



Notice of a Meeting

People Overview & Scrutiny Committee

Thursday, 12 January 2023 at 10.00 am

Council Chamber - County Hall, New Road, Oxford OX1 1ND

These proceedings are open to the public

If you wish to view proceedings, please click on the live stream link on the website.

Membership

Chair - Councillor Nigel Simpson

Deputy Chair - Councillor Kate Gregory

Councillors:

Imade Edosomwan

Andy Graham

Nick Leverton

Michael O'Connor

Bethia Thomas

Michael Waine

Liam Walker

Co-optees:

Notes: ***Date of next meeting: 30 March 2023***

| For more information about this Committee please contact: | |
|--|---|
| Chair | Councillor Nigel Simpson Email: nigel.simpson@oxfordshire.gov.uk |
| Committee Officer | <i>Jonathan Deacon</i> Email: jonathan.deacon@oxfordshire.gov.uk |

A handwritten signature in black ink that reads "Stephen Chandler".

Stephen Chandler
Interim Chief Executive

January 2023

What does this Committee review or scrutinise?

- All services and preventative activities/initiatives relating to children, young people, education, families and older people.
- Enables the council to scrutinise its statutory functions relating to children, adult social care and safeguarding. Includes public health matters where they are not covered by the Joint Health Overview and Scrutiny Committee.
- This committee will also consider matters relating to care leavers and the transition between children's and adult services

How can I have my say?

We welcome the views of the community on any issues in relation to the responsibilities of this Committee. Members of the public may ask to speak on any item on the agenda or may suggest matters which they would like the Committee to look at. **Requests to speak must be submitted to the Committee Officer below no later than 9 am 4 working day before the date of the meeting.**

About the County Council

The Oxfordshire County Council is made up of 63 councillors who are democratically elected every four years. The Council provides a range of services to Oxfordshire's 678,000 residents.

These include:

| | | |
|------------------|----------------------|-----------------------|
| schools | social & health care | libraries and museums |
| the fire service | roads | trading standards |
| land use | transport planning | waste management |

Each year the Council manages £0.9 billion of public money in providing these services. Most decisions are taken by a Cabinet of 9 Councillors, which makes decisions about service priorities and spending. Some decisions will now be delegated to individual members of the Cabinet.

About Scrutiny

Scrutiny is about:

- Providing a challenge to the Cabinet
- Examining how well the Cabinet and the Authority are performing
- Influencing the Cabinet on decisions that affect local people
- Helping the Cabinet to develop Council policies
- Representing the community in Council decision making
- Promoting joined up working across the authority's work and with partners

Scrutiny is NOT about:

- Making day to day service decisions
- Investigating individual complaints.

What does this Committee do?

The Committee meets up to 4 times a year or more. It develops a work programme, which lists the issues it plans to investigate. These investigations can include whole committee investigations undertaken during the meeting, or reviews by a panel of members doing research and talking to lots of people outside of the meeting. Once an investigation is completed the Committee provides its advice to the Cabinet, the full Council or other scrutiny committees. Meetings are open to the public and all reports are available to the public unless exempt or confidential, when the items would be considered in closed session.

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, giving as much notice as possible before the meeting

A hearing loop is available at County Hall.

AGENDA

- 1. Introduction and Welcome**
- 2. Apologies for Absence and Temporary Appointments**
- 3. Declaration of Interests - see guidance note on the back page**
- 4. Minutes (Pages 1 - 10)**

To approve the minutes of the meeting held on 10 November 2022 and to receive information arising from them.

5. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.

To facilitate 'hybrid' meetings we are asking that requests to speak or present a petition are submitted by no later than 9am four working days before the meeting i.e., 9am on Friday 6 January 2023. Requests to speak should be sent to jonathan.deacon@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure your views are taken into account. A written copy of your statement can be provided no later than 9am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

6. Unpaid Carers Services (Pages 11 - 34)

Report by the Interim Corporate Director of Adult and Housing.

The Oxfordshire Way is guiding the Council's approach to strengthening support for Carers. This is our vision of supporting people to live well at home in their community, remaining fit and healthy for as long as possible. The Oxfordshire Way aims to provide people with the ability to support themselves through personal, local and system assets to lead independent lives. It is critical that carers are supported to protect their health and wellbeing, so they can continue to care in the way that they wish to and have a life alongside caring.

The paper provides information about the carer population in Oxfordshire and explains the measures used to understand the wellbeing of our carers. It revisits the results of the survey of Adult Carers in England and presents current activity which is being conducted collaboratively with voluntary sector partners and unpaid carers in our community that aims to explore carer experiences and develop an action plan that aims to increase positive outcomes and overall satisfaction for carers who are in need of support. It summarises services provided by both Adult Social Care and Children's services, including the service offered for families looking after the special educational needs of children and related provision. It also provides an update on the development of a new strategic plan, the *Oxfordshire All Age Unpaid Carers Strategy*, to support carers across the health and social care system.

The People Overview and Scrutiny Committee is RECOMMENDED to:

- a) recognise the immense contribution carers make to our society, caring for family, friends and neighbours; and,
- b) acknowledge the importance of providing high quality support for carers, because whilst caring can be a rewarding and positive experience for both the carer and the cared-for person, being a carer is also associated with a higher risk of poverty, poor mental wellbeing and physical health, and can restrict social, education and employment opportunities.

7. SEND Finances

Report by the Director for Children's Services - To Follow.

8. Action and Recommendation Tracker (Pages 35 - 42)

The Committee is RECOMMENDED to note the action and recommendation tracker which is being used to monitor the implementation of formally agreed actions and recommendations.

9. Committee's Work Programme and the Council's Forward Plan (Pages 43 - 92)

Attached is a proposed work programme for Committee's forthcoming meetings. The Committee is recommended to AGREE its work programme, having heard any changes from previous iterations, and taking into consideration the Council's Forward Plan and any issues arising from the Business Management and Monitoring Report.

10. Cabinet responses to Scrutiny recommendations

There are no Cabinet responses to Scrutiny recommendations at this meeting.

Close of meeting

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 democracy@oxfordshire.gov.uk for a hard copy of the document.

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PEOPLE OVERVIEW & SCRUTINY COMMITTEE

MINUTES of the meeting held on Thursday, 10 November 2022 commencing at 10.00 am and finishing at 2.00 pm

Present:

Voting Members: Councillor Nigel Simpson – in the Chair

Councillor Kate Gregory (Deputy Chair)
Councillor Nigel Champken-Woods
Councillor Imade Edosomwan
Councillor Andy Graham
Councillor Michael O'Connor
Councillor Bethia Thomas
Councillor Michael Waine
Councillor Liam Walker

**Other Members
in Attendance:**

Councillor Liz Brighthouse (Deputy Leader and Cabinet Member for Children, Education and Young People's Services)

Officers:

Karen Fuller (Interim Corporate Director of Adult Social Care), Kevin Gordon (Director for Children's Services), Victoria Baran (Interim Deputy Director Adult Social Care), Tom Hudson (Principal Overview and Scrutiny Officer), Jonathan Deacon (Interim Democratic Services Officer)

The Scrutiny Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and agreed as set out below. Copies of the agenda and reports [agenda, reports and schedule/additional documents] are attached to the signed Minutes.

14/22 ELECTION OF CHAIR FOR 2022/23

(Agenda No. 1)

It was proposed, seconded and **AGREED** that Councillor Simpson should be appointed Chair of the Committee for the remainder of the 2022/23 municipal year. Councillor Simpson assumed the role of the Chair at this point.

15/22 INTRODUCTION AND WELCOME

(Agenda No. 2)

The Chair welcomed attendees and thanked Councillor Corkin for previously chairing the Committee in a professional and well-balanced manner.

16/22 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 3)

An apology for absence was received from Councillor Leverton. Councillor Champken-Woods substituted for Councillor Leverton.

An apology for absence was also received from Councillor Bearder, Cabinet Member for Adult Social Care.

17/22 DECLARATION OF INTERESTS - SEE GUIDANCE NOTE ON THE BACK PAGE

(Agenda No. 4)

Councillor Champken-Woods declared a personal interest that he and his wife are chair and vice-chair of trustees for a day centre for the elderly in Thame.

18/22 MINUTES

(Agenda No. 5)

The Committee considered the minutes of the previous meeting held on 16 June 2022. It was **AGREED** that the Chair should sign the minutes as an accurate record.

It was requested that it was minuted, as it had been raised at a number of previous meetings, that the Council Chamber was not conducive to the requirements for People Overview & Scrutiny Committee meetings. It was also requested that rather than focus largely on strategic matters in relation to items considered, there should be a greater emphasis on performance and outcomes.

There had been an item at the Committee meeting in June in respect of the Home to School Transport Policy Working Group Project Plan. Clarification was sought on future meeting dates of the Working Group.

Councillor Brighouse advised the Committee that a press release was being submitted later that day that an independent Education Commission was being established. She was hopeful that the Committee would be able to review the recommendations.

19/22 PETITIONS AND PUBLIC ADDRESS

(Agenda No. 6)

There were none.

20/22 TRANSITIONS INTO ADULT SOCIAL CARE

(Agenda No. 7)

The Committee heard initially from a witness, Kathy Liddell, a family carer with a 26 year old daughter with learning disabilities. The family had first experienced Oxfordshire's social care services when Ms Liddell's daughter was 15. Ms Liddell spoke about joining the co-production group to help other families which included officers delivering services and young people who used the services. A key aspect

which came out of the group meetings was having a named individual who could take families through the process from teenage years through to the age of 25. This did not just relate to educational needs but also included where the young person was going to live and how he/she was going to work and earn money. The group looked at best practice at other county councils. Ms Liddell added that she was now working with Oxfordshire Family Support Network. The Moving into Adulthood Service (MiA) was invaluable for young people and their families.

Members also heard from Victoria Baran, Interim Deputy Director Adult Social Care, Karen Fuller, Interim Corporate Director of Adult Social Care and Kevin Gordon, Director for Children's Services, in relation to this item. Ms Baran confirmed in her presentation that the MiA Service had been developed in response to recommendations made by the co-production group, referred to by Ms Liddell. The Service worked with young people from 18 to 25 years of age, with an in-reach into Children's Services from the age of 16. Having a named link worker from the age of 16 enabled the young person and their family to build a relationship with the Service from an early point and provided them with consistency through their journey into adulthood.

There had been a big focus on improving accessibility of information. For instance, webinars were being delivered to schools and colleges, young people and their families. A Moving into Adulthood guide would be published later this year and would assist in understanding a complex system. Young people were being encouraged to identify their own aspirations with the option of chairing their own review meetings. The Council was working collaboratively with Oxfordshire Employment Service and Community Connections to support young people to achieve their outcomes.

There was an emphasis on improving co-ordination between teams and partners, including operating a Multi-Agency Placement and Commissioning (MAPaC) forum with a single route for all young people needing funding from more than one team. Also, Children's and Adults' Social Care teams were undertaking joint training in areas such as Mental Capacity, the role of social care in SEND and, the Working with Families training delivered by the Oxfordshire Family Support Network. Quarterly Health Transitions meetings ensured that the health care of young people was taken into account during their transition alongside the social care aspects.

Ms Baran advised that the Service was currently actively supporting 385 young people to plan for their journey into adulthood. Since the service launched in June 2021 it had worked with a total of 560 young people. 85% of young people open to the Service had had an assessment by their 18th birthday and there was confidence this would increase in the future. There was also confidence that the figure of 21% of all referrals to the Service being 16 year olds would increase given the working with partners. The earlier identification and planning helped to avoid making decisions in crisis situations. 27 young people had been supported to move out of residential education establishments back into the family home or into supported accommodation in a planned fashion.

Future plans included expanding the "Chair my own review" initiative, giving the young person choice and control and ensuring they were able to voice their aspirations for the future and aligning MiA planning with the SEND Planning Lives

Process which takes place at age 14. This would further improve early planning and would enable young people to develop a single future plan that would take into account their education, health, and care support requirements.

Other key points included that no new money was invested in the development of this service. It was formed through a realignment of pre-existing funding in Children's and Adults Social Care, which enabled the re-organisation of how we support young people through their journey into adulthood. Also, since the implementation of the team the number of children in relatively high-cost residential placements that move into residential placements as an adult was reducing.

The Committee noted in the presentation that longer term strategic activity, in partnership with Housing and Planning, included development of a joined up Housing Needs Assessment (5-10 years) across all needs working with the District Council to ensure the County Council would be better linked to district plans and Section 106 funding. The Committee considered that there was a need for senior officers to have a more co-ordinated approach in order to identify opportunities for Section 106 funding in terms of housing needs. There was also an opportunity for more joined up working with the District Councils on how best to use the S106 funding to ensure the right mixture of housing for vulnerable residents. Members of the Committee sought clarification that there was an appropriate strategy in place for the spending of S106 money and Community Infrastructure Levy receipts.

It was recognised that the old model of residential care and education provision outside the county was not tenable in the longer term. It was noted that steps were being taken to address this, including an additional 50 supported living placements being delivered in county in 2022/23.

Overall, the Committee considered that there was progress and a vision in place as a result of the establishment of the Moving into Adulthood Service.

The Committee recommended the following:

Recommendation 1: That senior officers work in a holistic and co-ordinated fashion in order to identify the potential opportunities for Section 106 capital funding in terms of housing needs.

21/22 CHILDREN AND ADULTS' SOCIAL CARE WORKFORCE (Agenda No. 8)

Kevin Gordon, Director for Children's Services, introduced the report and provided a presentation at the meeting. He stated that the council currently employs 811 FTE staff in Adult Social Care (ASC) and 1,021 FTE staff in Children's Social Care. In terms of those who were employed by the Council's care providers, 14,500 people were working in residential care homes, homecare and day centres. The social care workforce also consisted of 1,300 Personal Assistants work in the county supporting people at home. Many unpaid carers also contributed significantly.

The challenges for recruiting and retaining staff included the underlying economic factors such as Oxfordshire being an expensive place to live and strong competition

from other sectors in a buoyant local labour market in the South East. Social care roles were sometimes perceived to be unskilled jobs with little career progression and relatively low wages were paid for what can be a very demanding job.

Mr Gordon referred to the impact of Covid generally on people leaving the workforce in the UK and that the increase in vacancy levels in the internal and external social care workforce at Oxfordshire was a widespread phenomenon. A deep dive review of the issues impacting the recruitment and retention of children's social workers had been undertaken this year. In relation to the findings, work was progressing to reduce the demand flow into statutory Children's Services and caseloads were stabilising. There was for now a continued reliance upon agency workers until such time as work demand could be managed. The Council had a plan in place to 'grow your own' social work staffing, with an established Social Work Academy that supported the learning and development for students who wish to enter the social work profession and those who are newly qualified, to experienced practitioners and those aiming to become managers. The Council was able to be quite selective in introducing people into the programmes, including local people and it was hoped there would be longer term retention.

An alternative source of experienced social workers was the recent employment of six International Social Workers. It was expected that an additional six would be recruited in 2022/23.

Options being looked at in terms of retention of staff included market supplements for hard to recruit to posts and lump sum long-service payments and also career break opportunities such as sabbaticals for staff who may otherwise be considering leaving due to stress or burnout the option to take time out to support their wellbeing. The Council would explore the potential to offer sabbatical leave after 3 years of service for staff in hard to recruit teams.

The presentation drew the Committee's attention to the ASC legislation, 'Build Back Better: Our Plan for Health and Social Care' and 'People at the Heart of Care'. As one of six 'Trailblazer' local authorities, OCC was working with the DHSC to trial key aspects of the reforms. It was stated that the work that had been done on the Oxfordshire Way made the Council more resilient than others in terms of responding to the reforms and new ways of working.

The Council had in place a programme of activity to support employers in the care market. This included Funding the Care Workers' Charity to enable provision of hardship grants for Oxfordshire care workers and 'New Starter' grants to help people joining the Oxfordshire Care workforce with the cost of starting a new job.

The Council was exploring its offer in relation to key worker housing, taking into account the expensive nature of housing being a barrier to recruitment and retention. A group of officers within the Council were reviewing this matter.

The Committee, in its findings, took into account a number of responses to questions from Mr Gordon, Ms Fuller and Councillor Brighthouse. The Committee observed that whilst there were specific aspects to improving retention of staff in the internal workforce, providing the package that could make OCC the Council of choice, there

were similarities with other Council employees including highways engineers. It was recommended to Council that a Council wide retention strategy was introduced.

The Committee was keen to understand what the relative cost was of losing internal workforce staff to agencies. Data was requested, including the in-house hourly rate in comparison to the agency hourly rate.

The issue of key worker housing was discussed. It was queried whether there was scope for interim housing as had been provided for key workers in the 1960s. It was noted that there were provisions in respect of Section 106 funding for key worker housing and there was the potential for this to be explored. It was recognised that currently there was a lack of emphasis on partnership working between the County Council and the District Councils regarding key worker housing. Dual hatted Members could play their part in raising this in addition to it being a recommendation to Cabinet.

The Chair suggested that Members of the Committee schedule some time to shadow key workers to get a better understanding of their roles. He would be discussing this matter with the relevant directors.

The following action was **AGREED**:

- 1) That the Director for Children's Services and the Interim Corporate Director of Adult Social Care provide data on the relative cost of losing internal workforce staff to agencies. This is to include the in-house hourly rate in comparison to the agency hourly rate.

It was **AGREED** that the wording of the recommendations would ultimately be delegated to the Chair and Vice-Chair of the Committee. However, the Committee was seeking two recommendations. Firstly, for a Council wide retention strategy to be introduced and secondly, to have a partnership approach to key worker housing, including with the District Councils. There was also the potential for Section 106 funding for key worker housing to be explored.

Councillor Brighouse left the meeting at the conclusion of this item.

22/22 ADULT SOCIAL CARE QUALITY AND ASSURANCE

(Agenda No. 9)

Karen Fuller introduced the report and in conjunction with Victoria Baran provided a presentation at the meeting. The Health and Care Act 2022 had introduced a new duty for the Care Quality Commission (CQC) to independently review and assess how Local Authorities were delivering their Care Act function. The key elements of CQC's new strategy were independent assurance to residents about the quality of service, assurance driven by needs and outcomes for residents, working towards stronger safety within the system and acceleration of improvement.

Reference was made to the progress the Council had made with the extensive programme of transformation, resulting in the Oxfordshire Way. This was in order to improve outcomes for residents, improve the governance structures, form a stronger

integration with health partners and focus on using residents' feedback to inform decision making. The Oxfordshire Way had been co-produced with partners across the county and was the Council's vision of supporting people to live well at home in their community, remaining fit and healthy for as long as possible. The Oxfordshire Way aimed to provide people with the ability to support themselves through personal, local and system assets to lead independent lives and strongly aligned with the CQC's assessment framework. The introduction of the CQC assessment allowed the Council to build on its transformation programme.

The CQC would be using a Single Assessment Framework to assess services. The framework was based on a set of quality statements describing what good care looks like and Local Authorities were required to evidence their commitment to these quality statements through feedback, policies and data. There was a strong focus on placing people's experiences of care at the heart of the process.

Areas of focus for Local Authority assessments included Working with People in terms of supporting people to live healthier lives, assessing needs, including unpaid carers; Providing support with market shaping, commissioning, workforce capacity and capability, integration and partnership working; Ensuring safety in safeguarding, safe systems, pathways and transitions and Leadership in terms of governance and risk management at all levels, culture and values of the workforce and organisation, innovation, continuous learning and improvement.

The Committee was advised that there was a delay to DHSC sign off on methodology which was part of the Framework Implementation. It was expected that the CQC Digital Solution design, build and implementation in order for ASC to upload its evidence, would be available by March 2023. The Go Live date was scheduled for April 2023.

ASC was preparing by engaging with the CQC in co-producing the Framework and commissioning an independent consultant to review its readiness for assurance and provide insight into further development opportunities. It built on the findings of the independent review with its own self-assessment workshops for operational teams.

Next steps included aiming to embed a culture of continuous improvement and development aligning with the ethos of the CQC strategy and our corporate values of 'Always Learning' and 'Daring to do it differently'. By further embedding and building upon the successes identified through Teams Led Transformation and delivery of the Oxfordshire Way ASC would continue to reduce the number of people waiting for assessment. The Quality Assurance project board was developing a detailed action plan setting out further next steps with specific timeframes for implementation. This would be aligned with the final CQC Assurance Framework once it has been published. By strengthening feedback mechanisms ASC would gain much improved insight into how local residents feel about the service they receive.

The Committee noted that ASC was exploring opportunities for independent peer review with conversations taking place with the LGA regards the offer of a peer review to provide further independent scrutiny and offer check and challenge to the process of self-evaluation. Members of the Committee supported this concept of external check and challenge. This would be further discussed as part of the work

plan. It was suggested that the outside engagement that ASC had was clearly set out and could be included in the Council's Forward Plan.

No recommendations were made in relation to this item.

23/22 ACTION AND RECOMMENDATION TRACKER

(Agenda No. 11)

The Committee decided to take this item prior to the Co-Optee Recruitment Update in order that Karen Fuller was able to provide an update. Tom Hudson, Principal Overview and Scrutiny Officer, advised the Committee that many of the actions were still 'in progress' due to the timing of meetings as they awaited a response from Cabinet. There would be an update to all the Committee's recommendations recorded at the previous meeting in June 2022 at the next meeting in January 2023.

Mr Hudson and Ms Fuller referred specifically to an action included in the Action and Recommendation Tracker report which had been recorded at the June 2022 meeting that 'The Local Account to be updated and shared with Scrutiny Committee with a view to it being used as a performance dashboard'. Having reviewed it, it was felt that the local account would not provide a useful dashboard. It was suggested that the Chief Executive's recommendation was taken forward to provide data on the waiting lists of people waiting for a service from the Council.

Ms Fuller informed the Committee that it was no longer a requirement to produce a local account. The last one had been produced in 2014 and was therefore out of date.

Mr Hudson brought to the Committee's attention that Members had been promised at the previous meeting that they would be able to review Scrutiny protocols. He stated this had not happened because Performance and Corporate Services Overview and Scrutiny Committee had established a working group in respect of democratic processes and how the Council supported Members to do their jobs. Part of the working group's remit was to focus on scrutiny and it was therefore being proposed to delay the review of the Scrutiny protocols for the time being to avoid duplication of effort.

The following action was **AGREED**:

- 1) To amend the action from the June 2022 meeting that 'The Local Account to be updated and shared with Scrutiny Committee with a view to it being used as a performance dashboard' and replace it with an emphasis on providing data on the waiting lists of people waiting for a service from the Council.

The action and recommendation tracker was **NOTED**.

24/22 CO-OPTEE RECRUITMENT UPDATE

(Agenda No. 10)

Members of the Committee received an apology for the late receipt of the report which had been awaiting the required approval.

Tom Hudson advised the Committee that there was a legal requirement enshrined within the Council's Constitution to have co-optees included as members of the Committee. The required four co-optees were two parent governors of maintained schools in Oxfordshire, one Church of England representative appointed by the Oxford Diocesan Board of Education and one Roman Catholic representative appointed jointly by the Archbishop of Birmingham and the Bishop of Portsmouth.

Current progress was that a nomination had been received from the Oxford Diocesan Board of Education. This was Ruth Bennie, the deputy director at the organisation. Mr Hudson was in contact with the Archbishop of Birmingham and the Bishop of Portsmouth in order to seek agreement on a Roman Catholic representative.

The requirement in the legislation was to hold an election amongst parent governors between those who are eligible and have put themselves forward for nomination. Mr Hudson had advertised for an election. Three people had expressed initial interest. One had not submitted the necessary paperwork, one was ineligible to stand owing to her employment by the Council and the third had a change of personal circumstances and had withdrawn from the list. The legislation stated that if the posts were not filled, an attempt must be made to fill the vacant positions in six months' time. This was scheduled to take place in March 2023.

During discussion of this item, it was noted that whilst the legislation was very prescriptive and allowed only for parent governors of maintained schools in Oxfordshire to be appointed as co-optees, there was the option to invite representatives of Oxfordshire Governors' Association to meetings as an external contributor when educational matters were being considered by the Committee. It would be raised with the Monitoring Officer whether there was any scope to amend the position so that parent governors that were not representing maintained schools would be able to sit as co-optees.

The following action was **AGREED**:

- 1) That the Principal Overview and Scrutiny Officer would raise with the Monitoring Officer whether there was any scope to amend the position so that parent governors that were not representing maintained schools would be able to sit as co-optees.

It was **RESOLVED** that:

- 1) The update on activity undertaken to fill the Committee's vacant co-optee posts is noted.
- 2) That Ruth Bennie is appointed as the Anglican nomination to the Committee as co-opted member, subject to completion of the necessary formalities.
- 3) The Catholic nominee is accepted as a co-opted member to the Committee, subject to the completion of necessary formalities, without further reference to the Committee.

25/22 COMMITTEE'S WORK PROGRAMME AND THE COUNCIL'S FORWARD PLAN

(Agenda No. 12)

Mr Hudson explained that there were updates to the Sub-Groups/Working Groups section of the Committee's Work Programme. The Food Strategy Action Plan was now scheduled for January and the Special Meeting with Regional Schools Commissioner, ESFA/OFSTED had also been delayed.

There was a discussion relating to the Education Commission. Mr Gordon advised that an independent Chair had been appointed and he recommended that she be invited to a meeting of the Committee. Members were keen that they were able to scrutinise the work of the Committee whilst the work was still evolving rather than be asked to consider the final recommendations. This would ideally include a Member of the Committee having representation on the Commission. They requested having further information on performance data in order to be as informed as possible. They noted that there was a Members' briefing being made available shortly and the terms of reference of the Commission were currently being agreed.

It was **AGREED** that in the event the Committee was represented on the Education Commission, the recommended Member would be Councillor Waine.

Mr Hudson stated that discussions had taken place regarding an all Member briefing being provided regarding Special Educational Needs and Disability (SEND) matters. Members looked in detail at the best forum for considering SEND matters, including whether there should be a special meeting. It was **AGREED** that the Chair and Vice-Chair would discuss with Mr Gordon outside the meeting what the most suitable forum was to achieve a productive SEND meeting and report back to Members.

It was also **AGREED** that the youth offer for Oxfordshire would be added to the January schedule. Early help would be scheduled for the March meeting.

It was requested that there was less emphasis in the People OSC meetings on lengthy presentations and that they be circulated to Members before the meeting.

..... in the Chair

Date of signing

Divisions Affected - All

People Overview Scrutiny Committee - 12 January 2023

Unpaid Carers Services

Report by Karen Fuller, Interim Corporate Director of Adult and Housing

RECOMMENDATION

- 1. The People Overview Scrutiny Committee is RECOMMENDED to:** recognise the immense contribution carers make to our society, caring for family, friends and neighbours; also, to acknowledge the importance of providing high quality support for carers, because whilst caring can be a rewarding and positive experience for both the carer and the cared-for person, being a carer is also associated with a higher risk of poverty, poor mental wellbeing and physical health, and can restrict social, education and employment opportunities. (Ref. Carers' health and experiences of primary care 2022 survey).

Executive Summary

- 2.** This paper provides information about the carer population in Oxfordshire, and explains the measures used to understand the wellbeing of our carers. It revisits the results of the survey of Adult Carers in England (Para.36) *Best practice review, service user and carer experience*. (See link in appendix D) It presents current activity which is being conducted collaboratively with voluntary sector partners and unpaid carers in our community that aims to explore carer experiences and develop an action plan that aims to increase positive outcomes and overall satisfaction for carers who are in need of support.

The paper summarises services provided by both Adult Social Care and Children's services, including the service offered for families looking after the special educational needs of children (SEND) and related provision. This paper also provides an update on the development of a new strategic plan, the *Oxfordshire All Age Unpaid Carers Strategy*, to support carers across the health and social care system.

Background

- 3.** The Oxfordshire Way is guiding our approach to strengthening support for Carers. This is our vision of supporting people to live well at home in their community, remaining fit and healthy for as long as possible. The Oxfordshire

Way aims to provide people with the ability to support themselves through personal, local and system assets to lead independent lives. It is critical that carers are supported to protect their health and wellbeing, so they can continue to care in the way that they wish to and have a life alongside caring.

4. This work supports four of the Council's nine priorities in the following ways:
 - Support carers and the social care system: underpinning the process of developing support options is a co-production approach with carers themselves to ensure commissioned support will meet their needs and lead to positive outcomes. Promoting awareness of support available so that carers can benefit from the support available. Ensuring that information is readily available in alternative formats, including developing digital options to enable people to self-serve where appropriate.
 - Prioritise the health and wellbeing of residents: a key priority guiding the development of the *Oxfordshire All Age Unpaid Carers Strategy*. As part of the Oxfordshire Way approach, all operational teams the teams are actively considering a carer's needs, as carers are critical to the success of any approach that aims to support people to live independent lives.
 - Tackle inequalities in Oxfordshire: focused work is taking place to understand the needs and priorities of those who may face barriers to having their views heard due to factors including socio-economic disadvantage, language or cultural barriers. The outcome will be that future services are better able to support people from all our communities.
 - Create opportunities for children and young people to reach their full potential – work with Young Carers and their families to access support within their communities, build on their strengths and make positive changes to family life in order to enable Young Carers to pursue their goals in life.

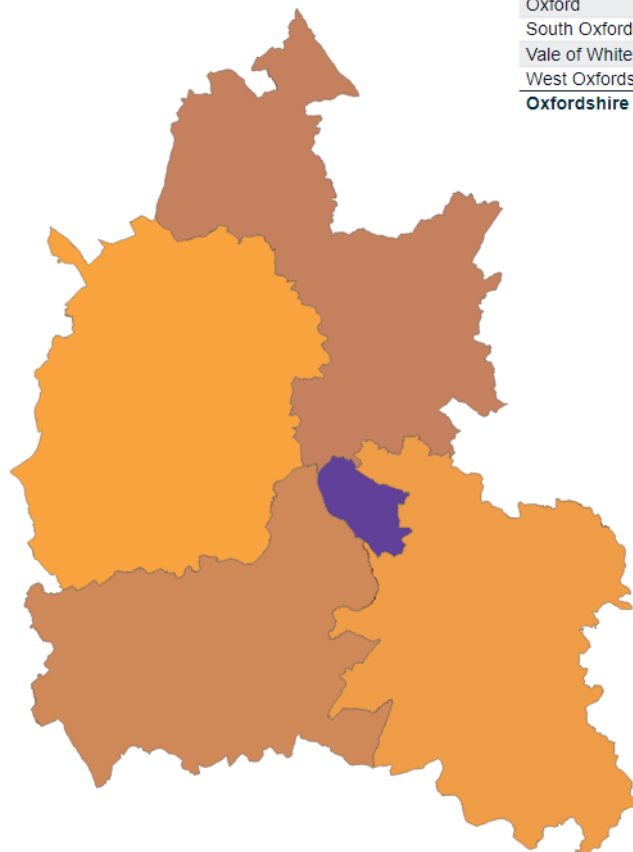
5. The main source of data on the number of unpaid carers in Oxfordshire comes from the census. The 2021 census will publish a data release on 19 January 2023 on data about health, disability and unpaid care in England and Wales.
 - The 2011 census identified 9.4% of the local population (61,100 people) provided informal care in Oxfordshire, which is 0.9% points lower than the average for England. The % of people providing unpaid care varied from 7.8% in Oxford City to 10.3% in the Vale of the White Horse. Over 11,000 people were providing over 50 hours of care a week
 - 17,400 residents of Oxfordshire were providing 20 or more hours of unpaid care, of whom a third (34%) were aged 65 or over.
 - 4,200 residents were combining full time work with providing 20 or more hours per week of unpaid care.

6. In 2020-2021, there was a total of 4,275 carers in Oxfordshire who were registered and receiving a service in the form of a carers assessment or a direct payment (from a pooled Health and Social Care budget). This was 0.77% of the adult population, above the regional average (0.72%) and below national average (0.84%).

7. As of 31 March 2022, there were 21,746 carers registered by 66 GP practices in Oxfordshire Clinical Commissioning Group (CCG). The registration of and coding of carers by GPs has been highlighted in guidance (see [link in appendix D](#))

% of patients carers by GP's lower tier council

| Council | Percentage |
|---------------------|--------------|
| Cherwell | 2.83% |
| Oxford | 1.62% |
| South Oxfordshire | 3.33% |
| Vale of White Horse | 2.95% |
| West Oxfordshire | 3.46% |
| Oxfordshire | 2.70% |



8. Every other year unpaid carers who have been assessed by Oxfordshire County Council are assessed in the national survey to find out more about our Carer population. The last survey was sent out in September 2021 to 1600 carers of whom 465 (29%) responded. They told us
- 53% of people they cared for had a physical disability; 38% a long-standing illness and 35% dementia
 - 78% of people lived with the person they cared for
 - 62% were satisfied with the support they received; 16% were dissatisfied and 22% were neither satisfied nor dissatisfied
 - 13% of carers said they had no time to do things they value or enjoy and 19% felt they were neglecting themselves; 19% felt socially isolated and 24% felt they had no encouragement or support in their caring role
 - 20% reported that they had had to visit their GP as their health had been affected by their caring role
 - 63% have been caring over 5 years, with 40% providing over 100 hours care per week
 - Nearly three quarters provide personal care (72.4%)

Carers services

9. Carers services currently provided in Oxfordshire;

| Description of Service | Service includes: |
|---|--|
| <p>Carers Oxfordshire Our principal commissioned support to unpaid adult carers in Oxfordshire. OCC is the lead commissioner which is a partnership between Action for Carers, Rethink and the council's Customer Services Centre funded by the council and Oxfordshire Clinical Commissioning Group – now BOB ICS</p> <p>The current contract started on 1st April 2021</p> | <ul style="list-style-type: none"> • Information, advice and support online, over the phone and face to face • Carers' assessment, support planning and review • Mental health carers' support service • Peer support, training and befriending services • Care Matters, a quarterly newsletter for people who look after family members, friends or neighbours • Practical support with housework/gardening etc. • See Appendix C for stories of Difference Report |
| <p>Respite services Commissioned from care providers such as StyleAcre and the Order of St John for example and breaks for carers</p> | <ul style="list-style-type: none"> • Short Breaks (see details in Appendix C) on carers experiences of the services • Sitting service • Cared for Short stay respite |
| <p>Oxfordshire County Council Directly provided services for adult carers</p> | <ul style="list-style-type: none"> • Carers joint assessments. 2,045 people have been assessed jointly with individuals they care for between April-Nov 2022. • Provide personal budget payments to enable carers to take a break. • Carers' wellbeing payments (administered by Carers Oxfordshire on behalf of the Council). 1,623 carers have received direct payment of up to £300 to support their own wellbeing. Carers have used these payments on a wide variety of things e.g. purchase of new orthopaedic mattress, days out, carers holiday and driving lessons. |
| <p>Oxfordshire County Council Directly provided services for young carers</p> | <ul style="list-style-type: none"> • Initially Young Carers needs are assessed and subsequently categorised. • Those who have been identified with level 2-4 needs (see <i>Appendix A</i>) and who would benefit from Early Help, a Strengths and Needs form or C&FA and Child Development Checklist is |

| | |
|--|---|
| | <p>completed to determine the intervention required and supports the development of an outcome-focused Team Around the Family Plan</p> <ul style="list-style-type: none"> • This prevents the need for a statutory assessment (managed by MASH) • A Young Carer’s strengths and needs are identified through the Early Help process. This is a whole family, multi-agency process led by the professional who has identified that a family or young person could benefit from early help. • The council’s Locality and Community Support Service and Targeted Early Help teams support Young Carers and their families to access support within their communities and also help co-ordinate the “Team Around the Family” multi-agency process, which seeks to support families to build on their strengths and make positive changes to family life. This process helps identify and resolve issues at an early stage to prevent potential escalation where statutory services may be required. • When a Young Carers is identified as having more complex needs, where Statutory Services may be required, they are supported by the Multi-Agency Safeguarding Hub (MASH). |
|--|---|

The NHS also provide extensive support to unpaid carers through their services including Primary Care, Oxford University Hospitals and Oxford Health NHS Foundation Trust.

Performance and comparison data

10. The Survey of Adult Carers in England, 2021-22 (see link in appendix D)

Provides comparison data that enables Oxfordshire to benchmark performance. The eligible population for this survey covers all service users aged 18 and over who are in receipt, at the point that data are extracted, of long-term support services provided or commissioned by the council or an NHS health partner under Section 75 Agreements and part of a care/support plan following an assessment of need. The survey asks service users questions about quality of life and what impact care and support services

have on their quality of life. It also collects information about self-reported general health and wellbeing.

11. The **Survey of Adult Carers in England, 2021-22** measures carer satisfaction via the Adult Social Care Outcomes Framework (ASCOF):
 - Carer reported quality of life
 - I have as much social contact as I want with people I like (combined with user survey)
 - Overall satisfaction of carers with social services
 - The proportion of carers who report that they have been included or consulted in discussions about the person they care for
 - The proportion of carers who find it easy to find information about services (combined with user survey)

12. As reported to People Scrutiny in April, Oxfordshire unpaid carers reported lower levels of satisfaction across all five measures. Some of this may have been related to the pandemic (e.g., proportion of carers who reported that they had as much social contact as they would like). We also know that overall results have fallen nationally over the last four surveys. The survey responses were not specific and therefore we are carrying out further exploration of carers' experiences via focus groups and other engagement activities to support rapid improvement and inform the development of the new strategy.

13. In light of the findings reported, we have taken a number of immediate actions that focus on how we can rapidly improve our systems, processes and services to address the headline issues reported in the **Survey of Adult Carers in England, 2021-22**.

14. This activity is also informing the development of the *Oxfordshire All Age Unpaid Carers Strategy* to be published in spring 2023.

Actions taken to address findings from survey

15. A summary of the immediate actions taken by the Council and partners (the full action plan is included in *Appendix B*):

| Topic | Initial Action Taken |
|--|---|
| Recognition: Making unpaid carers feel visible, valued and supported can make a real difference to their lives | <ul style="list-style-type: none"> • We have provided training for key groups of staff in our customer service centre and care providers to ensure carers are identified and signposted to Carers Oxfordshire for further support • Encouraged Carers to take advantage of their priority status in the vaccination programme • Raised awareness of new improvements in Carers Leave provision to encourage employers to adopt good practice |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Promoted support to address cost of living crisis to carers, to ensure carers are receiving all benefits to which they are entitled. Developing targeted support for carers via the Household Support Fund, aimed at those encountering increased energy costs due to caring responsibilities • Supporting the promotion of New Carers “Passports” introduced by Oxford University Hospital |
| <p>First Point of Contact: “I don’t want to repeat my particular circumstances over and over”</p> | <ul style="list-style-type: none"> • Carers Oxfordshire use the same Liquid Logic database as the council’s directly employed social care workforce to record all Carers Assessments, improving the sharing of information and joined up service provision. • Carers Assessments are conducted using a strengths-based approach. Over 12-month period 2,965 carers were assessed and supported to access financial support and enhanced wellbeing support. • Customer Service Advisors are trained to provide enhanced advice at the first point of contact and to improve identification of carers • Protocol introduced to flag carer involvement on referrals to locality teams • Each locality team now has a dedicated Carers Champion, from June 2022, to ensure all staff are informed and able to access best information and advice for carers • Carers Oxfordshire have integrated key staff into locality social care teams which ensures the needs of the carer is reflected in an individual care plan. |
| <p>Access to Information: Carers’ feedback has highlighted the need to have improved information available in all formats</p> | <ul style="list-style-type: none"> • Several engagement events have taken place during the summer and autumn of 2022 to listen to carers. • Carers are now going directly to the carers service – the new Carers Line has received over 4,600 calls since 1 April 2022 • New website for carers facilitates better direct access to specialist carers services, regularly has over 1,000 visits each month (see link) • Financial letters following assessments have been reviewed to ensure these are written in accessible language that can be understood. • Additional guidance (including how-to videos) has been added to websites to support searching for |

| | |
|--|---|
| | <p>best information (Live Well Oxfordshire and Carers Oxfordshire)</p> <ul style="list-style-type: none"> • Increased leaflet distribution across GP surgeries, libraries and other settings • Piloting additional leaflet distribution through our equipment provider |
| <p>Timeliness: The impact of not having a responsive enough service remains a common theme leading to dissatisfaction</p> | <ul style="list-style-type: none"> • As a result of the Community Information Network service, referrals from our Customer Service Centre to community services have increased from 33% to 42% in the 12 months to October 2022. This means that an increasing number of referrals have been resolved without requiring a statutory review, improving response times. • Adult social care, health partners and voluntary community sectors are working in collaboration to improve transparency and delivery of support and information • Project to install new telephony underway in Adult Social Care which will introduce better call monitoring information allowing improved call management and targeted actions. • Post Covid we have returned to more face-to-face in person interaction which improves the understanding of the issue that needs to be resolved, and therefore speeds up progress of resolution leading to a greater degree of customer satisfaction response times |
| <p>Quality of Life: Supporting carers to have their own life alongside from their caring role</p> | <ul style="list-style-type: none"> • Carers Oxfordshire now fund a Short Breaks Coordinator improving the range of short breaks available • In partnership with a private provider 2,000 meals have been provided for carers and their families over six months, allowing 150 carers to have one hour or more back into their day • Carers Oxfordshire introduced the 'Carefree' project which offers a carer and one other person a free three-day holiday in a hotel of their own choice – 45 carers have had a break from their caring role • Engaging with national communities of practice to adopt best practice approach to co-production of our Respite programme |
| <p>Quality of services for cared-for: "I want to know I can trust the person caring for my</p> | <ul style="list-style-type: none"> • Working with Oxfordshire Association of Care Providers to review current providers' approaches to supporting unpaid carers, both in their own workforce and the families they support |

relative so that I can get out to do other things”

- Ensure the commissioning quality improvement review process includes unpaid carers.

The All-Age Unpaid Carers’ Strategy overview

16. On behalf of the Oxfordshire wider social and health care system, the Health Education and Social Care Commissioning service are co-ordinating the development of the strategy.

Along with carers we are co-producing a review and a draft strategy for consultation in Spring. We are engaging with our NHS, Community and Voluntary Sector, City and District Council partners.

17. Strategy Plan and Timetable

| Activity | Timeline | Status | Next Steps |
|---|-------------------------------|-------------|--|
| Prioritise and evaluate data analysis gathered from Carers’ engagement events. Commissioners and all stakeholders Service providers National data | November/ December 2022 | On track | Review returns and begin analysis |
| Determine local and national themes from evaluation material | November/ December 2022 | On track | Initial results from online questions returned. Listening events with carers in carers groups on track and events with carers from less well represented communities on track |
| Formulate 1 st draft review paper | November/ December 2022 | On track | Compile draft for review by stakeholder group meeting January 16 |
| | | | |
| In person engagement events with Young Carers and Seldom Heard Voices | January/ February 2023 | On Track | Engagement lead sending out survey and identifying groups to attend |
| Agree vision and mission statements | January/ February 2023 | On Track | Draft ready for Jan 16 th |
| Online listening events | January/ February 2023 | On track | Establishing contact with relevant carers |
| | | | |
| 1 st Draft All Age Unpaid Carers Strategy | March 2023 | | |
| Governance processing | March 2023 | | |

| | | | |
|---|------------|--|--|
| Draft document circulated for public consultation | April 2023 | | |
|---|------------|--|--|

All Age Unpaid Carers Strategy Co-production

18. In order to embed the lived experience of carers in the development of this strategy, a stakeholder group has been established which includes both carers and statutory partners. This group is determining the approach to the governance and delivery of the strategy. Carers are included in the co-production and engagement events, and a number of opportunities to drill down into common areas of concern is emerging.
19. As part of the additional work we are doing to understand Carers' responses to the national survey questions we are investigating carers' views on strategic priorities for the refreshed All Age Unpaid Carers Strategy. A follow up survey was posted on the Carers Oxfordshire website. The questions asked:
- a. Whether Carers in Oxfordshire are aware that there is a current Carers Strategy in place
 - b. Whether the existing priorities of the current strategy are still important to Carers:
 - To identify carers and effectively support them, improving their health and wellbeing and providing opportunities for a break from their caring role
 - To safeguard the most vulnerable carers who need more support to look after themselves, particularly during times of change and transition
 - To encourage and enable carers to have an active life outside their caring role, including fulfilling their education, employment and training potential
 - c. Whether Oxfordshire County Council and its partners (including Health) are meeting these priorities
 - d. Whether there is something important to carers they would like to include and/or we could have done differently to support them
20. Out of the 73 responses to date received the results showed us that:
- The 50.7% of respondents agreed or strongly agreed that they are aware that there is Carers' strategy in place. 43.8% disagreed/strongly disagreed (the remainder of the respondents gave a "neutral" response).
 - The 37.1% of respondents agreed or strongly agreed that the 3 priorities set out in the Carers Strategy are still important to them, against 6.8% who do not. 15% of the respondents remained neutral and the 8.2% did not provide a response.

- The 20.5 % of respondents agreed or strongly agreed that the Council are meeting these priorities, whereas 28.8% disagreed or strongly disagreed. 37% of respondents gave a neutral response and 13.7% did not provide a response.

21. The survey remains open and includes an opportunity for Carers to provide their contact details. These individuals are invited to join an active carers participation network, which has been developed to support co-production of the strategy and related action plans.
22. We will work with The Embolden Project (hosted by the Oxford Family Support Network, co-producing support options with older parent carers) and use this engagement to better inform priorities.

Financial Implications

23. It is not anticipated that there will be any financial impact for adult or childrens services, but it is more about continuing to work effectively and potentially tailoring the service to meet the evolving need of Oxfordshire residents; therefore, utilising existing resources more effectively as we continue to improve our information on, and support of, Oxfordshire’s carer population.

Current Oxfordshire spend

| Service | Provider | Carers Direct Payments £ |
|--------------------------------------|---|--------------------------|
| Carers Grants – OP, MH, LD | Carers Oxfordshire (Action for Carers/Rethink) | £525,250 |
| Carers Contract | | £837,302 |
| Better Care Funding for short breaks | | £100,000 |

Current legislation

24. The responsibilities of Oxfordshire County Council are set out in the Care Act 2014, Mental Health Act 2007, Mental Capacity Act 2005, and the Deprivation of Liberty Safeguard.

Staff Implications

25. The County Council, along with our NHS City and District partners have HR policies in place for the provision of carers leave and additional provision for employees. The same is true for most of our Voluntary Sector Partners and partners in the independent sector. Employers' terms and conditions in the sector largely already exceed the expectations set out in the new carers leave

provisions in the private members bill passing through parliament now. Some in the sector may have to revise their policies to align.

Equality & Inclusion Implications

26. Being a parent or carer is not a protected characteristic. However, parents and carers who experience unfair treatment at work due to their childcare or caring responsibilities may be covered under other protected characteristics.
27. Some of the equality considerations that we have been mindful of while developing this strategy include:
 - We are aware that often the sample size of people from ethnic minority backgrounds can be too small to make reliable comparisons. Therefore, experiences and issues which are particular to or more pronounced for people from those backgrounds' may not be fully captured/addressed. As an example, the impact of the pandemic has been devastating in many ways for unpaid carers as they are far more likely to suffer financial hardship and this even more common amongst Black, Asian and minority ethnic carers.
 - There are still often societal expectations of women as caregivers. The Survey of Adult Carers in England 2021/2022 showed that women make up the majority of unpaid carers – in fact over 70% of carers are women.
 - Whilst there are not clear statistics on LGBTQ+ unpaid carers, for the LGBTQ+ community there may be additional challenges during the caring journey. Some people feel the support services are not for them and will not understand their needs. Some people may access support late or not at all because they anticipate stigma or discrimination. This adds to the impact on the carer's life and can increase feelings of isolation.
 - Some of the problems young carers might face are difficulties in recognising their role within the family. They may feel different from other young people who may not understand what it's like being a young carer. Caring for someone can be very isolating, worrying, and stressful. For young carers, this can negatively impact their experience in education which may have a lasting effect on their life chances.
28. Addressing these inequalities will be a key consideration when developing the Strategy Plan and the Equality Impact Assessment.

Sustainability Implications

29. Improving Oxfordshire's support for carers will contribute to the building of sustainable communities by supporting those with caring responsibilities to identify themselves as carers at an early stage, recognising the value of their contribution and involving them from the outset both in designing local care provision and in planning individual care packages, in line with the Oxfordshire Way. It will also maximise health promotion by supporting carers to remain

mentally and physically well and support a sustainable economy by enabling them to fulfil their education and employment potential. There is a specific priority in the Carers Strategy in relation to working carers and access to education, training, and employment.

Consultations

30. We will complete a consultation on the final proposed strategy and priorities.

NAME

[SLT Member] Karen Fuller

Annex: Nil.]

Background papers:

The Carers Strategy 2017

[CarersStrategy \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk/carerstrategy)

Embolden Project

Oxford Health Family, Friends and Carers Strategy 2021-24

[Family, Friends and Carers Strategy 2021-24](#)

Oxford University Hospital Carers passport

[Other Documents:]

Contact Officer: John Pearce 07775 824765

3rd January 2023

Appendix A: The Current service model for Young Carers – Level of Needs

1. Level 2 – Additional Needs

Children and young people, including those who are disabled/seriously ill and Young Carers, who may become vulnerable and who will require additional support due to their own development, family circumstances or environmental factors. They are at risk of not reaching their full potential and life chances may be impaired without additional services. This can be a single or multi-agency response and won't always necessitate a response from the Local Authority. At level 2 it would be expected that a Strengths and Needs form is completed with the family.

Children at level 2 of Threshold of Needs (TON) can be supported by the community. Community partners can access Locality Community Support Service (LCSS) for advice and support.

- Where a child or young person is identified as a Young Carer an additional assessment section for Young Carers within the Strengths and Needs form must be completed, along with the child development check list.

Level 3 – Complex Needs

Children and young people, including those who are disabled/seriously ill and Young Carers, whose needs are complex and who require support from more than one agency. They are at risk of social or educational exclusion; their health, welfare, social or educational development is being impaired; and life chances will be impaired without the provision of additional services. At level 3 of TON the requirement for either Targeted Early Help (3a) or a statutory intervention (3b) is required.

- Where a child or young person is identified as a Young Carer and need is considered at level 3a of TON the additional assessment section for young carers within the Strengths and Needs form must be completed, along with the child development check list. If this was not completed at level 2, Targeted Early Help will complete.
- Targeted Early Help can be accessed via LCSS.
- Where a child or young person is identified as a Young Carer and need is considered at level 3b of TON the additional assessment section for Young Carers within the C&FA must be completed, along with the child development check list.
- Statutory services are accessed via Multi Agency Safeguarding Hub (MASH); LCSS or escalations via Targeted Early Help

Level 4 - Critical Needs

Children and young people, including those who are disabled/seriously ill and Young Carers, who have critical and enduring needs. They have experienced,

and/or are at risk of significant harm and may be removed from home to ensure their safety.

Children at level 4 of TON will require immediate statutory intervention. This may include investigation under s47 and will include a child and family assessment.

- Where a child or young person is identified as a young carer, an additional assessment section for Young Carers within the C&FA must be completed, along with the child development check list.
- Statutory services are accessed via MASH; LCSS or escalations via Targeted Early Help

Appendix B: Summary of Actions taken to date in response to The Survey of Adult Carers in England, 2021-22

| Action Plan | v0.1 | |
|--|--------------------|---|
| Workstream/Activity | Status | Notes |
| Communication | | |
| Financial comms | On track | |
| Review the reach and simplicity of financial communications to address e.g. lack of understanding of financial assessments and the calculations for the cared for person | Completed | 17/06/2022: Financial circumstances forms are being amalgamated and reviewed. Some letters have been identified as requiring simplification. Timescales to be gauged. 30/06/2022 - first drafts of some revised letters are being worked on w/c 4/7/22 one financial circumstance form for Non-Residential and Residential services has already been drafted but requires further revision, work is planned to carry on with this w/c 11/7/22. 06/10/2022 - Financial Assessment Team have designed a combined and simplified forms and initial contact letters, this is currently being trialled. |
| Carers Oxfordshire to add links to financial support info. such as Oxfordshire Specialist Advice Service on its website | Completed | 27/05/2022: Confirmed Carers Oxfordshire website signposts to specialist services such as Oxfordshire Specialist Advice Service. The new Carers Oxfordshire website received 5,000 new visits in the first 6 months. 17/06/2022: New page on Carers Oxfordshire website re understanding benefits 08/07/2022: Increased support now available on Carersline for financial/benefits through increased training. |
| Care Cap explained | No longer required | Government have postponed the care cap for another 2 years, work currently on hold. |
| Improvements in support for those setting up Direct Payments | Completed | 09/05/2022 New Direct Payments support service now in place and fully staffed 27/05/2022: Update carers at Listening Events on improvements in Direct Payments support |
| Maximise the uptake of eligible benefits (Department of Work & Pensions and Oxfordshire Specialist Advice Service) | Completed | 20/05/2022: Carers Oxfordshire to mentor Carers Champions 27/05/2022: Carers Oxfordshire recruiting worker to sit in with Oxfordshire Specialist Advice Service. 17/06/2022: Next edition of Care Matters (beginning of August) will include a section on understanding benefits; Carers Champions to go on mailing list for care matters; also, events being arranged with Better Housing Better Health and Silver Stuff to inform about benefits, Power Of Attorneys etc. 24/06/22: Email reminder for Operational Teams has been circulated by Team Managers that benefits advisory services are available in Oxon, including Oxfordshire Specialist Advice Service to ensure effective signposting for carers. 14/07/2022: Carers Oxfordshire & Oxfordshire Specialist Advice Service has produced a practice note on benefits available to carers for use by Operational Teams. 06/10/2022 - Confirmed that Social Health & Care Team have circulated with team, Carers Champion to enforce use in daily huddles. |
| Addressing fears about losing their home on parent(s)' death | On hold | Clear information sheets required; also, video re financial assessments, 12-week property disregards etc. needs review/updating. Continues to be a long-term project alongside the care cap project, will need to be looked at alongside care cap to avoid duplication. |

| | | |
|---|-----------------|---|
| Addressing lack of knowledge about eligibility to receive free equipment until they have already bought their own | On track | 17/06/2022: All GP surgeries under (formerly) Oxfordshire Clinical Commissioning Group have been sent Live Well Oxfordshire brochures and contact details to order additional copies for patients. 09/08/2022: Adult Social Care workers will be delivering paper-based information to Service Users at home visits as required. 09/08/2022: Carers Oxfordshire is distributing NRS leaflets as a pilot this month to increase knowledge. |
| Non-financial comms | On track | |
| Information for Adult Social Care teams to ensure carers and cared for understand the home care offer | On track | 20/05/2022: the new homecare framework has time slots for visits rather than specific times Website development is underway, templates ready – needs to be reviewed – target date is 2nd week of Jan. |
| Improvements in information available to carers | On track | 09/05/2022 Listening Events agenda will include request for clarity on improvements that are required so this can be included in the wider comms improvement project already under way as part of Team Led Transformation. 17/06/2022: Carers Oxfordshire now has a marketing manager to improve its communications; and is producing a marketing strategy (30 Oct 2022). Carers' week gave opportunities for going out into the community. Booklet of Carers Services, information on the support available from Carers Oxfordshire available 17th November 2022. Web Site updates monthly. 20/09/22 Short animated video to communicate Carers Oxfordshire services made with Oxfordshire County Council to improve access to information. To go live September/October 2022. |
| Information provision for those whose first language is not English | On track | 08/07/2022 - Top 5 languages translated in Oxfordshire information from Oxfordshire County Council's language team sent to Carers Oxfordshire and leaflets and business cards printed. |
| Providing information in different formats | On track | Both videos have been completed, the videos have been viewed by a group of unpaid carers for feedback and potential further improvements |
| Training on signposting to information for Social & Health Care Team | Completed | 20/05/2022: First session on 06/07/2022 scheduled. Session to be recorded for inclusion in future induction. 22/06/2022 - Carers Oxfordshire has been included in Social & Health Care Team induction and training schedule |
| Addressing lack of support for dementia pre-diagnosis | On track | 23/06/2022: Email sent to Rethink Mental Health & Dementia Oxfordshire. This is clearly a gap in the service. Need to understand the numbers of people involved. Adult Social Care refer pre-diagnosis Service Users to GPs, Age UK, Carers Oxfordshire. 24/6/22: Find fact sheets on supporting people pre-diagnosis (CC) 08/07/2022: Health has sent fact sheets. Also, Dementia Oxfordshire provides some info and advice via its helpline and in training sessions, though currently has insufficient resource to do more. 08/07/2022: Commissioning to look at getting prevention funds to resource expansion of these services. 09/08/2022: Better Care Fund investment has been discussed. |
| Understanding how people use the online resources to find information | On track | 27/05/2022: Digital team is meeting users, observing them using the site and gaining a better understanding of how and what they search for, to direct improvements needed to the websites. (Live Well Oxfordshire). More sessions scheduled. 14/07/2022 Scoping meeting with Digital team to discuss carers journey and access to digital services. Initial review 09/08/2022: Development meeting with Oxfordshire County Council on 12/08/2022. |

| | | |
|--|-----------------|---|
| | | 14/12/22. Digital board approve next steps to Live Well Oxfordshire improvements |
| Carers want more information about dementia, its progression, etc. | On track | 27/05/2022 Adult Social Care met with Dementia Oxfordshire to discuss how Adult Social Care and Dementia Oxfordshire can work closer together. First Carers champion meeting 7/7 Dementia Oxfordshire attending. 5/6/22 Dementia Oxfordshire has contacts in locality team and front door/safeguarding/review. Team managers will be attending their team meetings to tell teams what they offer. Dementia Oxfordshire will attend Carers' champion meeting. |
| Addressing digital exclusion | On track | |
| Wider availability of paper-based comms | Completed | 17/06/2022: Live Well brochure has been distributed to GP practices, hospitals, libraries etc. GPs have already requested extra copies. Next Care Matters edition is due August, c8,000 of which are sent directly to carers. |
| Establishing where people are looking for information to better target comms | On track | 27/05/2022: Carers Oxfordshire workers gathering data on how callers found their number. The Digital Team is also observing how users search the internet and Oxfordshire County Council/Live Well Oxfordshire websites for information. 17/06/2022: Age UK Oxfordshire digital buddies scheme can be promoted to assist carers. 20/09/22: Carers Oxfordshire support Enrych to provide IT training in the home especially for carers 29/06/2022: An entry for Age UK Oxfordshire's Tech Buddies scheme has been added to Live Well Oxfordshire & Operational team managers emailed to request their staff to promote this. Digital Board scoping improvements to Live Well Oxfordshire |
| Partnership working | On track | 24/6/22: Ensuring partners understand each other's remit e.g. around self-funders. 01/11/2022 Signposting event successfully completed. Further schedule to be arranged. |
| Commitment to update carers on a quarterly basis about progress on all actions, principally via the Carers Oxfordshire newsletter, beginning July 2022 | On track | 14/07/2022: Carers Oxfordshire to use News page on Carers Oxfordshire website to feedback progress. |
| Workstream | | |
| Timeliness | On track | |
| New telephony system for Adult Social Care to address calls not being answered/returned | On track | 25/11/2022 - Business support team have received some training around the use of the new system, ICT currently trialling with use and reporting elements - |
| Adult Social Care staff/business support voicemail messages to be updated | Completed | 15/6/2022: Adult Social Care in discussion with Business Development and Team Managers about this and ensuring a standardised voicemail message is used (1st week of July) |
| Referral protocol re Carers & Social & Health Care Team being developed + carers referred to Adult Social Care flagged in LAS | On track | Relationship building between Adult Social Care and Voluntary Community Sector Enterprises initiated by the project is improving communication, especially for urgent referrals. 22/11/2022 Initial contact changes agreed, to be confirmed at Change Control and to be built in by ICT. |

| | | |
|---|---------------|--|
| Review impact of Oxfordshire Way in reducing delays | On track | Adult Social Care Team Managers review of allocation list to offer referrals to Carers Oxfordshire while they are waiting. 15/6 Doing this for one team initially who are doing whole list sweep 16/21 June. To measure outcomes 22/11/2022 - Community Information Network representative present in Signposting event |
| Quality Assurance Team completing case audits focusing on carers | Completed | 20/05/2022: audits started. These look at whether the Care Act is being met re carers. 27 audits completed. Review scheduled over the next 6 weeks to establish main themes. Report completed |
| Review progress of LAS checks by Carers Oxfordshire & LAS Improvement Team. | On track | 09/05/2022 data cleansing going well and >2,000 (out of 6,000) LAS records up to date |
| Workstream | | |
| Quality of Life | | |
| Addressing reports of lack of respite availability/tiredness/lack of time | On track | 20/05/2022: Video to be produced on respite options. Carers Oxfordshire already facilitates short breaks for carers e.g. Carefree provides free breaks for carers Will be addressed through strategic review process underway |
| Ensuring carers have information about respite options available, and eligibility | To be planned | a working group to investigate what respite options carers would like 15/07/2022: Get clarity from Listening Events on what carers would like. 09/08/2022: Guidance note including respite being co-produced with Carers Champions Network. |
| Addressing isolation/loneliness | On track | Creative consultation work being done by Carers Oxfordshire to ascertain from carers what they want and would help them. Planning for face to face and virtual creative sessions for 10-15 carers. looking to use existing groups to facilitate this. New role to map and model all carer support groups across the county to scope and reduce duplication of support. |
| Ineligibility for blue badges for parking | Completed | 13/06/2022: Blue badge criteria are from Department of Transport and ineligibility reasons are notified to applicants. |
| Parking issues | On track | 10/06/2022: Oxford University Hospitals Carers passports give free parking at hospitals to carers. Carers to be notified during assessments and at Listening Events. |
| Workstream | | |
| Quality of Care | | |
| Self-funders and Direct Payments recipients want more support and information | To be planned | 28/06 2022: Brokerage plans to re-evaluate the impact on self-funders as part of the care cap and how it's going to impact brokerage, which will likely require more staff. Provide advice notes on how to gauge quality and how to get assistance if things go wrong. To investigate what information. already available on Oxfordshire County Council website & whether it needs updating. |
| Providing assurance to carers about processes to investigate and address reports of poor care | To be planned | 10/06/2022: quarterly contract meetings are held with framework providers; issues dealt with under Standards of Care/Serious Concerns meetings. Info shared with Care Quality Commissioning & safeguarding. Review how Live Well Oxfordshire can support this. |
| | | |

Appendix C: Stories of difference

Improving quality of life for carers

Action for Carers Oxfordshire has been allocated £100,000 funding from the Better Care Fund in order to expand the work they have been doing to give carers a break and help to improve their quality of life.

National research released for Carers Week 2021¹ found that Carers are exhausted and worn-out. 72% of carers have not had any breaks from their caring role at all. Of those who got a break, a third (33%) used the time to complete practical tasks or housework. showing that carers' use breaks to complete essential tasks that others may take for granted and not for their own wellbeing.

If they had a break, they would use it to focus on their wellbeing (53%) and physical health (52%) and to maintain social connections (50%).

Laundry pilot

Since September 2022, Action for Carers Oxfordshire has been providing carers with a weekly washing and ironing service, collected from and returned to the home. 4 weeks support is £140 per carer. The number of carers supported so far has been 100. There are plans to use the BCF allocation to provide the laundry service to a further 200 carers.

I work as a Social Worker, so my job can be both emotionally and physically demanding. Finishing work and transferring straight into a caring role can often add to this exhaustion. Then with all the associated household tasks on top of this, such as ironing it is rare to get any down time.

Carers were asked what impact the laundry service had had on them and their ability to continue in their caring role. 51 carers responded and a high percentage strongly agreed that the service had supported them with their mental health and improved their ability to continue their caring role.

| For each statement below select to what extent you agree or disagree. | % AGREE | % STRONGLY AGREE |
|---|---------|------------------|
| <input type="radio"/> supported my mental health | 20 | 80 |
| <input checked="" type="radio"/> supported my physical health | 22 | 64 |
| <input checked="" type="radio"/> helped me financially | 26 | 58 |
| <input type="radio"/> improved my ability to continue my caring role | 23 | 77 |

¹ ['Breaks or breakdown', Carers Week 2021 report | Carers UK](#)

Feet Up Fridays

In partnership with Thomas Franks Feeding Communities, Action for Carers Oxfordshire has organised the delivery of a hot meal for the carer and the whole family on a Friday for 8 weeks. The focus has been on reaching those who are most in need who live in deprived areas of Oxfordshire. The focus in Phase 3 will be the wider areas of Oxfordshire and working carers.

It has meant that I've had a proper meal on the days I am exhausted and overwhelmed rather than just a bowl of cereal. The fact that on the difficult days there are meals ready in the freezer and I don't have to think of shopping, cooking etc, it's a huge weight off my mind.

I would sometimes go 4 days without a proper meal

Phase 1: pilot during COVID – supported 150 carers

Phase 2: June – December 2022 – supported 106 carers

Phase 3: January – December 2023 – plan to support 450 carers

Carers were asked what impact Feet Up Friday had had on them. 52 carers responded and a high percentage strongly agreed that this scheme had helped them financially, had improved their ability to continue their caring role, and had enabled them to take a break and do something for themselves.

| For each statement below select to what extent you agree or disagree. 52 respondents | % AGREE | % STRONGLY AGREE |
|--|-----------|------------------|
| • supported my mental health | 33 | 51 |
| • supported my physical health | 44 | 41 |
| ○ helped me financially | 33 | 65 |
| ○ improved my ability to continue my caring role | 35 | 60 |
| ○ enabled me to take a break and do something for myself | 31 | 61 |

Cleaning

The highest number of requests from carers for other practical help was for cleaning. In response to this, Action for Carers Oxfordshire is creating a cleaning offer which could provide either a fortnightly regular clean for 3 months or a one off deep clean and organise in the home.

Someone to help cleaning the house once a week. It gets me down that the house is often a mess and I don't have the energy to keep it clean.

House cleaning service. I have a disability myself which greatly impacts my ability to do anything. I find keeping a home clean is very physically exhausting so much of it gets neglected so as to conserve energy and not crash so that I am bed bound..

It is planned to provide 60 carers with the cleaning support from January 2023 to March 2023, using the BCF allocation. The focus will be on carers with high support needs roles who find it harder to do chores and working carers who juggle work and care.

Short breaks away

Carers have told Action for Carers Oxfordshire how they would like to spend time away from caring if they could. The results showed that they mostly want to focus on something for themselves. Some wanted to spend time improving their own wellbeing and a small amount wanted respite for the cared for person, or time together.

Spa Breaks

So far, 30 carers have been given £100 to use on SpaBreaks.com and it is planned to reach a further 70 carers. The feedback received has been very positive and carers have reported they have felt valued and cared for. 100% of carers strongly agreed that the Spa Break has improved their ability to continue their caring role.

It was my first ever spa day and it was invaluable. We don't really go on holiday and just this one day off to relax made me feel as if I'd been away for a week! I cannot put into words how much of a boost it has been towards my mental health. Absolutely amazing. I know I will need a few more similar days in the year and hope to save up for some

There is also a new opportunity which will introduce opportunities for **Spa Breaks at home** for carers who can't take a day out. Spa packs will be delivered to the home.

Carefree

Action for Carers Oxfordshire has a partnership with Carefree. Carers (plus one) can have one or two nights away in a hotel for just the admin fee of £25. 283 carers have been referred and 70 carers have booked breaks.

It has given me a break from caring responsibilities and given me alone time with my spouse. It was a restful break in quality surroundings. I would not normally have taken this break because of the cost and hassle, I gained mentally because my stress level was reduced and I got to do things for me and not others!

In the new year, it is planned to offer breaks for the carer and the cared for person.

Bursaries

Some carers have said they would like to take up hobbies. Carers can receive up to £50 towards a course of their choice, for example floristry, art and design, photography. So far 47 carers have been supported with this scheme. There are plans to increase the offer to up £150 to enable carers to finish a tier or a higher cost course.

1 July – 30 September 2022:

| Referrals to Carers Oxfordshire | | Carers Assessments completed | |
|---------------------------------|------------|------------------------------|--------------|
| Received from | Number | Type | Number |
| Self referral | 467 | Assessments via portal | 231 |
| GP Practices | 34 | Assessments in person/phone | 561 |
| Ops Teams | 61 | Reviews | 332 |
| Other professionals | 166 | | |
| Total: | 728 | Total: | 1,124 |

| Carers reached | |
|-------------------------|---------------|
| Method | Number |
| Referrals | 728 |
| Carersline | 970 |
| Website (hits) | 603 |
| Care Matters newsletter | 9,058 |
| Total: | 11,359 |

Appendix D: Links to other documents

Survey of Adult Carers in England, 2021-22

[Microsoft Power BI](#)

The registration of and coding of carers by GPs guidance

[NHS England » Coding Unpaid Carers: SNOMED CT](#)

Carers Oxfordshire Website

[Carers Ox website link](#)

**Action and Recommendation Tracker
People Overview and Scrutiny Committee**

Councillor N Simpson, Chair | Marco Dias, Overview and Scrutiny Officer, marco.dias@oxfordshire.gov.uk

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

| | | | |
|-----|----------------------|-------------|----------|
| KEY | No progress reported | In progress | Complete |
|-----|----------------------|-------------|----------|

Recommendations

| Meeting date | Item | Recommendation | Responsible person | Completion date | Last reviewed | Update/response |
|--------------|--------------|---|-----------------------------|-----------------|---------------|---|
| 16/6/22 | VCS Strategy | That the Council undertakes specific additional consultation with smaller voluntary sector groups to ensure its proposals support their needs also. | Claire Taylor and Cllr Lygo | | 04/01/2023 | Response provided by Cabinet (Accepted). In Progress. A range of VCS groups were consulted with as part of the process for formulating the strategy, including through workshops, the steering group, and consultation on Let's Talk Oxfordshire. The |

| KEY | No progress reported | In progress | Complete | | |
|---------|----------------------|--|-----------------------------|--|---|
| | | | | | Council plans to continue to regularly engage and consult with the voluntary and community sector over the next 5 years, as the strategy's commitments are implemented. The Council will reach out to a range of groups as part of this, including the groups the committee felt were less represented during the previous stages |
| 16/6/22 | VCS Strategy | That the Council uses the forthcoming work by the consultation and engagement team to seek informed views on children and young people on the draft voluntary sector strategy. | Claire Taylor and Cllr Lygo | | Response provided by Cabinet (Accepted). Not yet started. The Council plans to engage with children and young people on the local voluntary and community sector as part of the consultation and engagement team's ongoing work to provide opportunities for children and young people to have their say on key issues. |

| KEY | No progress reported | In progress | Complete |
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| 16/6/22 | VCS Strategy | That the Council assures itself that the draft strategy does not deprioritise the needs of younger people over older people. | Claire Taylor and Cllr Lygo | | | Completed. This was accepted in Cabinet's response to Scrutiny's recommendation. Before the strategy was agreed by Cabinet, the Council sought to ensure that the wording was reflective to cover all service areas equally. |
| 16/6/22 | VCS Strategy | That the Council investigates the reasons behind the difference in spending on commissioned services for adults and young people and investigates whether the difference in approach means opportunities for better services or value for money are being missed. | Claire Taylor and Cllr Lygo | | | In Progress. This recommendation was only partially accepted, as funding from contracts and grants was outside the scope of the strategy. Work is underway outside of the strategy to consider the Council's spending across the voluntary and community sector. |
| 16/6/22 | VCS Strategy | That the Council amends its draft strategy to prevent the impression being given that the needs of children and young people are of | Claire Taylor and Cllr Lygo | | | Completed. This was accepted in Cabinet's response to Scrutiny's recommendation. Before the strategy was agreed by Cabinet, the wording of the |

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| KEY | No progress reported | In progress | Complete |
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| | | lesser priority than older people. | | | | strategy was reviewed to ensure more inclusive language and the removal of any inadvertent perceived prioritisation of service areas or demographic groups. |
| 16/6/22 | Digital Inclusion Strategy | That the Council approaches Oxfordshire Association for Local Councils to investigate the appetite amongst parish, town, district and city councils on digital inclusion, particularly in relation to access to broadband, online safety and app development. | Claire Taylor and Cllr Phillips | | | Response provided by Cabinet (Accepted). In Progress. Following the recommendation there was further wording added to the strategy to reinforce the importance of parish, town, district, and city councils. A Digital Inclusion Action Plan is currently in development, following the service planning process. Engagement with the Oxfordshire Association for Local Councils (OALC) will be added as an action for the Policy Team. The Council have already engaged with OALC on the |

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| KEY | No progress reported | In progress | Complete |
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| | | | | | | Digital Inclusion work, having been invited to the Digital Inclusion Summit in June, and we will continue to work with them on the development of the digital inclusion charter. |
| 16/6/22 | Digital Inclusion Strategy | That the Council consults directly with businesses, particularly smaller ones, on the barriers they face to ensuring the benefits of the internet are available to them and develops actions to support any new issues identified within the Digital Inclusion Action Plan. | Claire Taylor and Cllr Phillips | | | Response provided by Cabinet (Accepted) In Progress. Following the recommendation there was further wording added to the strategy to include reference to smaller businesses and the challenges that they face. A Digital Inclusion Action Plan is currently in development, following the service planning process. The development of a Digital Inclusion Charter is included in the action plan, which will see the Council engaging directly with businesses to encourage sign-up. An action regarding consultation with businesses |

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| | | | | | | will be added for the Policy Team into the action plan. |
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Actions

| Meeting date | Item | Action | Responsible person | Completion date | Last reviewed | Update/response |
|--------------|----------------------------------|---|--------------------------|-----------------|---------------|---|
| 16/6/22 | Digital Inclusion | That a review of the Digital Inclusion Action Plan be included for the Committee's first meeting in the 23/24 municipal year | Tom Hudson/Claire Taylor | June 23 | | Agreed with Cllr Phillips and Claire Taylor that this is now scheduled. Clarification on the scope nearer the time. |
| 16/6/22 | Home to School Transport | That any draft report and recommendations should be agreed by the Scrutiny Officer, the Chair and Deputy Chair of People OSC, and the Chair of the working group. | Marco Dias | | | Report is ongoing |
| 16/6/22 | Developing the Scrutiny Function | Committee to review and feed back on proposed protocols by e mail | Tom Hudson and Committee | | | Performance OSC will be looking at issues which may require further changes in its Democratic Processes |

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| KEY | No progress reported | In progress | Complete |
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| | | | | | | Working Group. As such, this is delayed until Feb 23. |
| 10/11/22 | Children's & Adult's Social Care Workforce | Director for Children's Services and the Interim Corporate Director of Adult Social Care provide data on the relative cost of losing internal workforce staff to agencies. This is to include the in-house hourly rate in comparison to the agency hourly rate. | Kevin Gordon and Karen Fuller | | | Details requested 09/12/2022 |
| 10/11/22 | Children's & Adult's Social Care Workforce | Director for Children's Services and the Interim Corporate Director of Adult Social Care to arrange opportunities for shadowing colleagues in Adult's and Children's Social Care with a view to better understand those areas of the Council's work. | Kevin Gordon and Karen Fuller | | | Requested 14/12/2022. Currently organising timetable with a view to have sessions in late January and February. |
| 10/11/22 | Co-Optee Recruitment Update | The Principal Overview and Scrutiny Officer would raise with the Monitoring Officer whether there was | Tom Hudson | | | Anglican and Catholic Co-Optees have been confirmed. |

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| | | any scope to amend the position so that parent governors that were not representing maintained schools would be able to sit as co-optees. | | | | Legal have confirmed that the Council has to follow election procedures as set out in legislation for parent governor co-optees (i.e. they cannot be appointed directly). However, this does not preclude the Committee from appointing other co-optees at its discretion. |
|--|--|---|--|--|--|--|

**Work Programme 2022/23
People Overview and Scrutiny Committee**

Cllr N Simpson Chair | Marco Dias, Scrutiny Officer, marco.dias@oxfordshire.gov.uk

COMMITTEE BUSINESS

| Topic | Relevant strategic priorities | Purpose | Type | Report Leads |
|--|--|--|-----------------------|--|
| 12 JANUARY 2023 | | | | |
| SEND Finances | Create Opportunities for children and young people to reach their full potential | To understand the current financial framework for SEND, including central government funding, spend in Oxfordshire and cost per child. | Overview and Scrutiny | Cllr L Brighthouse Kevin Gordon |
| Review of Support to Carers (all ages) | Create Opportunities for children and young people to reach their full potential | To understand current offer, effectiveness and the potential for improvements. | Overview and Scrutiny | Cllr T Bearder Cllr L Brighthouse Karen Fuller |
| 30 MARCH 2023 | | | | |
| Covid catchup | Create Opportunities for children and young people to reach their full potential | To review covid catchup support for school pupils. Update on covid | Scrutiny | Cllr L Brighthouse Kevin Gordon |

| | | | | |
|---|---|---|---------------------------|---|
| | | issues and how they have been addressed. | | |
| Update on Family Solutions Plus | Tackle Inequalities in Oxfordshire Create Opportunities for children and young people to reach their full potential | To understand current progress, service user outcomes and plans for the future | Overview and Scrutiny | Cllr L Brighthouse Kevin Gordon |
| Food Strategy Action Plan | Prioritise health and wellbeing | To review draft action plan and test its ambitions so to deliver the strategy. | To ensure better outcomes | Cllr Lygo Claire Taylor Serin Gioan |
| Meeting 1 – 23/24 | | | | |
| Review of the Digital Inclusion Action Plan | Tackle inequalities in Oxfordshire Work with local businesses and partners for environmental, economic and social benefit. | To review progress made against actions in the Digital Inclusion Action Plan over the last year, and to consider the degree to which the actions contributed to the achievement of their intended objectives. | Overview and Scrutiny | Cllr G Phillips Claire Taylor |
| Children's Social Care Placement Sufficiency, Market Management and Fostering | Create Opportunities for children and young people to reach their full potential | To understand placements for Children in Care, including what the Council is doing to ensure good value for money, placements near home and how the | Overview and Scrutiny | Cllr L Brighthouse Kevin Gordon |

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|---|--|--|-----------------------|--------------------------------|
| | | Council's actions are improving outcomes for Children in Care. | | |
| Adult Social Care Demand Management and Assurance | Prioritise the Health and Wellbeing of Residents | To understand trends in performance. | Overview and Scrutiny | Cllr T Bearder Karen Fuller |

ITEMS TO SCHEDULE

| ITEMS TO SCHEDULE | | | | |
|---|--|--|-----------------------|---|
| Feedback from Education Commission & Educational Attainment | Create Opportunities for children and young people to reach their full potential | Update from the Education Commission 22/23 exam results and EYFS and Key Stages 1 & 2 attainment data (spliced by school type and learner disadvantage) - Performance standards across all tiers of school – Primary to A level | Overview and Scrutiny | Cllr Brighthouse Kevin Gordon Gail Tolley |

SUB GROUP / WORKING GROUP

| SUB GROUPS / WORKING GROUPS | | | | |
|-----------------------------|-------------------------------|-------------|----------|---------|
| Name | Relevant strategic priorities | Description | Outcomes | Members |

| | | | | |
|---|---|--|---|--|
| <p>Education Special Meeting with Regional Schools Commissioner, ESFA/OFSTED</p> <p>Ahead of relevant item at March meeting</p> | <p>Create Opportunities for children and young people to reach their full potential</p> | <p>To understand the 'health' of Oxfordshire's schools.</p> | <p>To ensure better outcomes and strong performance</p> <p>To hold to account</p> | <p>Cllr M Waine – lead</p> |
| <p>The Youth Offer for Oxfordshire</p> <p>(Date TBC)</p> | <p>Tackle Inequalities in Oxfordshire</p> <p>Create Opportunities for children and young people to reach their full potential</p> | <p>To evaluate new developments in youth provision across Oxfordshire</p> | <p>To ensure better outcomes</p> | <p>TBC</p> |
| <p>Oxfordshire Family Centres</p> <p>(Date TBC)</p> | <p>Tackle Inequalities in Oxfordshire</p> <p>Create Opportunities for children and young people to reach their full potential</p> | <p>To assess current provision and the impact of transition funding.</p> | <p>To ensure better outcomes</p> | <p>Cllr Simpson acting lead – lead TBC</p> |
| <p>Home to School Transport (April 2022 – February 2023)</p> | <p>Tackle Inequalities in Oxfordshire</p> <p>Create Opportunities for children and young people to reach their full potential</p> | <p>To review the existing policy and suggest amendments, where possible.</p> | <p>Policy development</p> <p>To ensure better outcomes</p> | <p>Cllr Graham – lead</p> |

BRIEFINGS FOR MEMBER INFORMATION

| BRIEFINGS | | | | |
|------------------|--------------------------------------|--------------------|-----------------|----------------|
| Name | Relevant strategic priorities | Description | Outcomes | Members |
| | | | | |

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Scrutiny Chairs and Vice Chairs Business Management and Monitoring Report Recommendations

The Chairs and vice-Chairs of the People, Place and Performance and Corporate Services received a brief on the Council's BMMR report on 09 November 2022 and are due to do so again on 17 January 2023.

The following indicators were identified as red:

- OCC01.05: Total number of electric vehicle charging points by end of March 2023
- OCC01.06: No of Retrofits of homes in fuel poverty completed
- OCC01.09: Total % of household waste which is reused, recycled or composted
- OCC02.03: Digital engagement with Heritage services (Museums Service and Oxfordshire History Centre)
- OCC03.02: % of eligible population 40-74 who have received an NHS Health Check (Quarterly)
- OCC07.01: Number of contacts into the MASH
- OCC07.02: Number of early help assessments
- OCC07.03: Number of early help assessments completed by health visitors
- OCC07.06: No of children we care for (excluding Unaccompanied Children)
- OCC07.07 The number of child protection plans
- OCC07.10: % of Education Health & Care Plans completed within 20 weeks
- OCC09.03 No of Trading Standards interventions conducted with businesses
- OCC10.05: Number of telephone calls to customer service centre abandoned
- OCC11.02 Achievement of planned savings
- OCC11.05 Directorates deliver services and achieve planned performance within agreed Budget
- OCC11.06 Total outturn variation for the dedicated schools grant (DSG) funded Services
- OCC11.11: Debt requiring impairment - ASC contribution debtors

Issues which were discussed in detail were:

- Recycling Targets
- SEND and Education Health Care Plans
- Early help assessments in Children's Social Care

Following this discussion an all-member briefing on SEND was held. In addition, following discussion between the Chair, the Cabinet member and the Corporate Director SEND has been added to the current work programme. Issues around Early Help are to be included in the March meeting as part of the Family Solutions Plus item.

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**OXFORDSHIRE
COUNTY COUNCIL**

Forward Plan

February - May 2023

Page 51

Liz Leffman
Leader of the Council
County Hall, Oxford OX1 1ND

Date Issued: 4 January 2023

The Cabinet's Forward Plan: Introduction

This Forward Plan outlines the decisions which are expected to be made over the coming four-month period by or on behalf of the County Council's Cabinet. **NB Also included, for ease of reference, are items for the current month.**

The Plan is arranged in Committee date order, Cabinet or Delegated Decision by Cabinet Member. (The members and their portfolios are listed in the table on the next page.) Each entry briefly describes the subject and scope of the decision; indicates the "target date" on which the decision is expected to be taken and by whom (eg whether the full Cabinet or an individual Cabinet Member); what documents (normally a report by an officer) are expected to be considered; and contact details for the officer(s) dealing with the matter.

Where consultation is being carried out prior to the decision being taken, the principal consultees are specified. The method of consultation will normally be by letter or – where the views of the wider public are to be sought – by press coverage, supplemented by local notices if the decision affects a particular area. Other methods, such as exhibitions, opinion surveys, community forums etc, may be used to supplement these.

The lists include any "key decisions" - those which are "significant" under the terms of government regulations. In general, a key decision may not be taken unless notice of it has been included in the Forward Plan. More detailed information on what is a key decision can be found in the Council's Constitution on the Council's website.¹ This can also be inspected at County Hall.

However, the Council has decided that Oxfordshire's Forward Plan should include all those matters which are expected to come before the Cabinet in the period of the Plan, whether or not they may give rise to key decisions.

If any key decisions are expected to be taken by officers within the Plan period under powers delegated by the Cabinet, these are included in the Plan.

Unless of a confidential nature, reports and other documents for any meeting can be inspected, from approximately a week before the meeting, at County Hall and online². Copies can be supplied on request, at a charge to cover copying costs.

Making Representations about Forward Plan Items

Anyone who wishes to make representations about a particular matter listed in the Plan should send their comments so as to reach the County Council at least a week before it is due to be considered. Comments should be either:

Posted to "Forward Plan", Law & Governance (Democratic Services), Corporate Services, County Hall, Oxford OX1 1ND, delivered in person to the same address or e-mailed to forward.plan@oxfordshire.gov.uk.

There is also a facility for making a short address to the Cabinet or Cabinet Member in person. The deadline for any request to do this is 9.00 am on the working day before the matter is due to be considered. A form is available from Democratic Support Team, Law & Governance (Democratic Services), (contact as above, or telephone Oxford 810806) or online³.

¹ [Decision Making including Key Decisions](#) – Main Menu > About your Council > Meetings > The Constitution > Part 2, Article 14 – Decision Making

² [Agendas, Minutes & Reports](#) – Main Menu > About your Council > Meetings > Browse Committee Papers

³ [Get Involved in Meetings](#) – Main Menu > About your Council > Meetings > Get involved in meetings

Members of the Cabinet

| Cabinet Member | Main Areas of Responsibility |
|--|--|
| Leader of the Council <i>Councillor Liz Leffman</i> | Strategy; corporate and community leadership; strategic communications; major external partnerships; regional and strategic infrastructure and planning; economic growth and development; Districts Liaison; asylum and immigration |
| Deputy Leader of the Council and Cabinet Member for Children, Education & Young People's Services <i>Councillor Liz Brighthouse OBE</i> | Children Social Care; Education; 0-5 Offer; Youth Offer |
| Cabinet Member for Corporate Services <i>Councillor Glynis Phillips</i> | Governance and Legal; HR and industrial relations; Cherwell partnership agreement; Broadband/ICT; Customer services; Communications |
| Cabinet Member for Community Services & Safety <i>Councillor Jenny Hannaby</i> | Cultural Services, Registration service, Library service, Coroner's service, Music service, Museum service, History service; Fire & Rescue Service; Trading Standards; Emergency Planning; Community Safety; Gypsies & Travellers |
| Cabinet Member for Climate Change Delivery & Environment <i>Councillor Dr Pete Sudbury</i> | Climate Change; Waste Disposal and recycling centre; Countryside Operations & Volunteers; Ecology/Archaeology/Heritage; Water Strategy – TW Reservoir; Energy Strategy; Minerals & Waste Planning; Lead Flood Authority – Oxford Flood Alleviation Plan; Tree Strategy; Highways Verge Management Strategy; HGV Weight Routes |
| Cabinet Member for Highway Management <i>Councillor Andrew Gant</i> | Highways Delivery Operations – structures and maintenance; Network management; Public Rights of Way; Supported Transport; Fix My Street; Walking and Cycling – Maintenance; LCWIPs/LTNs; Street lighting; Travel Hubs; Public transport – Bus Strategy/Universal Payment/Maps; Cycle Parking; School Streets; 20 Is Plenty – implementation; Enforcement; Car Parking Strategy |
| Cabinet Member for Travel & Development Strategy <i>Councillor Duncan Enright</i> | Government Bids for Funding Initiatives; Infrastructure strategy (OXIS); Digital Connectivity Broadband; Regional and Strategic Infrastructure - Capital Delivery of Major projects; Rail – Cowley/Grove/Worcester Line/Witney; Connecting Oxford; ZEZs/AQMAs/Live Digital Air Quality Display; Travel Hubs; Working Place Levy/Congestion Charge; Waterways; Tourism / economic development |
| Cabinet Member for Finance <i>Councillor Calum Miller</i> | Finance; Property/Investments; Procurement |
| Cabinet Member for Adult Social Care <i>Councillor Tim Bearder</i> | Adult Social Care; Carers services; Support to: People with learning disabilities, Physical disability services, People living with impact of a brain injury, People living with a long-term condition, Older people services, Safeguarding adult services, Homelessness, Hospital discharge; Mental health; Health Partnerships |
| Cabinet Member for Public Health & Equality <i>Councillor Mark Lygo</i> | Public Health; Covid Renewal; Voluntary Sector; Equalities |

The Forward Plan

24 January 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|------------------------------|--------------------------------------|--------------------|--|-------------------------------|--|---|--|
| <p>Budget & Business Planning Report - 2023/24 - January 2023 (Ref: 2022/131)</p> <p>To propose the 2023/24 revenue budget, MTFP and capital programme for recommendation to Council in light of comments from the Performance & Corporate Services Overview & Scrutiny Committee and consultation feedback.</p> | Cabinet (24 January 2023) | Yes - Revenue Expenditure > £500,000 | None | N/A | | Cabinet Member for Finance | Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163 | Director of Finance |
| <p>Central Oxfordshire Travel Plan - programme information (Ref: 2022/237)</p> | Cabinet (24 January 2023) | Yes - Affects more than 1 division | None | Consultation was undertaken on the the | | Cabinet Member for Travel & Development Strategy | Joanne Fellows, Growth Manager (Central) Tel: 07990 368897 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|------------------------------|------------------------------------|--------------------|--|-------------------------------|--|---|--|
| To note the programme for delivery of the Central Oxfordshire Travel Plan. | | | | Central Oxfordshire Travel Plan which was reported to Cabinet on 29 November 2022. | | | | |
| <p>Home Upgrade Grant - delegated authority to agree (Ref: 2022/250)</p> <p>Cabinet to delegate authority to Corporate Director Environment and Place to agree any grant funding allocated under Home Upgrade Grant.</p> | Cabinet (24 January 2023) | Yes - Capital Expenditure >£1m | None | N/A | | Cabinet Member for Climate Change Delivery & Environment | Sarah Gilbert, Climate Action Team Leader Tel: 07867 467797 | Corporate Director Environment & Place |
| <p>Leasing of Land to Oxford United Football Club (Ref: 2022/236)</p> <p>A report setting out the options regarding the potential leasing of county council</p> | Cabinet (24 January 2023) | Yes - Affects more than 1 division | None | Public Engagment previously undertaken, report received by Cabinet March 2022. | | Cabinet Member for Finance | Claire Taylor, Corporate Director Customers, Organisational Development & Resources Tel: 07919 367072 | Corporate Director Customers, Organisational Development & Resources |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|-------------------------------------|-----------------------|--------------------|--------------|-------------------------------|--|---|--|
| land to OUFC for the purposes of a new stadium. | | | | | | | | |
| Business Management & Monitoring Report - October/November 2022 <i>(Ref: 2022/132)</i> To note and seek agreement of the report. | Cabinet <i>(24 January 2023)</i> | No | None | N/A | | Cabinet Member for Finance | Louise Tustian, Head of Insight & Corporate Programmes Tel: (01295) 221786, Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163 | Director of Finance |
| Consultation plans for water supply - Oxfordshire County Council response <i>(Ref: 2022/187)</i> Response to public consultations about water supply options, in particular the SESRO (South East Strategic Reservoir Option). | Cabinet <i>(24 January 2023)</i> | No | None | N/A | | Cabinet Member for Climate Change Delivery & Environment | Lynette Hughes, Principal Planner Tel: 07920 084360 | Corporate Director Environment & Place |
| Delegated Powers - January 2023 <i>(Ref: 2022/133)</i> To report on a quarterly basis any executive decisions | Cabinet <i>(24 January 2023)</i> | No | None | N/A | | Leader | Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096 | Director of Law & Governance |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|--------------------------------------|-----------------------|--------------------|--|-------------------------------|---|--|---|
| <p>taken under the specific powers and functions delegated under the terms of Part 7.1 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in.</p> | | | | | | | | |
| <p>Local Aggregate Assessment (Ref: 2022/218)</p> <p>To seek approval of the Local Aggregate Assessment and to authorise the Corporate Director of Environment and Place in consultation with the Cabinet Member for Climate Change Delivery and Environment to make any revisions and publish the Oxfordshire Local Aggregate</p> | <p>Cabinet (24 January 2023)</p> | <p>No</p> | <p>None</p> | <p>South East England Aggregates Working Party (SEEAWP) in October 2022.</p> | | <p>Cabinet Member for Climate Change Delivery & Environment</p> | <p>Charlotte Simms, MWLP Principal Planner Tel: 07741 607726</p> | <p>Corporate Director Environment & Place</p> |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|------------------------------|-----------------------|--------------------|--------------|-------------------------------|--|--|--|
| Assessment for the calendar year 2021 on the Council website. | | | | | | | | |
| <p>Parking Standards for New Developments: review of issues raised by the scrutiny committee and addendum of evidence review (Ref: 2022/238)</p> <p>This is a further review of evidence supporting the strategic approach set out in the adopted Parking Standards for New Developments document to fulfil the resolution at the 18 October 2022 Cabinet.</p> | Cabinet (24 January 2023) | No | None | N/A | | Cabinet Member for Travel & Development Strategy | Jason Sherwood, Growth Manager (South & Vale) Tel: 07795 684708 | Corporate Director Environment & Place |
| <p>Treasury Management 3rd Quarterly Report (Ref: 2022/189)</p> <p>Cabinet is asked to note the report and recommend Council</p> | Cabinet (24 January 2023) | No | None | N/A | | Cabinet Member for Finance | Tim Chapple, Treasury Manager Tel: 07917 262935 | Director of Finance |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|----------------|-----------------------|--------------------|--------------|-------------------------------|----------------|-----------------|-----------|
| to note the council's treasury management activity for the third quarter of 2022/23. | | | | | | | | |

21 February 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|-------------------------------|------------------------------------|--------------------------|--------------|---|--|---------------------------------|--|
| <p>A46 Access to Witney - Compulsory Purchase Order and Side Road Orders (Ref. 2022/012)</p> <p>To seek approval of the Statement of Reasons and Orders Plans and approval to make the Compulsory Purchase and Side Road Orders.</p> | Cabinet (21 February 2023) | Yes - Affects more than 1 division | Yes - Category 2 - Annex | N/A | <p>Decision due date for Cabinet changed from 26/04/2022 to 24/05/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 24/05/2022 to 21/06/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 21/06/2022 to 19/07/2022. Reason: Further work required.</p> <p>Decision due date</p> | Cabinet Member for Travel & Development Strategy | Amro Hajhamdou, Project Manager | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|----------------|-----------------------|--------------------|--------------|---|----------------|-----------------|-----------|
| <p style="text-align: center;">Page 61</p> | | | | | <p>for Cabinet changed from 19/07/2022 to 20/09/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 20/09/2022 to 18/10/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 18/10/2022 to 15/11/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 15/11/2022 to 20/12/2022. Reason: Further delays by 3rd party suppliers have impacted the delivery of required output. It is anticipated a final reviews of documents will be required with the 3rd party suppliers with additional work potentially required.</p> | | | |
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The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|--------------------------------------|---|--------------------|---------------|---|---------------------------------------|---|--|
| | | | | | Decision due date for Cabinet changed from 20/12/2022 to 21/02/2023. Reason: Further work required by Oxfordshire County Council and Third Party supplier(s). | | | |
| Formal Approval of Early Years Funding Formula 2023/24 <i>(Ref: 2022/141)</i> To seek approval for the funding formula for 2- year old and for 3 and 4-year old provision. | Cabinet <i>(21 February 2023)</i> | Yes - Affects more than one division and revenue expenditure > £500,000 | None | Schools Forum | | Deputy Leader of the Council | Sarah Fogden, Finance Business Partner Tel: 07557 082613 | Corporate Director for Children's Services |
| Network Management Plan 2023-2028 <i>(Ref: 2021/238)</i> To seek approval of the content of the Network Management Plan 2022-2027. | Cabinet <i>(21 February 2023)</i> | Yes - Affects more than 1 division | None | N/A | Decision due date for Cabinet changed from 15/03/2022 to 24/05/2022. Reason: Further work required. Decision due date for Cabinet changed from 24/05/2022 to 20/09/2022. Reason: Further work required and wider consultation necessary. | Cabinet Member for Highway Management | Keith Stenning, Head of Service - Network Management Tel: 07584 581214 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--|--|--------------------|--|--|---|--|---|
| <p>Page 63</p> | | | | | <p>Decision due date for Cabinet changed from 20/09/2022 to 15/11/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 15/11/2022 to 20/12/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 20/12/2022 to 24/01/2023. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 24/1/2023 to 21/02/2023. Reason: Further work required.</p> | | | |
| <p>Oxfordshire Housing and Growth Deal Update <i>(Ref: 2022/248)</i></p> <p>Cabinet to approve the Oxfordshire Housing and Growth</p> | <p>Cabinet <i>(21 February 2023)</i></p> | <p>Yes - Capital Expenditure >£1m</p> | <p>None</p> | <p>Consultation with the Future Oxfordshire Partnership (including the Districts</p> | <p>Decision due date for Cabinet changed from 24/1/2023 to 21/02/2023. Reason: Further work required</p> | <p>Cabinet Member for Travel & Development Strategy</p> | <p>John McLauchlan, Head of Infrastructure Planning Office Tel: 07554 103512</p> | <p>Corporate Director Environment & Place</p> |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|-------------------------------|-----------------------|--------------------|--------------------|-------------------------------|--|--|--|
| Deal Programme. | | | | and City Council). | | | | |
| <p>Response to the recommendations of the Citizens' Jury (Ref: 2022/219)</p> <p>Cabinet members to approve the response to the recommendations of the Citizens Jury.</p> | Cabinet (21 February 2023) | No | None | N/A | | Cabinet Member for Travel & Development Strategy | John Disley, Infrastructure Strategy & Policy Manager Tel: 07767 006742, Susannah Wintersgill, Director of Communications, Strategy & Insight | Corporate Director Environment & Place |
| <p>Tree and Vegetation Policy (Ref: 2022/222)</p> <p>To approve updated and revised policy and guidance, support proposed action and approach, endorse a call for more trial sites.</p> | Cabinet (21 February 2023) | No | None | N/A | | Cabinet Member for Climate Change Delivery & Environment | Paul Wilson, Group Manager - Highway Operations | Corporate Director Environment & Place |

21 March 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--------------------------|----------------|-----------------------|--------------------|--------------|-------------------------------|----------------|-----------------|-------------|
| Capital Programme | Cabinet | Yes - Affects | None | N/A | | Cabinet | Kathy Wilcox, | Director of |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|----------------------------|---|--------------------|--------------|-------------------------------|---------------------------------------|--|---|
| <p>Monitoring Report - January 2023 (Ref: 2022/159)</p> <p>Financial Report on capital spending against budget allocations, including any necessary capital programme approvals.</p> | (21 March 2023) | more than one division and Capital Expenditure >£1m | | | | Member for Finance | Head of Financial Strategy Tel: 07788 302163 | Finance |
| <p>Business Management & Monitoring Report - December 22 / January 23 (Ref: 2022/160)</p> <p>To note and seek agreement of the report.</p> | Cabinet (21 March 2023) | No | None | N/A | | Cabinet Member for Finance | Louise Tustian, Head of Insight & Corporate Programmes Tel: (01295) 221786, Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163 | Corporate Director Customers, Organisational Development & Resources, Director of Finance |
| <p>Workforce Report and Staffing Data – Quarter 3 - October to December 2022 (Ref: 2020/161)</p> <p>Quarterly staffing report providing details of key people numbers and analysis of main changes since the</p> | Cabinet (21 March 2023) | No | None | N/A | | Cabinet Member for Corporate Services | Karen Edwards, Director of Human Resources Tel: 07825 521526 | Corporate Director Customers, Organisational Development & Resources |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|-----------------------|----------------|-----------------------|--------------------|--------------|-------------------------------|----------------|-----------------|-----------|
| previous report. | | | | | | | | |

18 April 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|----------------------------|-----------------------|--------------------|--------------|-------------------------------|----------------|---|------------------------------|
| <p>Delegated Powers Report for January to March 2023 (Ref: 2022/188)</p> <p>To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.1 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in.</p> | Cabinet (18 April 2023) | No | None | N/A | | Leader | Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096 | Director of Law & Governance |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|-----------------------|----------------|-----------------------|--------------------|--------------|-------------------------------|----------------|-----------------|-----------|
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23 May 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--------------------------|-----------------------|--------------------|--------------|-------------------------------|----------------------------|---|---|
| <p>Appointments 2023/24 (Ref: 2022/221)</p> <p>To consider Member appointments to a variety of bodies which in different ways support the discharge of the Council's Executive functions.</p> | Cabinet (23 May 2023) | No | None | N/A | | Leader | Colm Ó Caomhánaigh, Committee Officer Tel: 07393 001096 | Director of Law & Governance |
| <p>Business Management & Monitoring Report - February / March 2023 (Ref: 2022/220)</p> <p>To note and seek agreement of the report.</p> | Cabinet (23 May 2023) | No | None | N/A | | Cabinet Member for Finance | Louise Tustian, Head of Insight & Corporate Programmes Tel: (01295) 221786, Kathy Wilcox, Head of Financial Strategy Tel: 07788 302163 | Corporate Director Customers, Organisational Development & Resources, Director of Finance |

Cabinet Member Meetings

The Forward Plan

Deputy Leader and Cabinet Member for Children, Education & Young People's Services

17 January 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--|------------------------------------|--------------------|---------------|-------------------------------|------------------------------|--|--|
| Formal Approval of Schools Funding Formula 2023/24 <i>(Ref: 2022/140)</i> To seek approval for the funding formula for schools. | Deputy Leader of the Council <i>(17 January 2023)</i> | Yes - Affects more than 1 division | None | Schools Forum | | Deputy Leader of the Council | Sarah Fogden, Finance Business Partner Tel: 07557 082613 | Corporate Director for Children's Services |

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Cabinet Member for Highway Management

26 January 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|--|------------------------------------|--------------------|---------------------------------------|--|---------------------------------------|--|--|
| Abingdon - proposed 20mph speed limit <i>(Ref: 2022/145)</i> To seek approval of a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(26 January 2023)</i> | Yes - Affects more than 1 division | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 17/11/2022 to 26/01/2023. Reason: Further work required. | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Oxford: Donnington area - proposed Controlled Parking | Delegated Decisions by Cabinet | Yes - Affects more than 1 division | None | Standard traffic | | Cabinet Member for Highway | James Whiting, Principal Officer - Parking Tel: | Corporate Director Environment & |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--|------------------------------------|--------------------|---------------------------------------|-------------------------------|---------------------------------------|--|--|
| Zone <i>(Ref: 2022/212)</i> A decision is required on a proposed Controlled Parking Zone. | Member for Highway Management <i>(26 January 2023)</i> | | | scheme consultation. | | Management | 07584 581187 | Place |
| Oxford: Lower Wolvercote area - proposed Controlled Parking Zone <i>(Ref: 2022/210)</i> A decision is required on a proposed Controlled Parking Zone. | Delegated Decisions by Cabinet Member for Highway Management <i>(26 January 2023)</i> | Yes - Affects more than 1 division | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Oxford: Upper Wolvercote area - proposed Controlled Parking Zone <i>(Ref: 2022/211)</i> A decision is required on a proposed Controlled Parking Zone. | Delegated Decisions by Cabinet Member for Highway Management <i>(26 January 2023)</i> | Yes - Affects more than 1 division | None | N/A | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Wallingford - various locations - proposed parking permit areas and waiting restrictions <i>(Ref: 2022/215)</i> | Delegated Decisions by Cabinet Member for Highway | Yes - Affects more than 1 division | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | James Whiting, Principal Officer - Parking Tel: 07584 581187 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|------------------------------------|--------------------|---------------------------------------|--|---------------------------------------|--|---|
| A decision is required on proposed parking permit areas and waiting restrictions. | Management (26 January 2023) | | | | | | | |
| Wantage - various locations - proposed parking permit areas and waiting restrictions and taxi rank (Ref: 2022/214) A decision is required on proposed parking permit areas and waiting restrictions. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | Yes - Affects more than 1 division | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | James Whiting, Principal Officer - Parking Tel: 07584 581187 | Corporate Director Environment & Place |
| Arncott - Palmer Avenue - proposed extension of 30mph speed limit (Ref: 2022/196) A decision is sought on a proposal to extend the 30mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Mike Wasley, Principal Officer - Traffic Schemes Tel: 07393 001045 | Corporate Director Environment & Place |
| Banbury - Town Centre - West - proposed residents parking scheme (Ref: 2022/164) | Delegated Decisions by Cabinet Member for Highway Management | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management | Cabinet Member for Highway Management | James Whiting, Principal Officer - Parking Tel: 07584 581187 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|-----------------------|--------------------|---------------------------------------|--|---------------------------------------|--|--|
| To seek approval of proposed parking measures. | (26 January 2023) | | | | changed from 08/12/2022 to 26/01/2023. Reason: Further work required. | | | |
| Benson: Proposed 20 mph Speed Limits (Ref: 2022/209) Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Berrick Salome: Proposed 20 mph Speed Limits (Ref: 2022/208) Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | N/A | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Bletchinghamdon: Proposed 20 mph Speed Limits (Ref: 2022/207) Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Bourton (Faringdon): Proposed 20 mph and 30 mph Speed Limits (Ref: 2022/206) | Delegated Decisions by Cabinet Member for Highway | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|-----------------------|--------------------|---------------------------------------|---|---------------------------------------|--|--|
| Decision required on proposed 20mph speed limit. | Management (26 January 2023) | | | | | | | |
| Chadlington - A361 and Chipping Norton Road (Ref: 2022/166) To seek approval of proposed waiting restrictions. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 26/01/2023. Reason: Further work required. | Cabinet Member for Highway Management | Mike Wasley, Principal Officer - Traffic Schemes Tel: 07393 001045 | Corporate Director Environment & Place |
| East Hanney: Proposed 20mph Speed Limits (Ref: 2022/205) Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Fifield: Proposed 20mph Speed Limits (Ref: 2022/204) Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Fritwell - proposed 20mph speed limit (Ref: 2022/178) To seek approval of | Delegated Decisions by Cabinet Member for Highway | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|---|-----------------------|--------------------|---------------------------------------|---|---------------------------------------|---|--|
| a proposed 20mph speed limit. | Management (26 January 2023) | | | | changed from 08/12/2022 to 26/01/2023. Reason: Further work required. | | | |
| Garsington: Proposed 20 mph Speed Limits (Ref: 2022/203) Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Goring - proposed 20mph speed limit (Ref: 2022/179) To seek approval of a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 26/01/2023. Reason: Further work required. | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Harwell - proposed 20mph speed limit and traffic calming and cycle measures (Ref: 2022/212) A decision is required on a proposed 20mph speed limit, traffic calming and cycle measures. | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Ryan Moore, Senior Engineer (Road Agreement Team - S&V) Tel: 07557 082568 | Corporate Director Environment & Place |
| Launton - Bicester | Delegated | No | None | Standard | | Cabinet | David Rawson, | Corporate |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
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| <p>Road - proposed cycle safety measures at rail bridge (Ref: 2022/191)</p> <p>A decision is sought on proposed cycle infrastructure.</p> | Decisions by Cabinet Member for Highway Management (26 January 2023) | | | traffic scheme consultation. | | Member for Highway Management | Rail Infrastructure Project Management Tel: 07769 261094 | Director Environment & Place |
| <p>Letcombe Bassett - proposed 20mph speed limit (Ref: 2022/180)</p> <p>To seek approval of a proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 26/01/2023. Reason: Further work required. | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| <p>Leynor - proposed 20mph speed limit (Ref: 2022/181)</p> <p>To seek approval of a proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 26/01/2023. Reason: Further work required. | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| <p>Little Coxwell - proposed 20mph speed limit (Ref: 2022/182)</p> <p>To seek approval of a proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 26/01/2023. Reason: Further | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
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| | | | | | work required. | | | |
| Little Milton: Proposed 20 mph Speed Limits <i>(Ref: 2022/200)</i> Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(26 January 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Nettlebed: Proposed 20 mph Speed Limits <i>(Ref: 2022/201)</i> Decision required on proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(26 January 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Oxford: St Michael's Street - proposed permanent closure to all vehicles of eastern end of road <i>(Ref: 2022/195)</i> A decision is sought on making permanent the provisions of a current Experimental Traffic Regulation Order. | Delegated Decisions by Cabinet Member for Highway Management <i>(26 January 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Anthony Kirkwood, Principal Engineer - Traffic & Road Safety Tel: 07392 318871 | Corporate Director Environment & Place |
| Oxford: Temple Cowley Low Traffic Neighbourhood - | Delegated Decisions by Cabinet | No | None | Standard traffic | | Cabinet Member for Highway | Patrick Lingwood, Active & Healthy Travel Officer Tel: | Corporate Director Environment & |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
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| <p>administrative correction to Traffic Regulation Order (Ref: 2022/190)</p> <p>A decision is sought on an administrative correction to Traffic Regulation Order.</p> | Member for Highway Management (26 January 2023) | | | scheme consultation. | | Management | 07741 607835 | Place |
| <p>Pyrtton: Proposed 20 mph Speed Limits (Ref: 2022/199)</p> <p>Decision required on proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| <p>Somerton: Proposed 20 mph Speed Limits (Ref: 2022/198)</p> <p>Decision required on proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| <p>Stanton St John: Proposed 20 mph Speed Limits (Ref: 2022/197)</p> <p>Decision required on proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--|-----------------------|--------------------|---------------------------------------|--|---------------------------------------|--|--|
| <p>Thame: Central area proposed parking measures (Ref: 2022/143)</p> <p>To seek approval of proposed parking measures.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 17/11/2022 to 26/01/2023. Reason: Further work required. | Cabinet Member for Highway Management | James Whiting, Principal Officer - Parking Tel: 07584 581187 | Corporate Director Environment & Place |
| <p>Woodstock: town centre - proposed arrangements for the issue of hotel and guest house visitor parking permits (Ref: 2022/195)</p> <p>A decision is sought on proposed arrangements for the issue of hotel and guest house visitor parking permits.</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | James Whiting, Principal Officer - Parking Tel: 07584 581187 | Corporate Director Environment & Place |
| <p>Yarnton - Cassington Road - proposed raised parallel crossing (Ref: 2022/190)</p> <p>A decision is sought on a proposed raised parallel crossing on Cassington road just west of the</p> | Delegated Decisions by Cabinet Member for Highway Management (26 January 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Aron Wisdom, Programme Lead (HIF1) Tel: 07776 244856 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
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| roundabout junction with the A44. | | | | | | | | |

23 February 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|---|------------------------------------|--------------------|---------------------------------------|---|--|---|--|
| <p>Abingdon Local Cycling and Walking Infrastructure Plan (LCWIP) (Ref: 2022/142)</p> <p>To seek approval for the draft Abingdon Local Cycling and Walking Infrastructure Plan.</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | Yes - Affects more than 1 division | None | N/A | Decision maker Cabinet changed to Delegated Decisions by Cabinet Member for Highway Management. Reason: forms part of the Local Transport and Connectivity Plan which will be decided by Cabinet. | Cabinet Member for Travel & Development Strategy | Samuel Larkin, Transport Planner Tel: 07526986003 | Corporate Director Environment & Place |
| <p>Abingdon - B4017 Wootton Road - proposed toucan crossing (Ref: 2022/239)</p> <p>To approve a proposed pedestrian</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Daniel Mowlem, Engineer - Road Agreements Team - C&W Engineering 1 Tel: 07393 001029 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|-----------------------|--------------------|---------------------------------------|-------------------------------|---------------------------------------|---|--|
| and pedal cycle provision as part of approved retail development. | | | | | | | | |
| <p>Banbury - Bretch Hill - proposed waiting restrictions and 20mph speed limit (Ref: 2022/240)</p> <p>To agree proposed traffic safety measures as part of approved residential development.</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Chloe Kirby, Engineer Tel: 07783 879117 | Corporate Director Environment & Place |
| <p>Bicester - Dunkins Close - proposed residents permit parking scheme (Ref: 2022/223)</p> <p>Proposed traffic measure to facilitate amenity of residents.</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | James Whiting, Principal Officer - Parking Tel: 07584 581187 | Corporate Director Environment & Place |
| <p>Bodicote - White Post Road & Oxford Road - proposed waiting restrictions (Ref: 2022/242)</p> <p>To agree proposed</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Adam Barrett, Senior Engineer (Road Agreement Team - Cherwell & West) Tel: 07919 175889 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|---|-----------------------|--------------------|---------------------------------------|-------------------------------|---------------------------------------|---|--|
| traffic safety measures as part of approved residential development. | | | | | | | | |
| <p>Chalgrove - High Street - proposed zebra crossing, traffic calming measures and bus stop clearways (Ref: 2022/241)</p> <p>To agree proposed traffic safety measures as part of approved residential development.</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Jet Mulraney, Senior Engineer (Road Agreements Team S&V Engineering 2) Tel: 07767 648708 | Corporate Director Environment & Place |
| <p>Chilton: 20mph speed limit (Ref: 2022/234)</p> <p>Decision required on proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| <p>Cumnor: proposed 20mph speed limit (Ref: 2022/233)</p> <p>Decision required on proposed 20mph speed limit.</p> | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
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| | 2023) | | | | | | | |
| Cropredy - Station Road <i>(Ref: 2022/165)</i> To seek approval of proposed waiting restrictions. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 23/02/2023. Reason: Further work required. | Cabinet Member for Highway Management | Mike Wasley, Principal Officer - Traffic Schemes Tel: 07393 001045 | Corporate Director Environment & Place |
| Didcot - Vicinity of rail station - proposed parking measures <i>(Ref: 2022/163)</i> To seek approval of proposed parking measures. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 23/02/2023. Reason: Further work required. | Cabinet Member for Highway Management | James Whiting, Principal Officer - Parking Tel: 07584 581187 | Corporate Director Environment & Place |
| Faringdon - proposed 20mph speed limit <i>(Ref: 2022/232)</i> A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Hanborough: Church Hanborough - Proposed 20 mph Speed Limits <i>(Ref: 2022/202)</i> Decision required on proposed 20mph | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 26/01/2023 to 23/02/2023. | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|-----------------------|--------------------|---------------------------------------|---|---------------------------------------|---|--|
| speed limit. | | | | | Reason: Further work required. | | | |
| Kidlington - proposed 20mph speed limit <i>(Ref: 2022/231)</i> A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Kingston Lisle and Fawler - proposed 20mph speed limit <i>(Ref: 2022/230)</i> A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Littlemore - Oxford Road - proposed bus stop clearway <i>(Ref: 2022/224)</i> Proposed traffic measures to facilitate public transport. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Anthony Kirkwood, Principal Engineer - Traffic & Road Safety Tel: 07392 318871 | Corporate Director Environment & Place |
| Long Hanborough - Regent Drive <i>(Ref: 2022/184)</i> To seek approval of proposed waiting | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February</i> | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to | Cabinet Member for Highway Management | Adam Barrett, Senior Engineer (Road Agreement Team - Cherwell & West) Tel: 07919 175889 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|---|-----------------------|--------------------|---------------------------------------|---|---------------------------------------|---|--|
| restrictions. | 2023) | | | | 23/02/2023. Reason: Further work required. | | | |
| Marcham - A415 Abingdon Road - proposed extension of 30mph speed limit (Ref: 2022/243) To agree proposed traffic safety measures as part of approved residential development. | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Ryan Moore, Senior Engineer (Road Agreement Team - S&V) Tel: 07557 082568 | Corporate Director Environment & Place |
| Milton Wychwood - proposed 20mph speed limit (Ref: 2022/229) A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| North Hinksey - proposed 20mph speed limit (Ref: 2022/244) A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management (23 February 2023) | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Oxford: Binsey Lane - proposed extension of | Delegated Decisions by | No | None | Standard traffic | | Cabinet Member for | Geoff Barrell, Senior | Corporate Director |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|-----------------------|--------------------|---------------------------------------|--|---------------------------------------|---|--|
| 20mph speed limit <i>(Ref: 2022/235)</i> Decision required on proposed 20mph speed limit. | Cabinet Member for Highway Management <i>(23 February 2023)</i> | | | scheme consultation. | | Highway Management | Infrastructure Planner Tel: 07740 779859 | Environment & Place |
| Radley - Kennington Road and Whites Lane - proposed pedestrian and cycle crossings and shared use footway / cycle track <i>(Ref: 2022/183)</i> To seek approval of proposed crossings and cycle track. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 08/12/2022 to 23/02/2023. Reason: Further work required. | Cabinet Member for Highway Management | Ryan Moore, Senior Engineer (Road Agreement Team - S&V) Tel: 07557 082568 | Corporate Director Environment & Place |
| Shrivenham - proposed 20mph speed limit <i>(Ref: 2022/245)</i> A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| South Leigh - proposed 20mph speed limit <i>(Ref: 2022/246)</i> A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|---|-----------------------|--------------------|---------------------------------------|-------------------------------|---------------------------------------|--|--|
| | 2023) | | | | | | | |
| South Moreton - proposed 20mph speed limit <i>(Ref: 2022/228)</i> A decision is required on a proposed 20mph speed limit. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Sparsholt and Westcot - proposed 20mph speed limit <i>(Ref: 2022/226)</i> Forms part of Oxfordshire 20mph speed limit policy. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Steventon - proposed 20mph speed limit <i>(Ref: 2022/225)</i> Forms part of Oxfordshire 20mph speed limit project. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |
| Stratton Audley - proposed 20mph speed limit <i>(Ref: 2022/227)</i> Forms part of Oxfordshire 20mph speed limit project. | Delegated Decisions by Cabinet Member for Highway Management <i>(23 February 2023)</i> | No | None | Standard traffic scheme consultation. | | Cabinet Member for Highway Management | Geoff Barrell, Senior Infrastructure Planner Tel: 07740 779859 | Corporate Director Environment & Place |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--|-----------------------|--------------------|--|---|--|---|---|
| <p>Witney: The Leys proposed traffic calming measures (Ref: 2022/144)</p> <p>To seek approval of proposed traffic calming measures.</p> | <p>Delegated Decisions by Cabinet Member for Highway Management (23 February 2023)</p> | <p>No</p> | <p>None</p> | <p>Standard traffic scheme consultation.</p> | <p>Decision due date for Cabinet Member for Highway Management changed from 17/11/2022 to 26/01/2023. Reason: As this scheme is essentially a Witney Town Council initiative, albeit partly funded by OCC. With 59% objection to the scheme there needs to be a discussion with WTC and also within WTC to discuss if any changes are required.</p> <p>Decision due date for Delegated Decisions by Cabinet Member for Highway Management changed from 26/01/2023 to 23/02/2023. Reason: Further work required.</p> | <p>Cabinet Member for Highway Management</p> | <p>Mike Wasley, Principal Officer - Traffic Schemes Tel: 07393 001045</p> | <p>Corporate Director Environment & Place</p> |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|---|--------------------|--------------|--|--|---|---|
| <p>Banbury Local Cycling and Walking Infrastructure Plan (LCWIP) (Ref: 2021/232)</p> <p>To seek approval of the LCWIP policy for the Banbury (and neighbouring areas).</p> | <p>Delegated Decisions by Cabinet Member for Highway Management (23 March 2023)</p> | <p>Yes - Affects more than 1 division</p> | <p>None</p> | <p>N/A</p> | <p>Decision due date for Cabinet changed from 21/06/2022 to 20/09/2022. Reason: Further time needed for stakeholder engagement to inform the plan.</p> <p>Decision due date for Cabinet changed from 20/09/2022 to 24/01/2023. Reason: Further time needed for engagement to inform the plan.</p> <p>Decision due date for Cabinet changed from 21/01/2023 to 21/02/2023. Reason: Further work required.</p> <p>Decision due date for Cabinet changed from 21/02/2023 to 21/03/2023. Reason: Further work required.</p> <p>Decision maker Cabinet changed to Delegated Decisions by Cabinet Member for</p> | <p>Cabinet Member for Highway Management</p> | <p>Eric Stevens, Principal Infrastructure Planner Tel: 07436 700673</p> | <p>Corporate Director Environment & Place</p> |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--|------------------------------------|--------------------|--|--|---------------------------------------|---|--|
| | | | | | Highway Management. Reason: forms part of the Local Transport and Connectivity Plan which will be decided by Cabinet. | | | |
| Witney Local Cycling and Walking Infrastructure Plan (LCWIP) (Ref: 2022/134) To seek approval of Witney LCWIP. Page 88 | Delegated Decisions by Cabinet Member for Highway Management (23 March 2023) | Yes - Affects more than 1 division | None | Public and stakeholder consultation of draft plan will commence in Autumn 2022 and be reported to Cabinet in January 2023. | Decision due date for Cabinet changed from 24/01/2023 to 21/03/2023. Reason: Further work required. Decision maker Cabinet changed to Delegated Decisions by Cabinet Member for Highway Management. Reason: forms part of the Local Transport and Connectivity Plan which will be decided by Cabinet. | Cabinet Member for Highway Management | Odele Parsons, Senior Transport Planner Tel: 07974 002860 | Corporate Director Environment & Place |

Cabinet Member for Travel & Development Strategy

26 January 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--------------------------------|----------------|-----------------------|--------------------|--------------|-------------------------------|----------------|-----------------|-----------|
| North Oxford Corridor - | Delegated | Yes - Affects | None | Public | Decision due date | Cabinet | Aron Wisdom, | Corporate |

The Forward Plan

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|---|---|-----------------------------|--------------------|---|--|---|--|---|
| <p>Kidlington Roundabout <i>(Ref: 2022/093)</i></p> <p>To approve i) the proposed 30mph speed limit on Kidlington Roundabout and all approaches (A4260/A4165), including the full length of the A4165 where a 40mph speed limit currently applies ii) the introduction of a bus lane on Bicester Road and revised bus lane extents on A4165 Oxford Road (north), iii) introduction of signalised crossings for pedestrians and cyclists.</p> | <p>Decisions by Cabinet Member for Travel & Development Strategy <i>(26 January 2023)</i></p> | <p>more than 1 division</p> | | <p>consultation on the scheme proposals with residents and businesses including statutory consultation in respect of the proposed traffic order changes and crossings etc. Key stakeholders include Emergency Services, Bus & Coach companies, Cabinet Members, District and Parish Councils.</p> | <p>for Cabinet Member for Travel & Development Strategy changed from 08/09/2022 to 13/10/2022. Reason: Further work required.</p> <p>Decision due date for Cabinet Member for Travel & Development Strategy changed from 13/10/2022 to 08/12/2022. Reason: Further work required.</p> <p>Decision due date for Delegated Decisions by Cabinet Member for Travel & Development Strategy changed from 08/12/2022 to 26/01/2023. Reason: Further work required.</p> | <p>Member for Travel & Development Strategy</p> | <p>Programme Lead (HIF1) Tel: 07776 244856</p> | <p>Director Environment & Place</p> |

The Forward Plan

Cabinet Member for Finance

21 February 2023

| Item to be considered | Decision Maker | Key Decision (yes/no) | Exempt Information | Consultation | Reason for Amendment (if any) | Cabinet Member | Contact Officer | Report by |
|--|--|---|--------------------|--------------|-------------------------------|-----------------------------------|---|----------------------------|
| <p>Capital Programme Approvals - February 2023 (Ref: 2023/003)</p> <p>Report on variation to the capital programme for approval (as required).</p> | <p>Delegated Decisions by Cabinet Member for Finance (21 February 2023)</p> | <p>Yes - Affects more than one division and Capital Expenditure >£1m</p> | <p>None</p> | <p>N/A</p> | | <p>Cabinet Member for Finance</p> | <p>Belinda Dimmock-Smith, Capital Programme Manager Tel: 07868 714303</p> | <p>Director of Finance</p> |

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