

Action and Recommendation Tracker Place Overview & Scrutiny Committee

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

KEY	No progress reported	In progress	Complete
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Meeting date	Item	Action/recommendation	Responsible person	Timescale	Last reviewed	Update/response
15/06/22	12/22 – Local Transport and Connectivity Plan	AR3/22: Head of Transport Policy to inform the Committee what proportion or number of officers who worked on LTCP who had also worked on LTPs 3 and 4.	John Disley, Head of Transport Policy	By 08/11/22	29/09/22	Complete Included in report to Place Overview and Scrutiny Committee on 16 November 2022
15/06/22	12/22 – Local Transport and Connectivity Plan	AR4/22: The Cabinet Member for Travel and Development Strategy report to the November 2022 meeting of the Committee on the implementation and outcomes of the Local Transport Plan 4, the lessons learnt therefrom, and the policy links between Local Transport Plan 4 and Local Transport and Connectivity Plan.	Cllr Duncan Enright, Cabinet Member for Travel and Development Strategy & John Disley, Head of Transport Policy	16/11/22	20/09/22	Complete Report provided to Place Overview and Scrutiny Committee on 16 November 2022

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07/10/22	16/22 – Parking Standards for New Developments	AR5/22: Officers review the evidence available on the relationship between both residential and non-residential parking availability and private car use and report to the Cabinet and Place Overview & Scrutiny Committee.	Bill Cotton, Corporate Director – Environment and Place		18/10/22	<i>Information to follow and presented at cabinet meeting.</i> Report presented at Cabinet on 18 October and to be tabled at Place OSC on 16 November.
07/10/22	16/22 – Parking Standards for New Developments	AR8/22: Officers use what data is available to produce a best estimate of current private car trip rates in Oxfordshire and use that estimate to produce numerical values for the LTCP headline targets regarding private car journeys – this should accompany the Parking Standards for New Developments report to Cabinet; and use those estimates to review, and if necessary revise, the maximum levels of parking proposed in the Parking Standards for New Developments, applying the Decide & Provide approach.	Bill Cotton, Corporate Director – Environment and Place	March 2025	18/10/22	Partially accepted <i>There is not a readily available data source for the quantum of car trips across Oxfordshire, which has not previously been monitored by OCC. Work is currently ongoing to create a monitoring tool for the LTCP. This seeks to combine data sources to allow monitoring of the LTCP targets and KPIs in one platform, to establish how we can successfully monitor vehicular trips and how this work can be resourced. Once a methodology has been established and agreed, the LTCP can be updated with the number of car trips.</i> <i>Scope of work</i> <i>The funding bids submitted to the governments 'Regulators Pioneer Fund' to support development of the LTCP monitoring tool were unsuccessful. However, alternative funding from the Department for Transport's LTP capacity grant has been allocated to begin the project following the methodology previously outlined. This funding will not be sufficient to complete the whole project and an alternative bid is being prepared for the remainder of the work. With the funding currently available, several KPIs have been prioritised, including the car trip target.</i>

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16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 1: That the Council develops a set of targets for modal shift for the COTP which correlate with the LTCP's modal shift targets	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 2: That the Council publishes its measures and targets for the COTP, and levels below which different levels of intervention will be triggered in the proposed COTP plans if the project is not working. And that the Council clarifies where this performance will be reported to	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 3: That taking on good practice from Waltham Forest the Council partners with Oxford City Council to undertake customer surveys relating to the modes of transport used to access shops, and the average spend per mode, and that this work informs a forthcoming Economic Impact Assessment of the COTP proposals	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 4: That the Council does not accept the recommended text concerning the feedback around 'wider commitment to/ a better balance on 20mph speed limits'	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response

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16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 5: That the Council ensures the COTP and Freight and Logistics Strategy are aligned with one another throughout implementation	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 6: That the Council works to accelerate the implementation of the workplace parking levy	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	17/22 - Central Oxfordshire Travel Plan	Recommendation 7: That the Council gives high emphasis in its communications on narratives of success arising from the COTP	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 1: That the Council reviews the number of residential passes made available, with a view to pursuing greater traffic reduction through giving out fewer residential per-person traffic filter passes during the trial period than is currently proposed.	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 2: That the Council implements the policy that universal passes should be made available only to Oxfordshire residents	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 3: That the Council produces an additional traffic model for the scenario under which “universal” or “Oxfordshire-wide”	Bill Cotton, Corporate Director –	29/11/2023		Awaiting Cabinet response

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		traffic filter passes are included in the model	Environment and Place			
16/11/22	18/22 - Traffic Filters	Recommendation 4: That the Council consults with the Street Voice Citizens' Jury members on the optimal number of residential traffic filter passes	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 5: That the Council undertakes representative polling of the public about the traffic filters alongside the ETRO consultation	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 6: That the Council adopts a default position that vans are not exempt from the traffic filters, and that it develops a definition which creates exceptions to enable legitimate business use	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 7: That the Council provides a clear definition to the term 'car club' in order to prevent gaming	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 8: That the Council publishes the advice and reasoning on which the recommendation to delay the start date of the trial is based	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 9: That the Council does not accept the	Bill Cotton, Corporate	29/11/2023		Awaiting Cabinet response

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		recommendations in Annex 4 concerning changes to the timing for filters on Hythe Bridge Street and Hollow Way/Marston Ferry Road and continues with the timings proposed in the consultation	Director – Environment and Place			
16/11/22	18/22 - Traffic Filters	Recommendation 10: That the Council removes 'until 2024' from its recommendation to delay the start date for the trial in Annex 4	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 11: That the Council reviews the impact of proposals with a view to improving the ease of egress for users of Redbridge Park and Ride	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	18/22 - Traffic Filters	Recommendation 12: That the Council undertakes work around Personal Travel Planning alongside the Traffic Filters proposals	Bill Cotton, Corporate Director – Environment and Place	29/11/2023		Awaiting Cabinet response
16/11/22	19/22 - LTCP4 Learning Review	Recommendation 1: That the Council develops SMART KPIs to monitor the progress of LTCP 5 in meeting its objectives	Bill Cotton, Corporate Director – Environment and Place	20/12/2023		In progress Under development – to be finalised in time for LTCP Monitoring update July 2023
16/11/22	19/22 - LTCP4 Learning Review	Recommendation 2: That the Council applies the lessons learnt from its review of LTCP 4 to the broader work of the Environment and Place directorate, particularly in relation to: the LTCP5 KPIs, the Oxfordshire Infrastructure Strategy, the development of Environment and	Bill Cotton, Corporate Director – Environment and Place	20/12/2023		In progress Ongoing – continuous review

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		Place KPIs, and integrating with the new capital governance framework				
16/11/22	25/22 – The Council Forward Plan and the Committee Work Programme	The Principal Overview and Scrutiny Officer to report the Committee’s concerns regarding recruitment difficulties in the Scrutiny Team to the HR department	Tom Hudson – Law and Governance			In progress. Feedback provided by the Principal Scrutiny Officer. Proposals for the creation of an expanded (and permanent) Scrutiny team are currently going through the budget process which, assuming it is signed off, will result in a more settled dynamic within the Scrutiny function
16/11/22	25/22 – The Council Forward Plan and the Committee Work Programme	The Principal Overview and Scrutiny Officer to organise a briefing to discuss Environment and Place KPI development for 23/24 around January	Tom Hudson – Law and Governance			In progress. Looking to schedule it in February.

Transport Policy Development Working Group

Meeting date	Item	Action/recommendation	Responsible person	Timescale	Last reviewed	Update/response
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 1: Active travel and public transport teams be resourced and prioritised within the organisation to a level that reflects the LTCP transport hierarchy; and transport teams work in collaborated manner which reflects the LTCP ambition for an integrated transport network.	Bill Cotton, Corporate Director – Environment and Place	Phase 2 Environment and Place Transformation	12/07/22	In progress <i>Ongoing work to consider which teams this refers to, including where teams need strengthening and the available budget as part of the phase 2 of the Environment and Place directorate Transformation.</i>
15/06/22	13/22 – Report of the	Recommendation 2: The council accord greater importance to the	Bill Cotton, Corporate	From July 22	12/07/22	In progress

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	Transport Policy Development Working Group	requirements of local transport routes pertaining to active travel, particularly applying Local Transport Note 1/20, and make them central to relevant applications for future funding.	Director – Environment and Place			<i>Ongoing as part of business as usual work following adoption of the LTCP. Funding applications need to align with the LTCP principles, making walking, cycling and public transport central considerations. Work is planned to updated walking and cycling design standards later in 2023.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 3: The council ensure that its responses as a transport consultee to planning applications from local planning authorities include consideration of proposals from the perspective of improving and enabling active travel, including adherence to Local Transport Note 1/20, rather than simply the marginal effect on motor transport.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	In progress <i>Ongoing as part of business as usual work following adoption of the LTCP and ‘Implementing ‘Decide & Provide’: Requirements for Transport Assessments’ document. Responses to planning applications will reflect the LTCP policies and principles which promote active travel and public transport.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 4: The county council work more closely with the city and the district councils to deliver 20-minute neighbourhoods so that walking and cycling is the natural first choice.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	In progress <i>Ongoing as part of business as usual work following adoption of the LTCP and ‘Implementing ‘Decide & Provide’: Requirements for Transport Assessments’ document. The Implementing ‘Decide & Provide’: Requirements for Transport Assessments’ document includes accessibility metrics for 20-minute neighbourhoods to ensure an assessment of 20-minute neighbourhood principles is undertaken.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 5: The council review the Local Authority Active Travel Toolkit and adopt relevant elements of it within the Active Travel Strategy.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	In progress <i>Relevant parts have been adopted in the ATS or will be adopted via the future walking and cycling design standards work.</i>
15/06/22	13/22 – Report of the	Recommendation 7: Cabinet Members and relevant officers,	Bill Cotton, Corporate	Autumn 2022	12/07/22	In progress

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	Transport Policy Development Working Group	before making decisions or bid submissions on active transport infrastructure projects, personally acquaint themselves with what it is like to travel on the route in question	Director – Environment and Place			<i>It is proposed that this will be included in the update of the walking and cycling design standards. It is suggested that due to cabinet member and officer time and resources, that decisions to visit sites are taken on a case by case basis. It was therefore proposed that the action is amended: “On a case by case basis, Cabinet Members and relevant officers, before making decisions or bid submissions on active transport infrastructure projects, personally acquaint themselves with what it is like to travel on the route in question.”</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 8: That Cabinet Members and senior officer development of first-hand awareness of active travel impacts be adopted as a stage of project delivery, and the ongoing impacts on outcomes of taking this step are monitored.	Bill Cotton, Corporate Director – Environment and Place	Autumn 2022	12/07/22	In progress <i>Including cabinet member and senior officer first-hand experience in the walking and cycling design standards will mean this is included as a stage of project delivery. As noted above, it is suggested that due to cabinet member and officer time and resources, that visits to projects are taken on a case by case basis. It was therefore proposed that the action is amended: “On a case by case basis, Cabinet Members and relevant officer development of first-hand awareness of active travel impacts is adopted as a stage of project delivery, and the ongoing impacts on outcomes of taking this step are monitored.”</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 11: Alongside the LTCP, the council publish a summary of the elements of the LTCP intended to address the needs of disabled residents.	Bill Cotton, Corporate Director – Environment and Place	Autumn/winter 2022	12/07/22	In progress <i>A separate summary document will be produced in 2023.</i>
15/06/22	13/22 – Report of the Transport Policy	Recommendation 12: The council ensure that within the transport service area there is specialist knowledge of best practice in respect	Bill Cotton, Corporate Director –	From July 2022	12/07/22	In progress <i>Work to improve knowledge of best practice will be conducted within the Environment and Place directorate. This will be supported by LTCP policies on</i>

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	Development Working Group	of inclusive transport, including potentially through the hiring of dedicated officers.	Environment and Place			<i>the Healthy Streets Approach (policy 8) and Health Impact Assessment (policy 9).</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 13: To improve public transport connectivity, the council advocate for the construction of new train stations on existing lines and seek funding from non-public sources which stand to benefit from such improved connectivity, such as through land value capture	Bill Cotton, Corporate Director – Environment and Place	Autumn/winter 2022	12/07/22	In progress <i>The proposed bus and rail strategies will now be combined in a public transport strategy. This strategy will provide further detail about our approach and proposed priorities for investment. Work is ongoing targeting completion by summer 2023.</i> <i>Plans and opportunities for investment in rail (beyond existing commitments) remain to a large extent dependent on updated proposals for national rail governance and funding, which are currently uncertain</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 14: The council work with partners to audit and map all weight-restricted areas and enforcement measures and ensure that weight restricted areas are adequately signposted and thus enforceable; and then make the locations of weight restrictions readily available to industry and stakeholders. After having done so, the council work with communities to introduce area-based environmental weight restrictions, other enforceable interventions, and appropriate HGV routes which protect areas adversely impacted by HGVs; and work with partners to robustly enforce restrictions.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	In progress <i>The consultants Atkins have been appointed to conduct this work, targeting outputs by the end of March 2023. There is planned to be a period of engagement with local stakeholders, further details will be shared about this in due course.</i>
15/06/22	13/22 – Report of the Transport	Recommendation 19: The council do more – including establishing focus groups in relation to	Bill Cotton, Corporate Director –	Ongoing	12/07/22	In progress <i>Development of focused transport policies and interventions in relation to geographic areas will be</i>

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

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	Development Working Group	occupancy vehicles, in order to improve bus journey times and thus bus patronage; initiatives which increase the proportion of journeys undertaken using active travel; measures to address capacity and congestion, particularly at peak times; developing multi-modal transport hubs; and trialling low-carbon freight options for local and last-mile journeys				
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 24: The council deliver public and active travel alternatives to car journeys based on reliable evidence of their ability to deliver modal shifts; and interventions to reduce private vehicle journeys be accompanied by such viable, evidence-based, sustainable, integrated, and inclusive travel alternatives.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	In progress <i>The LTCP outlines that the council's priority is to deliver schemes to make walking, cycling, public and shared transport the first choice. Many of the policy tools identified in the LTCP have been included following a review of evidence. Further development of the proposed interventions for geographic areas is being developed through the area travel plan work which includes local data collection and engagement exercises.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 25: The council proactively and comprehensively canvass the views of businesses in respect of its transport policy	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	In progress <i>Businesses are included as key stakeholders during the development of transport policy. The LTCP consultation included a business webinar and targeted emails to businesses and representative groups. Further ways to improve this engagement are being investigated as part of the area travel plan work.</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 26: The council communicate the benefits of modal shifts and the public transport available to residents to nudge them to choose the most appropriate transport modes for their journeys.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	In progress <i>There is ongoing communication of the benefits of modal shift accompanying schemes, this will continue for future schemes and work will be conducted to strengthen this area subject to funding and resource availability.</i>

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15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 27: The council invest in transport-specific communication and engagement support for future projects that aim to achieve modal shift.	Bill Cotton, Corporate Director – Environment and Place	Ongoing	12/07/22	In progress <i>The county council has a dedicated communications and engagement team that supports transport schemes as part of the council’s strategic transport programmes. This is in addition to wider support provided by the corporate communications, marketing and engagement team. Both teams continue to support modal shift projects and learn from previous campaigns to improve the support provided. However, for new major modal shift projects, investment in transport specific communications support may be required. It was therefore proposed that the action is amended: “The council communicate the benefits of modal shift and public transport to residents to nudge them to choose the most appropriate transport modes and invest in transport-specific communication and engagement support for future projects, where needed, that aim to achieve modal shift.”</i>
15/06/22	13/22 – Report of the Transport Policy Development Working Group	Recommendation 28: The council put the need to avoid, shift and improve car journeys and increase active travel and public transport connectivity at the heart of its strategic planning policy; and apply the principle of 20-minute neighbourhoods to its strategic planning policy and place-shaping.	Bill Cotton, Corporate Director – Environment and Place	From July 2022	12/07/22	In progress <i>It is considered that this recommendation is covered by the response to recommendation 4.</i>

[Carbon Reduction Targets Working Group](#)

Meeting date	Item	Action/recommendation	Responsible person	Time scale	Last reviewed	Update/response
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15/06/22	11/22 – Report of the Carbon Reduction Targets Working Group	Recommendation 1: The council continue to work to understand and quantify its emissions, particularly supply chain emissions.	Sarah Gilbert, Head of Climate Change	Phase 2 Environment and Place Transformation	20/09/22	<p>Accepted <i>As part of the council's commitment to continuously improve and expand its data reporting, during 2021/22 four additional data sources were added:</i></p> <ul style="list-style-type: none"> • Agency staff business miles, • Wallingford and Cherwell Depot – OCC fleet minibus fuel, • Daily hire car miles, • Fuel used in OCC vehicles from depots managed by OCC's Highways maintenance contractor Milestone has now been moved from Scope 3 contractors to Scope 1 fleet <p><i>We have undertaken a high-level assessments of our supply chain emissions to identify key suppliers to engage.</i> <i>One of our key suppliers Milestone, already have a dashboard for reporting emissions from our highways maintenance contract.</i> <i>We are in the process of recruiting a Sustainable Supply chain Officer and developing engagement process in developing data for future reporting.</i></p>
15/06/22	11/22 – Report of the Carbon Reduction Targets Working Group	Recommendation 5: The council report publicly on its carbon emissions and progress against its carbon targets at least quarterly so that the public can hold decision-makers to account.	Sarah Gilbert, Head of Climate Change		20/09/22	<p>Partially accepted Complete. <i>We are now reporting six-monthly emissions UNITY update as part of our corporate KPIs and will be shortly publish an update on OCC's Climate Action webpage.</i></p>
15/06/22	11/22 – Report of the Carbon Reduction Targets Working Group	Recommendation 6: The carbon emissions of maintained schools and the council's supply chain be included in the dashboard once reliable data are available.	Sarah Gilbert, Head of Climate Change		20/09/22	<p>Partially accepted <i>A dashboard is being developed to monitor the energy usage (gas, electricity, oil) of maintained schools as well as fuel used by the grey fleet. Data on energy generated through installed PV generation at</i></p>

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						<p><i>maintained schools will also be included on the dashboard.</i></p> <p><i>We are evaluating the potential to increase the use of automatic meter readers (AMR) at maintained school that would enable more accurate energy-use data to be included on the dashboard. We are looking into the business case (Value for money) to install automatic meter readers (AMR) at maintained school that would enable more accurate energy-use data</i></p> <p><i>As Recommendation 1, we will increase the range of supplier emissions included in our annual Greenhouse Gas report. It is unlikely to represent value for money to obtain the data to report more regularly at this stage. However, we will include consider regular availability of data in future contracts.</i></p>
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