	641,941	-200,823	441,118	638,411	197,294	R
	Gross Income	-341,195	202,509	-138,686	-330,317	-191,632	R
		300,746	1,686	302,432	308,094	5,662	G
	Resources						
	Gross Expenditure	66,959	-2,528	64,431	69,420	4,989	R
	Gross Income	-47,144	809	-46,335	-51,216	-4,881	R
		19,815	-1,719	18,096	18,205	108	G
	Communities						
	Gross Expenditure	160,697	800	161,497	163,138	1,641	G
	Gross Income	-68,896	420	-68,476	-68,930	-455	G
		91,801	1,221	93,022	94,208	1,186	G
	Directorate Expenditure Total	869,597	-202,551	667,046	870,969	203,924	R
	Directorate Income Total	-457,235	203,739	-253,496	-450,463	-196,967	R
	Directorate Total Net	412,362	1,188	413,550	420,506	6,956	G

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		Original Budget	Movement to Date	Latest Budget			
(1)	(2)	£000 (3)	£000 (5)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	(13)

	Contributions to (+)/from (-)reserves	-800	21	-779	29	808
	Contribution to (+)/from(-) balances	4,700		4,700		-4,700
	Public Health Saving Recharge	-500		-500		500
	Contingency	4,377	190	4,567	400	-4,167
	Pensions - past service deficit funding	830		830	830	0
	Capital Financing	25,561		25,561	25,087	-474
	Interest on Balances	-4,773		-4,773	-7,602	-2,829
	Strategic Measures Budget	29,395	211	29,606	18,744	-10,862
	Unringfenced Government Grants	-19,226	-1,399	-20,625	-22,036	-1,411
	Council Tax Surpluses	-7,277		-7,277	-7,277	0
	Revenue Support Grant	-18,665		-18,665	-18,665	0
	Business Rates Top-Up	-37,821		-37,821	-37,821	0
	Business Rates From District Councils	-30,704		-30,704	-31,136	-432
	Council Tax Requirement	328,064	0	328,064	322,315	-5,749

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

G
A
R

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Ref	Directorate	FINAL BUDGET 2017/18			Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
		Original Budget	Movement to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	underspend - overspend + £000 (7)	(8)
CEF1	Education & Early Intervention						
	Gross Expenditure	69,453	1,831	71,284	73,219	1,935	A
	Gross Income	-48,306	-1,272	-49,578	-51,953	-2,375	A
		21,147	559	21,706	21,265	-440	A
CEF2	Children's Social Care						
	Gross Expenditure	46,040	-14,070	31,970	33,723	1,753	R
	Gross Income	-5,733	2,624	-3,109	-3,911	-802	R
		40,307	-11,446	28,861	29,812	951	A
CEF3	Children's Social Care Countywide Services						
	Gross Expenditure	31,914	14,503	46,417	54,208	7,790	R
	Gross Income	-1,129	-2,728	-3,857	-5,081	-1,223	R
		30,785	11,775	42,560	49,127	6,567	R
CEF4-1	Delegated Schools						
	Gross Expenditure	199,098	-201,685	-2,587	187,881	190,468	R
	Gross Income	-199,098	201,685	2,587	-187,882	-190,468	R
		0	0	0	0	0	G
CEF4	Other Schools						
	Gross Expenditure	39,175	-3,414	35,761	28,304	-7,456	R
	Gross Income	-38,838	3,295	-35,543	-28,146	7,397	R
		337	-119	218	158	-59	R

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		Original Budget	Movement to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	underspend - overspend + £000 (7)	(8)
CEF5	Quality & Compliance						
	Gross Expenditure	5,402	-160	5,242	5,199	-43	G
	Gross Income	-652	-1	-653	-682	-29	A
		4,750	-161	4,589	4,517	-72	G
CEF9	CEF Corporate Overheads						
	Gross Expenditure	0	814	814	814	0	G
	Gross Income	0	0	0	0	0	
		0	814	814	814	0	G
SCS1	Adult Social Care						
	Gross Expenditure	191,916	-1,506	190,410	193,833	3,423	G
	Gross Income	-14,328	-1,731	-16,059	-20,315	-4,256	R
		177,588	-3,237	174,351	173,518	-832	G
SCS2	Joint Commissioning						
	Gross Expenditure	4,324	2,602	6,926	6,316	-610	R
	Gross Income	-1,423	638	-785	-626	159	R
		2,901	3,240	6,141	5,690	-451	R
SCS9-1	ASC Corporate Overheads						
	Gross Expenditure	0	200	200	200	0	G
	Gross Income	0	0	0	0	0	
		0	200	200	200	0	G

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		Original Budget	Movement to Date	Latest Estimate				
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	underspend - overspend + £000 (7)	(8)	
PH1	LA Commissioning Responsibilities - Nationally Defined	Gross Expenditure	17,624	84	17,708	17,658	-50	G
		Gross Income	0	0	0	6	6	
		17,624	84	17,708	17,665	-44	G	
PH2	LA Commissioning Responsibilities - Locally Defined	Gross Expenditure	13,394	-85	13,309	12,977	-332	A
		Gross Income	-354	0	-354	-394	-40	R
		13,040	-85	12,955	12,583	-372	A	
PH3	Public Health Recharges	Gross Expenditure	670	0	670	618	-53	R
		Gross Income	0	0	0	0	0	
		670	0	670	618	-53	R	
PH4	Grant Income	Gross Expenditure	0	0	0	0	0	
		Gross Income	-31,334	0	-31,334	-31,334	0	G
		-31,334	0	-31,334	-31,334	0	G	
	Transfer to Public Health Reserve		0	0	468	468	G	

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		Original Budget	Movement to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	underspend - overspend + £000 (7)	(8)
	Non Negotiable Support Service Recharges						
	Gross Expenditure	22,931	61	22,992	22,992	0	G
	Gross Income	0	0	0	0	0	
		22,931	61	22,992	22,992	0	G
	Gross Expenditure	641,941	-200,823	441,118	638,411	197,294	R
	Gross Income	-341,195	202,509	-138,686	-330,317	-191,632	R
	People Directorate Total Net	300,746	1,686	302,432	308,094	5,662	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

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

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		Original Budget	Movement to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	underspend - overspend + £000 (7)	(8)
EE1	Planning & Place						
	Gross Expenditure	10,000	-72	9,928	9,086	-842	R
	Gross Income	-6,425	51	-6,374	-5,784	590	R
		3,575	-21	3,554	3,302	-252	R
EE2	Infrastructure Delivery						
	Gross Expenditure	88,247	-32,150	56,097	58,361	2,264	A
	Gross Income	-31,184	20,875	-10,309	-11,392	-1,083	R
		57,063	-11,275	45,788	46,968	1,180	A
EE3	Property & Investment						
	Gross Expenditure	24,562	32,504	57,066	57,540	474	G
	Gross Income	-10,062	-20,141	-30,203	-29,898	305	G
		14,500	12,364	26,864	27,643	779	A
EE4	Community Safety						
	Gross Expenditure	25,579	-808	24,771	24,516	-255	G
	Gross Income	-2,287	452	-1,835	-2,086	-251	R
		23,292	-356	22,936	22,430	-505	A
EE9-2	Community Safety Corporate Overheads						
	Gross Expenditure	0	307	307	307	0	G
	Gross Income	0	0	0	0	0	
		0	307	307	307	0	G

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		Original Budget	Movement to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	underspend - overspend + £000 (7)	(8)
EE9-1	E&E Corporate Overheads						
	Gross Expenditure	0	1,019	1,019	1,019	0	G
	Gross Income	0	-817	-817	-832	-15	G
		0	202	202	187	-15	R
	Non Negotiable Support Service Recharges						
	Gross Expenditure	12,309	0	12,309	12,309	0	G
	Gross Income	-18,938	0	-18,938	-18,938	0	G
		-6,629	0	-6,629	-6,629	0	G
	Directorate Expenditure Total	160,697	800	161,497	163,138	1,641	
	Directorate Income Total	-68,896	420	-68,476	-68,930	-455	
Directorate Total Net	91,801	1,221	93,022	94,208	1,186		

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	R

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Provisional Outturn

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		Original Budget	Movement to Date	Latest Estimate			
		£000 (3)	£000 (4)	£000 (5)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
CEO1	Chief Executive & Business Support						
	Gross Expenditure	944	-2	942	951	9	G
	Gross Income	0	0	0	-4	-4	
		944	-2	942	947	5	G
CEO2	Human Resources						
	Gross Expenditure	4,325	-5	4,320	4,212	-108	A
	Gross Income	-1,167	430	-737	-634	102	R
		3,158	426	3,584	3,578	-6	G
CEO3	Corporate Finance & Internal Audit						
	Gross Expenditure	6,445	-8	6,437	6,837	400	R
	Gross Income	-2,212	472	-1,740	-2,289	-550	R
		4,233	464	4,697	4,548	-150	A
CEO4	Law & Governance						
	Gross Expenditure	9,602	1,002	10,604	11,021	417	A
	Gross Income	-7,216	-928	-8,144	-8,470	-326	A
		2,386	74	2,460	2,550	90	A
CEO5	Policy						
	Gross Expenditure	4,579	-1,064	3,515	3,686	172	A
	Gross Income	-1,943	1,027	-916	-1,178	-262	R
		2,636	-37	2,599	2,508	-90	A
CEO6	Corporate & Democratic Core						
	Gross Expenditure	83	-4	79	0	-79	R
	Gross Income	0	0	0	0	0	
		83	-4	79	0	-78	R

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		Original Budget	Movement to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	underspend - overspend + £000 (7)	(8)
CEO7	Transformation						
	Gross Expenditure	27,867	-2,617	25,250	29,429	4,179	R
	Gross Income	-5,190	1,561	-3,629	-7,470	-3,841	R
		22,677	-1,056	21,621	21,959	338	G
CEO9	CEO Corporate Overheads						
	Gross Expenditure	0	256	256	256	0	G
	Gross Income	0	-1,754	-1,754	-1,754	0	G
		0	-1,498	-1,498	-1,498	0	G
	Non Negotiable Support Service Recharges						
	Gross Expenditure	13,114	-86	13,028	13,028	0	G
	Gross Income	-29,416	0	-29,416	-29,416	0	G
		-16,302	-86	-16,388	-16,388	0	G
	Directorate Expenditure Total	66,959	-2,528	64,431	69,420	4,989	
	Directorate Income Total	-47,144	809	-46,335	-51,216	-4,881	
	Directorate Total Net	19,815	-1,719	18,096	18,205	108	

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	R

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CABINET IS RECOMMENDED TO NOTE THE VIREMENTS AS DETAILED BELOW:

Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
Mar	Mar	Allocation of budget for PMO Costs	CEF2-1	Management & Central Costs	T	50	0
			CEF5-1	Management, Admin & Central Support Service Recharges	T	-50	0
		Allocation for R&R Final	CEF2-1	Management & Central Costs	T	32	0
			CEF5-1	Management, Admin & Central Support Service Recharges	T	-32	0
		SEN Inclusion Fund DSG Transfer	CEF1-2	Additional & Special Educational Needs	T	173	-173
			CEF4-2	Early Years Single Funding Formular	T	-173	173
		Contribution to Exceptional Costs	CEF1-4	Education	T	127	0
			CEF5-1	Management, Admin & Central Support Service Recharges	T	-127	0
		DSG Allocations Update - March 18	CEF4-1	Delegated Budgets	T	-14,374	14,374
			CEF4-3	Non-Delegated Schools Costs	T	64	-64
Grand Total						-14,310	14,310

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EARMARKED RESERVES

Earmarked Reserves	2017/18				Commentary
	Balance at 1 April 2017	Movement		Balance at 31 March 2018	
		Contributions from Reserve	Contributions to Reserve		
£000	£000	£000	£000	£000	
Schools' Reserves	18,373	-5,682	2,486	15,177	In accordance with the Education Reform Act 1988, the scheme of Local Management of Schools provides for the carry forward of individual schools surpluses and deficits. These reserves are committed to be spent on schools. Other School Reserves cover a number of miscellaneous education activities, including amounts loaned to individual schools against school reserves, and School Partnership Accounts which are operated in respect of inter-school activities, primarily relating
Vehicle and Equipment Reserve	3,332	-610	38	2,760	Includes funding for Fire & Rescue Service vehicles and equipment.
Grants and Contributions Reserve	15,387	-5,106	3,258	13,539	Includes £7.452m Dedicated Schools Grant and £1.067m Public Health Grant.
Government Initiatives	418	-99	268	587	Funding for government initiatives, including adoption reform work.
Trading Accounts	293	-218	583	658	Holds surplus funds from self-financing services such as Oxfordshire Safeguarding Children's Board
Council Elections	718	-621	61	158	This will be used to fund future elections. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.
OxLEP	199	0	455	654	To be spent on LEP related project expenditure
On Street Car Parking	2,790	-2,267	1,788	2,311	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.
Transformation Reserve	2,122	0	360	2,482	This reserve was established as part of the 2016/17 budget process to utilise one-off grant funding from the Government to fund the Council's Fit for the Future Transformation programme.
Budget Prioritisation Reserve	16,871	-15,744	9,757	16,966	This reserve is being used to support the implementation of the Council's priorities and the Medium Term Financial Plan.
Insurance Reserve	8,080	0	435	8,515	This reserve covers the County Council for insurance claims that, based on the previous experience of the County Council, are likely to be received, as well as a number of insurance related issues.
Business Rates Reserve	117	0	33	150	This reserve is to smooth the volatility of Business Rates income.
Capital Reserves	34,476	-3,682	522	31,316	This reserve has been established for the purpose of financing capital expenditure in future years.
Budget Equalisation Reserve	1,205	0	88	1,293	This reserve is being used to manage the cash flow implications of the variations to the Medium Term Financial Plan.
Total Reserves	104,381	-34,029	20,132	96,566	

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SCHOOL BALANCES

1. Number of Schools with Deficit/Surplus Budgets

	Number of Schools 31 March 2017		Number of Schools 31 March 2018	
	Deficit Balance	Surplus Balance	Deficit Balance	Surplus Balance
Primary	16	155	16	140
Secondary	3	0	2	1
Special	4	5	2	7
Total	23	160	20	148

2. Balances as at 31 March 2017 and 31 March 2018

	Balances at 31 March 2017			Balances at 31 March 2018		
	Deficit Balance	Surplus Balance	Total Balance	Deficit Balance	Surplus Balance	Total Balance
	£m	£m	£m	£m	£m	£m
Primary	0.546	-11.679	-11.133	0.593	-10.398	-9.805
Secondary	1.587	0.000	1.587	2.239	-0.182	2.057
Special	0.161	-1.048	-0.887	0.294	-0.979	-0.685
Total	2.294	-12.727	-10.433	3.126	-11.559	-8.433
Schools Contingency, Closed Schools and Other Balances			-7.851			-6.572
School Loans and Other School Related Reserves			-0.089			-0.172
Schools Balance as shown in Annex 3a			-18.373			-15.177

	Balances 31 March 2017	
	Largest Individual Surplus	Largest Individual Deficit
	£m	£m
Primary	0.542	0.181
Secondary	0	1.026
Special	0.661	0.084

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General Revenue Balances

Date	Outturn 2017/18		Budget 2017/18
	£m	£m	£m
General Balances: Outturn 2016/17	19.970		15.135
County Fund Balance		19.970	15.135
Planned Contribution to Balances		4.700	4.700
Planned Contribution from Balances			
Original forecast outturn position 2016/17		24.670	19.835
Additions			
		0.000	0.000
Calls on balances deducted			
Directorate Overspend	-6.956		
		-6.956	
Automatic calls on/returns to balances			
		0.000	-2.000
Additional Strategic Measures			
Forecast Strategic Measures Underpend	3.838		
Unused Contingency	4.167		
		8.005	
Other items			
		0.000	
Net General Balances		25.719	17.835
Total Gross Expenditure Budget		797.065	797.065
Balances as a % of Gross Expenditure		3.23%	2.24%
Net Balances		25.719	

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Capital Programme Provisional Outturn 2017/18

Summary outturn position compared to the original capital programme, latest updated capital programme and latest forecast

Capital Expenditure	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Forecast Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to Original Capital Programme		Variation to Latest Capital Programme		Variation to Latest Reported Position	
					£000	%	£000	%	£000	%
Directorate Programmes										
People: Children	37,575	33,820	33,270	28,776	-8,799	-23%	-5,044	-15%	-4,494	-14%
People: Adults	2,325	6,226	6,226	5,734	3,409	147%	-492	-8%	-492	-8%
Communities: Transport	54,087	48,246	47,343	40,846	-13,241	-24%	-7,400	-15%	-6,497	-14%
Communities: Other	7,515	5,344	5,344	3,115	-4,400	-59%	-2,229	-42%	-2,229	-42%
Resources	5,880	14,028	14,028	13,141	7,261	123%	-887	-6%	-887	-6%
Total Directorate Programmes Expenditure	107,382	107,664	106,211	91,612	-15,770	-15%	-16,052	-15%	-14,599	-14%
People: Schools Capital	1,400	1,400	1,400	1,358	-42	-3%	-42	-3%	-42	-3%
Earmarked Reserves	9,382	5,200	5,200	0	-9,382	100%	-5,200	-100%	-5,200	-100%
Total Capital Programme Expenditure	118,164	114,264	112,811	92,970	-25,194	-21%	-21,294	-19%	-19,841	-18%
<u>Technical Accounting Adjustments</u>										
Capitalisation of Revenue Expenditure										
Place Base Community Hub				514						
Repairs & Maintenance										
Vehicles				1,233						
ICT Hardware & Software										
Sub-total				1,747						
Total Capital Expenditure				94,717						

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Capital Programme Provisional Outturn 2017/18

Use of Resources Performance

Directorate	Original Capital Programme (Council Feb 2017) £'000s	Actual Expenditure 2017/18 £'000s	Variance to original programme £'000s	Use of Resources %	Grant Reductions / Project removals £'000s	Additional Resources £'000s	Other Technical Changes and Third Party Dependencies £'000s	Cost savings/ contingencies returned £'000s	Adjusted Variation £'000s	Adjusted Use of Resources %
People: Children	37,575	28,776	-8,799	-23%				-200	-8,599	-23%
People: Adults	2,325	5,734	3,409	147%		4,985			-1,576	-68%
Communities: Transport	54,087	40,846	-13,241	-24%					-13,241	-24%
Communities: Other	7,515	3,115	-4,400	-59%					-4,400	-59%
Resources	5,880	13,141	7,261	123%					7,261	123%
Total Directorate Programmes	107,382	91,612	-15,770	-15%	0	4,985	0	-200	-20,555	-19%
People: Schools Capital	1,400	1,358	-42	-3%					-42	-3%
Earmarked Reserves	9,382	0	-9,382	0%					-9,382	0%
Total Capital Programme	118,164	92,970	-25,194	-21%	0	4,985	0	-200	-29,979	-25%

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Capital Programme Provisional Outturn 2017/18

Summary Capital Financing Position

Capital Financing	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Actual Financing 2017/18 £000	Variation to Original Capital Programme £000	Variation to Latest Capital Programme £000
SCE(R) Formulaic Capital Allocations - Grant	52,139	38,910	45,726	-6,413	6,816
Devolved Formula Capital - Grant	1,400	1,400	955	-445	-445
Other Grants	6,538	19,419	22,518	15,980	3,099
Developer Contributions	32,084	28,137	18,501	-13,583	-9,636
Other External Contributions	668	1,369	975	307	-394
Schools Contributions	0	0	0	0	0
Revenue Funding	150	350	1,154	1,004	804
Prudential Borrowing	22,827	24,679	3,141	-19,686	-21,538
Capital Receipts/Reserves	2,358	0	514	-1,844	514
Total Capital Programme Financing	118,164	114,264	93,484	-24,680	-20,780
Revenue funding of capitalised revenue expenditure	0	0	1,233		
Capital Revenue Switches	0	0			
Total Capital Financing	118,164	114,264	94,717		

Capital Balances	Balance brought forward at 1 April 2017 £000	Original planned balance carried forward £000	Latest planned balance carried forward £000	Actual balance carried forward at 31 Mar 2018 £000	Variation to Original Capital Programme £000	Variation to Latest Capital Programme £000
Capital Reserve	23,688	23,758	20,688	20,006	-3,752	-682
Capital Receipts Unapplied	19,899	19,858	21,720	22,581	2,723	861
Capital Grants Reserve	11,773	0	27,563	16,263	16,263	-11,300
Total	55,360	43,616	69,971	58,850	15,234	-11,121

Capital Grants (excluding school local balances)	Balance brought forward at 1 April 2017 £000	Balance carried forward at 31 Mar 2018 £000
Receipts in Advance (ringfenced/eligible spend not yet incurred)	4,787	10,800
Total	4,787	10,800

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Children's Services Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
Provision of School Places (Basic Need)									
1)	Existing Demographic Pupil Provision (Basic Needs Programme)	19,425	7,600	7,600	1,494	-17,931	-6,106	-6,106	Provision transferred to schemes below. Reprofile to reflect revised delivery timetable and Carillion liquidation.
2)	11/12 - 16/17 Basic Need Programme Completions	325	350	350	4,041	3,716	3,691	3,691	Settlement of final accounts.
3)	Adderbury, Christopher Rawlins - Expansion to 1.5FE (ED875)	1,250	1,800	1,800	1,879	629	79	79	Delivered via funding agreement. Complete March 2018.
4)	Drayton - Expansion to 1FE (ED886)	0	475	475	451	451	-24	-24	Complete September 2017.
5)	Sutton Courtenay - Expansion to 1FE (ED883)	0	1,100	1,100	1,076	1,076	-24	-24	Progress affected by Carillion liquidation.
6)	Chilton - Expansion to 1.5FE (ED893)	0	1,500	1,500	1,456	1,456	-44	-44	Progress affected by Carillion liquidation.
7)	Willowcroft - SEN Resource Base (ED905)	0	275	275	269	269	-6	-6	Complete July 2017.
8)	Kingfisher - Expansion (ED899)	0	450	450	446	446	-4	-4	Delivered via funding agreement. Complete March 2018.
9)	Matthew Arnold - 1FE Expansion (ED877)	0	1,850	1,850	834	834	-1,016	-1,016	Delays due to Carillion liquidation.
10)	Faringdon Community College - 2FE Expansion (ED876)	0	2,900	2,900	2,745	2,745	-155	-155	On-site (ESFA Contract).
Basic Need Sub-total		21,000	18,300	18,300	14,691				
Growth Portfolio - New Schools									
11)	Didcot, Great Western Park - Secondary (Phase 1) (ED836)	3,250	2,100	2,100	1,691	-1,559	-409	-409	Project complete. Forecast saving on ESFA contract.
12)	Didcot, Great Western Park - Primary 2 (14 classroom)	4,500	4,750	4,750	4,991	491	241	241	Ahead of schedule on ESFA contract.
13)	Bicester - Secondary P1 (incl existing schools)	1,750	1,500	1,500	799	-951	-701	-701	Contract award held pending land issues.
14)	Oxford - Barton (West)	750	500	250	3	-747	-497	-247	School delivery linked to housing development
15)	Banbury, Southam Road	200	200	200	4	-196	-196	-196	School delivery linked to housing development
16)	The Swan School	0	50	50	24	24	-26	-26	
17)	Project Development Budget	100	100	0	6	-94	-94	6	
18)	New School Programme Completions	950	950	950	2,144	1,194	1,194	1,194	Settlement of final accounts
Growth Portfolio Sub-total		11,500	10,150	9,800	9,662				

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Children's Services Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	<u>Children's Home Programme</u>								
19)	New Children's Home Programme	150	150	150	359	209	209	209	Settlement of final accounts.
	<u>Annual Programmes</u>								
20)	Schools Access Initiative	400	400	300	230	-170	-170	-70	Programme contingency returned.
21)	Temporary Classrooms - Replacement & Removal	325	325	325	110	-215	-215	-215	Delays due to Carillion liquidation.
22)	Schools Accommodation Intervention & Support Programme	100	100	0	0	-100	-100	0	Budget provision returned.
23)	School Structural Maintenance (inc Health & Safety)	2,350	2,350	2,350	2,206	-144	-144	-144	
	<u>Other Schemes & Programmes</u>								
24)	CEF Transformation Programme - Children & Family Centres	350	350	350	171	-179	-179	-179	Delays due to Carillion liquidation.
25)	Early Years Entitlement for Disadvantage 2 year olds	1,000	1,300	1,300	1,095	95	-205	-205	A third party project approved but not started.
26)	Free School Meals (ED862)	150	100	100	47	-103	-53	-53	
27)	Loans to Foster/Adoptive Parents (Prudentially Funded)	75	120	120	120	45	0	0	
28)	Small Projects	0	0	0	0	0	0	0	
	<u>Retentions & Oxford City Schools Reorganisation</u>								
29)	Retentions	175	175	175	85	-90	-90	-90	Provision held for the settlement of final accounts.
	Sub-Total Children's Services	37,575	33,820	33,270	28,776	-8,799	-5,044	-4,494	
						-23%	-15%	-14%	
	<u>School Capital</u>								
30)	Devolved Formula Capital	1,400	1,400	1,400	1,358	-42	-42	-42	
	Sub-Total Schools	1,400	1,400	1,400	1,358	-42	-42	-42	
	Children's Services Capital Programme Total	38,975	35,220	34,670	30,134	-8,841	-5,086	-4,536	
						-23%	-14%	-13%	

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Public Health and Adult Services Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
1)	Public Health Public Health	0	0	0	0	0	0	0	
	Public Health Programme Total	0	0	0	0	0	0	0	
	Social Care for Adults Programme								
	Adult Social Care								
2)	Adult Social Care Programme	1,000	345	345	208	-792	-137	-137	Original programme reduced.
	Residential								
3)	Oxfordshire Care Partnership	0	271	271	333	333	62	62	
	Specialist Housing Programme								
4)	ECH - New Schemes and Adaptations to Existing Properties	1,200	500	500	138	-1,062	-362	-362	Awaiting Social Housing providers and sites to progress.
5)	Deferred Interest Loans (CSDP)	125	125	125	37	-88	-88	-88	
6)	Disabled Facilities Grant	0	4,985	4,985	4,985	4,985	0	0	In-year allocation - Delivered via funding agreement with District Councils.
	Social Care for Adults Programme Total	2,325	6,226	6,226	5,701	3,376	-525	-525	
	Strategy & Transformation Programme								
	Strategy & Transformation Programme Total	0	0	0	0	0	0	0	
	Retentions & Minor Works								
7)	Retentions & Minor Works	0	0	0	33	33	33	33	
	Public Health & Adult Services Capital Programme Total	2,325	6,226	6,226	5,734	3,409	-492	-492	
						147%	-8%	-8%	

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Transport Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	<u>CITY DEAL PROGRAMME</u>								
	<u>Science Transit</u>								
1)	Kennington & Hinksey Roundabouts	0	118	118	18	18	-100	-100	
2)	Hinskey Hill Northbound Slip Road	1,831	368	368	395	-1,436	27	27	
	<u>Access to Enterprise Zone</u>								
3)	Harwell Link Rd Section 1 B4493 to A417	6,661	6,661	6,661	6,934	273	273	273	
4)	Harwell Link Rd Section 2 Hagbourne Hill	348	129	129	-28	-376	-157	-157	
5)	Featherbed Lane and Steventon Lights	1,000	200	200	33	-967	-167	-167	Project on hold pending strategic review of options and priorities by S&I
6)	Harwell, Oxford Entrance	700	250	233	63	-637	-187	-170	Utility diversion orders had been planned to be commenced in 2017/18 but delayed.
	<u>Northern Gateway</u>								
7)	Cuttleslowe Roundabout	33	243	243	46	13	-197	-197	Awaiting Skanska application for gain share.
8)	Wolvercote Roundabout	40	100	100	29	-11	-71	-71	Awaiting Skanska application for gain share.
9)	Loop Farm Link Road	4,235	500	500	269	-3,966	-231	-231	Project paused pending to enable a review of S&I decision to progress project.
10)	Other City Deal Programme spend	0	-88	-88	5	5	93	93	
	CITY DEAL PROGRAMME TOTAL	14,848	8,481	8,464	7,764	-7,084	-717	-700	
	<u>LOCAL PINCH POINT PROGRAMME</u>								
11)	Milton Interchange	0	250	75	37	37	-213	-38	
12)	A34 Chilton Junction Improvements	507	340	340	-18	-525	-358	-358	Commuted Sum still to be paid in 2018/19.
	LOCAL PINCH POINT PROGRAMME TOTAL	507	590	415	19	-488	-571	-396	

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Transport Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
13)	LOCAL GROWTH DEAL PROGRAMME Eastern Arc Phase 1 Access to Headington	4,760	2,400	2,400	3,025	-1,735	625	625	Reprofiled forecast in Feb 18 overestimated reduction in spend for this financial year due to works being deferred. No increase in costs. Delays in obtaining agreements. Some delays in programme not reflected in forecasts. Land purchase delays. Project progressing, but some delays in plans being provided by designer.
14)	Science Vale Cycle Network Improvements	1,600	830	524	302	-1,298	-528	-222	
15)	Oxford Science Transit Phase 2 - A40 Public Transport improvements (project development)	79	2,240	2,637	1,508	1,429	-732	-1,129	
16)	Didcot Northern Perimeter Road 3 (project development)	0	99	99	39	39	-60	-60	
17)	A34 Lodge Hill Slips	0	1,305	1,305	92	92	-1,213	-1,213	
18)	Oxford Queen's Street Pedestrianisation (project development)	500	806	400	446	-54	-360	46	
	LOCAL GROWTH DEAL PROGRAMME TOTAL	6,939	7,680	7,365	5,412	-1,527	-2,268	-1,953	
	SCIENCE VALE UK								
19)	Enterprize Harwell Cycle	0	0	0	-13	-13	-13	-13	Scope of project (and funding) expanded.
20)	Milton Park Employment Access Link: Backhill Tunnel	178	527	527	746	568	219	219	
21)	Wantage, Crab Hill (Contribution)	2,450	0	0	0	-2,450	0	0	
	SCIENCE VALE UK LOCALITY PROGRAMME TOTAL	2,628	527	527	733	-1,895	206	206	

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Transport Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	OXFORD								
23)	The Plain Cycle Improvements	0	0	0	8	8	8	8	
24)	Oxford Cycle City Ambition 2	0	0	0	0	0	0	0	
25)	Oxford, Botley Rd (NPIF-funded)	0	120	50	10	10	-110	-40	Need for additional surveys has delayed design work. Procurement has been slower than planned due to need for familiarisation with new product.
26)	Oxford, Rising Bollards	0	0	25		0	0	-25	
27)	Iffley Fields Controlled Parking Zone	225	225	225	5	-220	-220	-220	
28)	Woodstock Rd, ROQ	400	240	55	44	-356	-196	-11	
29)	Riverside routes to Oxford city centre	205	696	530	377	172	-319	-153	
	OXFORD LOCALITY PROGRAMME TOTAL	830	1,281	885	444	-386	-837	-441	
	BICESTER								
30)	Bicester Park and Ride	0	0	0	90	90	90	90	
31)	Bicester Perimeter Road (Project Development)	700	0	0	0	-700	0	0	
	BICESTER LOCALITY PROGRAMME TOTAL	700	0	0	90	-610	90	90	
	BANBURY								
32)	A361 Road Safety Improvements	0	212	212	18	18	-194	-194	Budget reflects original bid, and needs refining in the light of actual conditions.
	BANBURY LOCALITY PROGRAMME TOTAL	0	212	212	18	18	-194	-194	
	WITNEY AND CARTERTON								
33)	Witney, A40 Downs Road junction (contribution)	1,250	0	0	0	-1,250	0	0	
	WITNEY AND CARTERTON LOCALITY PROGRAMME TOTAL	1,250	0	0	0	-1,250	0	0	

Provisional Outturn Report 2017/18

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Transport Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
COUNTYWIDE AND OTHER									
34)	East-West Rail (contribution)	737	737	737	30	-707	-707	-707	Delays in commencing certain projects.
35)	Small schemes (developer and other funded)	173	965	965	430	257	-535	-535	
36)	Completed schemes	180	240	240	-21	-201	-261	-261	
COUNTYWIDE AND OTHER TOTAL		1,090	1,942	1,942	439	-651	-1,503	-1,503	
INTEGRATED TRANSPORT STRATEGY TOTAL		28,792	20,713	19,810	14,919	-13,873	-5,794	-4,891	
						-48%	-28%	-25%	
STRUCTURAL MAINTENANCE PROGRAMME									
37)	Carriageways	965	1,286	1,286	1,154	189	-132	-132	All spending variations will be reflected by adjustment against the budgets of later years
38)	Surface Treatments	7,718	8,739	8,739	7,608	-110	-1,131	-1,131	
39)	Footways	1,089	1,075	1,075	958	-131	-117	-117	
40)	Drainage	900	841	796	781	-119	-60	-15	
41)	Bridges	1,821	2,081	2,081	1,984	163	-97	-97	
42)	Public Rights of Way Foot Bridges	103	107	107	75	-28	-32	-32	
43)	Street Lighting	1,730	1,617	1,617	1,537	-193	-80	-80	
44)	Section 42 contributions	649	604	604	642	-7	38	38	
45)	Traffic Signals	253	225	225	156	-97	-69	-69	
STRUCTURAL MAINTENANCE ANNUAL PROGRAMMES TOTAL		15,228	16,575	16,530	14,895	-333	-1,680	-1,635	
CHALLENGE FUND PROGRAMME									
46)	Street Lighting	1,684	2,929	2,929	3,050	1,366	121	121	Final year of grant-funding. Programme designed to avoid under-spend (loss) of grant. Any over-spend will be passed back to Structural Maintenance programme.
47)	Drainage	1,500	1,499	1,544	1,445	-55	-54	-99	
48)	Edge Strengthening	2,159	1,953	1,953	2,029	-130	76	76	
49)	Resurfacing	721	694	694	1,060	339	366	366	
CHALLENGE FUND PROGRAMME TOTAL		6,064	7,075	7,120	7,584	1,520	509	464	

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Transport Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
MAJOR SCHEMES AND OTHER PROGRAMMES									
50)	Embankment Stabilisation Programme	57	7	7	-2	-59	-9	-9	Underspend has been agreed for carry forward into 18/19. Additional works required to reconstruct sections of kerb where vehicles are overrunning footway. Funded from NPIF programme.
51)	Henley Rd (Flowing Springs)	0	1,040	1,040	1,159	1,159	119	119	
52)	A420/A34 Botley Junction & Cumnor Bypass	11	11	11	0	-11	-11	-11	
53)	Kennington Railway Bridge	1,580	200	200	160	-1,420	-40	-40	
54)	Oxford, Cowley Road	790	70	70	73	-717	3	3	
55)	A478 Playhatch Road (project development)	5	5	5	0	-5	-5	-5	
56)	Network Rail Electrification Bridge Betterment Programme	1,560	100	100	180	-1,380	80	80	
57)	NPIF Programme 2017-18	0	2,450	2,450	1,653	1,653	-797	-797	
22)	Frideswide Square	0	0	0	219	219	219	219	
58)	Completed Major Schemes				6	6	6	6	
STRUCTURAL MAINTENANCE MAJOR SCHEMES & OTHER TOTAL		4,003	3,883	3,883	3,448	-555	-435	-435	
STRUCTURAL MAINTENANCE PROGRAMME TOTAL		25,295	27,533	27,533	25,927	632	-1,606	-1,606	
						2%	-6%	-6%	
Transport Capital Programme Total		54,087	48,246	47,343	40,846	-13,241	-7,400	-6,497	
						-24%	-15%	-14%	

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Communities (Other) Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments	
Community Safety Programme										
Fire & Rescue Service										
1)	Relocation of Rewley Training Facility	25	25	25	0	-25	-25	-25	Waiting projects to be submitted to utilise provision.	
2)	F&RS - replacement Fire Doors	0	100	100	0	0	-100	-100		
3)	Fire Review Development Budget	200	200	200	4	-196	-196	-196		
Community Safety Programme Total		225	325	325	4	-221	-321	-321		
ASSET STRATEGY IMPLEMENTATION										
4)	Asset Strategy Implementation Programme	1,400	1,000	1,000	460	-940	-540	-540		
5)	Corporate Estate Defect Programme	0	0	0	30	30	30	30		
ASSET STRATEGY IMPLEMENTATION TOTAL		1,400	1,000	1,000	490	-910	-510	-510		
						-65%	-51%	-51%		
ENERGY EFFICIENCY IMPROVEMENT PROGRAMME										
6)	SALIX Energy Programme	150	150	150	242	92	92	92		
ENERGY EFFICIENCY IMPROVEMENT PROGRAMME		150	150	150	242	92	92	92		
						61%	61%	61%		
ANNUAL PROPERTY PROGRAMMES										
7)	Minor Works Programme	500	250	250	228	-272	-22	-22		
8)	Health & Safety (Non-Schools)	24	24	24	3	-21	-21	-21		
ANNUAL PROPERTY PROGRAMMES TOTAL		524	274	274	231	-293	-43	-43		
						-56%	-16%	-16%		
WASTE MANAGEMENT PROGRAMME										
9)	Waste Recycling Centre Infrastructure Development	150	150	150	0	-150	-150	-150		
10)	Alkerton WRC	150	150	150	0	-150	-150	-150		
WASTE MANAGEMENT PROGRAMME TOTAL		300	300	300	0	-300	-300	-300		
						-100%	-100%	-100%		

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Communities (Other) Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
CORPORATE PROPERTY & PARTNERSHIP PROGRAMMES									
11)	Broadband (OXOnline) Project	3,055	2,349	2,349	1,454	-1,601	-895	-895	Delivery progressing slower than anticipated - profile of expenditure revised. A remedial plan is in place to recover late delivery. Still set to deliver final contract to time and within agreed budgets, by December 2018.
12)	Spendlove Centre, Charlbury	61	246	246	239	178	-7	-7	
13)	Cogges Manor Farm	300	100	100	38	-262	-62	-62	
14)	Chipping Norton Access Road, Rockhill Farm (R26)	0	100	100	98	98	-2	-2	
15)	New Salt Stores & Accommodation	1,500	500	500	319	-1,181	-181	-181	
16)	Retentions (Completed Schemes)					0	0	0	
WASTE MANAGEMENT PROGRAMME TOTAL		4,916	3,295	3,295	2,148	-2,768	-1,147	-1,147	
Communities (Other) Capital Programme Total		7,515	5,344	5,344	3,115	-4,400	-2,229	-2,229	
						-59%	-42%	-42%	

Provisional Outturn Report 2017/18

Cabinet 19 June 2018

Resources Capital Programme Provisional Outturn 2017/18

Ref	Scheme	Original Capital Programme (Council Feb 2017) £000	Latest Capital Programme (Council Feb 2018) £000	Latest Reported Position (as at end of Jan 2018) £000	Actual Expenditure 2017/18 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	<u>Community Services Programme</u>								
	Libraries								
1)	Bicester Library (CS13)	300	300	300	0	-300	-300	-300	
2)	Westgate Library	2,700	2,400	2,400	2,328	-372	-72	-72	
3)	Cowley Library (Development Budget)	0	70	70	0	0	-70	-70	
	Community Services Programme Total	3,000	2,770	2,770	2,328	-672	-442	-442	
	<u>Operational Assets</u>								
4)	Liquid Logic	0	500	500	292	292	-208	-208	
5)	Replacement Vehciles	0	400	400	0	0	-400	-400	
6)	Data Centre	0	0	0	136	136	136	136	
	Community Services Programme Total	0	900	900	428	428	-472	-472	
	<u>Partnerships</u>								
7)	Didcot Station Car Park Expansion (contribution)	0	6,523	6,523	6,153	6,153	-370	-370	External delivery
8)	Centre for Applied Superconductivity	880	375	375	375	-505	0	0	External delivery
9)	Advanced Engineering & Technical Skills Centre	2,000	3,174	3,174	3,061	1,061	-113	-113	External delivery
10)	Northway & Marston Flood Alleviation	0	279	279	279	279	0	0	External delivery
11)	LGF Disc Project	0	0	0	457	457	457	457	External delivery
12)	LGF3 Smart Oxford Culham City	0	0	0	56	56	56	56	External delivery
	Partnerships Programme Total	2,880	10,351	10,351	10,381	7,501	30	30	
13)	Retentions	0	7	7	4	4	-3	-3	
	CEO Capital Programme Total	5,880	14,028	14,028	13,141	7,261	-887	-887	
						123%	-6%	-6%	

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CABINET – JUNE 2018

THE PROPOSED HOME TO SCHOOL TRAVEL AND TRANSPORT POLICY

Report by Director for Children's Services

Introduction

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

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

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

Consultation

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

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

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

Proposals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Carbon Reduction

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

Financial and Staff Implications

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

RECOMMENDATION

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

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

LUCY BUTLER
Director for Children's Services

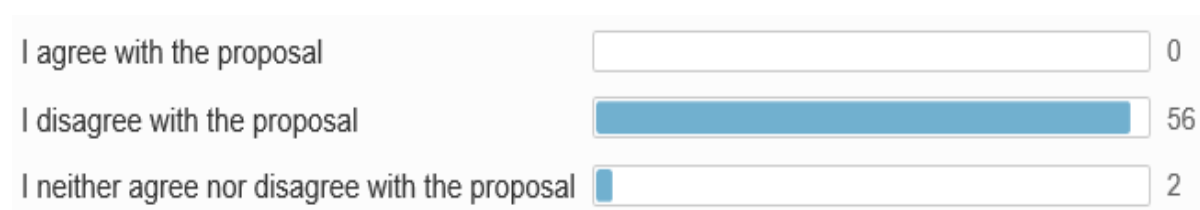
Background papers: Responses to the consultation are available in the Member's Resource Centre or on request.

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

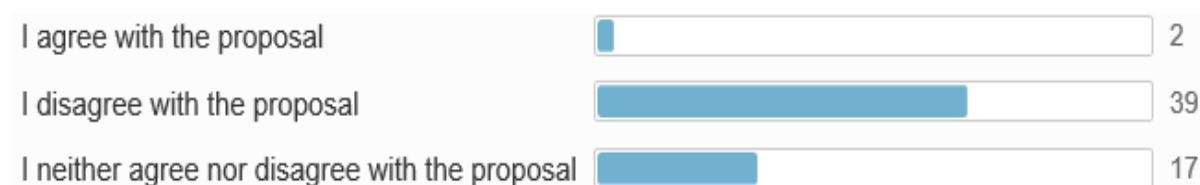
June 2018

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

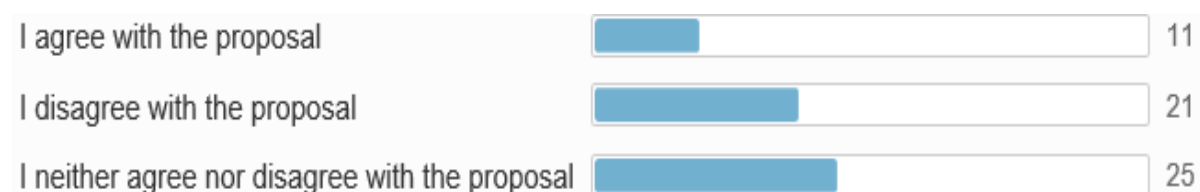
Q1: How do you feel about the ending of free travel for most Post-16 SEND students from September 2018?



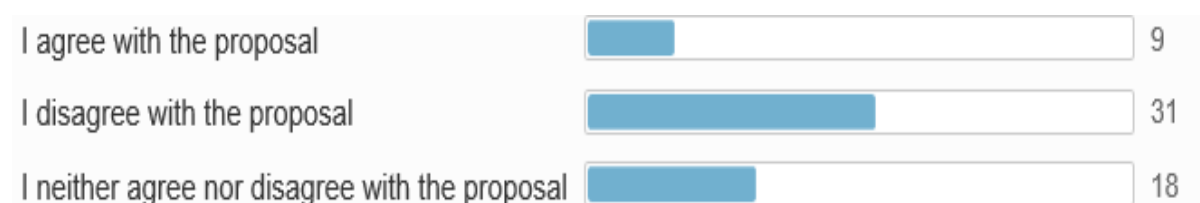
Q2: How do you feel about the ending of Post-16 subsidised transport to Henley College?



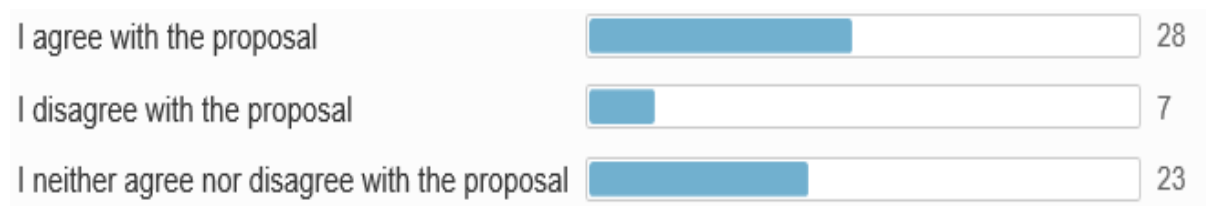
Q3: How do you feel about the Council clearly specifying when free travel will be provided to alternative education providers?



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



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



Themes mentioned by respondents during the consultation

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

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

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Service and Community Impact Assessment (SCIA)

Front Sheet:

Directorate and Service Area:

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

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

Home to School Transport Policy

Responsible owner / senior officer:

Neil Darlington, Admissions and Transport Services Manager

Date of assessment:

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

Summary of judgement:

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

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

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

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

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

Detail of Assessment:

Purpose of assessment:

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

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

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

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

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

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

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

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

These protected characteristics are:

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

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

Social Value

Under the Public Services (Social Value Act) 2012 the Council also has an obligation to consider how the procurement of services contracts with a life value of more than £173,934¹¹ might improve the economic, social, and environmental well-being of the area affected by the proposed contract, and how it might act to secure this improvement. However, it is best practice to consider social value for all types of contracts, service delivery decisions and new/updated policies. In this context, 'policy' is a general term that could include a strategy, project or contract.

Context / Background:

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

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

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

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

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

¹¹ [EC Procurement Threshold for Services](#)

Proposals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This situation is unique in Oxfordshire.

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

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

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

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

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

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

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

Evidence / Intelligence:

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

The affected groups are:

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

Alternatives considered / rejected:

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

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

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

Impact Assessment:

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

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

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

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

We also assess the impact on:

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

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

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

Impact on Individuals and Communities:

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

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

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

	cannot be mitigated.
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Impact on Staff:

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

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

Impact on other Council services:

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

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

Impact on providers:

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

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

Social Value

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

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

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

Action plan:

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

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

Monitoring and review:

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

Person responsible for assessment:

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

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

1. Introduction

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

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

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

2. Roles and Responsibilities of the Parent

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

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

3. Statutory Walking Distance

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

4. Walking Routes to School

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

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

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

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

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

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

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

7. Assessments regarding Travel Arrangements

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

8. Children in Public Care (looked after children)

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

9. Split site schools

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

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

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

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

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

11. Home

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

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

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

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

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

13. Escorts

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

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

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

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

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

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

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

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

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

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

14. Drivers

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

15. Parents accompanying children in OCC transport

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

16. Change of Address

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

17. "No Pass, No Travel"

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

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

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

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

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

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

18. Offer of free transport made in error

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21. Free Travel to Alternative Education Providers

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

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

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

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

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

23.1 Out County Weekly Boarding

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

23.2 Termly Boarding (3 terms per year)

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

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

23.3 Termly Boarding (4 terms per year)

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

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

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

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

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

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

23.6 Overnight Accommodation

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

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

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

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

Normally two pieces of evidence will be required.

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

25. The "Spare Seat Scheme"

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

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

Table 1- Priority for Spare Seats

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

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

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

Table 2 - Spare Seat Fares

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

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

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

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

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

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

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

27. Home to School Transport Appeals

The appeals process set out below applies to:

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

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

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

Stage 1: Review by the Admissions and Transport Services Manager

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

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

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

Stage 2: Review by an Independent Appeal Panel

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

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

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

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

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

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

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

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

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

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

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

Appendix 1

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

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

- Banbury Academy (Aspirations Academy Trust).

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

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

- Heyford Park Free School (Heyfordian School Trust).

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

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

- Space Studio, Banbury (Aspirations Academy Trust).

This school has a main point of entry in Year 10

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

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

These schools have a main point of entry in Reception.

“Split Village” Entitlement

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

“Split Village” Entitlement Table

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

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

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

Code of Conduct for those travelling on Home to School Transport

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

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

1. Introduction

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

2. 16 to 19 Transport Policy Statement

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

3. Independent Travel Training

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

4. The “Spare Seat Scheme”

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

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

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

Table 1 - Priority for Spare Seats

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

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

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

Table 2 - Spare Seat Fares

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

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

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

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

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

5. Requests for travel assistance

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

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

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

6.1 Out County Weekly Boarding

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

6.2 Termly Boarding (3 terms per year)

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

6.3 Termly Boarding (4 terms per year)

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

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

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

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

Payment will be made if one of the following applies:

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

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

6.6 Overnight Accommodation

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

7. Transport Appeals/Complaints

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

Stage 1 Review by the Admissions and Transport Services Manager

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

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

Stage two: Review by an independent appeal panel

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

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

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

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

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

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

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

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

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16-19 Bursary Funding

Overview

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

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

Eligibility

The person must:

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

Vulnerable student bursary

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

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

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

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

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

Discretionary bursary

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

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

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

How to claim

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

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

Short Break Transport for Disabled Children and Young People

Short Break Transport – Criteria

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

Criteria:

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

2. Transport funding will be prioritised for:

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

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

Access to holiday activity clubs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Short Break Transport for Disabled Children and Young People

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

d. Reasons the transport is required.

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

8. The scheme **cannot**:

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

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

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Divisions: ALL

CABINET– 19 JUNE 2018

25-Hour Free Early Education Place for Children Deferring School Reception

Report by Director for Children's Services

Introduction

1. The report notifies the Cabinet that government funding for 25 hours of early education for reception-age children deferring, or not taking up, a maintained school reception place will not be forthcoming nationally after the end of March 2019.
2. Due to the recently introduced new childcare entitlement for working families – the 30-hour offer - the number of families who may be affected by the withdrawal of the 25 hours offer in Oxfordshire is significantly reduced.

The 25 hours offer

Background

3. On 17 July 2007 Cabinet approved a change to full time school admissions for all reception aged children from January 2009. Prior to this date, admissions to reception were half time from the September after their 4th birthday, and full time from the term of the child's 5th birthday.
4. The approved policy change included measures to ameliorate the potential effect of the change in private, voluntary and independent (pvi) sector childcare providers and to allow parents maximum choice in the education and childcare provision for children of reception age.
5. One of the measures approved by Cabinet was to extend the offer of full time (25 hour) reception funding to pvi providers registered to claim government nursery education funding through the Council. This offer was fully funded by the government through Dedicated Schools Grant (DSG)

25 hour Take up in 2016/17 Academic Year

6. Take up of the 25 hour offer in the pvi sector has followed a common pattern each year, with numbers declining as the academic year progressed. Take up for the 2016/17 academic year are provided at table 1 as an illustration. The decline in take up during the school year reflects the decreasing proportion of the year cohort eligible to defer, as each term more become of statutory school age.

Table 1: Children Claiming 25 hours in 16/17 Academic Year

Sector	Aut 16	Spr 17	Sum17
Childminder	2	2	0
Independent School Nursery	223	129	62
LA Attached Nursery School	4	0	0
LA Nursery School	16	9	2
Playgroup or PreSchool	18	15	13
Private provider	27	20	15
Totals	290	175	92

7. Parents/carers may choose to defer take up of their child's school reception place for many reasons. These include that the child was not felt to be ready; due to imminent house move and not wishing to start a school for only a short period; or because their current childcare provision better meets family needs e.g. offering wraparound childcare or a more flexible offer.
8. Where summer-born children do not take up their school place in the term they become 5, the School Admissions Code requires that the place is forfeited and parents must reapply for a place for their child in the September following their 5th birthday. For popular and oversubscribed schools therefore, parents of summer born children usually choose to take up the place in the summer term to secure their preferred school
9. The Council's 6 freestanding nursery schools and 1 attached nursery school are currently permitted to offer 25-hour funding, but maintained nursery classes should only offer either a universal or extended 30-hour place. 16/17 data indicates that 4 of the 6 Freestanding nursery schools, and the attached nursery school at Wheatley offered 25-hour places (20 children in the autumn term, reducing to only 2 by the summer term). In the current academic year only 2 freestanding nursery schools continue to offer 25 hour funded places.
10. By the summer term 2017, only 92 children were still accessing the 25 hours in the pvi sector, 67% of these in independent schools. The vast majority (>90%) of the latter do not then take up a maintained or academy school place and are expected therefore to have remained in the Independent School.

Reviewing the 25-hour offer, and the new 30-hour childcare entitlement

11. In August 2016, the government consulted on changes to funding free childcare and early education places for 3 and 4-year olds, including a new national funding formula. As a result of this consultation, the Education and Skills Funding Agency (ESFA) confirmed that 'we consulted on a technical

correction to resolve a historic anomaly where government funded some four-year olds to receive up to 25 hours childcare rather than 15 hours'. Following the consultation, the government decided to implement this change from 2019-20 to allow sufficient time for local authorities to prepare for the change. Government funding for the 25 hours will therefore cease at the end of March 2019.

12. In September 2017, the government implemented a new childcare entitlement for working families – the 30 hour offer or extended entitlement. This increases the free funding entitlement for qualifying 3 and 4-year-old children. In Oxfordshire we estimate that 63% of all 3 and 4-year-old children qualify for the extended entitlement. This can be taken up in maintained early years provision, where the child has not yet accessed a reception place, or in the pvi sector – including academies and childminders. It can also be accessed in a range of holiday and out of school provision. Due to the 30-hour offer, the cohort of families who may be affected by the withdrawal of the 25 hours funding is significantly reduced, as they will be able to continue to access a free full-time place through the new funding route.

Financial and Staff Implications

13. Based on 2016/17 25-hour take up figures; the current hourly funding rate of £4.03 and assuming 63% of these families will qualify for the 30 hours/extended entitlement, to continue funding the remainder at 25 hours is estimated to cost in the region of £99,000 per year. There are no staff implications as funding is passed on to schools and settings.
14. Funding through the Early Years National Funding Formula is split into two components:
 - a. Funding for the 15 hours universal entitlement for three- and four-year-olds.
 - b. Funding for three- and four-year-old additional 15 hours for working parents.

There is no third option of 25 Hours

15. The DfE has confirmed that DSG funding for 25 hours will cease from April 2019. In the interim, the DfE are excluding any planned expenditure on this from the pass-through calculation in the formula. The calculation allows LAs to retain 5% of the funding for central services. This means that any expenditure to continue 25 hours will need to be funded from the centrally retained element of the funding or a local authority budget would need to be sourced. A decision to continue with this policy would therefore reduce the amount of centrally retained expenditure which is for the benefit of all Early Year providers. There is no LA budget available to continue with the 25 hours policy.

Equalities Implications

16. Note that in table 1, termly headcounts will include children accessing for 1, 2 and 3 terms. Over the year, 289 families accessed the 25-hour funding (assumed 37% not eligible for 30 hours is therefore around 106 families affected by the proposed change, for at least one term)

The new 30 hour extended entitlement means that full time funding will be accessible to the majority of families after the government withdraws 25-hour funding. The LA will ensure parents are aware of the new 30 hours extended entitlement and that providers can claim funding for them.

17. Those **not** eligible for the 30-hour extended entitlement would include:
- where one (in a single parent family) or both parents are unemployed/homemakers,
 - where one (in a single parent family) or both parents are on a very low income (the equivalent of working <16 hours a week based on the national minimum wage)
 - where one (in a single parent family) or both parents expect to earn over £100k per annum
 - Students

These parents will have the option to take up a place in a reception class at 25 hours per week.

18. Some children with SEND off set a place in reception for various reasons. The SENSS team are aware of 12-15 families who are currently planning on offsetting their child's place and to start reception in Sept 2019. Some of these children are likely to get 30-hour funding. Others will be looked at on a case by case basis and either funded as exceptional cases or be offered specialist provision where appropriate.

RECOMMENDATION

19. The Cabinet is **RECOMMENDED** to approve a change to the policy on Full Time admissions for Reception Aged 4 Year Olds to remove the 25-hour funding offer for children deferring or not taking up a school reception place, with effect from 1 April 2019

LUCY BUTLER
Director for Children's Services

Contact Officer: Debbie Rouget, Service Manager Early Years Sufficiency and Access 07554 437472
May 2018

Division(s):

CABINET – 19 JUNE 2018

MINERALS AND WASTE LOCAL PLAN: SITE ALLOCATIONS – ISSUES AND OPTIONS CONSULTATION

Report by Director for Planning & Place

Introduction

1. The Oxfordshire Minerals and Waste Local Plan: Part 1 – Core Strategy was adopted by the Council on 12 September 2017. The Core Strategy states that Part 2 of the Plan – Site Allocations will be prepared after its adoption. The eighth revision of the Oxfordshire Minerals and Waste Development Scheme, approved by Cabinet on 19 December 2017, includes a programme for the Site Allocations Plan (Sites Plan). The first key stage is public consultation on site options (issues and options consultation), which is timetabled for June – July 2018. The target date for adoption of the Sites Plan is November 2020.

Initial Informal Stakeholder Consultation

2. The Proposed Site Assessment Methodology and the Draft Sustainability Appraisal Scoping Report were published on 8 January 2018 for a six-week consultation. The consultation documents were published on the Council's website, with an invitation to comment, and relevant stakeholders were directly informed, including local community groups, parish and district councils, adjoining county / unitary councils, the minerals and waste industry, and statutory bodies.
3. Only 32 responses were received, 5 of which made no comment and a further 6 made comments on specific sites rather than on the consultation documents. The remaining 21 responses made comments on the proposed site assessment methodology and 7 also made comments on the draft sustainability appraisal scoping report. The respondents are listed in Annex 1.
4. The comments made on the two consultation documents are mainly on matters of relative detail rather than challenging fundamental principles. Some changes should be made to the site assessment methodology and the sustainability appraisal scoping report in the light of these comments. It is proposed that the revised site assessment methodology and sustainability appraisal scoping report be published on the Council's website alongside the Site Allocations Plan issues and options consultation document. This will provide a further and wider opportunity for public comment on these documents, in particular on the site assessment methodology.
5. The Proposed Site Assessment Methodology included a renewed 'call' for site nominations. This was circulated to all potentially interested minerals and waste operators, agents and landowners that we are aware of, to encourage

as wide as possible a range of site options to be put forward for assessment for possible inclusion in the Sites Plan.

6. There was a good response on sites for mineral working, with many previous nominations being re-confirmed and some additional sites being put forward. Nominations include potential sites for working of sharp sand and gravel, soft sand and crushed rock (limestone). A list of nominated minerals sites is at Annex 3. Maps of the nominated sites can be viewed in the Members' Resource Centre.
7. The response on sites for waste management facilities was more mixed. Many of the previous nominations have either not been re-confirmed or are no longer available, with some having now been permitted, although some new sites have been nominated. Information on the nominated sites is still being checked, but it seems that the capacity of nominated sites is less than the requirements identified in the adopted Core Strategy. A list of nominated waste sites is at Annex 4. Maps of the nominated sites can be viewed in the Members' Resource Centre.

Issues and Options Consultation

8. In 2007, issues and options consultations were undertaken on waste sites (February 2007) and mineral sites (April 2007). At that time, it was intended that separate minerals and waste plan documents would be prepared in parallel with the Core Strategy. In the event it was decided to concentrate first on preparation of the Core Strategy and to prepare a combined minerals and waste sites plan afterwards. Whilst many of the site options put forward in 2007 and the responses made to the consultation remain relevant, much has changed over the 11 years since those consultations. Some sites are no longer being promoted and other sites have been nominated, and factors affecting potential sites will also have changed. It is therefore necessary to carry out a new consultation on issues and options as a first key stage in preparation of the Sites Plan, to give people a fresh opportunity to input to this plan at an early stage and gather up to date information on sites.
9. At this stage in the plan preparation process, no decisions are made as to the sites that should or should not be included in the plan or on any other policy matters. The issues and options consultation is about inviting views on what the plan should cover and what the issues the plan should address are, and establishing the options (in particular the potential minerals and waste sites) and seeking information that will help in the assessment of those options. The stages of making decisions on site proposals and policies, and consulting on these, will come further on in the process – the first being consultation on a draft plan in early 2019.

Sites for Mineral Working

10. The Core Strategy, paragraph 4.19 identifies the following additional requirements for provision for mineral working over the plan period 2014 – 2031:

- Sharp sand and gravel – 5.0 mt;
- Soft sand – 1.3 mt;
- Crushed rock – no additional requirement.

These figures take into account the existing permitted reserves as at the end of 2015 and permissions granted in 2016, although permitted reserves that are expected to be worked after the end of the plan period (i.e. after 2031) are not included.

11. These additional requirement figures have been updated to take into account more recent information on permitted reserves at the end of 2016 and planning permissions granted since the end of 2016. Again, permitted reserves that are expected to be worked after the end of the plan period (i.e. after 2031) are not included. The effect of this is to increase the additional requirement for sharp sand and gravel to approximately 6.0 mt; but there is no longer any additional requirement for soft sand. The calculation of these figures is set out in Annex 2. This shows the additional requirement for sharp sand and gravel sub-divided between northern and southern Oxfordshire in accordance with Core Strategy policy M3, i.e. 25% in northern and 75% in southern Oxfordshire:
 - Sharp sand and gravel in northern Oxfordshire – approximately 1.5 mt;
 - Sharp sand and gravel in southern Oxfordshire – approximately 4.5 mt.
12. A planning application for a new sharp sand and gravel extraction quarry at New Barn Farm, Cholsey, in southern Oxfordshire, is the subject of a resolution of the Council's Planning and Regulation Committee that, subject to completion of s106 and routing agreements, planning permission be granted. If permitted, this site is expected to provide 1.8 mt of sharp sand and gravel over the plan period (to 2031). This would reduce the overall additional requirement to approximately 3.7 mt and the additional requirement in southern Oxfordshire to approximately 2.3 mt.
13. The nominated mineral sites are listed in Annex 3. The locations of the nominated sites are shown on maps which can be viewed in the Members' Resource Centre. They are subdivided into sites for sharp sand and gravel, soft sand and crushed rock; and the sharp sand and gravel sites are further subdivided between northern and southern Oxfordshire. In addition, comments are provided on the location of each site in relation to the locational strategy in Core Strategy policy M3, in particular whether the site is within one of the specified strategic resource areas or would be an extension to an existing aggregate quarry; and also on certain other high-level constraints (SACs, AONBs and Scheduled Monuments). On this basis an initial screening is provided as to whether the site should go forward for more detailed assessment or is not suitable for further consideration. Of 62 sites nominated, only 14 are assessed as not suitable for further consideration at this stage, although one other site is partly not suitable. One other site does not need to be assessed as it has planning permission for mineral working and is therefore already included in the planned provision.
14. The Issues and Options consultation document should, however, include all nominated sites, including those screened as not suitable for further

consideration, with the reasons for this initial screening. This would enable comments to be made on whether the initial screening is considered correct.

15. The estimated mineral yield of each site is shown and these are totalled for each group of sites. This shows that for sharp sand and gravel the potential yield of the site nominations is 17 times the additional requirement in northern Oxfordshire and 5 times the additional requirement in southern Oxfordshire.
16. Based on current information, including permitted reserves at the end of 2016, it could be concluded that, as there is no apparent additional requirement for soft sand or crushed rock, there is no need for the nominated sites for these minerals to be considered any further and consequently that they should not be included in the issues and options consultation. However, the position could change over time as further quarrying takes place and the remaining permitted reserves change. The figures will be updated later this year, when sales and reserves data for 2017 becomes available; and the final version of the Site Allocations Plan should be based on the most recent available data.
17. It is considered that the site nominations for soft sand and crushed rock should be assessed for possible allocation in the Sites Plan in case there does prove to be some requirement for site allocations for these minerals in the future. The issues and options consultation document should therefore also include all nominated sites for soft sand and crushed rock.

Sites for Recycled & Secondary Aggregates and Waste Management

18. Core Strategy, policy M1 states that provision will be made for facilities to enable the production and/or supply of a minimum of 0.926 mtpa of recycled and secondary aggregates; and that suitable sites for facilities will be allocated in the Sites Plan. The Oxfordshire Minerals & Waste Annual Monitoring Report 2016, December 2017 records the total capacity of recycled and secondary aggregate facilities in Oxfordshire at the end of 2016 as just over 1 mtpa. However, 0.36 mtpa of this capacity is at facilities with a time-limited consent ending before end of the plan period (end of 2031). The Sites Plan should seek to make provision through site allocations to replace this temporary capacity. However, the provision figure in policy M1 is not a ceiling and if suitable sites are available more capacity can be allocated.
19. Core Strategy, policy W3 identifies a need for additional provision for non-hazardous waste recycling of at least 0.33 mtpa by the end of the plan period (end of 2031) and states that specific sites to meet this requirement (or any update in the Oxfordshire Minerals & Waste Annual Monitoring Reports) will be allocated in the Sites Plan. It also states that other suitable sites for recycling, composting or food waste treatment (of non-hazardous and inert wastes) will also be allocated in the Sites Plan. As with sites for recycled and secondary aggregate facilities, there is no ceiling on the provision that may be made through site allocations.

20. Core Strategy, policy W6 states that no further provision will be made for disposal (i.e. landfill) of non-hazardous waste. It does not specify a requirement for inert waste disposal (landfill) but states that provision for permanent deposit to land or disposal to landfill of inert waste that cannot be recycled will be made at existing facilities and sites allocated in the Sites Plan; and that provision will be made for sites with capacity sufficient for Oxfordshire to be net self-sufficient in the management of inert waste.
21. Core Strategy, policy W7 on hazardous waste does not include any requirement for sites to be allocated in the Sites Plan. Core Strategy, Policy W9 on radioactive waste states that the Sites Plan will allocate sites to make specific provision for treatment and storage of radioactive waste at Harwell and Culham; and also for the disposal of low level radioactive waste at Harwell or Culham if this is demonstrated to be the most sustainable option.
22. The nominated waste sites are listed in Annex 4. The locations of the nominated sites are shown on maps which can be viewed in the Members' Resource Centre. They are subdivided into sites for non-hazardous waste recycling; composting/biological treatment; residual waste treatment; inert waste recycling (including recycled aggregates); waste water treatment; hazardous or radioactive waste management; and landfill. The estimated capacity of each site is shown.
23. In view of the more limited number of nominations for recycled & secondary aggregates and waste management, and the absence of a ceiling on the amount of provision to be made for recycled & secondary aggregates and for recycling, composting and food waste treatment, no screening of site nominations has been undertaken at this stage. It is proposed that screening against the locational strategy in Core Strategy policy W4 and high-level constraints should be carried out as part of the detailed assessment of site options. It is therefore considered that all the sites nominated for recycled & secondary aggregates and/or waste management developments should be included in the issues and options consultation document.

Consultation on Nominated Sites

24. The issues and options consultation is principally about gathering information that is relevant to and can be used in the assessment of site options, rather than about getting people's views on whether particular sites should or should not be allocated in the plan. There will be a further stage of consultation, early in 2019, when people will have the opportunity to give their views on a draft of the plan containing the Council's preferred sites following assessment. To help in this process, the consultation should ask the following questions about the site options.
25. Is the Council's initial screening of site nominations correct?
or
Are there valid reasons why any of the sites considered not suitable for further consideration should instead go forward to the detailed assessment stage, or vice versa?

26. To ensure some degree of certainty about delivery, should site allocations in the Sites Plan be drawn only from those sites that have been nominated by landowners or mineral/waste operators?
or
Should other sites, in addition to those nominated, be considered for possible allocation in the Sites Plan and, if so, why?
This question is particularly relevant to sites for recycled / secondary aggregate and waste management facilities, for which relatively few site nominations have been received.
27. In respect of each nominated site:
- What would be the impacts of the proposed minerals or waste development at this site? (including environmental, economic and social impacts, both negative and positive)
 - How could any negative impacts be mitigated to make the development acceptable?
 - Are there any other planning issues that affect this site?
 - What are the potential opportunities for restoration of the site? How should the site be restored and what benefits could be gained through restoration? (for mineral working and landfill sites).
- Similar questions to these were asked in the previous (2007) issues and options consultation.
28. Are there any other sites that the County Council should consider and assess for possible allocation for minerals or waste development in the Sites Plan? For each additional site put forward, a site nomination form should be completed – available on the Council’s website at:
Minerals: <https://www2.oxfordshire.gov.uk/cms/content/minerals-sites>
Waste: <https://www2.oxfordshire.gov.uk/cms/content/waste-sites>

Consultation on Other Issues about Allocation of Sites

29. In addition to consulting on site options, the issues and options consultation provides an opportunity to seek views on other issues relating to the allocation of sites. Suggested issues for inclusion in the consultation document are set out in Annex 5. For each issue there is a brief explanation of the issue followed by a suggested question or questions. It is intended that the explanations of the issues will be expanded in the published consultation document, to provide more detail where appropriate and to cross-refer to or quote from relevant parts of the Core Strategy and from national planning policy and guidance.

Minerals and Waste Cabinet Advisory Group

30. The Minerals and Waste Cabinet Advisory Group has met three times since work commenced on preparation of the Sites Plan. On 23 November 2017, the planned informal stakeholder consultation on site assessment methodology and sustainability appraisal scoping report were discussed; CAG members were subsequently provided with drafts of the consultation documents for

comment before they were published. On 28 March 2018, the CAG considered an initial report on feedback from that consultation, including site nominations. The site nominations were considered further at the CAG meeting on 21 May and there was discussion about the content of the issues and options consultation document, including the sites to be included and what other issues should be raised as consultation questions.

31. The discussion and views of members at the 21 May CAG meeting have informed this report. CAG members have asked to see a draft of the issues and options consultation document before it is finalised for publication.

Conclusion

32. There is some further work to be done on preparation of the issues and options consultation document for publication. I therefore propose that authority to approve the final document for publication, to include the site options listed in annexes 3 and 4 and the consultation questions at paragraph 25 – 28 and annex 5, be delegated to the Cabinet Member for Environment following consultation with other members of the Minerals and Waste Cabinet Advisory Group.
33. The timetable for preparation of the Site Allocations Plan in the Minerals and Waste Development Scheme 2017 agreed by Cabinet on 19 December 2017 shows public consultation on issues and options being undertaken in June/July 2018. It has proved necessary to allow slightly longer for preparation of the consultation document and it is now proposed that it be published in July 2018. Because the consultation would then run through August, the consultation period should be longer than 6 weeks and be extended into September to compensate. I have looked at the work programme for preparation of the plan and consider that this extension would not cause delay to subsequent stages of the plan. It should still be possible for a draft of the plan to be prepared for and considered by Cabinet in December 2018, for public consultation in January/February 2019. The adoption target of November 2020 would therefore be unaffected.

Financial and Staff Implications

34. The Minerals & Waste Local Plan is included within the work priorities of the Communities Directorate and is in part being progressed within the existing mainstream budget for the Council's minerals and waste policy function. The budget has been increased by £50,000 this year to fund the abnormal costs of plan preparation (including the commissioning of specialist technical evidence studies). Further increases will be required in 2019/20 and 2020/21, in particular to provide the funding required to take the plan through examination and to adoption. There are no additional staff implications.

Equalities Implications

35. None have been specifically identified.

Legal Implications

36. Under the Planning and Compulsory Purchase Act 2004 (as amended), the County Council is required to prepare a minerals and waste local plan. The European Waste Framework Directive, 2008 (2008/98/EC), as transposed through the Waste (England and Wales) Regulations 2011, requires waste planning authorities to put in place waste local plans. These requirements have in part been met by adoption of the Core Strategy and will be fully met by preparation and adoption of the Sites Plan.

Risk Management

37. If a new Minerals and Waste Local Plan, including both a Core Strategy and Sites Plan, is not adopted (for example, if the Sites Plan was abandoned or found to be “unsound” following examination), the County Council would not have a full, up to date and locally-determined land-use policy framework against which to determine applications for new mineral working and waste management developments in Oxfordshire. Such a diminution of local control over these operations would leave the authority with much less influence over the location of future minerals and waste operations and make it heavily reliant on the National Planning Policy Framework and National Planning Policy for Waste, which are considerably less comprehensive and detailed in their coverage of these matters.

RECOMMENDATION

38. **The Cabinet is RECOMMENDED to authorise the Director for Planning & Place, in consultation with the Cabinet Member for Environment, to approve the Oxfordshire Minerals and Waste Site Allocations Plan Issues and Options Consultation Document for publication for public consultation, the document to include the site options listed in annexes 3 and 4 and the consultation questions at paragraphs 25 – 28 and annex 5 of this report, following consultation with the Minerals and Waste Cabinet Advisory Group.**

SUSAN HALLIWELL

Director for Planning & Place

Background papers:

- i. Responses to consultation on Proposed Site Assessment Methodology and Draft Sustainability Appraisal Scoping Report, January 2018.
- ii. Site nominations for Mineral Working, Recycled & Secondary Aggregate Facilities and Waste Management Facilities submitted for possible inclusion in the Oxfordshire Minerals and Waste Local Plan: Part 2 – Site Allocations Plan.

Background papers can be viewed in the Minerals and Waste Policy Team of the Communities Directorate, 4th Floor, County Hall, Oxford.

Contact Officer: Peter Day – Minerals and Waste Policy Team Leader
June 2018

Annex 1

Respondents to the Consultation on Proposed Site Assessment Methodology and Draft Sustainability Appraisal Scoping Report, January/February 2018

Number	Respondent	Comments made on		
		Site Assessment Methodology	Sustainability Appraisal Scoping Report	Specific Sites / Other only
001	Hanborough Parish Council			Yes
002	Bicester Town Council			
003	Doncaster Council			
004	Richard Betteridge			Yes
005	Brian Fearneyhough			Yes
006	Watlington Parish Council	Yes		
007	Surrey County Council			
008	Sue Cooper	Yes		
009	Anti Gravel Group of Residents in Oxfordshire West (AGGROW)	Yes		
010	Office of Road & Rail			
011	Longworth Parish Council			Yes
012	Clifton Hampden & Burcot Parish Council	Yes	Yes	
013	Central Bedfordshire Council			
014	Oxfordshire County Council Rights of Way	Yes		
015	Anglian Water	Yes		
016	Highways England	Yes		
017	Dr Judith Webb			Yes
018	Environment Agency	Yes	Yes	
019	M&M Skip Hire Ltd	Yes		
020	McKenna Environmental Ltd	Yes		
021	Sheehan Haulage & Plant Hire Ltd	Yes		
022	Historic England	Yes	Yes	
023	Central & Eastern Berkshire Authorities	Yes		
024	South Oxfordshire District Council	Yes	Yes	
025	FCC Environment	Yes		
026	Berks, Bucks & Oxon	Yes		

	Wildlife Trust (BBOWT)			
027	Ministry of Defence – Defence Infrastructure Organisation	Yes		
028	Smith & Sons (Bletchingdon) Ltd	Yes	Yes	
029	Bampton Parish Council			Yes
030	Tarmac	Yes		
031	Natural England	Yes	Yes	
032	Appleford Parish Council	Yes	Yes	

Annex 2

Aggregate provision required over plan period 2014 – 2031

	Sharp Sand & Gravel (million tonnes)	Soft Sand (million tonnes)	Crushed Rock (million tonnes)
A. Annual Provision (from policy M2 / LAA)	1.015	0.189	0.584
B. Requirement 2014 – 2031 (policy M2) (A x 18 years)	18.270	3.402	10.512
C. Sales in 2014, 2015 and 2016	2.058	0.690	2.690
D. Remaining requirement (B – C)	16.212	2.712	7.822
E. Permitted Reserves at end 2016	11.383	1.341	8.545
Ei. Permitted Reserves at end 2016 (North)	8.577	n/a	n/a
Eii. Permitted Reserves at end 2016 (South)	2.806	n/a	n/a
F. Permissions granted from 1 January 2017 to 14 May 2018	0.5	2.015	0.600
G. Total permitted reserves available (from beginning 2017) (E + F)	11.883	3.356	9.145
H. Estimated permitted reserves available to be worked during remainder of plan period (from beginning 2017 to end 2031)	10.733	3.301	9.145
Hi. Estimated permitted reserves available to be worked during remainder of plan period (from beginning 2017 to end 2031) (North)	7.427	n/a	n/a
Hii. Estimated permitted reserves available to be worked during remainder of plan period (from beginning 2017 to end 2031) (South)	3.306	n/a	n/a
I. Remaining requirement to be provided for in Plan (D – H)	5.479	0	0
li. Remaining requirement			

to be provided for in the Plan (North – 25%)	1.370	n/a	n/a
iii. Remaining requirement to be provided for in the Plan (South – 75%)	4.109	n/a	n/a

Notes:

1. Permitted Reserves at end 2016 (Row E) do not include approximately 1.0 million tonnes of sharp sand and gravel at Thrupp Farm Quarry, Radley, which were previously included. Under 'ROMP' procedure the planning permission for this site has gone into suspension, and is currently dormant, and the site cannot be worked until there has been a review of the planning conditions attached to the planning permission. Consequently, in accordance with national Planning Practice Guidance, the 'reserves' at this site should not currently be included as permitted reserves and they do not form part of the landbank.

2. Permissions granted since end 2016 in row F comprise:

Sharp sand & gravel

Extension to Sutton Courtenay (Bridge Farm) Quarry (0.5 million tonnes) – permission granted 01 June 2018

Soft sand:

Extension to Duns Tew Quarry (0.415 million tonnes) – permission granted 08 May 2017;

Extension to Bowling Green Farm Quarry (1.6 million tonnes) – permission granted 16 June 2017);

Crushed rock:

Extension to Bowling Green Farm Quarry (0.6 million tonnes) – permission granted 16 June 2017).

3. The County Council's Planning and Regulation Committee on 27 November 2017 resolved that subject to completion of S.106 and routeing agreements permission be granted for the extraction of 2.5 mt of sharp sand and gravel from a new quarry at New Barn Farm, Cholsey, of which it is expected 1.8 mt would be worked within the plan period (to 2031). Completion of these agreements is still outstanding and the planning permission has not yet been issued, therefore this new quarry is not included in the permissions granted from end 2016 to May 2018 (Row F).

4. The planning application for an extension to Gill Mill Quarry submitted in 2013 and permitted in 2015 is for the working of a total of 7.8 million tonnes of sharp sand and gravel (including 2.8 million tonnes previously permitted and 5.0 million tonnes in the extension area). Information in the application indicates this will be worked over 22 years from 2013, giving an average rate of working of approximately 0.35 million tonnes per annum. Mineral working at Gill Mill Quarry is therefore expected to extend beyond the end of the plan period (2031); of the total of 7.8 million tonnes, it is estimated approximately 6.65 million tonnes will be worked within the plan period and approximately 1.15 million tonnes will remain to be worked after 2031. The permitted reserves of sharp sand and gravel available to be worked during the plan period have therefore been reduced by 1.15 million tonnes, from 11.383 million tonnes (row G) to an estimated 10.233 million tonnes (row H).

5. The planning application for an extension to Bowling Green Farm Quarry submitted in 2016 and permitted in June 2017 is for the working of a total of 1.6 million tonnes of soft sand. Information in the application indicates this will be worked over 19 years from 2018 to 2036 at an average rate of working of approximately 0.08 million tonnes per annum. Mineral working at Bowling Green Farm Quarry is therefore expected to extend beyond the end of the plan period (2031); of the total of 1.5 million tonnes, it is estimated approximately 1.1 million tonnes will be worked within the plan period and approximately 0.5 million tonnes will remain to be worked after 2031.

The planning application for an extension to Duns Tew Quarry submitted in 2014 and permitted in May 2017 is for the working of a total of 0.415 million tonnes of soft sand. Information in the application indicates this will be worked over 16/17 years from 2017 to 2033/34 at an average rate of working of approximately 0.025 million tonnes per annum. Mineral working at Duns Tew Quarry is therefore expected to extend beyond the end of the plan period (2031); of the total of 0.415 million tonnes, it is estimated approximately 0.365 million tonnes will be worked within the plan period and approximately 0.05 million tonnes will remain to be worked after 2031.

The permitted reserves of soft sand available to be worked during the plan period have therefore been reduced by 0.55 million tonnes, from 3.356 million tonnes (row G) to an estimated 3.301 million tonnes (row H).

6. The figures at row E.i and E.ii and row H.i and H.ii for sharp sand and gravel represent the *current* distribution of permitted reserves.

Oxfordshire County Council
01.06.2018

Site Nominations – Potential Mineral Working Sites

Sharp Sand and Gravel					
Northern Oxfordshire – Sites within Strategic Resource Areas or Extension to Existing Quarry					
Site No.	Site Name	Location	Yield (mt)	Comments	Initial Screening
SG-04	Land at Mead Farm	Yarnton	0.2	Outside Thames. Lower Windrush & Evenlode Valleys SRA. Potential extension to Cassington Quarry. Part of area not included in SRA to screen out likely significant effects on Oxford Meadows SAC.	Not suitable for further consideration
SG-05	Land to the East of Cassington Quarry	Gosford	0.2	Outside Thames. Lower Windrush & Evenlode Valleys SRA. Potential extension to Cassington Quarry. Part of area not included in SRA to screen out likely significant effects on Oxford Meadows SAC.	Not suitable for further consideration
SG-08	Lower Road, Church Hanborough	Church Hanborough / Eynsham	2.5	Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry or extension to Cassington Quarry.	Site should go forward for detailed assessment
SG-14	Stonehenge Farm	Northmoor	(1.6)	Thames. Lower Windrush & Evenlode Valleys SRA. Potential extension to Stanton Harcourt Quarry. Site has planning permission for mineral working.	Detailed assessment not needed – already permitted
SG-16	Land at Stonehouse Farm	Yarnton	1.1	Outside Thames. Lower Windrush & Evenlode Valleys SRA. Potential	Not suitable for further

				extension to Cassington Quarry. Part of area not included in SRA to screen out likely significant effects on Oxford Meadows SAC.	consideration
SG-18	Land near Standlake	Standlake / Northmoor	0.5	Thames. Lower Windrush & Evenlode Valleys SRA. Potential extension to Stanton Harcourt Quarry	Site should go forward for detailed assessment
SG-20	Land between Eynsham & Cassington	Eynsham / Cassington	1.5	Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry or extension to Cassington Quarry.	Site should go forward for detailed assessment
SG-20a	Wharf Farm	Cassington	1.6	Partly in Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry or extension to Cassington Quarry. Part of site north of River Evenlode not included in SRA to screen out likely significant effects on Oxford Meadows SAC.	Site should go forward for detailed assessment (part south and west of River Evenlode only)
SG-20b	Land at Eynsham	Eynsham	1.9	Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry or extension to Cassington Quarry.	Site should go forward for detailed assessment
SG-23	Windrush North, Gill Mill	Ducklington	0.8	Thames. Lower Windrush & Evenlode Valleys SRA. Potential extension to Gill Mill Quarry.	Site should go forward for detailed assessment
SG-27	Vicarage Pit, Cogges Lane	Stanton Harcourt / South Leigh	1.6	Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry.	Site should go forward for detailed assessment
SG-28	Guy Lakes North, adj	Stanton	0.4	Thames. Lower Windrush & Evenlode	Site should go

	B4449	Harcourt		Valleys SRA. Potential new quarry in conjunction with SG-27.	forward for detailed assessment
SG-29	Sutton Farm, Sutton	Stanton Harcourt	5.0	Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry.	Site should go forward for detailed assessment
SG-30	Home Farm, Brighthampton	Standlake	0.4	Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry or satellite extension to Gill Mill Quarry.	Site should go forward for detailed assessment
SG-31	Land east of Sutton	Stanton Harcourt	9.0	Thames. Lower Windrush & Evenlode Valleys SRA. Potential new quarry.	Site should go forward for detailed assessment
SG-63	Finmere Quarry	Finmere	0.3	Outside SRAs. Potential extension to Finmere Quarry.	Site should go forward for detailed assessment
Total potential yield from sites in North Oxfordshire to be moved on to detailed assessment			25.5	(not including Stonehenge Farm, 1.6 mt – included in existing permitted reserves)	
Southern Oxfordshire – Sites within Strategic Resource Areas or Extension to Existing Quarry					
Site No.	Site Name	Location	Yield (mt)	Comments	Initial Screening
SG-03	Land adjacent to Benson Marina	Benson	0.1	Partly in Thames & Lower Thame Valleys SRA. Not an extension to a quarry. Very small to be a free-standing quarry.	Site should go forward for detailed assessment
SG-09 and SG-	Land north of Drayton St Leonard and Berinsfield	Drayton St Leonard /	6.0	Thames & Lower Thame Valleys SRA. Potential new quarry.	Site should go forward for

59	and land at Stadhampton	Stadhampton			detailed assessment
SG-11 and SG-65	Land north east of Sonning Eye (Caversham phases 'D' & 'E')	Eye and Dunsden	3.5	Thames Valley Caversham to Shiplake SRA. Potential extensions to Caversham Quarry.	Site should go forward for detailed assessment
SG-13	Land at Shillingford	Warborough / Dorchester	5.3	Thames & Lower Thame Valleys SRA. Potential new quarry. Substantially constrained by Scheduled Monuments and non-designated assets of equal significance.	Not suitable for further consideration
SG-17	Land at Culham	Clifton Hampden	2.5	Thames & Lower Thame Valleys SRA. Potential new quarry. Scheduled Monument reduces potential yield from 4.0 to 2.5 mt. Planning permission refused 2017 but does not rule out consideration for Sites Plan.	Site should go forward for detailed assessment
SG-19	Bridge Farm	Sutton Courtenay / Appleford	0.5	Thames & Lower Thame Valleys SRA. Potential extension to Sutton Courtenay Quarry. Planning permission 'granted' 2017 subject to legal agreements.	Site should go forward detailed assessment
SG-33	Land south of Wallingford, New Barn Farm	Cholsey	3.9	Thames & Lower Thame Valleys SRA. Potential new quarry. Planning permission 'granted' 2017 for part of site (2.5 mt) subject to legal agreements.	Site should go forward for detailed assessment
SG-41	N of Lower Radley	Radley	1.5	Thames & Lower Thame Valleys SRA. Potential new quarry.	Site should go forward for detailed assessment
SG-42	Nuneham Courtenay	Nuneham Courtenay	4.4	Thames & Lower Thame Valleys SRA. Potential new quarry.	Site should go forward for detailed

					assessment
SG-60	White Cross Farm	Wallingford	0.5	Thames & Lower Thame Valleys SRA. Potential new quarry to create proposed marina.	Site should go forward for detailed assessment
SG-62	Appleford	Didcot	1.1	Thames & Lower Thame Valleys SRA. Potential extension to Sutton Courtenay Quarry.	Site should go forward for detailed assessment
SG-67	Sutton Wick Quarry	Sutton Wick	0.2	Outside Thames & Lower Thame Valleys SRA. Potential extension to Sutton Wick Quarry.	Site should go forward for detailed assessment
Total potential yield from sites in South Oxfordshire to be moved on to detailed assessment			24.2		
Sharp Sand and Gravel – Sites outside Strategic Resource Areas and not Extension to Existing Quarry					
Site No.	Site Name	Location	Yield (mt)	Comments	Initial Screening
SG-12	Land south of Chazey Wood	Mapledurham	3.0	Outside SRAs. Not an extension to an existing quarry.	Not suitable for further consideration
SG-15	Dairy Farm	Clanfield	5.4	Outside SRAs. Not an extension to an existing quarry.	Not suitable for further consideration
SG-36	Land at Friars Farm	Stanton Harcourt / South Leigh	0.4	Outside SRAs. Not an extension to an existing quarry.	Not suitable for further consideration
SG-37	Land at Grandpont and South Hinksey	Grandpont, Oxford / South	1.5	Outside SRAs. Not an extension to an existing quarry.	Not suitable for further consideration

		Hinksey			
SG-58	Chestlion Farm	Clanfield	5	Outside SRAs. Not an extension to an existing quarry.	Not suitable for further consideration
SG-58a	Manor Farm	Clanfield	12	Outside SRAs. Not an extension to an existing quarry.	Not suitable for further consideration
SG-61	Mains Motors	Ewelme	n/k	Outside SRAs. Not an extension to an existing quarry. Within Chilterns AONB.	Not suitable for further consideration
Soft Sand – Sites within Strategic Resource Areas or Extension to Existing Quarry					
Site No.	Site Name	Location	Yield (mt)	Comments	Initial Screening
SS-03	Hatford Quarry South extension	Stanford in the Vale	1.0	Corallian Ridge SRA. Potential extension to Hatford Quarry.	Site should go forward for detailed assessment
SS-04	Land at Pinewoods Road	Longworth	1.1	Corallian Ridge SRA. Potential new quarry. Planning permission refused 2012 but does not rule out consideration for Sites Plan.	Site should go forward for detailed assessment
SS-05	Land at Kingston Bagpuize	Frilford	0.5	Corallian Ridge SRA. Potential new quarry.	Site should go forward for detailed assessment
SS-07	Home Farm	Shellingford	0.5	Corallian Ridge SRA. Potential new quarry.	Site should go forward for detailed assessment
SS-08	Shellingford Quarry -	Shellingford	2.7	Corallian Ridge SRA. Potential	Site should go

	western extension			extension to Shellingford Quarry.	forward for detailed assessment
SS-12	Land at Chinham Farm (Chinham Hill)	Stanford in the Vale	0.3	Corallian Ridge SRA. Potential extension to Bowling Green Farm Quarry.	Site should go forward for detailed assessment
SS-15	Hatford Quarry North extension	Hatford	0.5	Corallian Ridge SRA. Potential extension to Hatford Quarry.	Site should go forward for detailed assessment
SS-16	Hatford Quarry (Stanford Extension)	Stanford in the Vale	3.5	Corallian Ridge SRA. Potential extension to Hatford Quarry.	Site should go forward for detailed assessment
SS-17	Land north and south of A420 near Fyfield and Tubney (replaces previous nomination SS-01 Tubworth Barn)	Tubney	2.0	Corallian Ridge SRA. Potential new quarry.	Site should go forward for detailed assessment
SS-18	Hatford Quarry West extension	Hatford	0.2	Corallian Ridge SRA. Potential extension to Hatford Quarry.	Site should go forward for detailed assessment
Total potential yield from sites to be moved on to detailed assessment			12.3		
Crushed Rock – Sites within Strategic Resource Areas or Extension to Existing Quarry					
Site No.	Site Name	Location	Yield (mt)	Comments	Initial Screening
CR-03	South extension to Rollright Quarry	Rollright	0.6	Outside SRAs. Potential extension to Rollright Quarry. Within Cotswolds	Not suitable for further

				AONB.	consideration
CR-07	Adjacent to Whitehill Quarry	Burford	4.5	Burford – South of A40 SRA. Potential new quarry or extension to Whitehill Quarry.	Site should go forward for detailed assessment
CR-08	Castle Barn Quarry	Sarsden	0.1	Outside SRAs. Potential extension to Castle Barn Quarry. Within Cotswolds AONB.	Not suitable for further consideration
CR-09	Great Tew Estate Quarry	Great Tew	0.1	Outside SRAs. Potential extension to Great Tew Quarry.	Site should go forward for detailed assessment
CR-10	Burford Quarry SW extension	Burford	1.6	Burford – South of A40 SRA. Potential extension to Burford Quarry.	Site should go forward for detailed assessment
CR-11	Hatford North Extension	Hatford	1.5	East / South East of Faringdon SRA. Extension to Hatford Quarry.	Site should go forward for detailed assessment
CR-12	Land at Chinham Farm (Chinham Hill)	Stanford in the Vale	0.1	East / South East of Faringdon SRA. Extension to Bowling Green Farm Quarry.	Site should go forward for detailed assessment
CR-13	Dewars Farm Quarry east extension	Middleton Stoney / Ardley	3.6	North west of Bicester SRA. Potential extension to Dewars Farm Quarry.	Site should go forward for detailed assessment
CR-15	Land off the B4100, Baynards Green	Ardley / Fritwell	4.5	North west of Bicester SRA. Potential new quarry.	Site should go forward for detailed assessment

CR-16	Shellingford Quarry - western extension	Shellingford	4.6	East / South East of Faringdon SRA. Extension to Shellingford Quarry.	Site should go forward for detailed assessment
CR-17	Hatford (south extension)	Hatford	1.0	East / South East of Faringdon SRA. Extension to Hatford Quarry.	Site should go forward for detailed assessment
CR-18	Shipton on Cherwell Quarry	Shipton on Cherwell	1.8	Outside SRAs. Potential extension to Shipton on Cherwell Quarry.	Site should go forward for detailed assessment
CR-19	Dewars Farm Quarry south extension	Middleton Stoney	2.2	North west of Bicester SRA. Potential extension to Dewars Farm Quarry.	Site should go forward for detailed assessment
CR-20	Land at Burford Road	Brize Norton	3.0	Burford – South of A40 SRA. Potential new quarry.	Site should go forward for detailed assessment
CR-21	Hatford Quarry (Stanford Extension)	Stanford in the Vale	2.0	East / South East of Faringdon SRA. Extension to Hatford Quarry.	Site should go forward for detailed assessment
CR-22	Hatford Quarry West extension	Stanford in the Vale	1.2	East / South East of Faringdon SRA. Extension to Hatford Quarry.	Site should go forward for detailed assessment
Total potential yield from sites to be moved on to detailed assessment			32.4		

Other Sites					
Site No.	Site Name	Location	Yield (mt)	Comments	Initial Screening
SG-64	Land at Thrupp Lane, Radley	Radley	1 0 Pulverised Fuel Ash	Outside SRAs. Not for extraction of primary aggregate. No policy in Core Strategy on re-working of PFA from restored mineral workings.	Not suitable for further consideration

Site Nominations – Potential Sites for Recycled & Secondary Aggregates and Waste Management Facilities

Waste Site Nominations for Non-Hazardous Waste Recycling				
Site No.	Site Name	Capacity (tonnes per annum)	Previous or New Nomination	Comments
002	Prospect Farm, Chilton (Raymond Brown)	17,000	Previous nomination carried forward	Dual facility – non-hazardous and inert waste recycling, total capacity 60,000 tpa (see also row 30). Site is in AONB.
003Aii	Dix Pit, Stanton Harcourt (FCC)	100,000	New nomination at previous nomination	Waste Transfer Station and HWRC currently permitted to 2028/2029 – linked with 030Ai
009	Worton Farm Areas C & D, Yarnton (M&M Skips)	75,000	Previous nomination carried forward	Extensions to Skip Waste Recycling Facility. Dual facility – non-hazardous and CDE waste recycling. Site is in Green Belt.
010Ai	Sutton Courtenay Landfill Area 1 (FCC)	160,000	Previous nomination carried forward	MRF 160,000tpa. Current permission expires 2030.
010Bi	Sutton Courtenay Landfill Area 2 (FCC)	50,000	New nomination at previous nomination	Household, Commercial and Industrial waste recycling and transfer – linked with 010Aii
011Aii	Finmere Quarry (AT Contracting)	150,000	New nomination at previous nomination	Retention of MRF – linked with 011Ai, 011Aiii & 011Aiv
013Ai	Ewelme 2 (Grundon)	15,000	New nomination at previous nomination	Recycling road sweepings - currently permitted for 12 years – linked with 013Ai & 013Aiii
013Aii	Ewelme 2 (Grundon)	50,000	New nomination at previous nomination	Non-hazardous waste recycling, preparation for recovery and transfer - currently permitted for 12 years – linked with 013Aii & 013Aiii
023	Alkerton landfill and Civic Amenity (Sita)	50,000	Previous nomination carried forward	Poorly located for road access and adjoins residential properties in part
180	Elmwood Farm, Black Bourton	13,600	Previous nomination	Recycling of waste wood to produce wood chip.

	(Cotswold Wood Fuels)		carried forward	
236	Dix Pit Complex (ConRec)	35,000	Previous nomination carried forward	Recycling of skip waste.
250	Broughton Poggs Business Park (Recycle-lite)	50,000	Previous nomination carried forward	MRF for mixed wastes
261	The Marshes, Knightsbridge Farm, Yarnton (Sheehan)	35,000	Previous nomination carried forward	Non-hazardous & CDE skip waste recycling. Appeal dismissed 2015 on Green Belt grounds.
282	Field Barn Farm, near Wantage (J James)	20,000	New nomination	Wood recycling & recovery (non-hazardous)
286i	Wally Corner, Berinsfield (FCC)	50,000	New nomination	Household and C&I waste recycling & transfer – part of composite proposal – linked with 286ii
Waste Site Nominations for Composting / Biological Treatment				
Site No.	Site Name	Capacity (tonnes per annum)	Previous or New Nomination	Comments
010Aii	Sutton Courtenay Landfill Area 1 (FCC)	75,000	Previous nomination carried forward	Green Waste Composting 75,000tpa. Current permission expires 2030.
226	Dewars Farm, Ardley (Summerleaze)	45,000	Previous nomination carried forward	Anaerobic Digestion. Location within Dewars Farm Quarry to be decided
249A & 249B	High Cogges Farm, Witney (High Cogges Farm Ptnrs)	10,000	Previous nomination carried forward	Anaerobic digestion of food and farm waste. Two alternative sites; both are green field
Waste Site Nominations for Residual Waste Treatment				
Site No.	Site Name	Capacity (tonnes per annum)	Previous or New Nomination	Comments
010C	Sutton Courtenay Landfill Area 3 (FCC)	200,000	New nomination at previous nomination	Waste Treatment / Biomass Treatment / Waste to Energy – Household, C&I, Wood Waste, Hazardous Waste.

011Aiv	Finmere Quarry (AT Contracting)	150,000	New nomination at previous nomination	Waste treatment facility (EFW) – linked with 011Ai, 011Aii & 011Aiii.
023	Alkerton landfill and Civic Amenity (Sita)	150,000	Previous nomination carried forward	Poorly located for road access and adjoins residential properties in part.
103	Lakeside Industrial Estate, Standlake (Ethos Recycling)	150,000	Previous nomination carried forward	Site has benefit of CLEUD in part.
138	Woodside, Old London Road, Ewelme (Main)	150,000	Previous nomination carried forward	Within AONB.
217	Culham No.4 site, Clifton Hampden (Leda)	200,000	Previous nomination carried forward	Site is in Green Belt.
Waste Site Nominations for Inert Waste Recycling (including recycled aggregates)				
Site No.	Site Name	Capacity (tonnes per annum)	Previous or New Nomination	Comments
002	Prospect Farm, Chilton (Raymond Brown)	43,000	Previous nomination carried forward	Dual facility – non-hazardous and inert waste recycling, total capacity 60,000 tpa Site is in AONB.
005	Playhatch Quarry, Playhatch (Grabloader)	100,000	Previous nomination carried forward	Existing capacity 70,000 tpa
008B	New Wintles Farm, Eynsham (Einig)	200,000	Previous nomination carried forward	Current permission limited to 170,000 tpa
009	Worton Farm Areas C & D, Yarnton (M&M Skips)	75,000	Previous nomination carried forward	Extensions to Skip Waste Recycling Facility. Dual facility – non-hazardous and CDE waste recycling. Site is in Green Belt.
009A	Worton Farm (Cresswell Field) Area A, Yarnton (M&M Skips)	250,000	Previous nomination carried forward	Site is in Green Belt. Increase of 200,000 tpa to existing capacity.
011Aiii	Finmere Quarry (AT Contracting)	150,000	New nomination at previous nomination	Part of composite nomination – linked with 011Ai, 011Aii & 011Aiv
013Aiii	Ewelme 2 (Grundon)	10,000	New nomination at previous nomination	C&D waste recycling - currently permitted for 12 years – linked with 013Ai & 013Aii

018	Holloway Farm, Waterstock/Milton Common (Sheehan)	100,000	Previous nomination carried forward	Site is in Green Belt and is green Field
020B	Faringdon Quarry, Faringdon (Grundon)	10,000	Previous nomination carried forward	Currently has temporary permission for 8 years.
026	Whitehill Quarry, Burford (Smiths)	100,000	Previous nomination carried forward	
030Ai	Sipton on Cherwell Quarry (Sipton Ltd)	Not known	New nomination at previous nomination	Inert waste recycling – part of composite proposal - linked with 030Aii
103	Lakeside Industrial Estate, Standlake (Ethos Recycling)	270,000	Previous nomination carried forward	Site has benefit of CLEUD in part.
225	Cedars Lane, Benson (Main)	30,000	Previous nomination carried forward	Site is green Field.
229	Shellingford Quarry (Earthline)	30,000	Previous nomination carried forward	Currently permitted to 2021
236	Dix Pit Complex (Sheehan)	175,000	Previous nomination carried forward	Site subject to temporary planning permission to 2029; maximum permitted input 100,000 tpa
245	Challow Marsh Farm, West Challow (McDowell)	20,000	Previous nomination carried forward	Site is green field.
248	Thrupp Lane, Radley (Tuckwell)	100,000	Previous nomination carried forward	Site is in Green Belt.
262	Lower Heath Farm, Cottisford (Direct Farm Eggs)	Not known	Previous nomination carried forward	Land and buildings at farm site; former egg production unit.
265	Woodeaton Quarry, Woodeaton (Mckenna)	40,000	Previous nomination carried forward	Linked to permitted infill of quarry with inert waste. Site is in Green Belt
274	Moor End Farm, Thame (Einig)	130,000	Previous nomination carried forward	Current temporary permission requires restoration by 31/12/2022.
276	Oday Hill, Sutton Wick (Tuckwell)	100,000	Previous nomination carried forward	Site subject to planning permission requiring restoration by 31/12/2028.
278	Adj B4100 (east of Green Farm), Baynards Green (Einig)	200,000	Previous nomination carried forward	Inert waste recycling. Site is largely green field.
279	Rear of Ford Garage, Rycote	70,000	Previous nomination	CDE waste recycling. Site is green field.

	Lane, Thame (Einig)		carried forward	
280	Oxford Shooting School, Enstone Airfield (Einig)	110,000	Previous nomination carried forward	Currently has permission to 2021.
283i	Hatford Quarry, Stanford Extension (Hatford Quarry Ltd)	Not known	New nomination	CDE waste recycling – part of composite proposal - linked with 283ii
286ii	Wally Corner, Berinsfield (FCC)	50,000	New nomination	C&D waste recycling & transfer – part of composite proposal – linked with 286i
Waste Site Nominations for Waste Water Treatment				
Site No.	Site Name	Capacity (tonnes per annum)	Previous or New Nomination	Comments
232	Banbury Sewage Treatment Works (TWA)	1,000	Previous nomination carried forward	Existing sewage treatment works.
233	Witney Sewage Treatment Works (TWA)	1,000	Previous nomination carried forward	Existing sewage treatment works.
234	Didcot Sewage Treatment Works (TWA)	1,000	Previous nomination carried forward	Existing sewage treatment works.
Waste Site Nominations for Hazardous or Radioactive Wastes				
Site No.	Site Name	Capacity (tonnes per annum)	Previous or New Nomination	Comments
010Bii	Sutton Courtenay Landfill Area 2 (FCC)	50,000	New nomination at previous nomination	Hazardous waste recycling and transfer – linked with 010Ai
152	Ewelme 1 (Grundon)	5,000	New nomination at previous nomination	Hazardous waste recycling and preparation for recovery
285	Harwell Nuclear Licence Site, Harwell Campus (NDA & Magnox)	Not known	New nomination	Intermediate & low-level radioactive waste management

Waste Site Nominations for Landfill				
Site No.	Site Name	Capacity (tonnes per annum)	Previous or New Nomination	Comments
003Ai	Dix Pit, Stanton Harcourt (FCC)	1,000,000 cu.m	New nomination at previous nomination	Inert waste landfill. Currently permitted to 2028 - linked with 030Aii
011Ai	Finmere Quarry (AT Contracting)	Not known	New nomination at previous nomination	Landfill extension – linked with 011Aii, 011Aiii & 011Aiv
030Aii	Shipton on Cherwell Quarry (Shipton Ltd)	200,000 cu.m	New nomination at previous nomination	Inert waste infill to restore quarry – part of composite proposal - linked with 030Ai
222	Land north of Wroxton Fields Quarry (Peter Bennie Ltd)	500,000 cu.m.	Previous nomination carried forward	Inert waste infill to restore quarry
224	Ambrose Quarry, Ewelme (Grundon)	125,000 cu.m.	Previous nomination carried forward	Inert waste infill to restore quarry. Infill at 25,000 cu.m. a year for 5 years
230	Chinham Farm (Hills)	300,000 cu.m.	Previous nomination carried forward	Inert waste infill to restore quarry.
277	Land adjacent the B480 near Chalgrove (Einig)	20,000 cu.m.	Previous nomination carried forward	Inert waste infill for 2 years.
283ii	Hatford Quarry, Stanford Extension (Hatford Quarry Ltd)	3,500,000 cu.m	New nomination	CDE waste infill to restore quarry – part of composite proposal - linked with 283i

Consultation Questions on Other Issues about Allocation of Sites

Issue 1 Level of provision and contingency for mineral working

Question 1

a) Should the plan make only the arithmetic minimum provision in site allocations that is required to meet the additional requirements for mineral working in Annex 2?

or

b) Should provision in allocations also take into account the need to ensure there is sufficient production capacity available throughout the plan period to enable an adequate level of supply (recognising that reserves are not being equally distributed between quarries and quarries have differing levels of output)?

Question 2

a) Should some contingency be added to the additional requirements for mineral working site provision to give flexibility in case sites cannot be brought forward or cannot deliver the expected yield?

if yes,

b) What level of contingency provision would it be appropriate to add: 10%, 20%, 25%, other?

Issue 2 Provision for soft sand and crushed rock

Given that there is uncertainty over whether any site provision is needed for soft sand and crushed rock and that any additional requirement is likely to be towards the end of the plan period:

Question 3

a) Should specific sites be allocated for soft sand and crushed rock?

or

b) Should provision be made in some other way, such as by broader areas of search?

if yes,

c) Which areas should be included in areas of search?

Issue 3 Site size and extensions or new sites for mineral working

There is usually a minimum size of site (by mineral yield) below which mineral working is unlikely to be economic. In addition, the potential impact of a larger number of small sites is likely to differ from that of a smaller number of large sites, including that more communities are likely to be affected.

Question 4

Should a minimum site size (by mineral yield) be applied in the allocation of sites for mineral working?

Core Strategy policy M4 b) says that allocation of sites in the Site Allocations Plan should take into account 'priority for extension of existing quarries, where environmentally acceptable, before working new sites'.

Question 5

To what extent should this priority for extensions be applied in the allocation of sites for: sharp sand and gravel; soft sand; and crushed rock; taking into account other factors, including ensuring sufficient production capacity for these minerals throughout the plan period?

Issue 4 Restoration of mineral working sites

Core Strategy policy M4 c) says that allocation of sites in the Site Allocations Plan should take into account 'potential for restoration and after-use and for achieving the restoration objectives of the Plan in accordance with policy M10'.

Question 6

What weight should be given to the achievement of the restoration objectives of the Core Strategy relative to other factors in the allocation of sites for mineral working?

Question 7

- a) Should the Sites Plan specify how sites allocated for mineral working are to be restored?
if yes,
b) How detailed should the specified restoration requirements be?

Issue 5 Sites already permitted for mineral working

Sites that already have planning permission for aggregate mineral working form part of the overall provision for the plan period (and in some cases beyond). If any of these permissions were 'lost' they would have to be replaced by equivalent provision elsewhere.

Question 8

Should areas of land that already have planning permission for mineral extraction also be 'allocated' in the Sites Plan?

Issue 6 Provision for recycling / secondary aggregates and waste management

Waste management facilities come in a range of sizes, both in terms of site area and throughput. This is reflected in the spatial strategy in policy W4 of the Core Strategy, which specifies areas around the large towns where strategic (over 50,000 tpa) and non-strategic (20,000 – 25,000 tpa) facilities should be located but which says smaller scale facilities can be located more widely, including in more rural areas.

Question 9

- a) Should there be a size threshold for sites allocated in the Sites Plan?
- b) Should the Sites Plan only allocate sites for strategic and non-strategic waste management facilities? (Policy W3 refers only to sites for strategic and non-strategic waste management facilities being allocated.)

Relatively few site nominations have been received for facilities.

Question 10

Should the County Council seek to identify other sites for recycling / secondary aggregate and waste management facilities (in addition to those that have been nominated)?

Many types of waste management facilities, particularly for recycling, that are normally accommodated inside buildings can be acceptably located on industrial estates alongside other industrial and commercial premises.

Question 11

- a) Should the sites plan allocate industrial estates and other broad areas of employment land where waste management facilities could potentially be located?
if yes,
- b) Should this be as well as or instead of the allocation of specific sites?

Issue 7 Provision for inert waste disposal

Core Strategy policy W6 says sites for permanent deposit to land or disposal to landfill of inert waste will be allocated in the Sites Plan. This policy also says priority will be given to the use of inert waste that cannot be recycled as infill for restoration of active or unrestored quarries; and deposit or disposal of inert waste on land will not otherwise be permitted unless there would be overall environmental benefit.

Question 12

- a) Should the Site Allocations Plan only allocate active or unrestored quarries as sites for deposit or disposal of inert waste?
or
- b) Should it also allocate other sites where deposit or disposal of inert waste on land would result in overall environmental benefit?

Issue 8 Mineral safeguarding

Policy 8 of the Core Strategy safeguards mineral resources through the identification of mineral safeguarding areas. These are shown on the Policies Map accompanying the adopted plan. They are limited to the strategic resource areas in policy M3 and certain other large areas of sharp sand and gravel resource. There are other areas of

mineral resource within Oxfordshire where potentially workable minerals may exist but which are not safeguarded.

Question 13

a) Should the mineral safeguarding areas be amended to include other areas of mineral resource?

if yes,

b) Which other areas of mineral resource should be included within mineral safeguarding areas?

Core strategy policy M9 safeguards aggregate rail depot sites and says that other mineral infrastructure sites to be safeguarded will be defined in the Sites Plan.

Question 14

Which other mineral infrastructure sites should be defined to be safeguarded?

Issue 9 Waste site safeguarding

Core Strategy policy W11 safeguards existing waste management sites, as listed in Appendix 2 of the Core Strategy, pending adoption of the Sites Plan. It is for the Sites Plan to finalise which sites should be safeguarded for the long term.

Question 15

a) Are there any waste sites in Core Strategy Appendix 2 that should not be safeguarded?

b) Are there any waste sites not included in Core Strategy Appendix 2 that should be safeguarded?

c) What are the reasons for these deletions from or additions to the list of safeguarded waste sites?

Issue 10 – Any other matters the plan should cover

This consultation comes under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). This Regulation requires the local planning authority to notify specific bodies and other appropriate bodies and persons of the subject of the proposed local plan and invite them to make representations about what the plan ought to contain.

Question 16

Is there anything else that the proposed Oxfordshire Minerals and Waste Site Allocations Plan should contain?

Division(s): All

CABINET – 19 JUNE 2018

CORPORATE PLAN 2018-2021

Report by the Chief Executive

Introduction

1. The Corporate Plan sets out the County Council's overarching strategy for the period 2018-2021. It states our updated vision for 'thriving communities' in Oxfordshire and describes the council's main priorities and the specific actions that will be taken in the period to March 2019.
2. A draft of the Corporate Plan was considered by County Council on 13th February 2018, and a motion agreed that the plan should be reconsidered prior to a further meeting of Council. Following this a cross-party Working Group met to debate, steer, shape and finalise the Corporate Plan 2018-2021.
3. This paper provides the background to the attached draft Corporate Plan 2018- 2021 in ANNEX A and recommends that Cabinet recommend the document for agreement by Council in July.

Background

4. In October 2017 the Council published a short, public-facing document (the 'prospectus') which summarises the council's vision and priorities; this document has been widely distributed and has been positively received.
5. The Corporate Plan 2018- 2021 expands on the messages in the prospectus, drawing together our vision, values, challenges we face and the key areas of focus for the coming year.
6. The intended audience for the Plan is Councillors, staff, partners, inspectors and residents with a specific interest. It is also intended to be a predominantly web-based document, linking to more detail about specific elements in the Plan.

Response to Council comments on the plan

7. Councillors expressed views that the corporate plan should be shorter and more focused, with greater emphasis on future plans and how these will be achieved. Councillors also wished to see the full detail of how progress will be measured through priority outcomes, indicators and measures. This information can be seen in ANNEX B of this report.

8. The priority outcomes and indicators for this Plan were discussed and agreed both by the Corporate Plan Working Group and by Performance Scrutiny Committee at its meeting on 24th May 2018.

Finalising the Corporate Plan

9. The Corporate Plan is a key document for the council, building on and aligning closely to the messages in the prospectus document. Together they set the future strategic direction and how this will be achieved.
10. Council recommended in February that the Plan was brought back to Council in March. However, to ensure Councillors could be fully involved in shaping and finalising the Plan, Cabinet agreed on the 27th of February that more time was taken to complete the work.
11. To finalise the Plan, a Councillor Working Group was established with cross-party representation. This Group had eight members in total (four Conservative, two Labour, two Liberal Democrat) and it met four times, with cross-party representatives at each meeting. Draft content, material and questions were circulated to all members of the Group in advance of each meeting to provide opportunities to feed in views at each stage.
12. The Group made agreements at each meeting which were recorded and used to shape further iterations of the Plan which is now attached at ANNEX A.
13. The document in ANNEX A has been presented in a way that is indicative of the format and flow that the final document will have. Following Cabinet agreement, the document will be designed ahead of Council in July, in line with the existing 'Thriving Communities' branding. Such branding has been used in the publication of the prospectus, Council Tax leaflet and promotional posters.
14. The document in ANNEX B contains the draft performance outcomes, indicators and measures which will be used to monitor and manage performance against the Corporate Plan. The outcomes and key indicators are incorporated throughout the Corporate Plan to show how we will know we are making a difference. The more detailed measures which sit below are for Cabinet's information; they are not intended to be published with the final Corporate Plan.

Financial and Staff Implications

15. There are no direct financial or staffing impacts that have been identified as part of this Plan, the actions to deliver the Plan have been identified to be in line with the staffing and budget available. This is specifically being identified through the service and resource planning process.

Equalities Implications

16. The Plan seeks to ensure all residents are given equal opportunity and looks to address inequalities where they exist. Where any of the actions involve changes to service or service delivery, they are considered as part of the specific proposals (e.g. through Service and Community Impact Assessments).

RECOMMENDATIONS

17. Cabinet is **RECOMMENDED** to:
- (a) note the Draft Corporate Plan 2018- 2021;
 - (b) **RECOMMEND** that the Draft Corporate Plan be agreed by Council;
 - (c) Delegate authority for final additions and changes to be agreed by the Leader and the Chief Executive on behalf of Cabinet.

PETER CLARK
Chief Executive

Contact Officer: Ben Threadgold, Policy & Performance Service Manager
June 2018

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THRIVING COMMUNITIES FOR EVERYONE IN OXFORDSHIRE

Oxfordshire County Council Corporate Plan 2018-2021

DRAFT: Version 4

FOREWORD

Space to introduce the document.

CONTENTS

-
1. About Oxfordshire
 2. Vision and priorities
 3. Organisational values
 4. Challenges
 5. Financial overview
 6. Strategic direction
 7. Delivering our vision

1: ABOUT OXFORDSHIRE

Oxfordshire is a large rural county in **South East England** bordered by Northamptonshire, Buckinghamshire, Berkshire, Wiltshire, Gloucestershire and Warwickshire. It has the historic city of Oxford at its centre with a network of vibrant towns and villages surrounding it. The following outlines some key facts and points of interest about Oxfordshire.

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Our Natural Environment:



Our Community:



Our Economy:



About Oxfordshire County Council

Oxfordshire County Council provides a wide range of services, including:

- Education
- Child protection
- Fostering and adoption
- Adult social services
- Education support
- Roads and transport
- Emergency Planning
- Waste disposal
- Planning for minerals, waste, highways and education
- Children's social services
- Fire and Rescue Services
- Public health
- Libraries
- Trading standards
- Countryside access
- Parking
- Registrar and coroner services

- We are responsible for spending 80% of local government funding in Oxfordshire with an annual budget of £778 million in 2018–19.
- Full [Council](#) is made up of 63 councillors. They are responsible for setting the democratic structure of the council as well as the constitutional and policy framework for the organisation.

- All key decisions are made by [Cabinet](#) members, meeting either jointly as the Cabinet or as individual Cabinet members with specific portfolios. The Cabinet is also responsible for preparing the budget and policies to propose to the full council. [Cabinet Advisory Groups](#) are formed where required to examine specific topics that align to corporate priorities.
- The council's [scrutiny](#) function involves non-Cabinet members who challenge the plans (including the Corporate Plan) and decisions of the Cabinet. Key areas of scrutiny include performance, education and health. These Committees review issues before decisions are made, call-in decisions after they are made, conduct policy development work for the cabinet and commission their own scrutiny reviews.
- Cabinet oversees the implementation of the Corporate Plan and [Performance Scrutiny](#) challenges the delivery and performance against this Plan.
- To ensure all of our decision-making and governance stays with the law and our constitution, we have a [Corporate Governance Framework](#) and Councillors work through the [Audit and Governance Committee](#) to approve and check adherence to this Framework. External organisations (such as Ofsted) formally review, inspect and regulate the services we provide.
- The council works extensively with partners in the public, private and voluntary sector to achieve the best outcomes for our residents.

2: VISION AND PRIORITIES

THRIVING COMMUNITIES FOR EVERYONE IN OXFORDSHIRE

We listen to residents so we can continuously improve our services and provide value for money



Our communities are ones of place and ones of interest including those based on age, life stage, race, religion or many other factors. Our approach to supporting thriving communities must be as diverse as they are. The county council cannot, on our own, ensure that every community thrives, but we have a significant role to play. Our councillors are important local advocates, connecting all the areas of Oxfordshire to meet the needs of residents. Together with local organisations thriving communities in Oxfordshire means building a sense of togetherness.



Thriving communities cannot happen without thriving people. We believe everyone deserves the best in life and it is important we continue to focus on sustaining and improving those services which can affect every person in Oxfordshire. We recognise that some people will need more help than others and we are here to support vulnerable people when they need us, particularly children, young people, older people and those with a disability.



A thriving economy gives everyone in Oxfordshire more opportunities; it creates jobs, housing, infrastructure, transport, skills and learning opportunities. These all help people thrive as individuals which then helps deliver thriving communities for everyone. We recognise our success but are not complacent about it. We need to ensure we have an economy that is strong and prosperous, to continue creating opportunities now and for future generations.

3: OUR VALUES

Our organisational values describe what is important to us as an organisation; our values underpin how we serve the people of Oxfordshire and how, as employees, we work and behave with each other. Our values should run through all our interactions with colleagues, service users, partners and the public. We ensure all our activities support equality, diversity, fairness and inclusion, both in our own workforce and the services we commission and deliver for local residents. In 2017 more than 1,000 employees contributed to a countywide discussion about our values and it was agreed that our organisational values are:

We do the best we can for residents

This means.....

We treat customers as we would like to be treated and help them to do as much for themselves as possible.

We use council resources efficiently and minimise costs where possible.

We take responsibility for our work and deliver good customer service.

We exploit technology/digital options.

We work together in a supportive and honest way

This means.....

We are open and transparent in our work.

We look for opportunities to collaborate across teams and with partners.

We share our expertise and resources.

We keep up-to-date with council priorities and the information needed to do our job well.

We strive to find the best solutions

This means.....

We are resourceful and creative in our approach to problems.

We learn from past projects and apply lessons to achieve better outcomes.

We make decisions based on what the evidence tells us will deliver the best outcome.

We take ownership to deliver our commitments.

We are open to change and doing things differently

This means.....

We ask for, and listen to, the ideas of others.





We look for opportunities to improve the customer experience and reduce duplication.

We make time to reflect, develop and look for opportunities to improve, taking ownership of our own performance and personal development.

We take risks in a managed way and challenge the way things have always been done.

4: CHALLENGES WE FACE

Oxfordshire has many positive attributes, which we celebrate but we also recognise the issues and challenges we face locally. Over recent years, we have risen to national economic challenges by creating and making the most of opportunities. As a result, between 2009 and 2015 our economy grew by over 30% in cash terms. This growth brings benefits and opportunities but also change, which presents challenges for our residents and in turn to us as we respond to the needs in our communities.

Issue	Change	Challenges for residents and communities	Challenges for us
Changes in society Page 178	 <ul style="list-style-type: none"> • Population is set to grow by 27% by 2030 • People 85+ will increase by 92% by 2030 • 55% of adult population are obese • Huge advances in technology 	 <ul style="list-style-type: none"> • Increasing number of people who need the same services • People more likely to suffer with long-term health conditions • Not all children will get their first choice of school place • Some services people expect to access digitally are not yet available as such 	<ul style="list-style-type: none"> • Providing services to more people with less funding • Providing services to more older people and those with multiple long-term health conditions and/or frailties • Ensuring there are enough school places for a growing population • Keeping pace with technological change
Squeeze on public services as demand rises and funding falls	 <ul style="list-style-type: none"> • As people live longer, there is an increased need for adult social care • We have seen a 20% increase in referrals to children's social care in one year (2016/17) • Number of looked after children has increased by a third • The Council will have had a reduction of 49% (£169m per annum) in government grant between 2010/11 and 2019/20 	 <ul style="list-style-type: none"> • People may have to wait longer to get the services they need • Council services may not be available to the same groups of people as eligibility criteria changes 	<ul style="list-style-type: none"> • Providing our most expensive services to an increasing number of people with a reduced level of funding

Issue	Change	Challenges for residents and communities	Challenges for us
Pressure on housing and infrastructure	<ul style="list-style-type: none"> • 678,000 residents who use our 2,994 miles of roads to access services • 82% of residents working within the county and rural nature means roads are essential for our economy • Oxford is the least affordable UK city for housing • £215 million of government funding agreed for housing and infrastructure 	<ul style="list-style-type: none"> • Roads deteriorate quickly • Works to repair or maintain roads cause disruption • Roads are congested • House prices and rents are high • There is a shortage of social housing 	<ul style="list-style-type: none"> • Maintaining an extensive and high-demand road network with reduced public funds • We have major challenges recruiting to all health and social care roles • With more growth planned, we need infrastructure to support our businesses, communities and residents
Ensuring equal opportunities for everyone	<ul style="list-style-type: none"> • Despite overall wealth; 15 local areas are in the top 20% most deprived in the country • 14,000 children in Oxfordshire are affected by income deprivation • We are the most rural county in the south east 	<ul style="list-style-type: none"> • Residents in some areas are more likely to have poorer health outcomes and fewer job opportunities • Services are difficult to access and may increase loneliness and isolation 	<ul style="list-style-type: none"> • Ensuring services can support residents who need it most, whilst also meeting the needs of everyone • Providing services to people in rural areas, balanced against reducing funding

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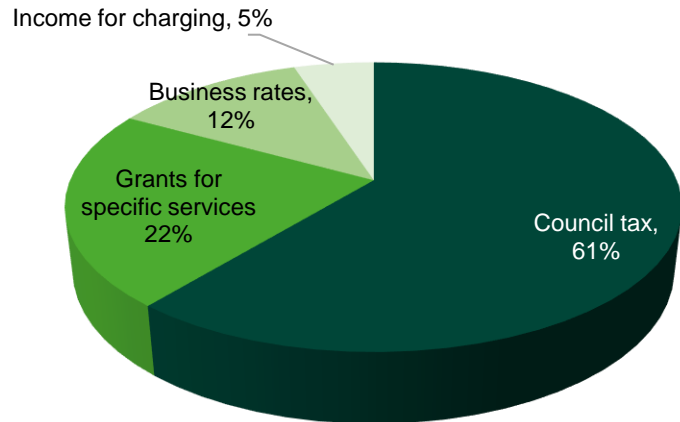
Managing future change

In addition to the issue we have identified above, we know that many other issues will present us with challenges that change the way we work and how our communities need us. For example, withdrawal from the EU is likely to have significant implications for all public services and our residents but the challenges and opportunities are not yet clear. We continuously look at international influences, national policy and available opportunities to improve the way we work, make necessary changes and keep our services fit for purpose in a fast-paced world.

5: FINANCIAL OVERVIEW

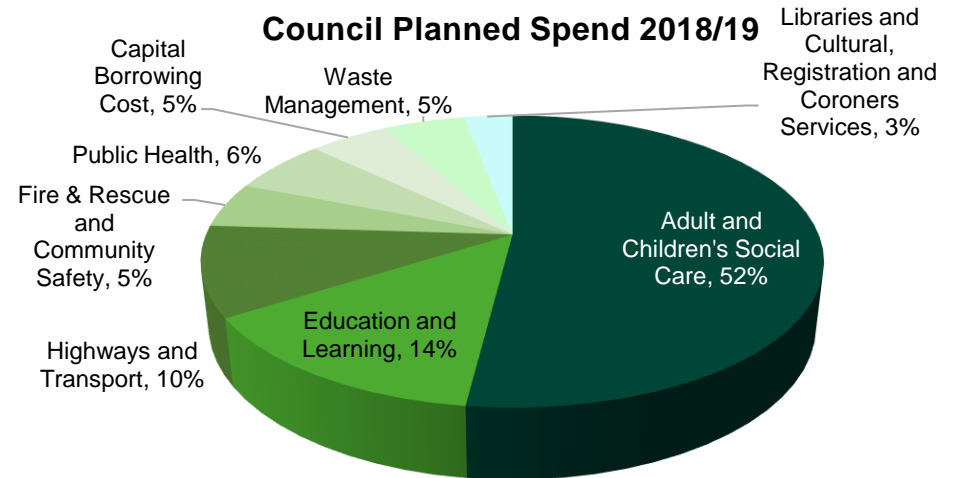
The main sources of the council's funding are locally raised council tax (61%), government grants to be used for specific services (22%) and locally raised business rates (12%). We also charge a fee for some services which creates income (5% of funding sources).

Council Funding Sources 2018/19



For 2018/19 the council has set an overall budget of £778.1 million. The figures below show broadly how the planned spend of £562.6 million on services (excluding expenditure of £215.5 million on schools) in 2018/19 is divided up:

Council Planned Spend 2018/19

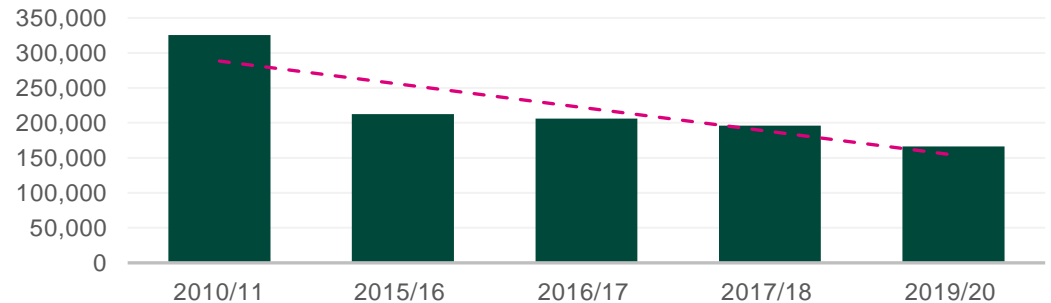


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In recent years, government grant into the Council has reduced significantly. In Oxfordshire, this will result in a reduction of 49% (£169m per annum) in government grant between 2010/11 and 2019/20.

In addition, as demand for statutory social care services has continued to rise, this has resulted in increased pressure on budgets and a need to deliver significant savings. By the start of the year 2017/18, savings had been made of £350m per year compared with our spending in 2010. We needed to save 40% of this because of the reduced government grant and 60% because we needed to meet the rise in demand for statutory services. We expect to continue to need to find savings as demand for our services rise.

**Reduction in Government Grant
2010/11 to 2019/20
= £167m or 49%**



6: STRATEGIC DIRECTION

Thriving communities for everyone in Oxfordshire

Thriving Communities, Thriving People, Thriving Economy

Our Priorities

We listen to residents so we can continuously improve our services and provide value for money.

Thriving communities

- We help people live safe, healthy lives and play an active part in their community.
- We provide services that enhance the quality of life in our communities, and protect the local environment.

Thriving People

- We strive to give every child a good start in life, and protect everyone from abuse and neglect
- We enable older and disabled people to live independently and care for those in greatest need

Thriving Economy

- We support a thriving local economy by improving transport links to create jobs and homes for the future.

Our Key Outcomes

- Residents feel engaged with OCC
- Our services are high quality and deliver value for money
- The use of our assets is maximised

- People are helped to live safe and healthy lives
- People play an active part in their communities
- Our quality of life in Oxfordshire is enhanced
- Our local environment is protected

- Children are given a good start in life
- Children achieve their potential
- People are supported to live independently
- People feel able to live independently

- Strong investment and infrastructure is secured
- Local businesses grow and provide employment

Our Organisational Values

We do the best we can for residents. We...

Work together in a supportive way

Strive to find the best solutions

Are open to change and doing things differently

Our Organisational Building Blocks

Customer Offering

- Residents are experts in their own lives
- We hold a single record for each customer and generate a better understanding of needs
- *Councillors & staff help people and communities to support themselves*

- Processes are designed around the user and their experience
- Self-service is enabled at every opportunity
- *There is a clear and open approach to how we manage and scrutinise what we do, including through Councillors.*

Processes

- Systems, applications, and infrastructure are designed around Council vision and priorities, business and customer need
- Technology is always an enabler, not a hindrance

Technology

Organisational Structure

- There are clear and consistent roles and expectations for *Councillors & staff* across the organisation
- Responsibilities are devolved to the most appropriate level - in the council and in the community
- Strategic and common functions are consolidated
- We ensure flexibility in local delivery

Knowledge

- Decisions are informed by business intelligence, evidence and analytics
- We understand community needs and priorities, and gather intelligence from Councillors
- *We take consideration of both commercial and community benefits in decision-making.*

People

- Everyone is empowered to develop creative and innovative solutions
- *Partnership working achieves the best possible outcomes and utilises resources effectively*
- *Our workforce is representative of our population*
- *Councillors act as community leaders*

Performance Management

- There is a clear and consistent performance management framework
- We focus on what matters most, from corporate outcomes to individual performance
- There is *effective scrutiny and challenge from Councillors*

7: DELIVERING OUR VISION

Oxfordshire County Council puts residents at the heart of everything we do. We exist to serve our residents and communities; they both use and pay (directly or indirectly) for the services we deliver. Our communities are ones of place, but also of interest where people feel a sense of belonging. Our approach to supporting thriving communities must be as diverse as they are. We must listen to councillors, residents and our communities to develop approaches and respond to local issues; in this way we will be providing the value for money our residents expect. It is important we seek to improve what we do and how we do it, embracing new opportunities and ways of working along the way so that we can demonstrate we deliver good services that make best use of public resources.

The following outlines where we are now, where we want to be in the future, how we will get there and how we will know we are making a difference to our residents with regards to our supporting priority.

We listen to residents so we can continuously improve our services and provide value for money

Where are we now?

- Our 63 Councillors are the visible and active representatives of their local communities.
- 89% of people in our residents' survey say they are satisfied with Oxfordshire as a place to live, work and raise a family
- Most of our staff contact with residents is through our front line services but also we engage residents, communities and partners online through our website or social media channels like [Facebook](#) and [Twitter](#).
- A new forum has been established to reach out to all children and young people in Oxfordshire called [VOXY](#) (Voice of Oxfordshire Youth).
- Our Adult Social Care user survey of 2017 showed that 90% of people are satisfied or very satisfied with what we do.
- We have a good track record of delivering value for money and have made £350 million of savings in the last seven years.

Where do we want to be?

We want our residents to work as our partners in the design, purchase and delivery all of our front-line services so our services are shaped by those that use them. We want to use a variety ways of talking to and listening to our residents to understand what matters most to people. We want our communities to see us as open and transparent; to give the confidence that we will respond to their needs and desires. In experiencing our services, we want residents to feel and know that they are getting good value for the pounds we spend.

How will we get there?

Keep delivering on:

- Engaging with residents seeking feedback to shape services. This includes both children and young people and co-production with adults.
- Working through our councillors to engage with local issues (including Locality working).
- Using digital technology to deliver services where appropriate.
- Driving efficiency in all our services to achieve value for money.

Focus attention on:

- Undertaking a complete review of the Council's delivery model to ensure that the organisation is 'Fit for the Future'.
- Improving the way we respond to community priorities by reviewing how we organise councillor-led Locality Meetings.
- Implementing our new Equalities Policy to improve equality of opportunity and good relations between people and communities.
- Undertaking a digital review of communications intended to create more engaging content for our communities.
- Bringing big changes to the way the council conducts its business so we can deliver a seamless, customer experience and use technology to give residents more opportunities to access our services digitally.
- Working with partners to plan and tackle our workforce challenges.
- Promoting and support the involvement of vulnerable children and young pupils and those with Special Educational Needs and Disabilities in the decisions that affect their lives and the services they receive.
- Looking for opportunities to design, purchase and deliver adult social care in partnership with those it serves.
- Using £210,000 of Government funding to join-up with partners to make better use of public buildings and land.
- Publishing 'Market Position Statements' to improve competition and value for money for the social care services we want to purchase.

How will we know we are making a difference?

Residents feel engaged with OCC

- Prevalence of services developed in co-production
- Number and value of opportunities for public engagement
- Rates of customer satisfaction

Our services improve and deliver value for money

- Value for money through effective use of resources
- Improvement following external inspection or audit

The use of our assets is maximised

- Progress with the One Public Estate Programme
- Improved delivery of our Capital Programme
- Return on investment in change
- Levels of compliance

THRIVING COMMUNITIES

For thriving communities to become a reality, every resident needs to be safe, healthy and feel they can play a part in their community. The following outlines where we are now, where we want to be in the future, how we will get there and how we will know we are making a difference to our residents with regards to thriving communities.

We help people live safe and healthy lives and play an active part in their community

Where are we now?

- Life expectancy in Oxfordshire is increasing and for most health indicators, Oxfordshire is statistically better than the national average.
- We have below average numbers of people overweight but an estimated 55% of people aged 16 or over in Oxfordshire are classified as overweight or obese.
- We work to keep people safe through our Fire & Rescue Service and with a wide range of partners to safeguard children and adults.
- Over 4000 charities and community groups in the county work with volunteers.
- Public funding has reduced so the council had shifted its focus to enable communities to take more ownership of local priorities.

Where do we want to be?

We want Oxfordshire to be a place where everyone feels safe and healthy enough to play an active part in the community they choose, whether these be communities of place or of interest. We want it to be a county where communities are supported to step into new roles in delivering local services.

How will we get there?

Keep delivering on:

- Encouraging and supporting parish councils, voluntary and community groups and volunteers to support delivery of services.
- Commissioning health visitors and support for families with young children.
- Promoting healthy lives through our public health campaigns and initiatives (for example Health Checks).
- Supporting people to tackle health and lifestyle challenges (for example quitting smoking and tackling alcohol dependency).
- Helping people to stay safe and well in their homes. For example, through our Safe and Well visits, Trading Standards activity and safeguarding children and adults.
- Maintaining safe highways.

Focus attention on:

- Developing a '*Working Locally Strategy*', to give greater focus to our communities in the way we engage, make decisions and deliver services.
- Reviewing our local safeguarding arrangements in the light of new legislation and guidance (Children and Social Work Act 2017 and new 'Working Together' arrangements).
- Ensuring our services work together to provide better support for people at key points of change; such as transition from children's to adults' services or leaving hospital to return home
- Focusing on providing safer walking and cycling facilities, including updating the council's Active & Healthy Travel Strategy and employing a dedicated Active Travel Officer.
- Focusing our public health campaigns on better take up of the 'NHS Health Checks' programme which offers adults a cardiovascular 'MOT'.
- Completing the changes made to daytime opportunities for our users of Adult Social Care services.
- Reviewing our museum service to ensure it can reach as many people as possible now and in the future.
- Extending the '*Oxfordshire Together*' initiative that works to give local parishes and voluntary organisations greater control over services.
- Working with our partners through the Safer Oxfordshire Partnership to tackle crime, anti-social behaviour and domestic abuse.
- Conducting 'Community Asset Reviews' to help ensure public buildings and land are used to best support local communities.

How will we know we are making a difference?

People are helped to live safe and healthy lives

- Number of people helped to live safe & well
- Emergency response times
- Prevalence of healthy lifestyles
- Numbers of people receiving support for drug or alcohol dependency
- Proportion of people walking & cycling

People play an active part in their communities

- Rates of volunteering
- Prevalence of services provided by communities

Where are we now?

- 58% of waste is recycled in Oxfordshire. We are one of the highest performing local authority areas in England for recycling and waste management.
- We have worked with our partners to support two 'Healthy New Town Programmes' in Bicester and Barton.
- Despite a reduction in funding, Oxfordshire still has a full library network which meets the needs of the places and people they serve.
- Due to a reduction in funding, our road network is in need of investment.
- Air quality across the county is addressed in a Local Transport Plan for 2015-2030 (LTP4) with an Air Quality Action Plan in place across Oxford to address issues within the city.

Where do we want to be?

We want Oxfordshire to be the envy of England for its quality of life, with our rich rural and natural landscapes providing the ideal backdrop to a connected county. We want every resident to be connected to high quality digital services, and our communities to move around with ease on our roads, footpaths and cycle routes. We want our communities to have the spaces they need to bring people together and to have a good quality environment that is protected for them and future generations thanks to innovative thinking and next-generation technology.

How will we get there?

Keep delivering on:

- Providing library, cultural, museum and music services.
- Promoting and encouraging people to be more active, including when they make travel choices and through the design of new developments.
- Planning and managing emergency situations for all of our residents (e.g. flooding events).
- Delivering local highways and cycleways maintenance.
- Supporting and protecting the local environment (for example work on Areas of Outstanding Natural Beauty, air quality and flood alleviation).

Focus attention on:

- Working with our partners to improve the sustainable and affordable housing options for young people.
- Working with partners to finalise the designing of the flood alleviation scheme and, subject to approvals, commence construction in winter 2018.
- Seeking funding and investing in new infrastructure.
- Improving maintenance and repair of our highways infrastructure through a programme of investment.
- Ensuring our Travel Plan Team becomes self-financing to monitor developer Travel Plans.
- Bringing the 'Energy Bureau' service back into the council from another company to help residents, organisations and the council reduce energy consumption.
- Using a £40,000 grant from Government to develop a renewable energy strategy for Oxfordshire.
- Introducing new techniques to ensure wildlife gets more consideration in the planning process.
- Focusing on how our natural environment can provide benefits to Oxfordshire residents

How will we know we are making a difference?

Our quality of life in Oxfordshire is enhanced

- Condition of highways
- Funding secured through planning obligations
- Levels of public / community transport use
- Rates of access to cultural services

Our local environment is protected

- Levels of carbon emissions
- Levels of energy use
- Air quality
- Proportion of household waste re-used, recycled or composted

THRIVING PEOPLE

Individuals collectively make up a community, so thriving communities cannot happen without thriving people. The following outlines where we are now, where we want to be in the future, how we will get there and how we will know we are making a difference to our residents with regards to thriving people.

We strive to give every child a good start in life and protect everyone from neglect

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Where are we now?

- Over 90% of primary children are allocated their first choice of school but we know there are pressures on school places for the future.
- Since 2010 the number of children in Oxfordshire who are the subject of a child protection plan has more than doubled.
- Children who are formally 'looked after' has increased by a third since 2010.
- In 2016/17, we saw a 20% increase in referrals to children's social care and an 18% increase in child protection investigations.
- We meet the national standard for completing a new Education Health and Care Plans (EHP) for children with Special Educational Needs and Disability within 20 weeks, 37% of the time (2017). A Plan is in place to improve this.
- We have been working with more than 1500 troubled families in the county to help turn their lives around.

Where do we want to be?

We believe everyone deserves the best start in life and this means children and young people should experience a safe and supportive home and school life. If we get it right in the early days, our children and young people will have positive experiences and grow into thriving adults. To give everyone the same chances in life, we need to give early and timely support to anyone with additional needs as well as those experiencing domestic abuse, mental health, drug and alcohol issues. We will do this by making sure we work with communities, families and partners to keep people safe from abuse and neglect.

How will we get there?

Keep delivering on:

- Support for children and their families from birth.
- Education services for all children and for those with additional support needs (for example those with Special Educational Needs and disabilities).
- Children's Social Care services, including Child Protection, Looked After Children, adoption and fostering.
- Promoting and supporting child health campaigns and initiatives.
- Protection and safeguarding of those transitioning between children's and adults' services.

Focus attention on:

- Focusing on ensuring that new mothers have a mood review by the time their baby is 8 weeks old and that young children have health reviews at their new birth visit, 6-8 weeks old, 12 months and 2-2.5 years.
- Focusing on increasing school attendance with an aim of improving attainment levels; particularly for children with Special Educational Needs and Disabilities, those attending special schools and those eligible for free school meals.
- Helping families as early as we can; providing solutions which make the biggest difference to problems in a way that least intrudes on families.
- Safely reduce the number of looked after children; providing support to enable families to care.
- Improving the confidence and capability of the whole children's workforce when working with families experiencing domestic abuse, parental mental health and drugs and alcohol issues.
- Working with partners to implement a new school nurse programme.
- Developing a new offer for care leavers by working with the Oxfordshire Care Leavers' Association.
- Developing a partnership approach to improving health and educational outcomes for all young people.
- Increasing safeguarding training for staff on how to work with others to reduce domestic abuse.
- Working with partners to reduce the impact of substance misuse, bullying, domestic violence and abuse within teenage relationships.
- Joining-up adult and children safeguarding activity around domestic abuse.

How will we know we are making a difference?

Children are given a good start in life

- Prevalence of healthy children
- Numbers of looked after children
- Numbers of children's social care assessments
- Number of children the subject of protection plans
- Number of children's cases held by permanent staff

Children are able to achieve their potential

- Percentage of children with a place at their first-choice school
- Percentage of children at a good quality school
- Rates of school attendance
- Levels of school attainment

Where are we now?

- The number of residents who are 85 years and over, is increasing; 47% over the 15 years to 2015. This age group is predicted to rise over the next 15 years by 92%.
- There has been an increase in the number and proportion of people using long-term care who are supported at home: from 58% of clients in 2012 to 71% in 2016.
- We are 'Making Every Contact Count' by using our front line staff to provide advice which enables people to stay well into older age and therefore to live independently.
- We are increasingly working with services users to design and purchase services.
- We have challenges with our workforce and provider workforce due to the competition for staff from the private sector and the relatively high cost of living in Oxfordshire
- We are working with partners to use €4m of EU funding to develop mobility innovation within neighbourhoods of Barton and Blackbird Leys.

Where do we want to be?

We want to maximise the independence of everyone in Oxfordshire; ensuring our residents live as independently, safely and successfully as possible, for as long as possible. Where people need support, we want to give them the best experience of care services in the country to support them: in the right place, at the right time wherever they live in the county. We want these services centred on the individual and their family or carers (including young carers), working with the inherent strengths of people, families, groups and organisations. We want all users to be highly satisfied with our services.

How will we get there?

Keep delivering on:

- Adult Social Care Services.
- Campaigns to keep older people healthy, active and well.
- Ensuring the quality and sustainability of care providers.
- Working with partners to improve people's experience of health and social care services.

Focus attention on:

- Reviewing the way we organise our local delivery of Adult Social Care to ensure we can better meet the needs of those in greatest need.
- Reviewing our 'Telecare service' to ensure we are using the best technology to support people to live well at home.
- Introducing more intelligent technology to help us map and then maximise our home care and support.
- Improving links and partnerships with health and voluntary organisations to help identify adults at risk and those in rural areas who need our services.
- Expanding the offer of 'Direct Payments' to allow more people to choose how their care is provided and by whom.
- Providing more information to residents to help raise awareness of how to tackle scams and doorstep crime.

How will we know we are making a difference?

Care services support independent living

- Number of home care hours purchased
- Number of appropriate safeguarding enquiries
- Numbers of people delayed leaving hospital awaiting social care
- Number of people with control over their care
- Proportion of older people supported in the community

Homes and places support independent living

- Percentage of people who report feeling safe and well
- Percentage of people living in safe & suitable housing

THRIVING ECONOMY

The following outlines where we are now, where we want to be in the future, how we will get there and how we will know we are making a difference to our residents with regards to thriving economy.

We support a thriving local economy by improving transport links to create jobs and homes for the future

Where are we now?

- The county's economy generates £21.9bn of output per year from 400,000 jobs and more than 30,000 businesses.
- The Oxfordshire 'Housing and Growth Deal', will provide £60m for affordable housing and £150m for infrastructure improvements, including road and rail.
- The Oxfordshire Strategic Housing Market Assessment sets out a need for 100,000 new homes between 2011 and 2031 (of which 11,000 have been built to date). Our forecasting suggests this will result in a 27% increase in the population by 2031.
- The Centre for Cities ranks Oxford as the least affordable UK city for housing. In Oxford city, social rents in 2015 were 18% above the national average.
- We are working with partners to use £8.6 million of funding to develop innovation in fully autonomous vehicles.

Where do we want to be?

We want Oxfordshire to continue to be a vibrant, sustainable, connected, inclusive, world-leading economy, driven by innovation, enterprise and research excellence. We want it to be a place where ambitious businesses and people thrive, where young people choose to build their careers and contribute to the vibrancy of Oxfordshire's communities. We recognise our success but also the need to ensure we have an economy that is strong and prosperous, now and for future generations.

How will we get there?

Keep delivering on:

- Securing investment in housing and infrastructure to support the economy.
- Working in partnership to support development of skills, business and employment.
- Delivering strategic infrastructure, including housing, highways and transport programmes.
- Supporting sustainable economic growth.

Focus attention on:

- Joining forces with partners on the Growth Board to develop a clear delivery plan for how £215 million of Government funding will be used to deliver new housing and infrastructure.
- Working with partners to implement '*Connecting Oxfordshire*', which will introduce enhancements to road capacity on strategic roads which suffer from congestion and delays.
- Continuing to work with local partners to make a strong case to Government for funding of key infrastructure and services in Oxfordshire.
- Setting up a joint 'Spatial Plan Delivery Team' with our district council colleagues to produce a spatial plan to join up all planning activity for Oxfordshire as a whole.
- Ensuring that new developments are underpinned by infrastructure that supports future residents' health and wellbeing (e.g. having access to green spaces and active travel opportunities)
- Continuing to develop a balanced approach to workplace and congestion charging that tackles congestion and air quality whilst offering alternative travel options.
- Understanding the challenges and opportunities arising for the Oxfordshire economy and local public services from the Brexit negotiations and final deal.

How will we know we are making a difference?

Strong investment and infrastructure are secured

- Level of investment attracted
- Number of new homes
- Levels of disruption to journeys by congestion or roadworks
- Level of transport connectivity
- Level of access to online and digital services

Local businesses grow and provide employment

- Numbers of business start-ups
- Employment rates
- Job growth in key sectors/locations
- Numbers of apprenticeships
- Levels of workforce retention, progression and development

APPENDICIES

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APPENDIX A: OXFORDSHIRE KEY OUTCOMES

<p>We listen to residents so we can continuously improve our services and provide value for money</p> <p>Residents feel engaged with OCC</p> <ul style="list-style-type: none"> • Prevalence of services developed through co-production • Number and value of opportunities for public engagement • Rates of customer satisfaction <p>Our services improve and deliver value for money</p> <ul style="list-style-type: none"> • Value for money through effective use of resources • Improvement following external inspection or audit <p>The use of our assets is maximised</p> <ul style="list-style-type: none"> • Progress with the One Public Estate Programme • Improved delivery of our Capital Programme • Return on investment in change • Levels of compliance 	<p>We help people live safe and healthy lives and play an active part in their community</p> <p>People are helped to live safe and healthy lives</p> <ul style="list-style-type: none"> • Number of people helped to live safe & well • Emergency response times • Prevalence of healthy lifestyles • Numbers of people receiving support for drug or alcohol dependency • Proportion of people walking & cycling <p>People play an active part in their communities</p> <ul style="list-style-type: none"> • Rates of volunteering • Prevalence of services provided by communities 	<p>We provide services that enhance the quality of life and protect the local environment</p> <p>Our quality of life in Oxfordshire is enhanced</p> <ul style="list-style-type: none"> • Condition of highways • Funding secured through planning obligations • Levels of public transport use • Rates of access to cultural services <p>Our local environment is protected</p> <ul style="list-style-type: none"> • Levels of carbon emissions • Levels of energy use • Air quality • Proportion of household waste re-used, recycled or composted
<p>We strive to give every child a good start in life and protect everyone from neglect</p> <p>Children are given a good start in life</p> <ul style="list-style-type: none"> • Prevalence of healthy children • Numbers of looked after children • Numbers of children's social care assessments • Number of children the subject of protection plans • Number of children's cases held by permanent staff <p>Children are able to achieve their potential</p> <ul style="list-style-type: none"> • Percentage of children with a place at their first preference school • Percentage of children at a good quality school • Rates of school attendance • Levels of educational attainment 	<p>We enable older and disabled people to live independently and care for those in greatest need</p> <p>Care services support independent living</p> <ul style="list-style-type: none"> • Number of home care hours purchased • Number of appropriate safeguarding enquiries • Numbers of people delayed leaving hospital awaiting social care • Number of people with control over their care • Proportion of older people supported in the community <p>Homes and places support independent living</p> <ul style="list-style-type: none"> • Percentage of people who report feeling safe and well • Percentage of people living in safe and suitable housing 	<p>We support a thriving local economy by improving transport links to create jobs and homes for the future</p> <p>Strong investment and infrastructure are secured</p> <ul style="list-style-type: none"> • Level of investment attracted • Number of new homes • Levels of disruption to journeys by congestion or roadworks • Level of transport connectivity • Level of access to online and digital services <p>Local businesses grow and provide employment</p> <ul style="list-style-type: none"> • Numbers of business start-ups • Employment rates • Job growth in key sectors/locations • Numbers of apprenticeships • Levels of workforce retention and development

APPENDIX B: FURTHER INFORMATION

The targets and performance measures outlined throughout this corporate plan are open to scrutiny and engagement through a number of public documents and bodies. The following links provide further evidence and the information which sits behind this Plan:

1. The [Joint Strategic Needs Assessment \(JSNA\)](#) provides information about Oxford shire's population and the factors affecting health, wellbeing, and social care needs,
2. The [Equality Policy 2018-2022](#) sets out how the council is approaching its responsibilities for ensuring that all residents in Oxfordshire have fair access to services and equal life chances.
3. Information about the way the [Council spends its budget](#) and how Council Tax is calculated can be found on our website.
4. The [Medium Term Financial Plan](#) provides an overview of the council's planned expenditure and funding and financial strategy.
5. The [Annual Statement of Accounts](#) presents the financial position of the county council. It contains a Narrative Report which complements the finance data by explaining how the council was funded during the year, the services that were delivered, and the outcomes we achieved.
6. [Performance Scrutiny](#) challenges the delivery and performance against this Plan. We also publish [quarterly performance reports](#) on our website which provide information on the council's performance against our Corporate Plan priorities.
7. The [Growth Board](#), is a joint committee of the six councils of Oxfordshire together with key strategic partners. It has been set up to facilitate and enable joint working on economic development, strategic planning and growth.
8. The [Oxfordshire Strategic Housing Market Assessment](#) (SHMA) was published in 2014, to understand how many and the types of homes needed by 2031.
9. The [Oxfordshire Infrastructure Strategy](#) (OxIS) looks at the scale of the infrastructure challenges in Oxfordshire.
10. [Connecting Oxfordshire](#), is our Local Transport Plan (LTP4) that sets out our policy and strategy for developing the transport system in Oxfordshire to 2031.

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OXFORDSHIRE KEY OUTCOMES

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WE LISTEN TO RESIDENTS SO WE CAN CONTINUOUSLY IMPROVE OUR SERVICES AND PROVIDE VALUE FOR MONEY			
OUTCOME	INDICATOR	MEASURE	TARGET
Residents feel engaged with OCC	Prevalence of services developed through co-production	Involve more people in co-producing service redesign with the council by ensuring at least 5 co-production products are delivered by March 2019	5
		Train 20 co-production champions by July 2018	20
		Co-design of a library of tools and resources for supporting co-production work	Completion
	Number and value of opportunities for public engagement	% of Residents' Survey respondents who say local people can influence OCC	>43%
		% of Residents' Survey respondents who say OCC acts on residents' concerns	>58%
		% of OCC's public consultations robust enough to withstand legal challenge	100%
		Q1: volumes of social media engagements - reporting only. Q2: define measures	Tbc in Q2
	Rates of customer satisfaction	% of users of Adult Social Care services who are extremely or very satisfied remains above the national average	16-17 nat. av. 64.7%
		% of Residents' Survey respondents satisfied with the way OCC runs things	>55%
	Our services improve and deliver value for money	Value for money through effective use of resources	Achievement of planned savings
Achievement of general balance outturn in accordance with risk-assessed level			100% of risk assessed level
Use of earmarked reserves			100% of planned use
Outturn variation by Directorate			1% variation by directorate
Capital outturn Variation compared to original programme			5%
Improvement following external inspection/audit		Proportion of post-inspection/audit action plan objectives dealt with on time	100%
		The proportion of social care providers rated as 'outstanding' or 'good' by the care quality commission in Oxfordshire remains above the national average	17-18 nat. av. 80%
The use of our assets is maximised	Progress with One Public Estate Programme	Q1-2: OPE is on track against agreed programme. Q3-4: OPE is on track to deliver business cases and savings	Targets tbc in Q3
	Improved delivery of our Capital Programme	Q1-2: baseline to be created for spend/quality/timeliness of delivery. Q3-4 improvement against baseline by 10%	10% above baseline

WE HELP PEOPLE LIVE SAFE AND HEALTHY LIVES AND PLAY AN ACTIVE PART IN THEIR COMMUNITY

OUTCOME	INDICATOR	MEASURE	TARGET
People are helped to live safe and healthy lives	Number of people helped to live "safe and well"	Number of vulnerable children and adults helped to live more secure and independent lives, supported by safe and well visits	6248
		Number of children better educated to live safer and healthier lives	14,168
	Emergency response times	More people alive as a result of our prevention, protection and emergency response activities	1,000
		% of emergency call attendances made within 11 minutes	80%
		% of emergency call attendances made within 14 minutes	95%
	Prevalence of healthy lifestyles	% of eligible population 40-74 who have been invited for NHS Health Check since Apr '14	Tbc (17-18: 84%)
		% of eligible population 40-74 who have received a NHS Health Check since Apr '14	Tbc ((17-18: 42%)
	Numbers of people receiving support for drug and alcohol dependency	Rate of successful quitters per 100,000 smokers 18+ (reported a quarter in arrears)	Tbc (17-18: >2315)
		Number of users of OPIATES that left drug treatment successfully (free of drug(s) of dependence) who do not then re-present to treatment again within 6 months as a percentage of the total number of opiate users in treatment.	Tbc (17-18: >6.8%)
		Number of users of NON-OPIATES that left drug treatment successfully (free of drug(s) of dependence) who do not then re-present to treatment again within 6 months as a percentage of the total number of non-opiate users in treatment.	Tbc (17-18: >37.3%)
		Number of users of ALCOHOL ONLY that left treatment successfully (free of alcohol dependence) who do not then re-present to treatment again within 6 months as a percentage of the total number of ALCOHOL ONLY users in treatment.	Tbc (17-18: >50%)
	Proportion of people walking & cycling	% of journeys to work by cycle	Tbc in Q2
		% overall levels of cycling	Tbc in Q2
		% of journeys to school by walking/cycling	Tbc in Q2
People play an active part in their communities	Rates of volunteering	Number of environmental volunteer hours generated through direct OCC activities	Tbc in Q2
		Number of volunteer hours contributed to library services	Tbc in Q2
	Prevalence of services provided by communities	Number of parish councils with devolved highway responsibilities (e.g. grass cutting, defect repair, traffic calming)	Tbc in Q2
		<i>Further measures being finalised</i>	tbc

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WE PROVIDE SERVICES THAT ENHANCE THE QUALITY OF LIFE AND PROTECT THE LOCAL ENVIRONMENT

OUTCOME	INDICATOR	MEASURE	TARGET
Our quality of life in Oxfordshire is enhanced	Condition of highways	A and B Classified road network where carriageway maintenance should be considered.	33%
		Defects posing immediate risk of injury are repaired within 24 hours	100%
		Defects creating potential risk of injury repaired within 28 calendar days	90%
		Percentage of reported defects for which remedial action is taken	75%
		New measure(s) on Km resurfaced as % of total	0.6%
		% of highway maintenance construction, demolition and excavation waste diverted from landfill	90%
		% of Residents' Survey respondents citing highways as driver of dissatisfaction	Baseline tbc in Q1
	Funding secured through planning obligations	A minimum of 70% of S106 agreements involving contributions to OCC infrastructure completed within 6 months of District Committee resolutions	70% within 6 months
		Monies secured in S106 agreements represent at least 85% of the sums identified as necessary through the corresponding Single Response process	Tbc (17-18: <20%)
		80% of District Council planning applications are responded to by OCC within the agreed deadline	Tbc (17-18: 80%)
		50% of Mineral and Waste applications are determined within 13 weeks	Tbc (17-18: 50%)
	Levels of public transport use	% of Work trips by public transport [potentially separated into rail/bus - tbc]	Tbc in Q2
		% Satisfaction with bus use	Tbc in Q2
		% Bus reliability	Tbc in Q2
Rates of access to cultural services	Numbers of visitors to libraries, history and archives services	Reporting only	
	Number of new library joiners per quarter	Reporting only	
Our local environment is protected	Levels of carbon emissions	Average 3% year on year reduction in carbon equivalent emissions from OCC estates and activities	3%
	Levels of energy use	% of streetlights fitted with LED lanterns	18%
	Air quality	Q2: establish Air Quality Action Group with districts, Q3: meet and define work programme including Q3-Q4 targets.	Targets tbc in Q3
	Proportion of household waste re-used, recycled or composted	% of household waste recycled, composted and re-used in Oxfordshire	60%
		% of household waste sent to landfill	5%
		% of household waste recycled, composted and re-used at Oxfordshire Household Waste Recycling Centres (HWRCs)	59%
		% of people satisfied with Oxfordshire HWRCs	95%

Our quality of life in Oxfordshire is enhanced
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WE STRIVE TO GIVE EVERY CHILD A GOOD START IN LIFE AND PROTECT EVERYONE FROM NEGLECT

OUTCOME	INDICATOR	MEASURE	TARGET
Children are given a good start in life Page 203	Prevalence of healthy children	Number of expectant mothers who receive a universal face to face contact at 28 weeks	Tbc (17-18: 70%)
		Percentage of births that have received a face to face New Birth Visit	Tbc (17-18: 95%)
		Percentage of children who received a 12 month review	Tbc (17-18: 93-95%)
		Percentage of children who received a 2-2.5 year review	Tbc (17-18: 93-95%)
		Babies breastfed at 6-8 weeks of age	Tbc (17-18: 60-63%)
		% of Mothers who received a Maternal Mood Review in line with the local pathway by the time the infant is aged 8 weeks.	Tbc (17-18: 95%)
	Numbers of looked after children	Reduce the number of looked after children to the average of our statistical neighbours by March 2019	650 (expected)
	Numbers of children's social care assessments	Increase the number of early help assessments to 2100 during 2018-19	2100
		Reduce the level of enquiries to the MASH to 12,000 during 2018-19	12,000
		Reduce the level of social care assessments to 6250 in 2018-19	6250
	Number of children the subject of protection plans	Reduce the number of children who are the subject of a child protection plan to the average of our statistical neighbours by March 2019	623
	Number of children's cases held by permanent staff	Reduce caseloads so that by March 2019 over 80% of staff have caseloads at or below the agreed target level	80%
		Invest in the workforce so that by March 2019 80% of cases are held by permanent staff	80%
	Children are able to reach their potential	Percentage of children with a place at 1 st preference school	<i>Measure being finalised</i>
Percentage of children at a good/outstanding school		% of children attending primary schools rated good/outstanding by Ofsted	94%
		% of children attending secondary schools rated good/outstanding by Ofsted	90%
Rates of school attendance		Persistent absence rates in the best quartile nationally by 2019 for secondary schools	Best quartile
		Permanent exclusions to remain in the best quartile nationally	Best quartile
Levels of educational attainment	<i>Measures being finalised</i>	tbc	

WE ENABLE OLDER AND DISABLED PEOPLE TO LIVE INDEPENDENTLY AND CARE FOR THOSE IN GREATEST NEED

OUTCOME	INDICATOR	MEASURE	TARGET
Care services support independent living	Number of home care hours purchased	Number of home care hours purchased per week/month	Tbc in Q1
	Number of appropriate safeguarding enquiries	% of safeguarding concerns that result in a safeguarding enquiry	25%
	Number of people with control over their care	Number of people with personal budgets remains above the national average	16-17 nat. av. 89.4%
		% of people with safeguarding concerns who define the outcomes they want	> 90%
		% of people using Adult Social Care services who receive a direct payment remains above the national average	16-17 nat. av. 28.8%
	Number of people delayed leaving hospital awaiting social care	Reduce the number of people delayed in hospital awaiting social care from an average of 15 in March 2018 to XX by March 2019	tbc in Q1
		Reduce the number of people delayed in hospital awaiting both reablement and social care from an average of 50 in March 2018 to XX by March 2019	tbc in Q1
		Increase the number of hours from the hospital discharge and reablement service to 8920 hours per month	8920
	Proportion of older people supported in the community	% of older people in long term care who are supported to live in their own home (benchmark to be set during Q2)	tbc in Q2
	Homes and places support independent living	Percentage of people who report feeling safe	% of people who use Adult Social Care services who say they feel safe to remain above the national average
Percentage of people living in safe and suitable housing		<i>Measures being finalised</i>	tbc

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WE SUPPORT A THRIVING LOCAL ECONOMY BY IMPROVING TRANSPORT LINKS TO CREATE JOBS & HOMES FOR THE FUTURE

OUTCOME	INDICATOR	MEASURE	TARGET
Strong investment and infrastructure are secured	Level of investment attracted	Oxfordshire is chosen for XX new investors / re-investors, YY of which are 'high value' (as defined by DIT)	tbc in Q2
		We participate in 20 funding bids for innovation submitted to support the Smart Oxford programme	20
		Businesses given advice and support to grow through Trading Standards interventions or fire risk inspections for high-risk properties	3,332
		<i>Further measures being finalised</i>	tbc
	Number of new homes	<i>Measures being finalised</i>	(100,000 by 2031)
	Levels of disruption to journeys by congestion or roadworks	Number of roadworks days saved through active intervention	tbc in Q2
		Miles of bus route diverted as a result of roadworks	tbc in Q2
	Level of transport connectivity	Journey times by public transport (rail/bus) between main centres – likely to incl.: a) between Oxford and main growth locations (Bicester, Witney, Didcot etc), b) Cross Oxon, e.g. Didcot to Bicester, c) Regional/National, e.g. Oxford to Milton Keynes	Tbc in Q2
	Level of access to online and digital services	The absolute number of premises OCC has enabled to have access to superfast broadband within Oxfordshire, via its contract with BT	78,000
		The % of premises in Oxfordshire with access (via either OCC contract or commercial providers) to superfast/ultrafast/full fibre broadband	96.8%
The % of premises in Oxfordshire without access to at least Basic Broadband (at least 2Mb/s) or OFCOM 'acceptable' broadband (10Mb/s)		2Mb or grt. <0.33% 10Mb or grt. <1.4%	
Local businesses grow and provide employment	Number of business start-ups	<i>Measures being finalised</i>	Tbc in Q2
	Employment rates	<i>Measures being finalised</i>	Tbc in Q2
	Job growth in key sectors	<i>Measures being finalised</i>	Tbc in Q2
	Numbers of apprenticeships	Number of apprenticeships employed by OCC	80
	Levels of workforce retention and development	OCC FTE rate excluding schools	Tbc in Q1
		Total spend on agency staff as proportion of OCC's annual salary budget	>7% (tbc)
		OCC staff survey: measures to be added in Q2	Tbc in Q2
Direct care staff – vacancy and turnover rates to be reduced		tbc	

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Division(s): All

CABINET – 19 JUNE 2018

APPOINTMENTS 2017/18

Report by Director of Law & Governance

Introduction

1. The report asks the Cabinet to consider member appointments to a variety of bodies which in different ways support the discharge of the Council's executive functions. The report reflects the basis on which appointments to the respective bodies have been made in the past and, subject to any adjustments that may be considered appropriate, invites the Cabinet to agree arrangements for filling the councillor places on those bodies.
2. The schedule only refers to those appointments which are the direct responsibility of Cabinet to make. There are other outside body appointments that are the responsibility of the Remuneration Committee or local processes as appropriate.

Joint Committees

3. These are formal bodies set up to exercise statutory functions jointly with other authorities. Members of joint committees exercising executive functions must be members of the Cabinet.

The current joint committees are listed in **Section 1** of the Annex to this report.

Local Statutory Bodies

4. The County Council is required to set up and run a number of local bodies in connection with certain of its statutory functions, typically with other organisations. County Council representation is not generally limited to Cabinet Members.

The current local statutory bodies are listed in **Section 2**.

Strategic Partnerships

5. This category comprises Partnerships which the Cabinet has designated as 'strategic' and whose membership Cabinet has agreed should be linked to the role of Cabinet Member/s and not to individually named members. An exception in the past has been the representative on the Oxfordshire Safer Communities Partnership being the representative of the County Council on the Thames Valley Police & Crime Panel.

The current strategic partnerships are listed in **Section 3**.

Standing Advisory Bodies

6. This category comprises bodies which have been set up on a permanent basis in connection with particular functions. They do not possess executive powers but provide a forum for discussion and liaison. County Council representation is not limited to Cabinet Members.

The current standing advisory bodies are listed in **Section 4**.

Informal Member/Officer Working Groups

7. This is a diverse group of informal bodies set up from time to time to assist with the discharge of the responsibilities of the Cabinet. There is a wide variety of form and purpose, from purely internal management tools to inter-authority forums for overseeing issues of common interest. Members and officers share an equal status on these bodies, which are not subject to the access to information rules applying to formal committees and subcommittees; however, some are open to the public and may allow public address at their meetings.
8. These bodies cannot exercise executive functions themselves but provide available forum for discussion of issues outside the formal decision-making processes. Thus, where voting on such groups is permitted this can only be on the basis of an indicative view and cannot in any way bind the body responsible for the ultimate decision.

The informal member / officer working groups are listed in **Section 5**.

9. Cabinet at its meeting on 4 June agreed to the principle of implementing joint working arrangements with Cherwell District Council and as part of the initial steps delegated to the Director of Law & Governance in consultation with the Leader the agreement with Cherwell District Council to Terms of Reference of a Partnership Working Group. Under his delegated authority to make appointments the Director of Law & Governance in consultation with the Leader of the Council will give effect to the necessary appointments to the Working Group in line with the Terms of Reference once agreed

Strategic Outside Bodies

10. The Cabinet is responsible for appointments to those outside bodies which it has identified as 'strategic' and which have been endorsed as such by the Council.

The strategic outside bodies are listed in **Section 6**

Appointments to sub groups of the Oxfordshire Growth Board

11. The Oxfordshire Growth Board is now responsible for delivery of the Oxfordshire Housing and Growth Deal which was agreed by all Oxfordshire authorities and Government in February 2018. The Growth Board Terms of

Reference have been updated to reflect these new responsibilities and new programmes of work required to deliver the commitment in the Deal.

Oxfordshire Growth Board Advisory Sub Groups

12. The Terms of Reference establish advisory sub groups to the Growth Board to oversee programmes of work on infrastructure, housing and the Joint Statutory Spatial Plan. The purpose of the sub groups is to oversee the programmes of work to deliver the commitments in the Deal, to monitor progress against the key milestones and make recommendations to the Growth Board on decisions required. It is expected that the sub groups will normally meet on a quarterly basis.
13. The advisory sub groups will be made up of elected member representatives from each of the constituent councils appointed by the Leader of that council and other representatives as agreed by members of the Growth Board Joint Committee. The Chair of the sub-groups will be appointed by the Growth Board and normally drawn from the voting membership of the Growth Board acting as an independent Chair.
14. ***Cabinet is being asked to nominate a member representative to each of the three boards.***

Oxfordshire Growth Board Scrutiny Panel

15. The Terms of Reference also establishes a new Growth Board Scrutiny Panel to enable effective and coordinated scrutiny of Growth Board functions and decisions. The Scrutiny Panel will be non-statutory to enable flexibility for the constituent councils to reflect local scrutiny membership. The ability of the constituent council Scrutiny Committees to scrutinise the Growth Board will remain. The Terms of Reference and working arrangements for the Scrutiny Panel will be developed with input from the Scrutiny Committee Chairs of the individual councils. The Chair will be elected by the members of the Scrutiny Panel.
16. ***Cabinet are asked to confirm the three member representatives to the Scrutiny Panel.***

Next Steps

17. The report today is largely historical. It does not take into account many of the bodies on which Cabinet members may serve in their role as cabinet members nor does it consider the relevance to the County Council of providing representatives on all of the named bodies. It is recommended that a further review of outside bodies be carried out with a report to the October meeting of Cabinet

RECOMMENDATION

18. The Cabinet is RECOMMENDED to:

- (a) agree appointments to the bodies set out in the Annex to this report;**
- (b) agree that following a review of appointments a further report is submitted to the October meeting of Cabinet**

NICK GRAHAM
Director of Law & Governance

Annex: Appointments Schedule 2018/19

Background papers: Nil

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

June 2018

APPOINTMENTS SCHEDULE 2018/19

ANNEX

SECTION 1

Joint Committees

<i>Joint Committee</i>	Frequency of meetings (FOM)	Places	Appointees for 2018/19
Thames Valley Fire Control Service		2	Deputy Leader Cabinet member for Property & Cultural Services
Traffic Penalty Tribunal - Outside London Adjudication Committee	quarterly	1	Cabinet Member for the Environment
Growth Board		1	Leader (Deputy Leader as named substitute)

Joint Committee Sub-Groups

Sub-Group	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib	Ind
					Dem	
Oxfordshire Growth Board Scrutiny Panel	3	On the nomination of the political groups according to political balance:	1 Carter	1 John Sanders	1 Emily Smith	
OGB JSSP Sub Group		Appointment nominated by the Leader of the Council	1 Constance			
OGB Infrastructure Sub-Group	1	Appointment nominated by the Leader of the Council	1 vacancy			
OGB Housing Sub-Group		Appointment nominated by the Leader of the Council	1 vacancy			

Local Statutory Bodies

Statutory Body	FOM	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Adoption & Permanency Panels & Fostering Panels	3 per month	3	On the nomination of the political groups according to political balance: Adoption & Permanency	2 Cllr Mrs Fitzgerald O'Connor Vacancy	1 Cllr Begum Azad		0
	2 per month (occasionally) 3 per month	2	Fostering	1 Cllr Bulmer	1 Cllr Gill Sanders		
Standing Advisory Council for Religious Education (SACRE)		3	On the nomination of the political groups according to political balance	1 Cllr Mathew	1 Cllr Phillips	1 Cllr Bob Johnston	0

Strategic Partnerships

Partnership	FOM	Appointees for 2018/19
Oxfordshire Partnership Board	2 per annum	Leader of the Council
Thematic Partnerships*:		
Health & Well Being Board	3 per annum	Leader of the Council, Cabinet Members for Adult Social Care, Public Health & Education and Children's & Family Services
Children's Trust Board	3 per annum	Cabinet Member for Children & Family Services Cabinet Member for Public Health & Education
Health Improvement Partnership Board	3 per annum	Cabinet Member for Public Health & Education
The Adults with Support and Care Needs Joint Management Group	4 per annum	Cabinet Member for Adult Social Care
The Better Care Fund Joint Management Group		Cabinet Member for Adult Social Care
The Integrated System Delivery Board		
Oxfordshire Local Enterprise Partnership		Leader of the Council
Safer Oxfordshire Partnership	4 per annum	Councillor Kieron Mallon in his role as representative on the Thames Valley Police & Crime Panel.
Oxfordshire Stronger Communities Alliance	3 per annum	Cabinet Member for Local Communities
* As amended to reflect in year changes		

SECTION 4

Standing Advisory Bodies

Body	FOM	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Arts Council S. E. Region Board	3/4 per annum	1*	Cabinet Member for Property & Cultural Services Nomination only – appointment process by Arts Council	1 Cllr Lindsay-Gale			
Music House Committee / Music Education Hub (Partnership) for Oxfordshire	3 per annum	3	On the nomination of the political groups according to political balance	2 Cllr Waine Cllr Lindsay-Gale	1 Cllr Phillips	0	0
Outdoor Centres House Committee (under review)		3	On the nomination of the political groups according to political balance	2 Cllr Waine Vacancy	1 Cllr Lygo	0	0
Schools Organisation Stakeholder Group (includes former Oxfordshire School Forum)	quarterly	5 1 observer (with no voting rights)	Non-executive County Council Members On the nomination of the political groups according to political balance Cabinet Member for Public Health & Education	3 Cllr Waine Cllr Mrs Fitzgerald-O'Connor Cllr Matelot Cllr Hibbert-Biles	1 Cllr Brighthouse	1 Cllr Howson	

CA9

<p>Young People's Well-Being Group</p>	<p>2</p>	<p>5</p>	<p>5 non-executive councillors on the nomination of the political groups according to political balance, to reflect as far as possible the geographic areas of the county; the Cabinet Member with responsibility for Children and Young People (ex officio)</p>	<p>3 Cllr Mrs Fitzgerald-O'Connor Cllr Mathew Cllr Harrod</p>	<p>1 Cllr Turnbull</p>	<p>1 Cllr Emily Smith</p>	<p>0</p>
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Informal Member/Officer Working Groups

Working Group	FOM	Places	Basis of Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Corporate Parenting Panel	4 per annum	11	On the nomination of the political groups according to political balance, to include the Cabinet for Children Education & Families and the three members serving on the Fostering & Adoption Panels Director for Children, Education & Families and Director for Social & Community Services or nominees	6 Cllr Waine Cllr Mrs Fitzgerald O'Connor Cllr Billington Cllr Bulmer Cllr Harrod Cllr Gray	3 3 of Cllr Gill Sanders, Cllr Lygo, Cllr McIlveen and Cllr Begum Azad	2 Cllr Roberts Cllr Johnson	0
Oxfordshire County Council South Africa Link Group	2/3 per annum	4	On the nomination of the political groups according to political balance	2 Cllr Harrod Cllr Thompson	1 Brighthouse	1 D. Turner	0
Minority Ethnic Consultative Forum.		3		1 Cllr Gray	1 Cllr Afridi	1 Cllr Buckley	
West End Steering Group	as required	2	Leader of the Council and Deputy Leader or representative	2 Hudspeth Heathcoat		0	0

SECTION 6

Strategic Outside Body	FOM	OCC Entitlement	Appointees for 2018/19
County Councils Network (CCN)	Council - 2 per annum Executive – 3 per annum Annual conference	4 county councillors	Hudspeth Lindsay-Gale Heathcoat Hibbert-Biles
Local Government Association (LGA)	General Assembly -1 per annum	4 county councillors (* to cast additional OCC vote)	Hudspeth* Hibbert-Biles Heathcoat Lindsay-Gale
Oxfordshire Association of Local Councils	as required	1 county councillor	Matelot
Oxfordshire Care Partnership Board	as required	1 county councillor	Stratford
Oxfordshire Countryside Access Forum	2/3 per annum	1 county councillor	Vacancy
Community First Oxfordshire (formerly Oxfordshire Rural Community Council)	as required	1 county councillor	Walker

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Division(s): N/A

CABINET – 19 JUNE 2018

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 17 July 2018	
<ul style="list-style-type: none"> <p>▪ Engagement of External Advisory Services To seek agreement to consider engaging with an external provider to deliver expert advisory services to the Council over the next 3 years.</p> 	Cabinet, Leader 2018/088
<ul style="list-style-type: none"> <p>▪ Delegated Powers - July 2018 To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for scrutiny call-in.</p> 	Cabinet, Leader 2018/021
<ul style="list-style-type: none"> <p>▪ Innovation Funding To seek agreement of the award of Innovation Funding as per agreed decision making process and to seek approval for criteria used in the application form.</p> 	Cabinet, Adult Social Care 2018/052
<ul style="list-style-type: none"> <p>▪ Performance Scrutiny Household Recycling Deep Dive Recommendations To consider and respond to the recommendations from the Performance Scrutiny Committee deep dive into Oxfordshire's falling household recycling rates.</p> 	Cabinet, Environment 2018/094
<ul style="list-style-type: none"> <p>▪ Capital Programme Monitoring Report - May 2018 Financial report on capital spending against budget allocations, including any necessary capital programme approvals.</p> 	Cabinet, Finance 2018/090
<ul style="list-style-type: none"> <p>▪ A Council Strategy for the Digital Age To seek approval of high level strategy.</p> 	Cabinet, Finance 2018/093
<ul style="list-style-type: none"> <p>▪ Financial Monitoring and Medium Term Financial Plan Delivery Report - May 2018 Financial report on revenue spending against budget allocations, including virements between budget heads.</p> 	Cabinet, Finance 2018/089

- **Service & Resource Planning Report - 2019/20 - September 2018** Cabinet, Finance 2018/053

To provide background and context to the service and resource planning process for 2019/20.

Cabinet Member for Children & Family Services, 16 July 2018

- **Contract to Deliver Short Breaks and Childcare Holiday Playscheme Services for Disabled Children** Cabinet Member for Children & Family Services, 2018/076

To seek approval to contract Fitzwaryn School to deliver short breaks and childcare services for 3.5 years.

Cabinet Member for Environment, 12 July 2018

- **Horspath: Oxford Road - Proposed 40mph Speed Limit and Waiting Restrictions** Cabinet Member for Environment, 2018/057

To seek approval of the proposals.
- **Abingdon: Faringdon Road - Proposed Zebra Crossing** Cabinet Member for Environment, 2018/055

To seek approval of the proposals.
- **Application of Highway Policy Review - Phase 1** Cabinet Member for Environment, 2018/036

To seek approval of the proposed changes to procedures.
- **Ambrosden/Bicester - Graven Hill - Proposed 20mph Speed Limit and Waiting Restrictions** Cabinet Member for Environment, 2018/013

To seek approval of the proposals.
- **Proposed Extension to Double Yellow Lines - Rock Road, Carterton** Cabinet Member for Environment, 2016/135

To seek approval of the proposals.
- **Oxford - George Street/Hythe Bridge Street/Worcester Street - Proposed Junction Improvement** Cabinet Member for Environment, 2018/031

To seek approval of the proposals.
- **Abingdon: Dunmore Road, Twelve Acre Drive and Oxford Road - Proposed Toucan Crossings and Bus Stops Clearways** Cabinet Member for Environment, 2018/063

To seek approval of the proposals.

- **Chinnor: Mill Lane and Estover Way - Proposed Traffic Calming**
 To seek approval of the proposals. Cabinet Member for Environment, 2018/064
- **Eynsham: Thornbury Road and Witney Road and Other Village Roads - Proposed Waiting Restrictions**
 To seek approval of the proposals. Cabinet Member for Environment, 2018/066
- **Milton-under-Wychwood: A361 - Proposed 30mph Speed Limit**
 To seek approval of the proposals. Cabinet Member for Environment, 2018/068
- **Oxford: Portland Road - Proposed Amendments to Waiting Restrictions**
 To seek approval of the proposals. Cabinet Member for Environment, 2018/069
- **Policy Statement on Electric Vehicles**
 To seek agreement of the policy. Cabinet Member for Environment, 2018/075
- **Westgate Bus Link - Experimental Traffic Regulation Order (TRO) for use by Taxis and Private Hire Vehicles (PHVs)**
 In the light of the responses to an informal consultation with stakeholders and residents/frontages, to decide whether to proceed with an experimental TRO allowing taxis and PHVs to use the Westgate Bus Link. Cabinet Member for Environment, 2018/095

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