



To: **Members of the Cabinet**

## ***Notice of a Meeting of the Cabinet***

**Tuesday, 16 April 2013 at 2.00 pm**

**County Hall, Oxford, OX1 1ND**

*Joanna Simons*

Joanna Simons  
Chief Executive

April 2013

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

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<i>Councillors</i>	<b>Membership</b>
Ian Hudspeth	- <i>Leader of the Council</i>
Rodney Rose	- <i>Deputy Leader of the Council</i>
Arash Fatemian	- <i>Cabinet Member for Adult Services</i>
Nick Carter	- <i>Cabinet Member for Business &amp; Communications</i>
Louise Chapman	- <i>Cabinet Member for Children</i>
Melinda Tilley	- <i>Cabinet Member for Education</i>
Hilary Hibbert-Biles	- <i>Cabinet Member for Growth &amp; Infrastructure</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer &amp; Stronger Communities</i>
Kieron Mallon	- <i>Cabinet Member for Police &amp; Policies</i>

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

*Date of next meeting: 21 May 2013*

## Declarations of Interest

### The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

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

### Whose Interests must be included?

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

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

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

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

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

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

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

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

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

### List of Disclosable Pecuniary Interests:

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

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

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

# AGENDA

## 1. Apologies for Absence

## 2. Declarations of Interest

- guidance note opposite

## 3. Minutes (Pages 1 - 10)

(a) To approve the minutes of the meeting held on 19 March 2013 (**CA3**) and to receive information arising from them.

(b) ERRATUM to Minutes of the meeting held on 26 February 2013:

Item 19/13

Final paragraph on page 3, where it states CRMP was formerly known as the Integrated **Task** management Plan should read '**Risk**' as opposed to 'Task'

Final sentence of the first paragraph on page 4– reference to South **Oxfordshire** – should read 'South **Central Ambulance Service**'

## 4. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

## 5. Petitions and Public Address

## 6. 2012/13 Financial Monitoring & Business Strategy Delivery Report - February 2013 (Pages 11 - 46)

*Cabinet Member:* Leader

*Forward Plan Ref:* 2012/150

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

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

This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2012/13 – 2016/17. This is the penultimate report for the year. The Provisional Outturn Report will be considered by Cabinet on 18 June 2013. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of February 2013. Capital monitoring is included at Part 3. Fees and Charges are included in Part 4.

***The Cabinet is RECOMMENDED to:***

***(a) note the report;***

***(b) Approve virements for financial year 2012/13 included in Annex 9;***

***(c) Agree the creation of a new reserve for the renewal of Print Machinery as set out in paragraph 37;***

***(d) note the Treasury Management lending list at Annex 7;***

***(e) approve changes to the programme in Annex 8c;***

***(f) approve the use of the additional Capital funding as set out in paragraphs 48 to 50;***

***(g) approve the charges for Environment & Economy as set out in paragraph 51 and Annex 10.***

## 7. Option Appraisal Conclusions on Cutteslowe Primary School Foundation Stage Unit (FSU) (Pages 47 - 62)

*Cabinet Member:* Education

*Forward Plan Ref:* 2013/007

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

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

Since starting in post, the current Headteacher of Cutteslowe Primary School, Oxford has raised a concern about the sufficiency of the FSU accommodation.

Officers consider that the school has sufficient floor area for 60 F1 pupils and up to 26fte F2 (Nursery) pupils which would be typical of a 2 Form of Entry (admission number 60) primary school. However, the Headteacher and TCSAT, wish to continue to admit up to 39 fte F2 (Nursery) pupils, which the school has chosen to do for several years. There is an over-sufficiency of childcare for this age group in the area.

An option appraisal was commissioned by Children Education & Families to investigate

the FSU area and present options on what work might be carried out, and its cost. No budget is identified to carry out any works to the FSU and so the matter has now been referred to Cabinet to make a decision on whether to allocate funds, and if so, how much.

***Cabinet is recommended to:***

- (a) decide whether it would wish to financially support The Cherwell School Academy Trust's aspiration to make provision for 78 (39 fte) rather than 52 (26 fte) F2 (nursery pupils); and***
- (b) if it decides so to do whether to:***
  - i. fully fund the expansion of the Cutteslowe School foundation stage area (as per Option 2 in Annex 1); or***
  - ii. make a maximum contribution towards the scheme and determine what that sum shall be.***

## **8. Stage One Public Consultation on Proposed Expansion of St Joseph's Catholic Primary School, Oxford (Pages 63 - 74)**

*Cabinet Member:* Education

*Forward Plan Ref:* 2012/180

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

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

The proposal is to permanently increase the school admission number at St Joseph's Catholic Primary School from 45 to 60. This means that each year group would consist of up to 60 places, taught in two classes, making a maximum total of 420 pupils.

The Governing Body has made the decision to admit up to 60 children by arrangement with Oxfordshire County Council for September 2013, however this arrangement is not permanent. This proposal is to formally change the admission number to 60 on a permanent basis from September 2014.

The current capacity of the school is 315 and the proposed capacity will be 420. The current admission number for the school is 45 and the proposed admission number will be 60.

***The Cabinet is RECOMMENDED to support the Governing Body in its wish to publish a statutory notice for the expansion of St Joseph's Catholic (VA) Primary School, Oxford.***

## **9. Stage One Public Consultation on Proposed Expansion of Wolvercote Primary School, Oxford (Pages 75 - 86)**

*Cabinet Member:* Education

*Forward Plan Ref:* 2012/182

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

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

The proposal is to permanently increase the school admission number at Wolvercote Primary School to 45 from 30. This means that each year group would consist of up to 45 places, taught in some single and some mixed year group classes, making a maximum total of 315 pupils.

This proposal is to formally change the admission number to 45 on a permanent basis from September 2014. This proposal is related to a concurrent feasibility study on how the potential additional school accommodation required might be provided.

The current capacity of the school is 210 and the proposed capacity will be 315. The current admission number for the school is 30 and the proposed admission number will be 45.

***The Cabinet is RECOMMENDED to approve the publication of a statutory notice for the expansion of Wolvercote Primary School, Oxford***

## **10. Forward Plan and Future Business (Pages 87 - 88)**

*Cabinet Member: All*

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

The Cabinet Procedure Rules provide that the business of each meeting at the Cabinet is to include "updating of the Forward Plan and proposals for business to be conducted at the following meeting". Items from the Forward Plan for the immediately forthcoming meetings of the Cabinet appear in the Schedule at **CA10**. This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

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

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

## **11. Delegated Powers of the Chief Executive - April 2013**

*Cabinet Member: Leader*

*Forward Plan Ref: 2012/151*

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

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

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
14 March 2013	Request for exemption from the Council's Contract Procedure Rules in respect of an extension of the LINK contract for one year from 1 April 2013.	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	Following a procurement exercise that failed to secure a provider to run Healthwatch in Oxfordshire the contract extension is needed so that the County Council can meet its statutory functions in relation to providing a local Healthwatch.
25 March 2013	Request for exemption from the Council's Contract Procedure Rules for the novation of the existing Carer's Voice Contract to Action for Carers (Oxfordshire) Ltd and an extension on the current contract terms for a period of two years .	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules	The novation and extension of the contract from 1 April 2013 maintains continuity of service.
26 March 2013	Scale of Election Fees and Charges 2013	Agreed the scale of election fees and charges for running the County Council Elections.	The scale needed to be in place so that District Councils who are running the elections on behalf of the County can apply this scale in their preparations

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# Agenda Item 3

## CABINET

**MINUTES** of the meeting held on Tuesday, 19 March 2013 commencing at 2.00 pm and finishing at 3.50 pm

**Present:**

**Voting Members:** Councillor Ian Hudspeth – in the Chair  
Councillor Rodney Rose  
Councillor Arash Fatemian  
Councillor Nick Carter  
Councillor Melinda Tilley  
Councillor Hilary Hibbert-Biles  
Councillor Mrs J. Heathcoat  
Councillor Kieron Mallon

**Other Members in Attendance:** Councillor Roz Smith, (Item 6, 7),  
Councillor Liz Brighthouse, (Item 6, 7),  
Councillor Zoe Patrick, (Item 10,12)  
Councillor Alan Armitage, (Item 11)  
Councillor David Turner, (Item 12)  
Councillor Alan Armitage, (Item 13)

**Officers:**

Whole of meeting: Joanna Simons (Chief Executive); Sue Whitehead (Chief Executive's Office)

Part of meeting:

Item	Name
6	Barbara Chillman(School Organisation & Planning)
7	Allyson Milward(School Organisation & Planning)
8	Allyson Milward(School Organisation & Planning)
9	Huw Jones, Director of Environment & Economy; Jennifer Makkreel (Environment & Economy); Ken Davies, Design Manager Capita/Carillion
10	Martin Tugwell, Deputy Director(Strategy & Infrastructure Planning)
11	Huw Jones, Director of Environment & Economy; Martin Tugwell, Deputy Director(Strategy & Infrastructure Planning)
12	Peter Clark, County Solicitor & Monitoring Officer; Alexandra Bailey, Research & Major Projects Manager
13	Alexandra Bailey, Research & Major Projects Manager

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

## **27/13 APOLOGIES FOR ABSENCE**

(Agenda Item. 1)

Apologies were submitted on behalf of Councillor Louise Chapman.

## **28/13 MINUTES**

(Agenda Item. 3)

The minutes of the meeting held on 26 February 2013 were agreed and signed.

## **29/13 QUESTIONS FROM COUNTY COUNCILLORS**

(Agenda Item. 4)

Councillor Roz Smith had given notice of the following question to Councillor Melinda Tilley:

"Will the County Council be making a response to the current consultation on proposed changes to the national curriculum?"

Councillor Tilley replied:

"Yes, I can confirm that the Directorate for Children, Education and Families will be making a response to the consultation on behalf of the County Council."

Supplementary: Councillor Roz Smith queried whether Councillors were to have any input into the response. Councillor Tilley replied that she was happy to receive input from Councillor Smith and any other Councillor but that she could not promise to email all Councillors inviting such input.

Councillor Jenny Hannaby had given notice of the following question to Councillor Arash Fatemian:

"The performance report presented to the Shadow Health and Wellbeing Board showed an increase in delayed transfers of care. Does the Cabinet Member for Adult Services share my disappointment at these increases despite extra resources being put in place. Dr Stephen Richards chairman of the Health and Wellbeing Board made the comment in his view numbers will rise even further. Is this comment shared by you and are you content with this situation?"

Councillor Hudspeth replied:

"We are working hard and jointly with the NHS to improve the situation with regard to delayed transfers of care. While I share your frustration that the number of delays has risen recently I am optimistic that the numbers will be brought down in the medium term. We are currently implementing a new

system called 'Discharge to Assess'. The system aims to ensure that more people return home from hospital in a timely way and have their on-going care needs assessed after they are discharged. We don't believe that hospital is the best place to make life changing decisions and too many people have been going straight from hospital in to a permanent care home place. The new system means new ways of working for the staff and it will inevitably take a little time to implement. We have also experience increased numbers of referrals of older people across the health and social care system. This is a national trend that is putting pressure on our systems in Oxfordshire."

### **30/13 PETITIONS AND PUBLIC ADDRESS**

(Agenda Item. 5)

The following requests to address the meeting had been agreed:

Item 6 – Lynn Knapp, The Headteacher of Windmill Primary

Mr Khan-Gordon, parent

Councillor Roz Smith, local Councillor

Councillor Liz Brighouse, local Councillor

Item 7 - Mr Hussey, Headteacher, St Gregory the Great School

Item 9 – Councillor Roz Smith, local Councillor

Councillor Liz Brighouse, local Councillor

Item 10 –Councillor Zoe Patrick, Opposition Leader

Item 11 –Councillor Alan Armitage, Opposition Deputy Leader

Councillor Warwick Robinson, West Oxfordshire District Council

Item 12 –Councillor Zoe Patrick, Opposition Leader

Councillor David Turner, at the invitation of the Chairman as Liberal Democrat spokesperson on the Strategy & Partnerships Scrutiny Working Group

Item 13 – Councillor Alan Armitage, Opposition Deputy Leader

### **31/13 CABINET STATUTORY NOTICE: PROPOSAL TO EXPAND WINDMILL PRIMARY SCHOOL, OXFORD**

(Agenda Item. 6)

*Note: As set out under Rule 18(a) of the Scrutiny Procedure Rules, this decision is exempt from Call-In as it is deemed urgent and any delay would seriously prejudice the Council's interests, in that the Cabinet's role would be negated by referral to the Schools' Adjudicator if the decisions were not taken within two months of the end of the Statutory Notices, in this case being 6 April 2013.*

Cabinet considered a report seeking approval to the proposal to permanently increase the school admission number at Windmill Primary School from 60 to 90. The report set out representations received following the publication of a statutory notice.

Lynn Knapp, Headteacher Windmill Primary School, referred to the strong and thriving school community, noting that a once failing school was now

good following work in close partnership with the Council. This improvement brought with it the issue of expansion and the school felt strongly that if it were to be done it should be in such a way that it strengthens the climate of learning in the school. She would not want to see the whole ethos of the school undermined and referred in particular to the strong curriculum and the use of outside space for learning. Attainment had increased and parents were worried by the proposal; it was vital that classroom and learning spaces not be compromised. The hall was a strong part of the school and it had to be sufficiently large to meet the school's needs. Finally Ms Knapp asked that if it went forward that it be done in partnership with the school; that they be kept in the loop which they felt had not happened so far.

The Leader congratulated the Headteacher on the progress made by the school and Councillor Tilley, Cabinet Member for Education gave assurances that if the proposals were agreed today the Council would work very closely with Ms Knapp and the school.

Mr Khan-Gordon, the parent of a pupil at the school spoke against the proposals indicating that he spoke for a large number of people who objected to the expansion. He referred to paragraph 10 of the report highlighting that there was no emergency need to expand. There was no 3 form entry in Oxfordshire and the majority of 3 form entry schools were in London and Birmingham. There was no compelling need for the expansion and 80% of stakeholders opposed the proposals. Parents had questioned both figures and the costs involved. He commented that 2 form entries was Oxfordshire's stated preferred option and that this allowed children to thrive.

Responding to questions about how the additional numbers would be dealt with Mr Khan-Gordon replied that he was one of the parents who would be affected but that the risk was too great for the increase to be nodded through. A Cabinet Member made it clear that no decision was nodded through. Responding to further comments he added that parents were engaged in the school and had been disappointed not to have any details about what the school would look like.

Councillor Roz Smith, speaking as a local Councillor, praised the exceptionally good Headteacher and recognised the difficult decision facing Cabinet. She highlighted the main concerns of respondents: lack of detail about the planned build, concerns over the learning environment and problems with traffic movement. It was already a big school with problems from inconsiderate parking. The traffic problems needed to be looked at in the wider context of the traffic strategy for Headington. She added that wrap around care for children at the school also needed to be given the highest priority as there was already a waiting list.

Councillor Brighouse, speaking as a local Councillor, commented that she did not envy Cabinet the decision they had to make. Children were at the heart of it. She knew that Windmill School was an excellent school as were others in the area and all were over subscribed with 500 preferences seeking 150 places in the area. Even with the expansion children would be turned

away. She was aware of children being taxied to other areas. There was a crisis on places in the area and she noted that some of the best schools in the Country were 3 form entry. She urged the Council to work in partnership with the school and to look to the needs of the community on transport concerns.

Councillor Tilley in moving the recommendation stressed that she understood the concerns expressed and that the reasons there were no plans at the recent meeting was that there were no plans as no decision had been taken. She commented that there was sufficient funding to do the scheme but she was not in a position to promise everything at this stage as there were always unknowns with any building project. Barbara Chillman added that there was a sufficiency of laces but only 1.4% spare places before late applications. This was less than that recommended by the Audit Office.

During discussion Cabinet whilst understanding the concerns commended the plan as well thought out and the start of good things for the school. Some spare capacity was needed and it was possible for large school to do very well with good teaching staff and supportive parents. They emphasised the need for partnership working to ensure the success of the project.

**RESOLVED:** to approve the expansion of Windmill Primary School by the permanent increase to the school admission number to 90 with effect from 1 September 2013.

### **32/13 STAGE TWO STATUTORY NOTICE PROPOSAL TO ALTER THE LOWER AGE RANGE AT ST GREGORY THE GREAT CATHOLIC SCHOOL, OXFORD**

(Agenda Item. 7)

*Note: As set out under Rule 18(a) of the Scrutiny Procedure Rules, this decision is exempt from Call-In as it is deemed urgent and any delay would seriously prejudice the Council's interests, in that that St Gregory the Great Catholic School is due to become an Academy on 1 April 2013 and the process to change the age range needs to be completed by that date.*

Cabinet considered a report on the proposal to alter the lower age range of St Gregory the Great Catholic School. Cabinet noted that the proposal was linked to a plan, supported by the county council and the Catholic Archdiocese of Birmingham, for St Gregory's to expand into the currently vacant building on Cricket Road, adjacent to their current site. The proposal is also linked to the school converting to an academy and forming part of a Multi Academy Company, with six Catholic primary schools around the county.

Mr Hussey, Headteacher, St Gregory the Great Catholic School, spoke in support of the proposals which in a unique collaboration would make best use of a building that had lain empty for two years. Following concerns over the consultation this had been undertaken again to ensure it was open and

transparent. A transport plan had been commissioned and received. Mr Hussey noted that existing success working with John Fisher School meant there was access to a strong curriculum and he outlined some of the benefits.

Councillor Tilley, Cabinet Member for Education in introducing the report stated that she was fully supportive of the proposals. Allyson Milward referred to the need for places in Oxford and commented that those least likely to get places were those parents seeking catholic places.

Cabinet welcomed the plans and particularly the involvement of all age ranges in the life of the school from 4 year olds to Age Concern. They congratulated all those who had worked hard to bring the proposals forward, which was an excellent example of partnership working.

**RESOLVED:** to approve the alteration of the lower age range of St Gregory the Great Catholic School with effect from 1 September 2013.

### **33/13 STAGE TWO STATUTORY NOTICE PROPOSAL FOR CHANGE OF CATEGORY FOR BLETCHINGDON PAROCHIAL CE PRIMARY SCHOOL**

(Agenda Item. 8)

Cabinet considered a report seeking approval to the proposal by the Governing Body of Bletchington Parochial CE Primary School to change the category of the school from Voluntary Controlled to Voluntary Aided. No other change to the school is contingent on this proposal.

**RESOLVED:** to approve the change of category of Bletchington Parochial CE Primary School to Voluntary Aided with effect from 1 April 2013.

### **34/13 JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY 2012**

(Agenda Item. 10)

In 2007 Oxfordshire Waste Partnership agreed a Joint Municipal Waste Management Strategy and action plan. The Strategy was a high level policy document and committed to a five-yearly review to ensure that it remained current. In 2012/13 a review of the Strategy was carried out and an updated document has been produced and consulted upon. At the January 2013 meeting of the Partnership, the refreshed document was agreed and signed off. It now needs to be adopted by each partner council.

Cabinet considered the revised Oxfordshire Waste Partnership Joint Municipal Waste Management Strategy.

Councillor Patrick, Opposition Leader (speaking on behalf of Councillor Purse), referred to the list of bullet points on page 138 of the report and expressed some concern over bullet point three over the approach to environmental enforcement. She hoped that a common sense approach did

not mean that fly tipping and dumping of hazardous waste would not be dealt with.

Councillor Biles in proposing the Strategy replied that they would continue to enforce against serious or persistent offenders. She highlighted that they had done better with recycling than expected being recipients of the Green Apple Gold Award. The majority of the changes in the refreshed Strategy were minor. However it should not be thought that it would be easy to maintain that high standard and the new targets were challenging. She highlighted future plans including for food waste collection from flats and that the Strategy would be monitored.

**RESOLVED:** to

- (a) approve and adopt the revised Oxfordshire Waste Partnership Joint Municipal Waste Management Strategy; and
- (b) delegate authority to the Director for Environment and Economy to authorise the financial arrangement deed of variation in consultation with the Leader.

### **35/13 FUTURE WITNEY TRANSPORT INFRASTRUCTURE**

(Agenda Item. 11)

Cabinet had before them a report seeking endorsement for the programme of investment in transport infrastructure in Witney in support of the proposals in the draft West Oxfordshire Local Plan and approval to proceed with delivery of Phase 1 of the investment programme (delivery of the Ducklington Lane/Station Lane junction improvement).

Councillor Alan Armitage commented that it was a very sad day and that he was not surprised the report was brief as there was nothing comparable to the golden bullet of the original road proposal. The only redeeming feature was that the scheme would not cost very much. He hoped that changes to planning law could allow the Cogges Link Road back onto the agenda at some future time.

Councillor Robinson, West Oxfordshire District Council, highlighted the growth in the town and referred to the existing traffic problems. The Cogges Link Road was no longer an option and the current proposals were pragmatic and deliverable. The proposals represented a way forward and he hoped that Cabinet would support them.

Councillor Rose, in moving the recommendations, thanked West Oxfordshire District Council and commented that they now had a good phased approach to the problems in the Witney area.

**RESOLVED:** to:

- (a) endorse the programme of investment in transport infrastructure in Witney in support of the proposals in the draft West Oxfordshire Local Plan;
- (b) approve in principle Phase 1 of the investment programme (delivery of the Ducklington Lane/Station Lane junction improvement) and agree to the use of S106 funds held by the County Council to enable its delivery at the earliest opportunity. Agree to the inclusion into the capital programme of £2m total project budget and release of £0.2m project development budget under the capital governance approval process; and
- (c) approve in principle the use of S106 funds held by the County Council to support delivery of Phase 2 of the investment programme (the A40 Downs Road junction), in conjunction with funds secured as part of the measures agreed in relation to the proposed West Witney strategic development area. Agree to release of £0.2m project development budget under the capital governance approval process.

### **36/13 IMPROVED MEMBER ENGAGEMENT AND STREAMLINED GOVERNANCE - GOVERNANCE REVIEW FURTHER DETAILS**

(Agenda Item. 12)

A working group comprising members of the Strategy & Partnerships Committee have developed a number of proposals for the future development of governance and back bench member engagement following the May election. The proposals are based on feedback from members, research on other locality authority models and underpinned by a principle of less bureaucracy and more engagement in the context of reduced member and officer resources. Cabinet had before them a report that set out details of the proposed new arrangements.

Councillor Patrick welcomed the review and referred to the earlier in depth reviews and the need to find a way to work effectively and to enable Councillors to feel engaged. Councillor Patrick endorsed groups being proportional and welcomed Cabinet Advisory Group (CAG) and the Transport Advisory Group (TAG) as a way of influencing matters before the decision was taken. She also welcomed that the Chairman was to be the best person for the job. She was glad that the Health Overview and Scrutiny Committee were to continue as it had been one of the most successful committees. She further welcomed the continuing locality agenda.

Councillor David Turner, who had been a member of the Working Group, confirmed that the report reflected the views of the Working Group. He had been concerned that a Cabinet Member would be Chairman of the Advisory Groups. However having seen it in action at Hertfordshire he was convinced that it could be a very productive process where all were heard. He was disappointed that it had been decided not to back opposition Chairmen of



Scrutiny Committees and noted the “best person for the job” approach. This would be treated with some cynicism if the best person was always from the ruling group.

The Leader in moving the recommendations commented that like Councillor Turner he had had some concerns about the Advisory Groups being chaired by Cabinet Members but he was willing to stand by the advice of the working group. He gave an assurance that “the best person for the job” was in no way prescriptive and thanked Councillor Turner for his efforts and input on the working group. The Leader noted that this had been the first review covering the scrutiny arrangements since their introduction in 2001 and he felt it was important that they be reviewed in 12 months and annually thereafter. With fewer Councillors it was important to make best use of them and the review was about ensuring their engagement with on-going policy issues and development. He added that he was also keen on promoting the localities agenda.

Cabinet endorsed the proposals and supported the review in 12 months to monitor their effectiveness. Responding to concerns that adult services were no longer part of the remit of Health Overview & Scrutiny Committee the Leader advised that the Committee’s remit was unchanged. The Cabinet Member for Safer & Stronger Communities hoped that the areas for which she was responsible would not fall through the cracks.

**RESOLVED:** to endorse the proposals outlined prior to consideration by Council. If supported, the Constitution will be updated accordingly, with changes coming into effect following the election.

### **37/13 CORPORATE PLAN PERFORMANCE AND RISK MANAGEMENT REPORT FOR THE 3RD QUARTER 2012**

(Agenda Item. 13)

Cabinet had before them a report that outlined the progress the Council has made toward the Corporate Plan priorities for the period between October to December 2012.

Councillor Rose in moving the recommendations advised that in future the title of the report would not refer to risk management which was considered in detail by the Audit & Governance Committee.

**RESOLVED:** to note this report.

### **38/13 FORWARD PLAN AND FUTURE BUSINESS**

(Agenda Item. 14)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet.

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

**39/13 EXEMPT ITEM**

(Agenda Item. 8a)

**RESOLVED:** that the public be excluded during the consideration of Appendices A-D of the Annex to the report since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda since it is considered that, in all the circumstances of each case, the public interest in exemption outweighs the public interest in disclosing the information.

**PUBLIC SUMMARY OF PROCEEDINGS FOLLOWING THE WITHDRAWAL OF THE PRESS AND PUBLIC**

**40/13 BAYARDS HILL PRIMARY SCHOOL - REDEVELOPMENT PROJECT**

(Agenda Item. 9)

Cabinet considered a report that sought Stage 2 Full Business Case approval to award a contract for construction/ refurbishment to Bayard's Hill Primary School within an approved budget figure of £6.6 million.

Councillor Brighthouse, speaking as a local Councillor spoke in support of the scheme which she hoped could see a start on site as soon as possible.

Councillor Roz Smith, speaking as a local Councillor welcomed the project but regretted that it was not aiming for excellence in terms of sustainability.

Both Councillors paid tribute to the efforts of the Head teacher and the Leader undertook to write to pass on congratulations.

Huw Jones introduced the contents of the report and the context for the current decision. Jennifer Makkreel provided Cabinet with an update on the current negotiations with the contractor and stressed that these were not intended to increase the budget but rather to bring the contract costs in line with the budget available.

**RESOLVED:** Cabinet is **RECOMMENDED** to approve the **Stage 2 Full Business Case** up to the financial limit of **£6.66m** and to agree **delegation of authority to the Director of Environment and Economy, to approve letting of the construction contract within the agreed financial limit (£6.66m).**

..... in the Chair

Date of signing .....

Division(s): NA
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## CABINET – 16 APRIL 2013

### 2012/13 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT

**Report by the Assistant Chief Executive & Chief Finance Officer**

#### Introduction

- This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2012/13 – 2016/17. This is the penultimate report for the year. The Provisional Outturn Report will be considered by Cabinet on 18 June 2013. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of February 2013. Capital monitoring is included at Part 3. Fees and Charges are included in Part 4.

#### Summary Position

- The current in – year Directorate is a variation of -£2.933m, or -0.70% against a budget of £417.511m as shown in the table below. This compares to a forecast underspend of -£1.802m or -0.43% reported to Cabinet on 26 February 2013.

Original Budget 2012/13  £m		Latest Budget 2012/13  £m	Forecast Outturn 2012/13  £m	Variance Forecast February 2013  £m	Variance Forecast February 2013  %
105.814	Children, Education & Families (CE&F)	106.812	106.106	-0.706	-0.66
219.635	Social & Community Services (S&CS)	212.002	209.890	-2.112	-1.00
77.658	Environment & Economy	80.659	80.942	+0.283	+0.35
8.394	Chief Executive's Office	18.038	17.640	-0.398	-2.21
<b>411.501</b>	<b>In year Directorate total</b>	<b>417.511</b>	<b>414.578</b>	<b>-2.933</b>	<b>-0.70</b>

- The following annexes are attached:

Annex 1	Original and Latest Estimates for 2012/13
Annex 2	Virements & Supplementary Estimates
Annex 3	Forecast Earmarked Reserves
Annex 4	Forecast General Balances
Annex 5	Ring-fenced Government Grants 2012/13
Annex 6	Older People & Physical Disabilities and Learning Disabilities Pooled Budgets
Annex 7	Treasury Management Lending List
Annex 8	Capital Programme Monitoring
Annex 9	2013/14 Virements to be approved
Annex 10	Fees and Charges

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

## **Part 1 - Revenue Budget & Business Strategy Savings**

### **Children, Education & Families (CE&F)**

5. The directorate is forecasting a variation of -£0.706m. In addition there is a forecast underspend of -£5.144m on services funded by the Dedicated Schools Grant (DSG). The underspend on DSG will be placed in a reserve at the end of 2012/13 for use by schools in 2013/14.

#### CE&F1 Education & Early Intervention

6. The service is reporting a variation of -£0.926m. This includes underspends on Management and Central Costs (-£0.278m), Early Years Sufficiency and Access (-£0.283m), School Support and Leadership (-£0.119m), School Organisation and Planning (-£0.066m), and Identification and Assessment (-£0.056m).
7. There is also an underspend of -£0.113m for Early Intervention Hubs to a transfer from revenue to capital that was agreed by Cabinet on 18 December 2012 but is not taking place in 2012/13. This will be placed in the Capital Reserve so that the funding for the capital project at Littlemore Early Intervention Hub is available in 2013/14.

#### CE&F2 Children's Social Care

8. Children's Social Care is reporting a net variation of -£0.646m. An underspend of -£0.537m on Corporate Parenting which mainly reflects underspends on in - house fostering, is partly offset by overspends on external placements totalling +£0.228m. The position also includes underspends for Family Support (-£0.202m), Asylum (-£0.197m), Youth Offending Service (-£0.200m) and Referral & Assessment (-£0.096m), which are partly offset by overspends for Children Looked After (+£0.189m) and Management & Central Costs (+£0.130m).

#### CE&F3 Children, Education & Families Central Costs

9. An overspend of +£0.802m includes one-off redundancy costs incurred in 2012/13 and estimated redundancy costs for future restructuring.

#### DSG Funded Services

10. The forecast underspend of -£5.144m has increased by -£0.516m since the last report. The change includes a decrease of +£0.656m in the underspend on Capitalised Repair and Maintenance. This position has been updated to include planned and reactive/urgent work that has taken place during January and February and is subject to change by the year end.
11. The position also includes an underspend of -£1.057m for Early Years Single Funding Formula. The budget for 2012/13 was increased to address the pressures experienced in this area in 2011/12 and to take account of the trend of increased hours being accessed. However, the anticipated growth in pupil numbers has not materialised.

## Social & Community Services (S&CS)

12. The directorate is forecasting a variation of -£2.112m. In addition, there is an underspend of -£2.606m on the Council elements of the Older People, Physical Disabilities and Equipment Pooled Budget and a -£0.865m underspend on the Learning Disabilities Pooled Budget. The underspends on the Council elements of the Pooled Budgets will be transferred to reserves at the year end for use in 2013/14.

### S&CS1 Adult Social Care

13. A forecast underspend of -£1.717m is projected for Adult Social Care, a change of -£0.487m since the last report. The change mainly relates to an underspend of -£0.350m now being forecast for the Drug and Alcohol Team. This is due to a decrease in the client numbers and service activity levels previously forecast.

### S&CS3 Joint Commissioning

14. Restructuring of the Joint Commissioning Team is almost complete and the forecast underspend of -£0.079m is due to staffing vacancies and slippage in recruitment. There is also an underspend of -£0.177m forecast for Supporting People this is due to new contracts and an under spend on Shared Lives.

### S&CS5 Fire & Rescue and Emergency Planning

15. A forecast underspend of -£0.130m is projected for retained duty system (RDS) staff. The underspend includes the cost of implementing the Part Time Workers (Prevention of less favourable treatment) Regulations 2000. Arrears will need to be paid to RDS staff for sickness and light duties' remuneration, backdated to 2010. The budget for fire-fighter ill health retirements continues to forecast an overspend of +£0.116m. The net variation of -£0.014m will be transferred to balances at year end.

## Pooled Budgets

### Older People, Physical Disabilities and Equipment Pooled Budget

16. As shown in Annex 6 the Older People, Physical Disabilities and Equipment Pooled Budget is forecast to overspend by +£1.583m. -£2.606m relates to the Council's element and +£4.189m to the Primary Care Trust (PCT) (which is shadowed by the Oxfordshire Clinical Commissioning Group).
17. The Council element of the Older People's Pooled Budget is forecasting an underspend of -£2.432m (3% of the total budget) compared to an underspend of -£0.718m reported to Cabinet in February 2013. The changes include a reduction in the forecast overspend on care homes of -£0.499m and an increase in the underspend for Home Support of -£0.808m. The forecast on community support has also been revised to reflect current levels of support and client numbers.
18. As previously reported the £1.251m winter pressures funding from Department of Health has been placed in the reserve and will be used to reduce waiting lists in 2013/14.

19. Agreement has been reached between the Council and Oxfordshire Clinical Commissioning Group to transfer £0.448m of the Dementia Challenge Fund to the Council to consolidate Dementia funding in one place. It is expected only 10% of this budget will be spent in this financial year so the balance will be transferred to reserves at year end.
20. The council element of the Physical Disabilities Pool is expected to underspend by -£0.242m compared to an underspend of -£0.049m previously reported. The change relates to an increased underspend for Home Support.
21. The Council's element of the Equipment Pooled Budget is overspending by +£0.068m, a decrease of -£0.479m since the last report. The change relates to an agreement with the PCT to transfer £0.350m of £0.750m additional funding received from the Department of Health from Health to Social Care. The total overspend for the Equipment pool is +£0.634m after applying £0.750m of additional funding allocated from Health to Social Care. There is an on-going review of the equipment service and it is anticipated that the review with offer options for targeting expenditure more effectively.

#### Learning Disabilities Pooled Budget

22. As set out in Annex 6 the Learning Disabilities Pooled Budget is forecast to underspend by -£0.914m. This comprises -£0.865m on the Council's element and -£0.049m on the PCT element. The decrease in the underspend from the last report is due to increased spend on personal budgets and a review of the forecast for respite services.

#### **Environment & Economy (E&E)**

23. The directorate is forecasting a variation of +£0.283m.

#### EE1 Highways & Transport

24. The service is forecasting an overspend of +£0.320m. This includes an overspend of +£1.042m in Highways & Transport as a result of the winter weather, highway maintenance, vehicle maintenance as well as rapid incident responses and contract management costs. This is partly offset by Public Transport contract savings of -£0.547m arising from the early realisation of future planned savings. Expenditure on concessionary fares is also expected to be £0.300m less than budgeted.

#### EE2 Growth & Infrastructure

25. An overspend of +£0.480m for Property and Facilities relating to recent implementation of the new contract and Corporate Landlord costs. These pressures are offset by underspends on non – schools repairs and maintenance, health and safety works identified at the end of the previous property contract. There is also an underspend of -£0.431m in Business & Skills. The overall variation for the service is -£0.031m.
26. A forecast breakeven position is expected for Waste Management. However, tonnages for landfill & recycling remain above the budgeted levels and the proportion of waste going to landfill is also higher than budgeted. The service will be able to manage these pressures in

2012/13 but it may be more difficult to make the planned on-going budget reductions in future years.

#### EE3 Oxfordshire Customer Services

27. An underspend of -£0.124m across Oxfordshire Customer Services includes +£0.321m relating to the partial non – achievement of the planned 2012/13 Customer Service Centre savings. This will be managed in 2012/13 by utilising underspends elsewhere in the service. Alternative savings for future years have been addressed as part of the 2013/14 Service & Resource Planning Process.

#### **Chief Executive's Office (CEO) including Cultural Services**

28. The directorate is forecasting an underspend of -£0.398m. This mainly relates to staffing vacancies in Strategy and Communications and underspends on projects in Human Resources. There is also an underspend arising from a reduction in the Council's external audit fee.

#### **Virements and Supplementary Estimates**

29. No further 2012/13 virements are allowed to be requested for Cabinet approval after the end of the financial year. 2012/13 virements for Cabinet to note are set out in Annex 2d.
30. Annex 9 sets out 2013/14 virements for Cabinet to approve. They include the realignment of Highways and Transport budgets, the transfer of the Southwark judgement budget from Corporate Parenting to Social Care, creation of income and expenditure budgets of the ring-fenced part of the Adoption Reform Grant and the removal of the Supported Living budget income and expenditure budgets following the outsourcing of the service.

#### **Grants Monitoring**

31. As set out in Annex 5, ring-fenced grants totalling £352.309m are included in Directorate budgets and will be used for the specified purpose. The Department for Education continue to make a series of adjustments to local authority DSG following each school's conversion to academy status. The latest DSG total for the authority is £323.414m. Additional grants that the Council have been notified of since the last report are for Pupil Premium –Year 7 Catch up (£0.234m).

#### **Bad Debt Write Offs**

32. There were 279 general write offs to the end of February 2013 and these totalled £0.049m compared to £0.055m that was written off in 2012/13. In addition Client Finance has written off 78 debts totalling £71,658 compared to £0.156m written off in 2012/13. The final write offs for 2012/13 will be included in the Provisional Outturn Report.

#### **Treasury Management**

33. The latest treasury management approved lending list (as at 27 March 2013) is shown in Annex 7. There have been no changes since the last report in February.

34. The average in house cash balance during January 2013 was £317.6m and the average rate of return for the month was 0.98%. The average cash balance during February 2013 was £337.8m and the average rate of return was also 0.98%.
35. The budgeted return for interest receivable on balances is £2.50m for 2012/13 and it is expected that this will be achieved.

## Part 2 – Balance Sheet

### Reserves

36. Annex 3 sets out earmarked reserves brought forward from 2011/12 and the forecast position as at 31 March 2013. These reserves are held for specified one – off projects, contractual commitments and to support the Medium Term Financial Plan. Excluding School balances of £14.964m forecast reserves are £115.532m.
37. It is proposed to create a new reserve to fund the renewal of print machinery in future years for use by County Print Finishers. It is proposed a contribution of £0.040m is made in 2012/13.

### Balances

38. There have been no calls on balances to date in 2012/13. As set out in Annex 4 current balances are £16.792m. The budget and Medium Term Financial Plan approved by Council on 19 February 2013 assumes a year end position of £16.1m.

## Part 3 – Capital Programme

39. The capital monitoring position shows the forecast expenditure for 2012/13 is £46.9m (excluding schools local capital). This is a decrease of £0.3m compared to the latest approved capital programme. The table below summarises the variations by directorate.

Directorate	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
Children, Education & Families	21.6	21.6	0.0
Social & Community Services	3.6	3.5	-0.1
Environment & Economy - Transport	19.9	19.6	-0.3
Environment & Economy - Other	1.1	1.1	0.0
Chief Executive's Office	1.0	1.1	+0.1
<b>Total Directorate Programmes</b>	<b>47.2</b>	<b>46.9</b>	<b>-0.3</b>
Schools Local Capital	5.2	5.2	0.0
<b>Total Capital Programme</b>	<b>52.4</b>	<b>52.1</b>	<b>-0.3</b>

\* Approved by Council 19 February 2013

40. In the Transport capital programme there is a forecast underspend of £0.433m on the bridges programme in 2012/13. Cost savings of £0.160m have been identified across the programme and expenditure has been re-profiled from 2012/13 to 2013/14 on two schemes; £0.210m on the Wheatley River Bridge scheme and £0.110m on the Burford Bridge.



41. Planned expenditure of £0.192m on the Thames Towpath has been re-profiled to 2013/14 due to continuing high water levels.
42. The expenditure forecast on the Rural Roads programme has been increased by £0.340m to reflect the certainty of delivery towards the end of the year.

#### **Actual & Committed Expenditure**

43. As at the end of February actual capital expenditure for the year to date (excluding schools local spend) was £22.9m. This is 49% of the total forecast expenditure of £46.9m, which is low for this point in the year. However, actual and committed spend is 79% of the forecast and some large payments are still to be made in March 2013.

#### **Five Year Capital Programme Update**

44. The total forecast 5-year capital programme (2012/13 to 2016/17) is £320.6m, which is a decrease of £0.1m from the position reported to Council in February 2013. The table below summarises the variations by directorate.

Directorate	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
Children, Education & Families	165.6	165.6	0.0
Social & Community Services	33.8	33.8	0.0
Environment & Economy - Transport	89.7	89.5	-0.2
Environment & Economy - Other	28.8	28.8	0.0
Chief Executive's Office	2.8	2.9	+0.1
<b>Total Directorate Programmes</b>	<b>320.7</b>	<b>320.6</b>	<b>-0.1</b>
Schools Local Capital	14.2	14.2	0.0
Earmarked Reserves	69.4	70.7	+1.3
<b>Total Capital Programme</b>	<b>404.3</b>	<b>405.5</b>	<b>+1.2</b>

\* Approved by Council 19 February 2013

#### **Capital Settlement**

45. The Education Capital Settlement was received on 1 March 2013. The Basic Need allocation is £16.916m over the 2 year period of 2013/14 and 2014/15. This is £0.053m more than the assumption built into the capital programme.
46. The Schools Structural Maintenance allocation is £7.242m for 2013/14. This is £0.845m less than assumed in the capital programme. The Department of Education has topsliced the funding for schools that are expected to convert to Academies during the next year (schools that have an approved expression of interest), not just the schools that are academies at the start of the year. This is a change in practice as previously the Local Authority continued to have maintenance responsibility during the year a school converted to an Academy.
47. Although the maintenance allocation is lower than expected in 2013/14, large reductions in funding had been assumed over the medium term in the capital programme. The funding has been reprofiled over the medium term and the overall level of funding in the programme remains the same.

48. The Council has previously been notified of an additional £3.551m of funding for Highways & Transport. It is recommended that the funding of the transport programme is reprofiled to increase the later years of the transport capital programme (2015/16 and 2016/17). The current allocation in these years is £12.2m less than the 2013/14 and 2014/15 allocations.
49. An additional £2.193m was received in the Adult Social Services and Fire settlement. It is recommended that this is kept in the earmarked reserves section of the capital programme to be allocated in the next budget setting process.
50. Capital funding allocations to support the two year olds early education entitlement were announced in late 2012. As the announcement of the main Education settlement had not been made, use of this funding was not included in the capital programme agreed by Council in February. The funding of £0.872m is to support the delivery of the statutory early years entitlement for disadvantaged two year olds, although it is an un ring-fenced capital grant. In order to ensure a sufficient supply of places, and in line with Schools Forum recommendations, it is proposed that the full amount of the grant is utilised to support the council to meet its statutory duty.

#### **Part 4 – Fees and Charges**

51. As set out in Annex 3 of Service and Resource Planning report to Cabinet on 18 December 2012 a number of the charges relating to Environment and Economy were subject to a review. This review is now complete and the proposed charges are set out in Annex 10.

#### **RECOMMENDATIONS**

52. **The Cabinet is RECOMMENDED to:**
- (a) note the report;**
  - (b) Approve virements for financial year 2012/13 included in Annex 9;**
  - (c) Agree the creation of a new reserve for the renewal of Print Machinery as set out in paragraph 37;**
  - (d) note the Treasury Management lending list at Annex 7;**
  - (e) approve changes to the programme in Annex 8c;**
  - (f) approve the use of the additional Capital funding as set out in paragraphs 48 to 50;**
  - (g) approve the charges for Environment & Economy as set out in paragraph 51 and Annex 10.**

#### **SUE SCANE**

**Assistant Chief Executive & Chief Finance Officer**

Background papers: Directorate Financial Monitoring Reports 28 February 2013  
Business Case for expanding provision for 2 year olds

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April 2013

**Financial Monitoring and Business Strategy Delivery Report**  
**CABINET - 16 April 2013**  
**Budget Monitoring**

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) February 2013	Actual Expenditure (Net) February 2013	Variation to Budget February 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
CEF	<b>Children, Education &amp; Families</b>											
	Gross Expenditure	563,507	2,457	-52,098	-13	513,853	513,147	-706	473,020	442,627	-30,393	G
	Gross Income	-457,693	0	50,652	0	-407,041	-407,041	0	-373,376	-361,795	11,581	G
		<b>105,814</b>	<b>2,457</b>	<b>-1,446</b>	<b>-13</b>	<b>106,812</b>	<b>106,106</b>	<b>-706</b>	<b>99,645</b>	<b>80,832</b>	<b>-18,813</b>	G
SCS	<b>Social &amp; Community Services</b>											
	Gross Expenditure	259,276	1,122	-8,601	0	251,797	249,685	-2,112	240,146	237,461	-2,685	G
	Gross Income	-39,641	0	-154	0	-39,795	-39,795	0	-45,809	-48,411	-2,602	G
		<b>219,635</b>	<b>1,122</b>	<b>-8,755</b>	<b>0</b>	<b>212,002</b>	<b>209,890</b>	<b>-2,112</b>	<b>194,337</b>	<b>189,050</b>	<b>-5,287</b>	G
EE	<b>Environment &amp; Economy</b>											
	Gross Expenditure	144,307	1,899	-4,977	0	141,229	142,056	827	144,608	134,500	-10,109	G
	Gross Income	-66,649	0	6,079	0	-60,570	-61,114	-544	-70,666	-75,175	-4,509	G
		<b>77,658</b>	<b>1,899</b>	<b>1,102</b>	<b>0</b>	<b>80,659</b>	<b>80,942</b>	<b>283</b>	<b>73,942</b>	<b>59,324</b>	<b>-14,618</b>	G
CEO	<b>Chief Executive's Office</b>											
	Gross Expenditure	16,360	508	10,416	0	27,284	27,080	-204	27,882	28,027	146	G
	Gross Income	-7,966	0	-1,280	0	-9,246	-9,440	-194	-11,324	-12,811	-1,487	A
		<b>8,394</b>	<b>508</b>	<b>9,136</b>	<b>0</b>	<b>18,038</b>	<b>17,640</b>	<b>-398</b>	<b>16,558</b>	<b>15,216</b>	<b>-1,342</b>	A
	Less recharges to other directorates	-49,078				-49,078	-49,078	0			0	G
		49,078				49,078	49,078	0			0	G
	<b>Directorate Expenditure Total</b>	<b>934,372</b>	<b>5,986</b>	<b>-55,260</b>	<b>-13</b>	<b>885,085</b>	<b>882,890</b>	<b>-2,195</b>	<b>885,657</b>	<b>842,615</b>	<b>-43,042</b>	G
	<b>Directorate Income Total</b>	<b>-522,871</b>	<b>0</b>	<b>55,297</b>	<b>0</b>	<b>-467,574</b>	<b>-468,312</b>	<b>-738</b>	<b>-501,175</b>	<b>-498,192</b>	<b>2,983</b>	G
	<b>Directorate Total Net</b>	<b>411,501</b>	<b>5,986</b>	<b>37</b>	<b>-13</b>	<b>417,511</b>	<b>414,578</b>	<b>-2,933</b>	<b>384,482</b>	<b>344,423</b>	<b>-40,059</b>	G

**Financial Monitoring and Business Strategy Delivery Report**  
**CABINET - 16 April 2013**  
**Budget Monitoring**

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income £000 (8)	Projected Year end Variation underspend - overspend + £000 (9)	Profiled Budget (Net) February 2013 £000 (10)	Actual Expenditure (Net) February 2013 £000 (11)	Variation to Budget February 2013 underspend - overspend + £000 (12)	Projected Year end Variance Traffic Light (13)
		Original Budget £000 (3)	Brought Forward from 2011/12 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Contributions to (+)/from (-)reserves	8,366	-5,986	1,342		3,722	6,655	2,933				
	Contribution to (+)/from(-) balances	2,800			13	2,813	2,813	0				
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0				
	Capital Financing	37,001				37,001	37,001	0				
	Interest on Balances	-4,348				-4,348	-4,348	0				
	Additional funding to be allocated			27		27		0				
	<b>Strategic Measures Budget</b>	45,319	-5,986	1,369	13	40,715	43,648	2,933				
	Government Grants	-52,964		-108		-53,072	-53,072	0				
	Council Tax	-4,019				-4,019	-4,019	0				
	Revenue Support Grant	-2,193		-1,298		-3,491	-3,491	0				
	Business rates	-113,119				-113,119	-113,119	0				
	<b>Council Tax Requirement</b>	284,525	0	0	0	284,525	284,525	0				

**Financial Monitoring and Business Strategy Delivery Report**  
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**Budget Monitoring**

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profilled Budget (Net) February 2013	Actual Expenditure (Net) February 2013	Variation to Budget February 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
<b>CEF1</b>	<b>Education &amp; Early Intervention</b>											
	Gross Expenditure	76,372	1,268	1,632	0	79,272	78,346	-926	71,243	65,934	-5,309	G
	Gross Income	-29,443	0	-3,605	0	-33,048	-33,048	0	-28,735	-31,330	-2,595	G
		<b>46,929</b>	<b>1,268</b>	<b>-1,973</b>	<b>0</b>	<b>46,224</b>	<b>45,298</b>	<b>-926</b>	<b>42,508</b>	<b>34,604</b>	<b>-7,903</b>	A
<b>CEF2</b>	<b>Children's Social Care</b>											
	Gross Expenditure	47,509	649	963	-13	49,108	48,462	-646	44,868	40,391	-4,477	G
	Gross Income	-6,079	0	-911	0	-6,990	-6,990	0	-6,251	-4,586	1,665	G
		<b>41,430</b>	<b>649</b>	<b>52</b>	<b>-13</b>	<b>42,118</b>	<b>41,472</b>	<b>-646</b>	<b>38,616</b>	<b>35,805</b>	<b>-2,811</b>	G
<b>CEF3</b>	<b>CEF Central Costs</b>											
	Gross Expenditure	22,299	540	-1,015	0	21,824	22,626	802	20,006	19,741	-265	A
	Gross Income	-464	0	141	0	-323	-323	0	-295	-322	-27	G
		<b>21,835</b>	<b>540</b>	<b>-874</b>	<b>0</b>	<b>21,501</b>	<b>22,303</b>	<b>802</b>	<b>19,711</b>	<b>19,419</b>	<b>-292</b>	A
<b>CEF4</b>	<b>Schools</b>											
	Gross Expenditure	421,211	0	-53,678	0	367,533	367,597	64	336,904	316,561	-20,343	G
	Gross Income	-425,591	0	55,027	0	-370,564	-370,564	0	-338,094	-325,557	12,537	G
		<b>-4,380</b>	<b>0</b>	<b>1,349</b>	<b>0</b>	<b>-3,031</b>	<b>-2,967</b>	<b>64</b>	<b>-1,190</b>	<b>-8,996</b>	<b>-7,806</b>	A
	Less recharges within directorate	-3,884				-3,884	-3,884	0			0	G
		3,884				3,884	3,884	0			0	G
	<b>Directorate Expenditure Total</b>	<b>563,507</b>	<b>2,457</b>	<b>-52,098</b>	<b>-13</b>	<b>513,853</b>	<b>513,147</b>	<b>-706</b>	<b>473,020</b>	<b>442,627</b>	<b>-30,393</b>	G
	<b>Directorate Income Total</b>	<b>-457,693</b>	<b>0</b>	<b>50,652</b>	<b>0</b>	<b>-407,041</b>	<b>-407,041</b>	<b>0</b>	<b>-373,376</b>	<b>-361,795</b>	<b>11,581</b>	G
	<b>Directorate Total Net</b>	<b>105,814</b>	<b>2,457</b>	<b>-1,446</b>	<b>-13</b>	<b>106,812</b>	<b>106,106</b>	<b>-706</b>	<b>99,645</b>	<b>80,832</b>	<b>-18,813</b>	G

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**Budget Monitoring**

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) <i>February</i> 2013	Actual Expenditure (Net) <i>February</i> 2013	Variation to Budget <i>February</i> 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	(9)	£000 (10)	£000 (11)	£000 (12)	(13)
<b>SCS1</b>	<b>Adult Social Care</b>											
	Gross Expenditure	199,968	550	-697	0	199,821	198,104	-1,717	183,176	182,105	-1,071	G
	Gross Income	-45,284	0	-392	0	-45,676	-45,676	0	-41,871	-43,935	-2,064	G
		<b>154,684</b>	<b>550</b>	<b>-1,089</b>	<b>0</b>	<b>154,145</b>	<b>152,428</b>	<b>-1,717</b>	<b>141,305</b>	<b>138,170</b>	<b>-3,135</b>	G
<b>SCS2</b>	<b>Community Safety</b>											
	Gross Expenditure	4,268	12	153	0	4,433	4,308	-125	4,060	4,123	63	A
	Gross Income	-1,196	0	-153	0	-1,349	-1,349	0	-1,237	-1,507	-269	G
		<b>3,072</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>3,084</b>	<b>2,959</b>	<b>-125</b>	<b>2,823</b>	<b>2,617</b>	<b>-206</b>	A
<b>SCS3</b>	<b>Quality &amp; Compliance</b>											
	Gross Expenditure	29,753	468	1,951	0	32,172	31,916	-256	29,491	28,829	-663	G
	Gross Income	-1,870	0	-791	0	-2,661	-2,661	0	-2,439	-2,608	-169	G
		<b>27,883</b>	<b>468</b>	<b>1,160</b>	<b>0</b>	<b>29,511</b>	<b>29,255</b>	<b>-256</b>	<b>27,052</b>	<b>26,220</b>	<b>-832</b>	G
<b>SCS4</b>	<b>Community Services</b>											
	Gross Expenditure	9,985	0	-9,985	0	0	0	0	0	0	0	
	Gross Income	-1,184	0	1,184	0	0	0	0	0	0	0	
		<b>8,801</b>	<b>0</b>	<b>-8,801</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SCS5</b>	<b>Fire &amp; Rescue and Emergency Planning</b>											
	Gross Expenditure	25,480	92	-23	0	25,549	25,535	-14	23,419	22,404	-1,015	G
	Gross Income	-285	0	-2	0	-287	-287	0	-263	-362	-99	G
		<b>25,195</b>	<b>92</b>	<b>-25</b>	<b>0</b>	<b>25,262</b>	<b>25,248</b>	<b>-14</b>	<b>23,156</b>	<b>22,042</b>	<b>-1,114</b>	G
	Less recharges within directorate	-10,178				-10,178	-10,178	0			0	G
		10,178				10,178	10,178	0			0	G
	<b>Directorate Expenditure Total</b>	<b>259,276</b>	<b>1,122</b>	<b>-8,601</b>	<b>0</b>	<b>251,797</b>	<b>249,685</b>	<b>-2,112</b>	<b>240,146</b>	<b>237,461</b>	<b>-2,685</b>	G
	<b>Directorate Income Total</b>	<b>-39,641</b>	<b>0</b>	<b>-154</b>	<b>0</b>	<b>-39,795</b>	<b>-39,795</b>	<b>0</b>	<b>-45,809</b>	<b>-48,411</b>	<b>-2,602</b>	G
	<b>Directorate Total Net</b>	<b>219,635</b>	<b>1,122</b>	<b>-8,755</b>	<b>0</b>	<b>212,002</b>	<b>209,890</b>	<b>-2,112</b>	<b>194,337</b>	<b>189,050</b>	<b>-5,287</b>	G

**Financial Monitoring and Business Strategy Delivery Report**  
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**Budget Monitoring**

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) February 2013	Actual Expenditure (Net) February 2013	Variation to Budget February 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
EE1	<b>Highways &amp; Transport</b>											
	Gross Expenditure	54,016	0	-380	0	53,636	54,015	379	49,166	42,358	-6,808	G
	Gross Income	-11,396	0	0	0	-11,396	-11,455	-59	-10,446	-10,395	50	G
		<b>42,620</b>	<b>0</b>	<b>-380</b>	<b>0</b>	<b>42,240</b>	<b>42,560</b>	<b>320</b>	<b>38,720</b>	<b>31,963</b>	<b>-6,757</b>	G
EE2	<b>Growth &amp; Infrastructure</b>											
	Gross Expenditure	58,464	1,435	-5,236	0	54,663	54,898	235	50,112	46,232	-3,880	G
	Gross Income	-30,324	0	5,516	0	-24,808	-25,074	-266	-22,740	-26,519	-3,779	G
		<b>28,140</b>	<b>1,435</b>	<b>280</b>	<b>0</b>	<b>29,855</b>	<b>29,824</b>	<b>-31</b>	<b>27,372</b>	<b>19,713</b>	<b>-7,659</b>	G
EE3	<b>Oxfordshire Customer Services</b>											
	Gross Expenditure	41,656	419	552	0	42,627	42,722	95	39,075	39,935	860	G
	Gross Income	-41,450	0	563	0	-40,887	-41,106	-219	-37,481	-38,258	-778	G
		<b>206</b>	<b>419</b>	<b>1,115</b>	<b>0</b>	<b>1,740</b>	<b>1,616</b>	<b>-124</b>	<b>1,594</b>	<b>1,677</b>	<b>82</b>	R
EE4	<b>Director's Office</b>											
	Gross Expenditure	6,692	45	87	0	6,824	6,942	118	6,255	5,974	-281	G
	Gross Income	0	0	0	0	0	0	0	0	-3	-3	G
		<b>6,692</b>	<b>45</b>	<b>87</b>	<b>0</b>	<b>6,824</b>	<b>6,942</b>	<b>118</b>	<b>6,255</b>	<b>5,971</b>	<b>-284</b>	G
	Less recharges within directorate	-16,521				-16,521	-16,521	0			0	G
		16,521				16,521	16,521	0			0	G
	<b>Directorate Expenditure Total</b>	<b>144,307</b>	<b>1,899</b>	<b>-4,977</b>	<b>0</b>	<b>141,229</b>	<b>142,056</b>	<b>827</b>	<b>144,608</b>	<b>134,500</b>	<b>-10,109</b>	G
	<b>Directorate Income Total</b>	<b>-66,649</b>	<b>0</b>	<b>6,079</b>	<b>0</b>	<b>-60,570</b>	<b>-61,114</b>	<b>-544</b>	<b>-70,666</b>	<b>-75,175</b>	<b>-4,509</b>	G
	<b>Directorate Total Net</b>	<b>77,658</b>	<b>1,899</b>	<b>1,102</b>	<b>0</b>	<b>80,659</b>	<b>80,942</b>	<b>283</b>	<b>73,942</b>	<b>59,324</b>	<b>-14,618</b>	G

**Financial Monitoring and Business Strategy Delivery Report**  
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**Budget Monitoring**

Ref	Directorate	BUDGET 2012/13					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Profiled Budget (Net) February 2013	Actual Expenditure (Net) February 2013	Variation to Budget February 2013	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2011/12 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate						
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	£000 (10)	£000 (11)	underspend - overspend + £000 (12)	(13)
<b>CEO1</b>	<b>Chief Executive &amp; Business Support</b>											
	Gross Expenditure	2,036	116	-638	0	1,514	1,469	-45	1,389	1,231	-158	A
	Gross Income	-788	0	0	0	-788	-788	0	-723	-663	60	G
		<b>1,248</b>	<b>116</b>	<b>-638</b>	<b>0</b>	<b>726</b>	<b>681</b>	<b>-45</b>	<b>666</b>	<b>568</b>	<b>-98</b>	R
<b>CEO2</b>	<b>Human Resources</b>											
	Gross Expenditure	1,484	214	281	0	1,979	1,702	-277	1,814	1,465	-348	R
	Gross Income	-1,345	0	0	0	-1,345	-1,345	0	-1,233	-1,188	45	G
		<b>139</b>	<b>214</b>	<b>281</b>	<b>0</b>	<b>634</b>	<b>357</b>	<b>-277</b>	<b>581</b>	<b>278</b>	<b>-303</b>	R
<b>CEO3</b>	<b>Corporate Finance &amp; Internal Audit</b>											
	Gross Expenditure	2,429	0	105	0	2,534	2,408	-126	2,322	2,464	142	A
	Gross Income	-2,417	0	106	0	-2,311	-2,311	0	-2,118	-2,311	-193	G
		<b>12</b>	<b>0</b>	<b>211</b>	<b>0</b>	<b>223</b>	<b>97</b>	<b>-126</b>	<b>204</b>	<b>153</b>	<b>-51</b>	R
<b>CEO4</b>	<b>Law &amp; Culture</b>											
	Gross Expenditure	6,987	126	9,776	0	16,889	17,281	392	15,487	16,252	765	A
	Gross Income	-4,050	0	-1,211	0	-5,261	-5,455	-194	-4,805	-5,940	-1,134	A
		<b>2,937</b>	<b>126</b>	<b>8,565</b>	<b>0</b>	<b>11,628</b>	<b>11,826</b>	<b>198</b>	<b>10,682</b>	<b>10,312</b>	<b>-370</b>	G
<b>CEO5</b>	<b>Strategy &amp; Communications</b>											
	Gross Expenditure	2,859	52	892	0	3,803	3,655	-148	3,487	3,605	118	A
	Gross Income	-2,492	0	-175	0	-2,667	-2,667	0	-2,445	-2,710	-265	G
		<b>367</b>	<b>52</b>	<b>717</b>	<b>0</b>	<b>1,136</b>	<b>988</b>	<b>-148</b>	<b>1,042</b>	<b>895</b>	<b>-147</b>	R
<b>CEO6</b>	<b>Corporate &amp; Democratic Core</b>											
	Gross Expenditure	3,691	0	0	0	3,691	3,691	0	3,384	3,011	-373	G
	Gross Income	0	0	0	0	0	0	0	0	0	0	G
		<b>3,691</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,691</b>	<b>3,691</b>	<b>0</b>	<b>3,384</b>	<b>3,011</b>	<b>-373</b>	G
	Less recharges within directorate	-3,126				-3,126	-3,126	0			0	G
		3,126				3,126	3,126	0			0	G
	<b>Directorate Expenditure Total</b>	<b>16,360</b>	<b>508</b>	<b>10,416</b>	<b>0</b>	<b>27,284</b>	<b>27,080</b>	<b>-204</b>	<b>27,882</b>	<b>28,027</b>	<b>146</b>	G
	<b>Directorate Income Total</b>	<b>-7,966</b>	<b>0</b>	<b>-1,280</b>	<b>0</b>	<b>-9,246</b>	<b>-9,440</b>	<b>-194</b>	<b>-11,324</b>	<b>-12,811</b>	<b>-1,487</b>	A
	<b>Directorate Total Net</b>	<b>8,394</b>	<b>508</b>	<b>9,136</b>	<b>0</b>	<b>18,038</b>	<b>17,640</b>	<b>-398</b>	<b>16,558</b>	<b>15,216</b>	<b>-1,342</b>	A



**Financial Monitoring and Business Strategy Delivery Report  
CABINET - 16 April 2013**

**NEW VIREMENTS FOR CABINET TO NOTE**

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000	
CEF	April	Update Music Grant figure	CEF1-4	Education	T	27.4	-27.4	
		Additional Grant for Schools	CEF1-4	Education	T	175.3	-175.3	
		Pupil premium summer schools update	CEF4-1	Delegated Budgets	T	-46.3	46.3	
		Maths Specialist Teacher Grant	CEF1-4	Education	T	27.1	-27.1	
		Dedicated Schools Grant for Administrative staff	CEF1-1	Management & Central Costs	T	0.0	-61.7	
			CEF4-4	DSG Income	T	0.0	61.7	
		Reallocate staff Learning & Development budget within directorate per head count	CEF1-1	Management & Central Costs	T	2.0	0.0	
			CEF1-2	Additional & Special Educational Needs	T	1.1	0.0	
			CEF1-4	Education	T	5.8	0.0	
			CEF1-5	Organisation & Planning	T	0.5	0.0	
			CEF2-1	Management & Central Costs (including admin and negotiable recharges)	T	1.7	0.0	
			CEF2-2	Corporate Parenting	T	2.9	0.0	
			CEF2-3	Social Care	T	2.4	0.0	
			CEF2-4	Safeguarding	T	0.4	0.0	
			CEF2-5	Services for Disabled Children	T	1.6	0.0	
			CEF2-6	Youth Offending Service	T	0.7	0.0	
			CEF3-1	Management & Admin	T	-19.0	0.0	
			Reallocate negotiable legal recharge budgets in line with spend	CEF1-1	Management & Central Costs	P	-174.7	0.0
				CEF2-1	Management & Central Costs (including admin and negotiable recharges)	P	174.7	0.0
		Sponsor anti bullying event	CEF1-3	Early Intervention	T	0.5	0.0	
			CEF2-4	Safeguarding	T	-0.5	0.0	
		Pupil premium year 7 catch up	CEF4-1	Delegated Budgets	T	236.0	-236.0	
		Pupil premium year 7 catch up adjustment	CEF4-1	Delegated Budgets	T	-2.5	2.5	
		Early Intervention Service Relocation of budget surplus	CEF1-3	Early Intervention	T	-58.5	0.0	
			CEF3-1	Management & Admin	T	58.5	0.0	
		Redeployment 27/11/12-31/3/13	CEF1-3	Early Intervention	T	-1.6	0.0	
			CEF1-4	Education	T	1.6	0.0	

**Financial Monitoring and Business Strategy Delivery Report  
CABINET - 16 April 2013**

**NEW VIREMENTS FOR CABINET TO NOTE**

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEO	April	Move Chairmans Allowance budget to match line management of budget holder	CEO4	Law & Culture	P	-23.4	0.0
			CEO5	Strategy & Communications	P	23.4	0.0
EE	April	Telephony Tidy-Up	EE1-1-1-42	Highways & Transport	P	-1.2	0.0
			EE2-2&3	Planning & Regulation and Infrastructure Planning	P	1.2	0.0
		Set Family Information Service budget 2012/13	EE3-5	Customer Services	T	-34.5	34.5
SCS	April	Remove income from Link	SCS3-1	Joint Commissioning	P	-20.0	20.0
		Learning Disabilities Internal Supported Living Service Manager Post no longer required	SCS1-2ABD	Learning Disabilities Non Pool Services	T	-44.0	44.0
		Increase in income for this year.	SCS5-1	Fire & Rescue Service	T	2.0	-2.0
		Budget tidy re removal of telephony budgets from Internal Day services. Also reduction of OCC contribution to the LD Pool	SCS1-2ABD	Learning Disabilities Non Pool Services	T	0.0	14.8
			SCS1-2C	Pooled Budget Contribution	T	-14.8	0.0
Inter-Directorate	April	Transfer part of Rewley Road Refurbishment carry forward to Oxfordshire Fire and Rescue Service	EE3-6&7	Human Resources and Adult Learning	T	-5.0	0.0
			SCS5-1	Fire & Rescue Service	T	5.0	0.0
		Reallocate Early Intervention Grant to Hill End	CEF1-4	Education	T	56.0	-56.0
			EE2-5	Business & Skills	T	-56.0	56.0
		Create income and expenditure budgets for un-ringfenced Social Fund Burdens Grant 2012/13	SCS3-1	Joint Commissioning	T	7.8	0.0
			SM	Strategic Measures	T	0.0	-7.8
		Telephony Tidy-Up	CEO4	Law & Culture	T	2.5	0.0
			EE3-3	ICT	T	-2.5	0.0
		Transfer funding with the Projects & Programmes Manager Post	CEO5	Strategy & Communications	T	-17.8	0.0
			EE3-3	ICT	T	17.8	0.0
		Funding for works at Littlemore library	CEF1-3	Early Intervention	T	-6.5	0.0
			CEO4	Law & Culture	T	6.5	0.0
		Budget to be moved to Transport. Agreed prior to outsourcing being postponed.	EE1-43	Integrated Transport Unit	T	6.0	0.0
SCS1-2ABD	Learning Disabilities Non Pool Services		T	-6.0	6.0		
SCS1-2C	Pooled Budget Contribution		T	-6.0	0.0		
<b>Grand Total</b>						<b>307.6</b>	<b>-307.6</b>

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**EARMARKED RESERVES**

Earmarked Reserves	2012/13 - forecast as at 28 February 2013				December 2012 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2012 £000	Movement		Balance at 31 March 2013 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
<b>Children, Education &amp; Families</b>							
Primary	18,085	-7,512	403	10,976	8,683	2,293	
Secondary	9,469	-6,619	115	2,965	2,305	660	
Special	1,745	-678	45	1,112	893	219	
<b>Sub-total schools' revenue reserves</b>	<b>29,299</b>	<b>-14,809</b>	<b>563</b>	<b>15,053</b>	<b>11,881</b>	<b>3,172</b>	Updated in line with latest academy conversions and schools budget monitoring.
School Loans	-902	-400	702	-600	-600	0	
<b>Sub Total</b>	<b>28,397</b>	<b>-15,209</b>	<b>1,265</b>	<b>14,453</b>	<b>11,281</b>	<b>3,172</b>	
Schools' Contingency	11			11	11	0	
Schools' Partnerships	247			247	247	0	
Schools' Insurance	276	-276		0	253	-253	
Supply Cover	-23		276	253	0	253	
<b>Total Schools' Reserves</b>	<b>28,908</b>	<b>-15,485</b>	<b>1,541</b>	<b>14,964</b>	<b>11,792</b>	<b>3,172</b>	Projections will be updated next month.
<u>Self-Financing Services</u>							
Outdoor Education Centres	117	-36	7	88	8	80	To be used as required in future years.
ICT Service	65	-65	38	38	30	8	To be used as required in future years.
Governor Services	115			115	115	0	To be used as required in future years.
Roundabout Daycare	0		40	40	40	0	To be used in 2013/14 to meet any shortfall in income.
Forest School Training	48	-48	60	60	30	30	To be used to fund 1 FTE in 2013/14, to provide training to Hants CC in April 2013, to hold a festival for Oxfordshire Play Association in September 2013 and to build a minibus replacement fund.
Oxfordshire Safeguarding Children Board (OSCB)	282	-51	99	330	270	60	£0.083m is ring fenced Child Death Overview Panel (CDOP) funding. Remainder to be used to fund the service in future years
Joint Use Reserve	319		200	519	519	0	To be used as required in future years.
Primary Traded Service	0		100	100	20	80	New reserve requested on 18 December 2012. To be used as required in future years.
<u>Equipment &amp; Vehicles Reserve</u>							
Oxfordshire Rural Children's Centres	28		22	50	50	0	To be used as required in future years to maintain and replace rural children's centre vehicles over a 10 year cycle.
Youth Management Committee	291	-154		137	137	0	To be used in 2013/14 and 2014/15 for renovation work at Blackbird Leys satellite and Riverside, and Duke of Edinburgh projects.
North Oxfordshire Children's Centre (capital)	79	-75		4	5	-1	Contribution to proposed capital works (minor extension and alterations) taking place in 2012/13.
<u>Projects</u>							
ICT Projects	999	-985		14	0	14	Funding for Framework-I floorwalker. The funding for the Framework I developments, Youth Offending Information System, Single Child Record project and Information Management has now been transferred to E&E as ICT will be managing these projects.
Joint Working with Police	622	-119	188	691	503	188	To fund a two year project due to anticipated increase in referrals and work. Planned to be spent by October 2014.
School Intervention Fund	1,861	-1,861	1,222	1,222	617	605	For school improvement projects in line with Education Strategy. Planned to be spent in 2013/14.
Thriving Families			800	800	800	0	To fund Thriving Families project in 2013/14 and 2014/15.
Children's Social Care			220	220	195	25	Balance of carry forwards from 2011/12 to be spent in 2013/14. Includes balance of funding for Framework i developments post, volunteer co-ordinator post, work on adoption process and Corporate Parenting review.

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	Balance at 1 April 2012 £000	Movement		Balance at 31 March 2013 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
<u>Other</u>							
Foster Carer Loans	204		17	221	221	0	To meet Children's Act loans write off and interest costs in future years.
Academies Conversion Support	600	-600	659	659	649	10	To manage the costs arising in legal services, human resources, property, finance and other areas as a consequence of school conversions to academies, and to provide the opportunity to investigate and implement alternate trust structures for groups of schools considering conversion to academies.
School amalgamations	140			140	140	0	To fund costs incurred by the local authority associated with school amalgamations. These potential amalgamations include the merger of attached nurseries into the associated primary school and the merger of separate infant and junior schools into an all-through primary.
Staff Training & Development	158		95	253	226	27	Balance of funding agreed by Council in February 2011 for training and staff development towards new ways of working following restructure within CEF. Balance of apprentice carry forward funding. To be spent by 2014/15.
Pay Protection Costs	0	-4	447	443	437	6	To meet pay protection costs over next 5 years.
Early Intervention Service (EIS) Reserve : Equipment	369		85	454	384	70	(previously called Early Intervention Service Equipment Reserve) To be used as required in future years for maintenance and replacement of equipment across all hubs e.g. minibuses, portable climbing wall.
East Street Children's Centre			35	35	40	-5	To meet costs in 2013/14 associated with staff TUPE'd across to the East Street Children's Centre in Banbury.
Teens & Toddlers Project		-23	100	77	77	0	To meet contractual costs due in 2013/14.
TRIO & Guideposts			117	117	117	0	To meet contractual costs due in 2013/14.
Art Room Project			2	2	0	2	Self-financing project. Contribution expected to be made at year end.
Relocation Allowances			116	116	116	0	To pay relocation allowances until 31 August 2015.
Delayed property work			30	30	0	30	To pay Carillion for property works planned to take place in 2012/13 but not being completed until 2013/14.
<u>Grants and contributions</u>							
Dedicated Schools Grant	4,717	-3,108	5,144	6,753	7,574	-821	To be spent within the schools budget. Schools Forum have agreed the use of £3.591m, of which £3.108m has been transferred to schools and services in 2012/13 and £0.483m will be used in 2014/15.
National Citizen Service	21	-21		0	0	0	Grant funding.
Therapeutic Service	85	-85		0	0	0	Funding from PCT.
Young Carers	80	-80	30	30	0	30	Funding from PCT.
Reducing youth homelessness	49			49	49	0	Funding from Cherwell DC/DCLG.
National Council for School Leadership	10	-10		0	0	0	Grant funding.
British Council Grant	11	-11		0	0	0	Funding for International Office.
Thriving Families (Troubled Families grant)			655	655	200	455	Funding from DCLG. To be spent in 2013/14.
Social Work Improvement Fund			332	332	250	82	Funding from DfE to be spent on social worker training.
<b>Total Non-Schools Reserves</b>	<b>11,270</b>	<b>-7,336</b>	<b>10,860</b>	<b>14,794</b>	<b>13,819</b>	<b>975</b>	
<b>CEF Directorate Total</b>	<b>40,178</b>	<b>-22,821</b>	<b>12,401</b>	<b>29,758</b>	<b>25,611</b>	<b>4,147</b>	
<b>Social &amp; Community Services</b>							
Older People Pooled Budget Reserve	5,434	-4,586	5,449	6,297	3,525	2,772	To be used in future years as agreed by the Joint Management Group
Physical Disabilities Pooled Budget Reserve	0	0	1,203	1,203	0	1,203	To be used in future years as agreed by the Joint Management Group
Learning Disabilities Pooled Budget Reserve	804	-600	1,124	1,328	204	1,124	To be used in future years as agreed by the Joint Management Group
OSJ Client Income Reserve	64	-64		0	64	-64	Reserve to provide for client income refunds
S117 Reserve	23	-23		0	23	-23	Reserve set up in 2008/9 to cover any S117 re-assessments.
Grants & Contributions	800	-800		0	0	0	
<u>Fire &amp; Rescue</u>							
Securing Water Supplies	70	-70	60	60	0	60	To be used for unbudgeted fire hydrant work
Protective Clothing	65			65	65	0	Replacement of personal protective clothing

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	Balance at 1 April 2012 £000	Movement		Balance at 31 March 2013 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
Breathing Apparatus Equipment	230	-4		226	230	-4	Renewal of breathing apparatus equipment
Communications Fund	123		50	173	123	50	Renewal of communications equipment
Vehicles	590	-930	930	590	530	60	Planned renewal of the the Fire & Rescue vehicles.
IT	73	-21		52	73	-21	Renewal of IT equipment
Rescue Equipment	26		50	76	76	0	Renewal of Rescue equipment
Fire Control	1,085	-145		940	1,085	-145	Funding of the proposed joint Oxfordshire / Berkshire Fire Control Centre. Includes specific revenue grant for this programme.
Fire Link	139			139	139	0	Renewal of Rescue equipment
New Dimensions	50	-50		0	0	0	For costs relating to the ownership of New Dimensions specialist vehicles
<u>Emergency Planning</u>							
Vehicle Renewals	42			42	42	0	Renewal of Emergency Planning vehicles
<u>Safer Communities</u>							
Grants & Contributions	26	-26		0	26	-26	Contributions from district councils and other partners for Domestic Homicide Review
<u>Trading Standards</u>							
Vehicles Replacement Reserve	7		12	19	19	0	Renewal of Trading Standards vehicles
General Reserve	15			15	15	0	To be used for costs of complex investigations (e.g. expert witnesses)
Trading Standards Reserve	12	-12		0	0	0	To fund trainee costs
Gypsy & Traveller Services - Site Refurbishment	128	-64	6	70	64	6	To be used for works at the Redbridge site.
<b>SCS Directorate Total</b>	<b>9,806</b>	<b>-7,395</b>	<b>8,884</b>	<b>11,295</b>	<b>6,303</b>	<b>4,992</b>	
<b>Environment &amp; Economy</b>							
Vehicle Renewals	65			65	65	0	To fund future replacement of vehicles
<u>Highways &amp; Transport</u>							
Highways Winter Maintenance	18			18	18	0	
Transport	250			250	250	0	Will be used to support the budget in 2013/14
Tourism Signs	102			102	102	0	Will be used to support the budget in 2013/14
Area Stewardship	413		200	613	613	0	To manage the funding available for the Area Stewardship scheme
On Street Car Parking	1,990	-1,807	1,900	2,083	2,083	0	This surplus has arisen under the operation of the Road Traffic Regulation Act 1984 (section 55). The purposes for which these monies can be used are defined by statute.
Cotswold & Malvern TP Reserve	15			15	15	0	
Grants and Contributions - Community Transport	523	-138		385	385	0	0.523k Community Transport grant
<u>Growth &amp; Infrastructure</u>							
Countryside Ascot Park	19		1	20	20	0	
Carbon Reduction	60			60	60	0	
SALIX Repayments	16			16	16	0	
Dix Pit WRC Development	13			13	13	0	
Oxfordshire Waste Partnership Joint Reserve	102			102	102	0	This reserve holds the revenue proportion of the unutilised element of the performance reward grant secured by the Oxfordshire Waste Partnership (OWP)
Dix Pit Engineering Works	567	-47	167	687	687	0	To fund engineering work at Dix Pit waste management site
Waste Management	2,007		794	2,801	2,801	0	To fund future initiatives to minimise the potential impact of Landfill Allowance Trading Scheme fines and future contract costs
Capital Salaries transfer	53	-53		0	0	0	
Property Disposal Costs	159			159	159	0	To meet disposal costs in excess of the 4% eligible to be charged against capital receipts
Developer Funding (Revenue)	237			237	237	0	To meet the costs of monitoring Section 106 agreements
West End Partnership	137	-58		79	79	0	This reserve is to ring-fence funding relating to the West End Project
Food with Thought / QCS Cleaning	1,471			1,471	1,471	0	To be used to invest in the business plus a contingency for unforeseen costs

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		Contributions from Reserve £000	Contributions to Reserve £000				
Asset Rationalisation			656	656	487	169	NEW RESERVE - Investment fund for the implementation of the asset rationalisation strategy
Minerals and Waste Project			191	191	151	40	NEW RESERVE - To fund the Minerals and Waste project
Grants and Contributions - Countryside Services	193	-80	1	114	114	0	£193k Countryside Services Grants
<b>Oxfordshire Customer Services</b>							
Development Reserve	1,069	-147		922	922	0	Used to fund projects which will contribute to the business strategy
Money Management Reserve	70		60	130	70	60	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	206			206	206	0	This reserve is to ring-fence funding for the Oxfordshire & Buckinghamshire Partnership graduate teacher training programme
Customer Service Centre Reserve	1,892	-400		1,492	1,492	0	Project funding
Schools ICT	10	-10		0	0	0	Funding for the further development of a Learning Platform for Schools
ICT projects	1,166		941	2,107	943	1,164	Used to fund the costs of major ICT projects
Grants and Contributions - CSC	64	-64		0	0	0	£64k Customer Services Centre
<b>EE Directorate Total</b>	<b>12,887</b>	<b>-2,804</b>	<b>4,911</b>	<b>14,994</b>	<b>13,561</b>	<b>1,433</b>	
<b>Chief Executive's Office</b>							
<u>Chief Executive &amp; Business Support</u>							
Change Fund	771	-771		0	159	-159	For projects that meet criteria set by the Chief Executive for modernisation and change
Big Society Fund	163	-163	183	183	0	183	Balance of the 2011/12 Big Society Fund to be used in 2012/13
Initiatives Fund			111	111	0	111	NEW - To be used to fund future initiatives in the Chief Executive's Office
<u>Corporate Finance &amp; Internal Audit</u>							
CIPFA Trainees	58			58	58	0	This provides cover for any unbudgeted CIPFA trainee costs - pay costs fluctuate according to the qualification level that the current trainees have reached
<u>Human Resources</u>							
Change Management & New Ways of Working	160	-108		52	0	52	To support the project as it continues
<u>Law &amp; Governance Services</u>							
Coroner's Service	133			133	133	0	To support various projects that will be completed by 2014
Council Elections	333		204	537	537	0	This will be used for the 2013 election. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.
Registration Service	553			553	553	0	To be used for refurbishing the Registration buildings and facilities
Cultural Services:							
Cultural Services General	133	-64	59	128	134	-6	Reserve includes: Village Hall Grants £67k, Libraries reserve £10k, Museums £23k and Cultural loans £33k
ICT/Digitisation projects	983	-113	132	1,002	1,002	0	To be used to update software & hardware to maintain an effective library management system.
Vehicle Renewals	179		52	231	231	0	Library vehicle renewal fund
Donations	54		5	59	54	5	Donations from the public to Heritage & Arts for the Museums Service and Oxford Records Office
Library Strategy		-10	89	79	72	7	To support the delivery of the library strategy
<b>CEO Directorate Total</b>	<b>3,520</b>	<b>-1,229</b>	<b>835</b>	<b>3,126</b>	<b>2,933</b>	<b>193</b>	

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Earmarked Reserves	2012/13 - forecast as at 28 February 2013				December 2012 Balance at 31 March 2013 £000	Change in Closing Balance Forecast £000	Commentary
	Balance at 1 April 2012 £000	Movement		Balance at 31 March 2013 £000			
		Contributions from Reserve £000	Contributions to Reserve £000				
<b>Corporate</b>							
Grants and Contributions	624			624	624	0	
Insurance Reserve	3,459			3,459	3,459	0	
Carry Forward Reserve	8,410	-8,410	2,933	2,933	1,802	1,131	
Capital Reserve	16,942		1,000	17,942	19,270	-1,328	
Rolling Fund Reserve	578		1,068	1,646	1,646	0	
Other Reserves	-1	1		0	-1	1	
LABGI Reserve	435	-54		381	191	190	
Budget Reserve - Agreed 2009	4,361	-1,020		3,341	3,341	0	
Efficiency Reserve	10,829	-1,203	10,124	19,750	19,467	283	
Prudential Borrowing Reserve	5,033		1,250	6,283	6,185	98	
<b>Corporate Total</b>	<b>50,670</b>	<b>-10,686</b>	<b>16,375</b>	<b>56,359</b>	<b>55,984</b>	<b>375</b>	
<b>Total</b>	<b>117,061</b>	<b>-44,935</b>	<b>43,406</b>	<b>115,532</b>	<b>104,392</b>	<b>11,140</b>	

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**Year End Revenue Balances**

Date	Forecast 2012/13		Budget 2012/13
	£m	£m	£m
Outturn 2011/12	13.893		13.734
County Fund Balance	<b>13.893</b>		<b>13.734</b>
Planned Contribution to Balances	2.800		2.800
<b>Original forecast outturn position 2012/13</b>	<b>16.693</b>		<b>16.534</b>
<b>Additions</b>			
Return numeracy and literacy skills pilot scheme carry forward to balances	0.013		
<b>Calls on balances deducted</b>			
Total calls on balances		0.000	-2.000
<b>Automatic calls on/returns to balances</b>			
		0.000	
<b>Additional Strategic Measures</b>			
		0.000	
<b>Other items</b>			
		0.000	
<b>Net Balances</b>	<b>16.706</b>	<b>16.534</b>	
<b>Total Gross Expenditure Budget</b>	<b>972.873</b>	<b>408.616</b>	
<b>Balances as a % of Gross Expenditure</b>	<b>1.72%</b>	<b>3.56%</b>	
<b>Net Balances</b>	<b>16.706</b>		
<b>Calls on / returns to balances agreed but not actioned</b>			
Supplementary estimate required to transfer two unused reserves to Council balances	0.086		
		0.086	
<b>Calls on / returns to balances requested in this report</b>			
		0.000	
<b>Revised Outturn position</b>	<b>16.792</b>		

**Consolidated Revenue Balances**

Outturn 2011/12

Less forecast year end balances as at July 2012

Forecast movement on County Fund Balance

13.893	
-16.706	
<u>-2.813</u>	



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**Ringfenced Government Grant Details - 2012/13**

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
<u>Children, Education &amp; Families</u>				
<b>Ringfenced Grants</b>				
Additional Grant for Schools	0.000	0.175		0.175
Adoption Improvement Grant (DfE)	0.000	0.059		0.059
Asylum UASC Fieldwork (reimbursement from Home Office)	1.243	-0.308		0.935
Children's Centres Payment by Results	0.000	0.135		0.135
Dedicated Schools Grant	379.789	-54.450	-1.925	323.414
Intensive Interventions Programme (DfE)	0.195	0.005		0.200
Mathematics Specialist Teacher (MaST)	0.000	0.027		0.027
Music	0.704	0.027		0.731
National Citizen Service	0.000	0.184		0.184
Pupil Premium	8.689	-1.324	0.086	7.451
Pupil Premium - Summer School Grant	0.000	0.068		0.068
Pupil Premium - Year 7 Catch Up	0.000	0	0.234	0.234
Education Funding Agency – Sixth Form Funding	27.608	-14.670	-0.215	12.723
Education Funding Agency – Special Educational Needs	0.491	0.145	-0.096	0.540
Youth Justice Board	0.924	-0.048		0.876
<b>Sub total Ringfenced Grants</b>	<b>419.643</b>	<b>-69.975</b>	<b>-1.916</b>	<b>347.752</b>
<b>Total Children, Education &amp; Families</b>	<b>419.643</b>	<b>-69.975</b>	<b>-1.916</b>	<b>347.752</b>

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**Ringfenced Government Grant Details - 2012/13**

Directorate	Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
Environment & Economy				
Skills Funding Agency - Adult Education	3.820			3.820
Education Funding Agency (Formerly the YPLA)		0.294		0.294
DCLG (Local Enterprise Partnership Funding)		0.125		0.125
Natural England	0.229	0.081		0.310
Environmental Agency		0.008		0.008
<b>Total Environment &amp; Economy</b>	<b>4.049</b>	<b>0.508</b>	<b>0.000</b>	<b>4.557</b>
<b>Total</b>	<b>423.692</b>	<b>-69.467</b>	<b>-1.916</b>	<b>352.309</b>

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Pooled Budgets

Older People, Physical Disabilities and Equipment Pool

Original Budget £m	Latest Budget £m		Forecast Variance February 2013 £m	Forecast Variance December 2012 £m	Change in Variance £m
		<b>Council Elements</b>			
		<b>Older People</b>			
49.644	50.768	Care Homes	+1.889	+2.388	-0.499
26.968	30.272	Community Support Purchasing Budget	-4.321	-3.106	-1.215
		Transfer underspend to reserves	+0.000	+0.000	+0.000
<b>76.612</b>	<b>81.040</b>	<b>Total Older People</b>	<b>-2.432</b>	<b>-0.718</b>	<b>-1.714</b>
		<b>Physical Disabilities</b>			
2.622	3.020	Care Homes	+0.215	+0.172	+0.043
6.158	6.975	Community Support Purchasing Budget	-0.457	-0.221	-0.236
<b>8.780</b>	<b>9.995</b>	<b>Total Physical Disabilities</b>	<b>-0.242</b>	<b>-0.049</b>	<b>-0.193</b>
0.886	1.025	<b>Equipment</b>	+0.068	+0.547	-0.479
<b>86.278</b>	<b>92.060</b>	<b>Total Council Elements</b>	<b>-2.606</b>	<b>-0.220</b>	<b>-2.386</b>
		<b>PCT Elements</b>			
24.549	24.472	Older People	+3.279	+3.219	+0.060
6.331	6.646	Physical Disabilities	+0.343	+0.196	+0.147
0.308	0.920	Equipment	+0.567	+0.190	+0.377
<b>31.188</b>	<b>32.038</b>	<b>Total PCT Elements</b>	<b>+4.189</b>	<b>+3.605</b>	<b>+0.584</b>
<b>117.466</b>	<b>124.098</b>	<b>Total Older People, Physical Disabilities and Equipment Pool</b>	<b>+1.583</b>	<b>+3.385</b>	<b>-1.802</b>

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Pooled Budgets

Learning Disabilities Pool

Original Budget £m	Latest Budget £m		Forecast Variance February 2012 £m	Forecast Variance December 2012 £m	Change in Variance £m
		<b>Council Elements</b>			
50.78	50.610	Personal Budgets	-0.871	-0.968	+0.097
16.050	13.337	Other Services	+0.006	+0.024	-0.018
<b>66.830</b>	<b>63.947</b>	<b>Total Council Elements</b>	<b>-0.865</b>	<b>-0.944</b>	<b>+0.079</b>
<b>12.346</b>	<b>12.075</b>	<b>Total PCT Elements</b>	<b>-0.049</b>	<b>-0.064</b>	<b>+0.015</b>
<b>79.176</b>	<b>76.022</b>	<b>Total Learning Disabilities Pool</b>	<b>-0.914</b>	<b>-1.008</b>	<b>+0.094</b>

**February Financial Monitoring & Business Strategy Delivery Report**  
**CABINET 16 April 2012**  
**Oxfordshire County Council's Treasury Management Lending List**  
as at 27 March 2013

Counterparty Name	Lending Limits			
	Standard Limit £	Group Limit £	Group	Period Limit
<b><u>PENSION FUND Call Accounts / Money Market Funds</u></b>				
Santander UK plc - PF A/c	50% Pension Fund Portfolio			O/N
Lloyds TSB Bank plc - Callable Deposit A/c (OXFORDCCPEN)	50% Pension Fund Portfolio			12 mths
Royal Bank of Scotland Liquidity Select A/c	50% Pension Fund Portfolio			O/N
Ignis Sterling Liquidity Fund - (Pension Fund)	50% Pension Fund Portfolio			6 mths
<b><u>Call Accounts / Money Market Funds</u></b>				
Santander UK plc - Main A/c	5,000,000	5,000,000	a	O/N
Lloyds TSB Bank plc - Callable Deposit A/c	25,000,000	25,000,000	b	12 months
Royal Bank of Scotland - Call A/c	10,000,000			O/N
Svenska Handelsbanken - Call A/c	25,000,000	25,000,000	c	100 days
Goldman Sachs Sterling Liquid Reserves Fund	25,000,000			6 mths
Deutsche Managed Sterling Fund	25,000,000			6 mths
Prime Rate	9,000,000			6 mths
Ignis Sterling Liquidity Fund - (County Council)	25,000,000			6 mths
Morgan Stanley Sterling Liquidity Fund	2,000,000			O/N
Legal and General Investment Management	25,000,000			6 mths
<b><u>Money Market Deposits</u></b>				
Santander UK plc Time Deposit Facility	5,000,000	5,000,000	a	O/N
Bank of Montreal	25,000,000			12 mths
Bank of Nova Scotia	25,000,000			12 mths
Barclays Bank Plc	15,000,000			6 mths
Canadian Imperial Bank of Commerce	25,000,000			12 mths
Commonwealth Bank of Australia	25,000,000			12 mths
DBS Bank (Development Bank of Singapore)	25,000,000			12 mths
Debt Management Account Deposit Facility	100% Portfolio			6 mths
English, Welsh and Scottish Local Authorities (limit applies to individual authorities)	25,000,000			3 years
HSBC Bank plc	25,000,000			12 mths
JP Morgan Chase Bank	15,000,000			6 mths
Lloyds TSB Bank plc	25,000,000	25,000,000	b	12 mths
National Australia Bank	25,000,000			12 mths
National Bank of Canada	10,000,000			6 mths
Nationwide Building Society	15,000,000			6 mths
Oversea-Chinese Banking Corp	25,000,000			12 mths
Royal Bank of Canada	25,000,000			6 mths
Royal Bank of Scotland	10,000,000			O/N
Standard Chartered Bank	25,000,000			3 mths
Svenska Handelsbanken	25,000,000	25,000,000	c	6 mths
Toronto-Dominion Bank	25,000,000			12 mths
United Overseas Bank	25,000,000			12 mths

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## Financial Monitoring Report February 2013 - Cabinet 16 April 2013

Directorate	Latest Approved Capital Programme (Council 19 February 2013)			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2011)		
	Current Year	Future Years	Total	Current Year	Future Years	Total	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Children, Education & Families 1 - OCC	21,551	144,070	165,621	21,551	144,070	165,621	0	0	0	10,198	4,116	47%	66%	20,102	1,449	7%
Social & Community Services	3,615	30,158	33,773	3,477	30,296	33,773	-138	138	0	1,153	1,546	33%	78%	3,041	436	14%
Environment & Economy 1 - Transport	19,873	69,791	89,664	19,618	69,877	89,495	-255	86	-169	10,442	7,815	53%	93%	24,115	-4,497	-19%
Environment & Economy 2 - Other Property Development Programmes	1,101	27,750	28,851	1,101	27,750	28,851	0	0	0	428	132	39%	51%	2,314	-1,213	-52%
Chief Executive's Office	1,021	1,731	2,752	1,124	1,731	2,855	103	0	103	698	277	62%	87%	835	289	35%
<b>Total Directorate Programmes</b>	<b>47,161</b>	<b>273,500</b>	<b>320,661</b>	<b>46,871</b>	<b>273,724</b>	<b>320,595</b>	<b>-290</b>	<b>224</b>	<b>-66</b>	<b>22,919</b>	<b>13,886</b>	<b>49%</b>	<b>79%</b>	<b>50,407</b>	<b>-3,536</b>	<b>-7%</b>
Schools Local Capital	5,207	8,966	14,173	5,207	8,966	14,173	0	0	0	4,300	0	83%	83%	5,155	52	1%
Earmarked Reserves	0	69,426	69,426	0	70,750	70,750	0	1,324	1,324					70	-70	-100%
<b>OVERALL TOTAL</b>	<b>52,368</b>	<b>351,892</b>	<b>404,260</b>	<b>52,078</b>	<b>353,440</b>	<b>405,518</b>	<b>-290</b>	<b>1,548</b>	<b>1,258</b>	<b>27,219</b>	<b>13,886</b>	<b>52%</b>	<b>79%</b>	<b>55,632</b>	<b>-3,554</b>	<b>-6%</b>

## Financial Monitoring Report February 2013 - Cabinet 16 April 2013

## In-year Expenditure Forecast Variations

Project / Programme Name	Previous 2012/13 Forecast* £'000s	Revised 2012/13 Forecast £'000s	Variation £'000s	Comments
<b>Social And Community Services</b>				
Small Variations			-138	
<b>S&amp;CS TOTAL IN-YEAR VARIATION</b>				
			<b>-138</b>	
<b>Highways &amp; Transport</b>				
Bridges	1,323	890	-433	£113k of cost savings. Reprofitting of £210k on Wheatley River bridge and £110k on Burford Bridge to 13/14 (note that £45k of this may be realised as a cost saving).
Rural Roads Dressing & Treatments	500	840	340	Increased certainty of delivery towards the end of the year.
Murdock Road, Bicester	0	336	336	New scheme
Thames Towpath Reconstruction (Sonning Eye, Goring, Farmoor)	200	8	-192	Work is unlikely to take place before end of March due to high water levels.
Small Variations			-306	
<b>HIGHWAYS &amp; TRANSPORT TOTAL IN-YEAR VARIATION</b>				
			<b>-255</b>	
<b>Chief Executive's Office</b>				
Choisey Library - Contribution	0	103	103	Funding agreement with Choisey Parish Council.
<b>CEO TOTAL IN-YEAR VARIATION</b>				
			<b>103</b>	
<b>CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION</b>				
			<b>-290</b>	

\*As approved by Council on 19 February 2013



## Financial Monitoring Report February 2013 - Cabinet 16 April 2013

## New Schemes &amp; Budget Changes

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
<b>Social And Community Services</b>				
ECH - New Schemes & Adaptations to Existing Properties	9,215	9,408	193	Greater Leys contingency of £196k returned to the ECH programme.
ECH - Greater Leys (SS105)	1,010	814	-196	Complete July 2012. Contingency provision returned to ECH programme.
ECH - Shotover (SS104)	1,200	1,203	3	Complete Feb 2013.
<b>S&amp;CS TOTAL PROGRAMME VARIATION</b>			<b>0</b>	
<b>Highways &amp; Transport</b>				
London Road Bus Lane	1,000	840	-160	Stage 1 Business Case approved. £160k cost reduction at this stage.
Murdock Road, Bicester	0	336	336	New scheme
Integrated Transport Future Programme-LTP3	1,924	1,708	-216	Transfer to Murdock Rd
Carriageway Schemes (non-principal roads)	15,535	15,430	-105	£20k previously transferred to West Way in error
Drainage	4,749	4,654	-95	£125k transferred to Murdock Rd from 13/14
Bridges	5,178	5,115	-63	Underspend forecast
Small Variations			134	£113k of cost savings. Reprofitting of £210k on Wheatley River bridge and £110k on Burford Bridge to 13/14 (note that £45k of this may be realised as a cost saving).
<b>TRANSPORT TOTAL PROGRAMME VARIATION</b>			<b>-169</b>	
<b>Chief Executives's Office</b>				
Choisey Library - Contribution	0	103	103	Funding agreement with Choisey Parish Council.
<b>CEO TOTAL PROGRAMME VARIATION</b>			<b>103</b>	
<b>TOTAL CAPITAL PROGRAMME VARIATION</b>			<b>-66</b>	

\*As approved by Council on 19 February 2013

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**February Financial Monitoring and Business Strategy Delivery Report  
CABINET - 16 April 2013**

**CABINET IS RECOMMENDED TO APPROVE THE 2013/14 VIREMENTS AS DETAILED BELOW:**

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	April	Create income and expenditure budget for adoption grant	CEF2-2	Corporate Parenting	P	416.7	-416.7
		Move Southwark budgets from Corporate Parenting to Social Care	CEF2-2	Corporate Parenting	P	-707.9	0.0
			CEF2-3	Social Care	P	707.9	0.0
EE	April	Realign 13/14 Highways Maintenance Budgets	EE2-21a	Highways & Transport Client Management	P	103.6	0.0
			EE2-35	Network & Asset Management (Excluding On/Off Street Parking and Park and Rides and Integrated Transport Unit)	P	-1,383.8	0.0
			EE2-4	Operations Delivery	P	1,280.2	0.0
SCS	April	Removal of Internal Supported Living income and expenditure budgets following the outsourcing of the service	SCS1-2ABD	Learning Disabilities Non Pool Services	P	-3,485.0	3,485.0
Grand Total						-3,068.3	3,068.3

February Financial Monitoring and Business Strategy Delivery Report: Children, Education & Families  
 CABINET - 16 April 2013  
 HIGHWAYS & TRANSPORT - E&E - Review of Charges 2013/14

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2012/13		2013/14		% increase in fees & charges	Additional information	Expected Income 2012/13		Expected Income 2013/14		Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate			Unit	Total £000	Unit	Total £000		
EE1	<b>HIGHWAYS &amp; TRANSPORT</b>															
EE1-3	Highways Network and Asset Management	D	Recover actual costs of photocopying and postage only, in line with Environmental Information Regulations (EIR)	Sale of Accident Analysis Reports	01/04/2012	£34.00	23/04/2013	See photocopy charges		See note 1	40	1	40	0	-1	SR
		D	Recover actual costs of photocopying and postage only, in line with Environmental Information Regulations (EIR)	Staff Admin Time responding to external requests for Private Works in Highway related matters	01/04/2011	£40.00 per hr. or 15% of total works	23/04/2013	See photocopy charges		See note 1		9		0	-9	SR
		D	Recover actual reasonable costs, in line with Environmental Information Regulations (EIR)	Supply of Highway related information, including personal search fees : <u>Written response to enquiries</u> - Highway extent - Per additional question - Con29 property search - Per additional question - Extensive highway boundary extent - Highway Extent research/survey <u>Verbal response to enquiries</u>	01/04/2012	£62.40 New New New New New	23/04/2013 23/04/2013 23/04/2013 23/04/2013 23/04/2013	£30.00 £10.00 £30.00 £10.00 £75.00 £105.00	-51.9%	See note 1	1,100	68	1,100	69	0	SR
		D	Recover cost of photocopies at an actual cost per page basis	Supply of existing Traffic Survey data		New	23/04/2013	See photocopy charges						0	0	SR
		D	Recover costs	Supply of Traffic Survey Data (when a commercial request to conduct a traffic survey is received) - First Data Item - Additional Data Items on same order - Additional weeks at ATC sites	01/04/2012 01/04/2012 01/04/2012	£198.00 £125.00 £30.00	23/04/2013 23/04/2013 23/04/2013	£198.00 £125.00 £30.00	0.0% 0.0% 0.0%			5		6	1	SR
		D	Recover actual costs of photocopying and postage only, in line with Environmental Information Regulations (EIR)	Supply copies of signal controller specifications and site drawings Additional site in same request	01/01/2012 01/01/2012	£42.00 £21.00	23/04/2013 23/04/2013	See photocopy charges See photocopy charges		See note 1	5 10	0 0	5 10	0 0	0 0	SR SR
	<b>Sub-Total Highways &amp; Transport</b>											<b>83</b>		<b>75</b>	<b>-10</b>	

**Legal Position on charging**

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

**Note**

1. Some charges propose changes in line with Environmental Information Regulations which require charges to be based on actual reasonable costs.

**VAT Class**

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

February Financial Monitoring and Business Strategy Delivery Report: Children, Education & Families  
 CABINET - 16 April 2013  
 GROWTH & INFRASTRUCTURE - E&E - Review of Charges 2013/14

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2012/13		2013/14		% increase in fees & charges	Comments	Expected Income 2012/13		Expected Income 2013/14		Income rising above 2% inflation to meet pressures	VAT Class		
					Effective Date	Rate	Effective Date	Proposed Rate			Unit	Total £000	Unit	Total £000				
EE2	<u>GROWTH &amp; INFRASTRUCTURE</u>																	
EE2-23	Development Management	SA	To contribute to cost of deciding on minerals and waste development control application & County Council's own developments.	Planning Applications: - Standard Searches - Extended Searches	01/04/2006	Various New	23/04/2013 23/04/2013	£45.00 £75.00				160		162	-1	NB		
EE2-25	Rights of Way	D	Recover full cost	<u>Commons Registration Authority Charges</u> - Common searches - Per additional land parcel	01/04/2012	£18.11	23/04/2013 23/04/2013	£19.00 £1.00	4.9%			1,200 0	21	1,200 0	22 0	1 0	NB NB	
				Supply of Highway (rights of way) related information - Written response to standard enquiry - Written response to extensive enquiry	01/04/2012	£62.40 New	23/04/2013 23/04/2013	£42.50 £57.00	-31.9%			0 0	0 0	0 0	0 0	0 0	SR SR	
				Recover actual costs, in line with Environmental Information Regulations (EIR)	01/04/2008	£7.90	23/04/2013	£1.50	-81.0%	See note 1		0	0	0	0	0	0	SR
				Sale of Planprints - up to A1 size  Sale of Photocopies (per side) A4 - black & white A4 - colour A3 - black & white A3 - colour	01/04/2011 01/04/2011 01/04/2011 01/04/2011	£0.25 £0.30 £0.35 £0.40	23/04/2013 23/04/2013 23/04/2013 23/04/2013	£0.02 £0.05 £0.06 £0.09	-92.0% -83.3% -82.9% -77.5%	See note 1 See note 1 See note 1 See note 1		0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	SR SR SR SR	
EE2-3	Infrastructure Planning	D	Recover actual reasonable costs, in line with Environmental Information Regulations (EIR)	Supply of information in regards to Planning Obligations and other associated legal agreements - Written response to enquiries  Copies of Planning Obligations and other associated legal agreements (i.e S38, S278, Bonds, Routing Agreements etc)  - Electronic Copies - Paper Copies	01/04/2012  01/04/2011 01/04/2011	£62.40  £18.00 £24.00	23/04/2013  23/04/2013 23/04/2013	£60.00  £0.00 See photocopy charges	-3.8%  -100.0%			8  6 6	0  0 0	8  6 6	0  0 0	0  SR SR		
EE2-32	Historic & Natural Environment	D	To recover the actual reasonable cost of Historic Environment Record (HER) consultations	Charge for digitised Historic Environment Record (HER) data to commercial organisations	01/04/2011	£75.00 per hour	23/04/2013	£124.98 per report		See note 1		1		1	0	NB		
				Charge for writing briefs for archaeological fieldwork required for commercial developments.	01/04/2011	£75.00 per brief	23/04/2013	£83.32 per hour		See note 1		1		1	0	NB		
				No longer able to charge for this service due to Environmental Information Regulations (EIR)	01/04/2011	£75.00 per hour	23/04/2013	£0.00	-100.0%	See note 1		1		0	-1	NB		
				Charge for monitoring of archaeological fieldwork .	01/04/2011	Various	01/4/2011	£83.32 per hour		See note 1		1		1	0	NB		
<b>Sub-Total Sustainable Development</b>													185		187	-2		

**Legal Position on charging**

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

**Note**

1. Some charges propose changes in line with Environmental Information Regulations which require charges to be based on actual reasonable costs.

**VAT Class**

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

February Financial Monitoring and Business Strategy Delivery Report: Children, Education & Families  
 CABINET - 16 April 2013  
 PROPERTY ASSET MANAGEMENT & DIRECTOR'S OFFICE- E&E - Review of Charges 2013/14

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	2012/13		2013/14		% increase in fees & charges	Expected Income 2012/13 Total £000	Expected Income 2013/14 Total £000	Income rising above 2% inflation to meet pressures	VAT Class
					Effective Date	Rate	Effective Date	Proposed Rate					
EE2-6	<u>PROPERTY &amp; FACILITIES</u>												
EE2-62	<u>FACILITIES MANAGEMENT</u>	D	FOI Act and EIR prohibits charging for this	Staff time responding to external requests for information (per hour)	01/04/2012	£40.00	23/04/2013	£0.00	-100.0%	0	0	0	SR
	<b>Sub Total Property &amp; Facilities</b>									<b>0</b>	<b>0</b>	<b>0</b>	

**Legal Position on charging**

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

**Note**

1. Some charges propose changes in line with Environmental Information Regulations which require charges to be based on actual reasonable costs.

**VAT Class**

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

Division(s): Summertown & Wolvercote

## CABINET – 16 APRIL 2013

### OPTION APPRAISAL CONCLUSIONS ON CUTTESLOWE PRIMARY SCHOOL FOUNDATION STAGE UNIT

Report by Director for Children's Services

#### Introduction

1. At the time of writing, Cutteslowe Primary School is a community primary school in north Oxford. The school is due to convert to become a sponsored academy on 1 April 2013 as part of The Cherwell School Academy Trust (TCSAT). The school is currently in Special Measures following an Ofsted inspection designating the school as Grade 4 (Inadequate) in November 2011. Since that date a new Headteacher has been appointed and two monitoring inspections have taken place, the latest in October 2012, which found that progress has been good.
2. Cutteslowe had a published admission number of 30 children each year until September 2011, but due to sharply rising numbers of children needing primary school places in Oxford, the school worked with the county council in meeting the demand and agreed to admit more than 30 in 2009 and 2010. The school's admission number for 2011 was published at 60 and the statutory process for expansion to 60 permanently has been completed.
3. A phased capital scheme, with a budget provision of £2.4m of Basic Need investment, is on-going at the school, delivering the additional required accommodation for the increase in pupil numbers.
4. The school leadership team had agreed to admit up to 60 children into the F1 (Reception) in years prior to the permanent expansion of the school, and CEF considers that the FSU (Foundation Stage Unit) accommodation is sufficient in terms of an admission number of 60. The FSU accommodates both F1 and F2 (Nursery) children. The FSU accommodation was not raised as a concern during the feasibility study process relating to the on-going permanent expansion of the school, and was considered outside the scope of the study.
5. Foundation Stage pupils must have 2.3m<sup>2</sup> per pupil internal floor area. Cutteslowe Primary School currently admits up to 39 F2 (Nursery) full-time equivalent (fte) children i.e. up to 39 in the morning and 39 in the afternoon, and 60 F1 (Reception) children; a maximum of 99 children at any one time.
6. The Foundation Stage Unit area consists of three classrooms plus storage, toilets and circulation spaces and has access to an outdoor play/learning area. The three classrooms are of 70.3m<sup>2</sup>, 93.0 m<sup>2</sup> and 43.8 m<sup>2</sup>, giving a total of 207.1m<sup>2</sup>. The smallest classroom is too small to accommodate a separate

class of 30 F1 (reception) children but if combined with the largest would be adequate space for 60 F1 (reception children). Provided the 60 children in total are taught by two qualified teachers such an arrangement is compliant with 'The Education (infant class sizes) (England) Regulations which limit the ratio for 'normal' taught sessions to 30 children per qualified teacher. Alternatively, if some of the F1 (Reception) children were taught along with an equal or larger number of F2 (Nursery) children the class size limit would not apply since it is for classes where the *majority* of the children will attain the age of 5 years within the year.

7. Since starting in post, the current Headteacher has raised a concern about the sufficiency of the FSU accommodation in relation to the published admission number of 60. Officers consider that the school has sufficient floor area for 60 F1 pupils and up to 26fte F2 (Nursery) pupils which would be typical of a 2 Form of Entry (admission number 60) primary school. However, the Headteacher and TCSAT, wish to accommodate 39 fte F2 (Nursery) pupils, with the intention of providing more children with, ultimately, an outstanding start to better equip them for full time schooling.
8. Within the Summertown Ward in which Cutteslowe School is located, the overall sufficiency of F2 (Nursery) provision is in excess of known and forecast demand, albeit within a range of settings located within walking distance of the Cutteslowe estate (Annex 2). If Cutteslowe School were to offer 26 fte places (i.e. accommodate 52 children) the overall sufficiency in Summertown Ward would reduce to 140%.
9. The county council's Early Years Childcare Sufficiency team had suggested previously to the school that it reduces the number of places offered for F2 (Nursery) children from 39 to 26 fte (full time equivalent) as there is more than sufficient childcare provision in the area for this age group. Taking this action would address the concern that the Headteacher has about the sufficiency of the internal area in the FSU. Although it is more typical of a 2fe primary school to have a Nursery of 26fte places, the Headteacher has chosen to admit up to 39fte for several years and TCSAT wishes to continue with this practice.
10. An option appraisal was commissioned by Children Education & Families to investigate the FSU area and present options on what work might be carried out, and its cost, to the area. This option appraisal is attached as Annex 1. The indicative cost, subject to more detailed investigation of issues such as drainage and acoustics, is **£125,000**; no budget has been identified for modifications or expansion of the FSU accommodation. A decision is required as to whether to allocate additional funding for this purpose.

### **Making a Decision**

11. A decision is now required as to whether to allocate additional funding to address capital works in the FSU at Cutteslowe Primary School. Because no funding is currently identified for this, Cabinet must make the decision.



## **Financial and Staff Implications**

12. The financial implications of this report are linked to the capital works that will be carried out should the Cabinet decide to allocate funding to extend the FSU. There is no current identified funding for such works. Exceptional contributions of up to £100,000 have been previously agreed towards schemes not within the capital programme.

## **RECOMMENDATION**

13. **The Cabinet is RECOMMENDED:**

- (a) **to decide whether it would wish to financially support The Cherwell School Academy Trust's aspiration to make provision for 78 (39 fte) rather than 52 (26 fte) F2 (nursery pupils); and**
- (b) **If it decides so to do whether to:**
- i. **fully fund the expansion of the Cutteslowe School foundation stage area (as per Option 2 in Annex 1) or**
  - ii. **make a maximum contribution towards the scheme and determine what that sum shall be.**

JIM LEIVERS  
Director for Children's Services

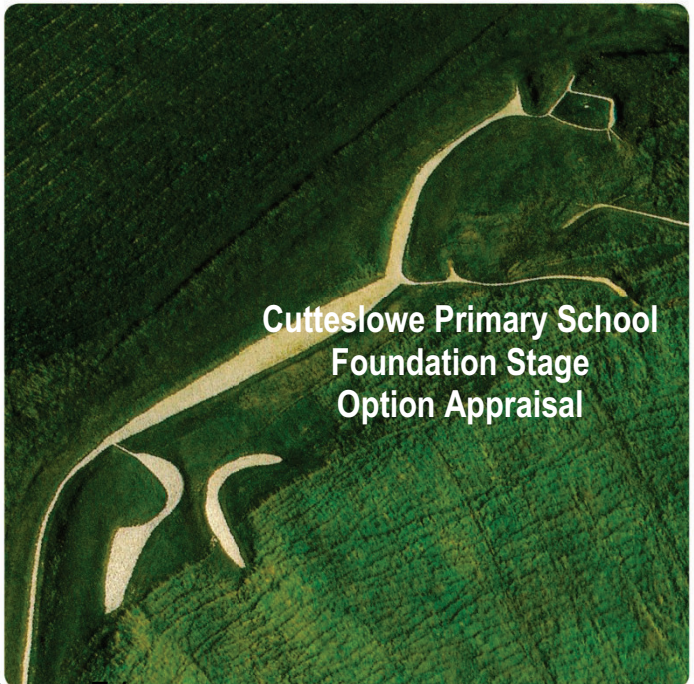
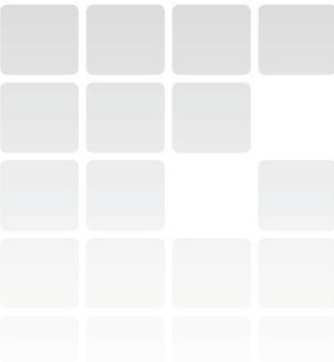
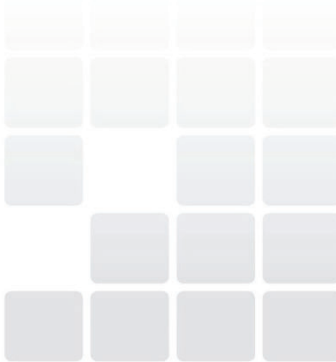
Contact Officer: Diane Cameron, School Organisation Officer,  
01865 816445

March 2013

Annex 1: Option Appraisal Report  
Annex 2: Map of childcare provision in Summertown ward

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# Oxfordshire County Council Property and Facilities





# Document Control Sheet

Project Title           Cotteslowe Primary School  
 Report Title           Foundation Stage Option Appraisal  
 Revision                1.1  
 Status                  Draft  
 Control Date          January 2013

## Document Check and Authorisation

Issue	Status	Author	Date	Check	Date	Authorised	Date
1.1	Draft	J.Seddon	14/3/13	J.Farrow	21/3/13		

## Document review of Issue 1.1

Name	Role	Brief review	Date
Kevin Griffin,	Service Manager CEF, OCC	By email	26/3/13
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## Document Issue

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# CUTTESLOWE PRIMARY SCHOOL

## Site/Feasibility review

*To be read in conjunction with original feasibility study dated February 2011*

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## APPENDICES

### APPENDIX 1 – Drawing

## **1. INTRODUCTION**

A Project Work Notification was received to investigate options to ensure provision of sufficient and suitable accommodation for F1 (Reception) pupils in Cotteslowe Primary School, Oxford.

Cotteslowe Primary School is currently subject to a phased programme of capital works to support the recent expansion to 2 forms of entry. During the phased expansion the school will convert to Academy status on the 1<sup>st</sup> April 2013

This option appraisal is required to inform a Cabinet decision on whether to allocate funding to capital works to improve the Foundation Stage at Cotteslowe Primary School.

## **2. EXECUTIVE SUMMARY**

The paper is a desktop review to provide the required 2.3m<sup>2</sup> per child in a more suitable way for the intake of 60 pupils each year into two FS1 classes and the school's FS2 pupils. The school has sufficient capacity for 26 full time equivalent Nursery places. However, it appears that the school have chosen to admit 39 full time equivalent children into F2 for several years and there is insufficient provision for this number.

The following review is an assessment of the accommodation but not an education view.

The existing accommodation is in line with the minimum area requirements for 86 no. children, however the school consider that one of the FS1 classrooms is too small. Over the entire FSU the classroom accommodation totals 207.1m<sup>2</sup> against 197.8m<sup>2</sup> the statutory requirement (2.3m<sup>2</sup> x 86 no. children) and against 207m<sup>2</sup> as identified in the Primary School Brief. For 39 place F2 there is however a deficit of approx. 21m<sup>2</sup> (2.3m<sup>2</sup> x 99 no. children).

The layout of the FSU whilst having various internal level changes, and one of the classrooms not having direct access to the garden has been considered as acceptable as there have been no issues identified in the suitability assessment dated June 2010. For information suitability assessments are carried out every 3 years but this school will not be reviewed until all the current phased building works related to its expansion to 2FE are completed on site. In addition the latest Ofsted monitoring report stated 'Children in the Early Years Foundation Stage have got off to a good start from their wide-ranging starting points this term, because of the lively and stimulating learning environment and effective systems to track every step of their progress'.

Three options have been considered, Option 1 considers internal remodelling, Option 2 assumes a new build extension and Option 3 to do nothing.

Remodelling (Option 1) was disregarded due to the internal level changes making alterations difficult to achieve without an overall loss of storage accommodation and high cost the works would entail. The remaining option (Option 2) is therefore to expand the small FS1 classroom with a small new build extension. This new build would then expand the area of the smaller FS1 classroom and expand the overall area of the unit as a whole to well above the minimum requirements. It wouldn't however solve the problem of the pupils within this classroom accessing the outside play area via another classroom, a practice which is reasonably common in Foundation Stage Units.

For information the school could create, if they chose, another small external play area accessed via the existing doors from the smaller of the two FS1 classrooms if they deemed it appropriate.

***NB For the purposes of this report only the Foundation Stage Unit has been reviewed.***

### **3. SCHOOL REQUIREMENTS**

The requirement is to ensure sufficient accommodation is in place to provide for a continued admission of up to 60 children into the F1 (Reception) class each year. The school will require 2 no. Foundation Stage 1 (FS1) classrooms suitable for 30 children each and a Foundation Stage 2 (FS2) class suitable for the number of F2 (Nursery) children admitted. Currently the school admit 39fte Nursery children. A more typical number for a 2FE primary school is 26fte.

### **4. REVIEW OF EXTERNAL AREAS**

#### **Foundation play**

The existing Foundation Stage Play area is located at the front of the school site. This space is 976m<sup>2</sup> which is larger than the guidance area of 810m<sup>2</sup> which is calculated assuming an area of 9m<sup>2</sup> each for the 60 FS1 pupils plus 39 FS2 pupils (number of pupils as is).

However as part of the expansion of the school to 2FE this foundation stage play area would be reduced to incorporate improved pedestrian and vehicular access routes and parking to the school site. The proposed Foundation Stage garden following these alterations will still meet the guidance area of 810m<sup>2</sup>. Please note however that with a foundation unit of this size Children Education & Families advise that 7m<sup>2</sup> per pupil (602m<sup>2</sup> total area) would also be adequate.

N.B. The external covered play area is not part of the assessment and hence this area has not been reviewed.

### **5. REVIEW OF EXISTING ACCOMMODATION**

The existing school buildings comprise of the original late 1930's building which accommodates the schools main entrance, hall, admin facilities, teaching accommodation and underground boiler house.

The school has been gradually extended since its initial construction with the most recent build completed in 2008. As well as the school buildings the site also accommodates the North Oxford Children's Centre and a community hall.

#### **Foundation Stage**

The existing FS2 (nursery) classroom and 2 no. FS1 classrooms are within the northern part of the school adjacent to the Children's Centre.

#### **FS2 Classroom- Nursery (93m<sup>2</sup> - room 0026)**

The OCC primary School Brief suggests an area of 69m<sup>2</sup> is an appropriate provision. The FS2 (Nursery) is in excess of this and has direct access to the external play area. The entrance to this classroom is through the foundation garden.



**FS1 Classrooms (70.3m<sup>2</sup> – Rm 0083 & 43.8m<sup>2</sup> – Rm 0078** as identified in the GIA plans)  
The existing FS1 classroom (0083) is of a good size and linked to the existing FS2 classroom and has direct access to the foundation garden. The other FS1 classroom (0078) is small and not ideally located in relation to the other FS1 classroom, and does not directly access the foundation stage garden, however it is located opposite the FS2 classroom and therefore entry is through this classroom via steps. This arrangement creates a free-flow for F1 pupils through the Nursery area and to the outdoor area, rather than them being solely accommodated in the smaller classroom space.

### **Stores**

Located in the FSU block there appears to be 3 number large internal stores totalling 32m<sup>2</sup> which meets the Primary School Brief requirement of 3 no. internal stores at 10m<sup>2</sup>.

### **Kitchen**

This was not investigated as it appears to be satisfactory and hence no works are proposed to this area.

### **Toilet Accommodation**

Toilet accommodation for all pupils within the whole Foundation Stage Unit is accessed off the main circulation space. All pupils circulate throughout the Unit to access the toilets. There appears to be adequate toilet accommodation as 8 toilets are currently provided with one large accessible toilet and wash down facility for use by staff.

For a 2FE School adequate provision is one toilet and washbasin for every ten pupils under 5 years old (1:10). However assuming FS1 pupils have half over the age of 5 and half under the age of 5 the number of toilets could be reduced and equates as follows: 26 FS2 pupils require 3 toilets, (while 39 would require 4), 30 FS1 pupils under 5 yrs. require 3 toilets and 30 FS1 pupils over 5 yrs. require 2 toilets. The total required equates to 8 toilets as currently provided.

Under the new School Premises Regs 2012 the toilet provision is simply required to be 'sufficient' which CEF considers in this case it is, and therefore no works are required to this area.

### **Circulation**

There are multiple level changes between areas of the foundation stage unit with a ramped corridor and steps inclusive of a disabled access platform along the main circulation route of the FSU. It is assumed that this item will not be addressed within the parameters of this work unless directly affected by the scheme proposal.

## **6. PROPOSED NEW BUILD AND ALTERATION WORKS**

The review of the existing accommodation suggests three options:

### **Option 1**

- Assumes internal remodelling of the existing Foundation Stage Unit to create a more sensible accommodation configuration.
- Modifications will be required to incorporate the store 00079 into the smaller adjacent FS1 classroom (0078), and increase the opening size of the classroom into the corridor. There is a ramped corridor access alongside this classroom therefore the width of the opening will be determined by these levels. A consideration could be to retain a lower section of the wall and to open up the space into the corridor however the height of the wall would need to be determined to ensure that it could not either be scaled by children or tripped over.
- Assumes the provision of stores within the raised section of the existing FS 2 classroom. These new 2 no. large stores would be located opposite the small FS1 classroom and accessed off the ramped corridor. Possible works to the height of the floor in these store rooms may need to be carried out dependant on the ramped corridor access point. These will require further investigation.
- Assumes 2 no. larger openings to be created between the FS2 classroom and adjacent FS 1 classroom.

**N.B. This option was disregarded due to the level changes making alterations difficult to achieve without an overall loss of storage accommodation and high costs when compared against the end result.**

### **Option 2**

- Assumes a new build flat roof extension of approximately 25.2m<sup>2</sup> to the existing F1 classroom (0078) to provide a 69m<sup>2</sup> classroom. N.B Historically this room was the former ICT room therefore no radiators are located under these windows.
- Externally a tree will need to be removed to facilitate the new build. However consultation with both planners and tree officers will need to be undertaken to determine if the loss of the tree is acceptable.
- Remedial works to the hard play area will need to be undertaken following the extension.

### **Option 3**

- Undertake no works at the FSU.

***NB an initial discussion with the school has taken place but no further discussion on the option appraisal has taken place. It is anticipated that a visual site inspection will take place to inform the brief and business case when the initial meeting takes place with the school to inform them of this site option review.***

To underwrite this site review a further feasibility study will need to be undertaken.

## 7. ACCOMMODATION SCHEDULES

The following schedules provide details of the works required to provide the necessary teaching accommodation for a foundation stage unit suitable for a 2FE on the existing site with a 26 place FS2.

The schedules below should be read in association with the attached sketch showing the area of new build.

New build FS Accommodation schedule	Unit Area	Total area
Expansion of F1 classroom	25	25
<b>Total</b>		<b>25m2</b>

## 8. ANTICIPATED COST/PROGRAMME RISKS

The assessment of the overall cost anticipates an approximate total cost of:

### Option 2

Assumes new build accommodation as follows:

- Additional classroom accommodation to the FS 1 Classroom
- Making good of external hard play area following new build where required.

### **TOTAL INDICATIVE CAPITAL COSTS - £125,000**

The costs are based on the area provided above.

There are a number of risk factors associated with these estimates as set out below.

- **Cost estimate.** The outline proposal has been costed without an agreed brief or a feasibility assessment being undertaken. It should therefore be recognised that if there any changes to the areas above or the identification of services or other abnormalities, then the costs will change.
- **Contractors Access.** The school is situated at the head of a residential road, adjacent to a Community Hall (owned and managed by Oxford City Council), and the North Oxford Children's Centre. The school has restricted site access and compromised access at the rear of the site as a consequence of the Community Hall and the Children's Centre. This access and movement through the school will need to have careful consideration and be discussed with the school.
- **Maintenance work.** Proposed maintenance work needs to be established at an early stage to establish whether cost benefits arise from incorporation into the project.
- **Levels.** Early review of the site levels to be undertaken as soon as feasibility work commences.

- **Drainage.** The location of drainage is unknown at this stage and may have further cost implications. An early drainage survey will need to be undertaken. Consideration of the foul drainage location and inverts needs to be established at an early date.
- **Ground conditions- foundations, underpinning, radon, SUDS etc**
- **Services, boiler, upgrades/diversions.** Early establishment of location and capacity is required. The extent of these issues are unknown at this stage and may have further cost implications.
- **Part L (Conservation of Fuel and Power)- Building Regulations Consequential Improvements.** If the classroom is to be extended then this triggers the requirement for consequential improvements.
- **Structures.** Structural issues for internal alterations/extension generally.
- **Acoustics.** The school is adjacent to the A40 Oxford ring road and noise pollution has a significant impact at the school and restricts outdoor learning. Any new build accommodation will need to incorporate any necessary acoustic treatment required to reduce the noise pollution within the building.
- **Planning objections.** The views of the planners are not known at this stage with regards to the proposed extension at the rear of the school and the removal of the tree. Early discussions will be required.
- **Asbestos**
- **Abnormal costs**
- **Managing the schools aspirations -** At this stage only high level discussions have taken place with the school as part of this Option Appraisal process. Once the scope of works is agreed it will be important to manage on-going client/stakeholder expectations.

## 9. CONCLUSION

It can be seen from the above that Cotteslowe Primary School Foundation Stage Unit could be increased in size to create sufficient space for a 39fte F2 admission.

An approximate cost variation would be between £110,000 and £125,000 dependent on whether these additional works can be incorporated within the next phase of works planned to start on site.

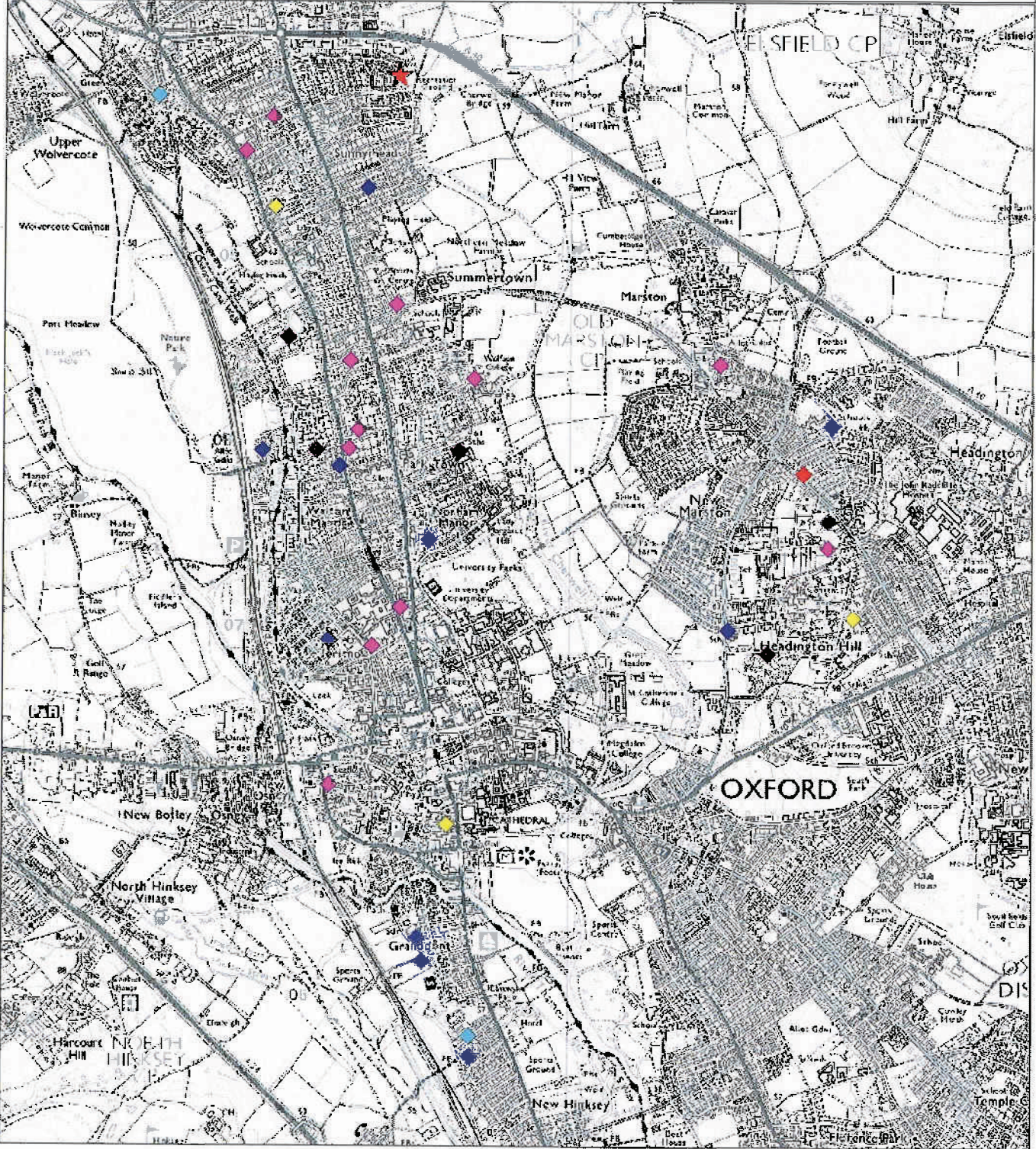
In light of assessing the FSU accommodation as a whole against the space requirements this could be deemed as an unnecessary expenditure especially if the F2 admission were to return to 26fte. This however is not an education view and as such a larger FS classroom may be deemed appropriate in this case.

There are however a number of risks (as set out above) attached to the proposal and all these risks will need to be assessed as part of a rigorous feasibility study before more accurate costs can be provided.

★ Cutleslowe Primary School

Type of Provider

◆ Childminder	(1)
◆ Local Authority Day Nursery	(1)
◆ Maintained	(11)
◆ Private	(17)
◆ Registered Independent School	(3)
◆ Voluntary	(4)



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Division(s): **Headington & Marston**  
 Also affecting: **All Oxford city Divisions including Barton & Sandhills, Wheatley**

## CABINET – 16 APRIL 2013

### PROPOSAL TO EXPAND ST JOSEPH’S CATHOLIC (VA) PRIMARY SCHOOL, OXFORD

**Report by Director for Children’s Services**

#### **Introduction**

1. St. Joseph's Catholic Primary School is a Voluntary Aided (VA) school in the Archdiocese of Birmingham. It is situated in Headley Way, Headington, Oxford in the parish of St. Anthony of Padua but it also serves the parishes of Corpus Christi and SS. Edmund and Frideswide (Greyfriars). The children attending the school come from most areas of Oxford and several of the outlying villages. The school is graded Good (Grade 2) by Ofsted.
  
2. The school’s published admission number is 45. The school is oversubscribed, and for the September 2012 intake, places were allocated as shown below:
  - 67 first preference applications received
  - 45 places allocated (all allocated to baptised Catholic children)
  - 34 applicants refused, of which 10 were baptised Catholic

The last successful applicant offered a place lived within 1.4 miles of the school
  
3. St Joseph’s is a popular school with local families. As a VA school, its designated area (catchment area) is wide, to cover several parishes, and includes Wheatley, Waterperry, Elsfield and Holton to the east of Oxford. It is therefore often the case that Catholic families applying for a place at St Joseph’s, and living within the designated area, are unable to be allocated a place as St Joseph’s as all of the available places are offered to applicants living closer to it.
  
4. Oxford City Council’s Core Strategy for Growth to 2026 was approved by the Secretary of State in autumn 2010, and sets out the intention to provide at least 8,000 additional dwellings in Oxford city between 2006 and 2026.
  
5. The current forecast for primary age pupils in Oxford is as follows:

<b>Year</b>	<b>R</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Total</b>
<b>2012-13</b>	1424	1286	1329	1273	1224	1207	1038	8782
<b>2013-14</b>	1459	1412	1269	1324	1271	1273	1204	9213
<b>2014-15</b>	1522	1453	1402	1271	1329	1331	1281	9588
<b>2015-16</b>	1560	1512	1438	1397	1269	1382	1331	9889
<b>2016-17</b>	1581	1548	1495	1433	1394	1324	1380	10154

6. Within the overall need for additional primary school places, there is a specific need for places at Catholic schools. Oxford's Catholic primary schools, together currently offer 150 places. In each of the last three years, total first preference applications for Catholic primary schools in the city has exceeded 200. Applicants to Catholic primary schools in the city are less likely to secure their first preference school than applicants to non-Catholic schools.
7. There are five statutory stages for a proposal to expand a school:
  - i. Consultation;
  - ii. publication of a statutory notice;
  - iii. representation;
  - iv. decision;
  - v. implementation.

This proposal has completed the first consultation stage, and the Catholic Archdiocese could now proceed to publication. A decision is now sought as to whether Oxfordshire County Council supports the Governing Body and Catholic Archdiocese in their wish to proceed to publication of a statutory notice.

## **The Proposal**

8. The Governing Body of St Joseph's wishes to increase the formal published admission number from 45 to 60 children, on a permanent basis from September 2014 (the admission number for 2013 is already published at 45 but if this proposal is approved the school may admit 60 by agreement with the county council, subject to some small internal remodelling works). This would bring the number of children on roll at the school up to a maximum of 420 children in F1 to Year 6.
9. To accommodate this growth in pupil numbers, there would be some extension of the school's buildings. The Catholic Archdiocese is currently undertaking a feasibility study, to investigate options for how this can best be provided.

## **Representations**

10. During the Stage 1 consultation phase (16 January 2013 – 6 March 2013) a public meeting was held at the school for parents and interested parties to raise any queries about the proposal with a county council officer, a representative from the Catholic Archdiocese and school governors. A consultation leaflet (Annex 1) was sent to parents of children at St Joseph's Catholic (VA) Primary School, staff and governors, and was posted through the doors of properties along Headley Way, where the school is located, by school staff. Local councillors, both County and District, for the areas within the school's wide catchment area were contacted about the proposal, as were partnership schools and early years providers in the area, libraries and other stakeholders including relevant parishes. The leaflet was also available on the council's public website, together with full details of the various ways of responding. A link was also set up on the school's website to the consultation.



11. Thirteen responses to the consultation were received. Six respondents supported the proposal in principle. Six opposed the proposal in principle, while one expressed no opinion in principle but raised a query. One response was also received late, which was in favour of the proposal.
12. The reasons given for supporting the proposal were:
- Need for additional pupil places at the school, particularly the need for more Catholic school places.
  - Benefits to the school of resourcing if it were to expand.
  - Perceived benefits to the school of a simpler class organisation in a move from 1.5fe to 2fe
13. The concerns raised by respondents who objected to the proposal were:
- Concern about traffic and parking at the school by parents of children attending. This concern particularly voiced by local residents.
  - Concern about insufficient additional facilities being provided.
  - Concern that being a larger school will affect the ethos of the school.
  - Concern about disruption to the pupils of building works.
  - Concern about additional noise (for neighbours).

Officer comment:

*Any building scheme approved at the school would be subject to the usual Planning regulations, which includes consultation with OCC Transport & Highways to identify traffic issues and necessary mitigation measures required as part of the development.*

*The Catholic Archdiocese feasibility study will identify the additional accommodation required and investigate options for how it might be delivered. This process is on-going and is being carried out in full consultation with the school.*

*There are good examples of 2fe schools in Oxfordshire reporting an excellent “community feel” and the Headteacher at St Joseph’s has been supportive of the proposal to grow, expressing no concern over ethos or educational standards. 2fe is a very common standard model of school organisation at primary level.*

*Building works would inevitably mean some disruption to pedestrian traffic management around the site etc, however the most disruptive elements of required works would be scheduled as far as possible to take place during school holidays. Many schools use the construction of new buildings on their site as the basis for pupils’ project work and arrange “site visits” with the contractors for groups of pupils. Often pupils are excited to see a new building being constructed at their school.*

*The proposal is to increase the number of pupils at the school by 15 each year from September 2014. It is not envisaged that this would have a significant impact on existing noise levels at the school..*

14. At the meeting held at the school no additional issues were raised other than those set out above.
15. As objections in relation to the proposal have been raised, the decision on whether to support the Governing Body's wish to proceed to publish a formal statutory proposal is referred to the Cabinet.

### **Making a Decision**

16. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance").
17. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 16 January – 6 March 2013, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
18. A decision is now required as to whether to support the Governing Body and the Catholic Archdiocese in their wish to publish formal proposals for this expansion. A statutory notice would be published, followed by a formal representation period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

### **Equality and Inclusion Implications**

19. There is a current shortage of places at Catholic schools which disadvantages parents seeking a Catholic education for their children. In 2012, 37% of parents choosing a Catholic school as their first preference did not secure a place at their first preference school, and 33% did not secure a place at any Catholic school. This is a significantly lower success rate than for applications to non-Catholic schools across the city, where 21% did not secure a first preference

school. Children who were unsuccessful in securing a place at a Catholic school were disproportionately from non-white ethnic backgrounds. This expansion would therefore be expected to provide greater equality of access for parents seeking a place at a Catholic Primary School..

## **Financial and Staff Implications**

20. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CE&F budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
21. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs. The Archdiocese of Birmingham has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs. As this is a Basic Need requirement, resources for the capital works required for this expansion have been identified within the Capital programme 2012/13 – 2016/17 (existing demographic pupil provision – basic needs programme). Capital funding made available by the Council will be combined with Capital resources available to the Archdiocese of Birmingham in order to deliver the accommodation needs. In accordance with OCC Capital Governance requirements this will be the subject to a separate Stage 2 – Full Business Case/ Project Approval in due course
22. There will also be on-costs to the school for additional staff and for increased maintenance requirements. The day to day revenue costs for repair and maintenance and staffing costs must be met through the schools delegated budget as part of the Council's Fair Funding arrangements
23. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire. Additional pupils will be reflected in an adjustment in the school's funding formula which applies numbers of pupils on roll and their characteristics.

## **RECOMMENDATION**

**The Cabinet is RECOMMENDED to support the Governing Body in its wish to publish a statutory notice for the expansion of St Joseph's Catholic (VA) Primary School, Oxford.**

JIM LEIVERS  
Director for Children's Services

Contact Officer: Diane Cameron, School Organisation Officer,  
01865 816445

**March 2013**

Annex 1      Consultation leaflet  
Annex 2      List of interested parties consulted

# Consultation on the proposal to expand St Joseph's Catholic Primary School, Oxford

16 January 2013 – 6 March 2013



Produced by the Governing Body of  
St Joseph's Catholic Primary School and Oxfordshire County Council

Meeting for interested parties at St Joseph's Catholic Primary School,  
Headley Way, Oxford at 6pm on 30 January 2013

Your opportunity to discuss with school, Catholic Archdiocese and  
Oxfordshire County Council representatives

## Introduction

St. Joseph's Catholic Primary School is a Voluntary Aided school in the Archdiocese of Birmingham. It is situated in Headley Way, Headington, Oxford in the parish of St. Anthony of Padua but it also serves the parishes of Corpus Christi and Ss. Edmund and Frideswide (Greyfriars). The children attending the school come from most areas of Oxford and several of the outlying villages. The total number of children on roll at the October 2012 pupil census point is 318 as shown below:

Year Group	Reception (F1)	1	2	3	4	5	6
<b>Pupil Number</b>	44	46	45	46	46	46	45

## Why are we consulting?

St Joseph's Catholic Primary School's published admission number is currently 45 and the school operates as a standard 1.5 form entry establishment, mixing year groups across its classes. The school is oversubscribed, and for the September 2012 intake, places were allocated as shown below:

### St Joseph's Catholic Primary School – Admission Number 45

- 67 first preference applications received
- 45 places allocated (all allocated to baptised Catholic children)
- 34 applicants refused, of which 10 were baptised Catholic

The last successful applicant offered a place lived within 1.4 miles of the school

St Joseph's is a popular school with local families. As a Voluntary Aided school, its designated area (catchment area) is wide, to cover several parishes, and includes Wheatley, Waterperry, Elsfield and Holton to the east of Oxford. It is therefore often the case that Catholic families applying for a place at St Joseph's, and living within the designated area, are unable to be allocated a place as St Joseph's as all of the available places are offered to applicants living closer to it.

Oxford City Council's Core Strategy for Growth to 2026 was approved by the Secretary of State in autumn 2010, and sets out the intention to provide at least 8,000 additional dwellings in Oxford city between 2006 and 2026.

The current forecast for primary age pupils in Oxford is as follows:

Year	R	1	2	3	4	5	6	Total
<b>2012-13</b>	1424	1286	1329	1273	1224	1207	1038	8782
<b>2013-14</b>	1459	1412	1269	1324	1271	1273	1204	9213
<b>2014-15</b>	1522	1453	1402	1271	1329	1331	1281	9588
<b>2015-16</b>	1560	1512	1438	1397	1269	1382	1331	9889
<b>2016-17</b>	1581	1548	1495	1433	1394	1324	1380	10154

## What we want to do

The Governing Body of St Joseph's wishes to increase the school's admission number from 45 to 60. Because the published admission number for 2013 has already been decided, the school's admission number can only now formally change from 2014. However, the school may admit 60 in 2013 in agreement with the County Council as a temporary measure.

The school has sufficient classroom accommodation to admit up to 60 Reception (F1) pupils in September 2013, with some internal remodelling to ancillary areas. If it is decided to permanently change the admission number to 60, there will be a need for more classrooms to be built. A feasibility study has begun, managed by the Catholic Archdiocese, which is looking carefully at the school site and buildings to see how additional classrooms might be provided.

**We think that this is a popular school at the heart of its community, which should expand to meet demand for places from a growing population. We want to know your views about whether you are happy to see St Joseph's grow to admit 60 pupils each year into Reception and operate as a 2 form entry school.**

## Your views

Please take the time to tell us what you think. This consultation is about the principle of increasing the number of children at the school. The changes to the buildings will require Planning Permission, offering a separate opportunity to comment on the building layout and design as part of the usual Planning process.

### Stage One:

Stage One public consultation is taking place until 6 March 2013. You have until that date to respond (see details below). This consultation is to help inform the decision on this proposal. As St Joseph's is a Voluntary Aided School the decision to proceed to the next stage rests with the Governing Body. If, following this consultation, they want to go ahead with the expansion, Stage Two will follow.

### Stage Two:

The Governing Body will publish a *public notice* in the local paper and at the school. There will then be a *statutory notice period* of 4 weeks, during which you can send any formal objections to the proposal to the County Council. These will be considered by the County Council Cabinet before making a final decision. If you wish to object to the expansion, you must do so during the statutory notice period even if you have already responded to the consultation during Stage One. We currently expect the statutory notice period to be in June / July 2013. The County Council Cabinet (if there have been objections) or the Cabinet Member for Education (if there are no objections) will then make the final decision on this permanent change in July 2013.

## How you can respond to this consultation

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

There are several ways to respond:

- complete the response form at the back of this document, or write your own response, and send it to the address shown on the form
- respond online at <http://myconsultations.oxfordshire.gov.uk>
- email your response to: [StJoseph2013-manager@myconsultations.oxfordshire.gov.uk](mailto:StJoseph2013-manager@myconsultations.oxfordshire.gov.uk)

Parents are asked to complete only one form, even if you have more than one child at the school. Please return your form as soon as possible, but by **6 March 2013** at the latest.

**Consultation on the proposal for the expansion of  
St Joseph’s Catholic Primary School, Oxford**

I/we wish to make the following comments:

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Signature .....

Name .....

Address (optional) .....

- Parent of a child at St Joseph’s Catholic Primary School
- Parent of a child at another school (please specify).....
- Parent of a child not yet at school
- Governor/staff at St Joseph’s Catholic Primary School
- Local resident
- Other (specify) .....

*Tick all that apply*

**Please return by 6 March 2013 to:**

**Diane Cameron**

**School Organisation and Planning**

**FREEPOST OXFORDSHIRE COUNTY COUNCIL**

**(No stamp required)**

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### Consultation with interested parties

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

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Proposal is by the Governing Body of the school and Catholic Archdiocese.
The LA that maintains the school (if the governing body is publishing the proposals).	The LA ran the consultation process and the item was flagged at School Organisation Stakeholders Group. All relevant county councillors received a copy of the consultation leaflet and notification through the website of the consultation start.
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children, and electronically by the school to governors and all staff) (16 January 2013 – 6 March 2013), and invitation to a public meeting for parents of children at the school and local residents (30 January 2013).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other partnership and other Catholic primary schools consulted through online consultation (16 January 2013 – 6 March 2013). Local primary and secondary schools, and childcare providers were sent consultation leaflets / links to the consultation by email.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (16 January 2013 – 6 March 2013).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (16 January 2013 – 6 March 2013).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (16 January 2013 – 6 March 2013). The proposal is made by the RC Archdiocese.
The trustees of the school (if any).	As above

(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.
The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation. Catholic parishes within the school's catchment area contacted via email and / or sent consultation leaflets.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the OCC School Organisation Stakeholder Group consulted through online consultation and meetings. A leaflet drop to local residents was carried out by the school.

Division(s): **Summertown & Wolvercote**  
 Also affecting: **Headington & Marston**

## CABINET – 16 APRIL 2013

### PROPOSAL TO EXPAND WOLVERCOTE PRIMARY SCHOOL TO 1.5 FORM ENTRY

**Report by Director for Children’s Services**

#### **Introduction**

1. Wolvercote Primary School is a community school in Wolvercote, north Oxford, and is a member of the Cherwell partnership of schools. The school is graded Good (Grade 2) by Ofsted.
  
2. The school is consistently oversubscribed, and for the September 2012 intake, the 30 available places in the Reception class were allocated as shown below:
  - 52 first preference applications received
  - 30 places allocated
  - 36 applicants refused of which 22 were first preferences

The applicant living furthest from the school to be offered a place lived 0.7 miles away (in lower Wolvercote, which has priority for places at this school). The first applicant refused a place lived 0.5 miles away.
  
3. In September 2010, at the request of the county council, Wolvercote Primary admitted an additional “bulge” class into Reception, due to exceptional Basic Need demand from within Wolvercote itself. This additional class is in the current Year 2.
  
4. Oxford City Council’s Core Strategy for Growth to 2026 was approved by the Secretary of State in autumn 2010, and sets out the intention to provide at least 8,000 additional dwellings in Oxford city between 2006 and 2026, including 579 dwellings allocated to the Wolvercote ward by 2019. More school places will be needed in the Wolvercote area to meet the local population growth expected as a result of this housing. Expanding Wolvercote Primary School will also ensure more parents can send their children to their first preference school
  
5. The current forecast for primary age pupils in Oxford city as a whole is as follows:

<b>Year</b>	<b>R</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Total</b>
<b>2012-13</b>	1424	1286	1329	1273	1224	1207	1038	8782
<b>2013-14</b>	1459	1412	1269	1324	1271	1273	1204	9213
<b>2014-15</b>	1522	1453	1402	1271	1329	1331	1281	9588
<b>2015-16</b>	1560	1512	1438	1397	1269	1382	1331	9889
<b>2016-17</b>	1581	1548	1495	1433	1394	1324	1380	10154

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

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

### **The Proposal**

7. The proposal is to increase the formal published admission number from 30 to 45 on a permanent basis from September 2014 (the admission number for 2013 is already published at 30 and there is currently insufficient accommodation to support an increased admission number). This would bring the eventual number of children on roll at the school up to a maximum of 315 children in F1 to Year 6.
8. To accommodate this growth in pupil numbers, there would need to be some extension of the school's buildings, and a feasibility study is already underway to investigate options for how the required accommodation can best be provided. The study is being undertaken in full partnership with the Governing Body.

### **Representations**

9. During the Stage 1 consultation phase (16 January 2013 – 6 March 2013) a public meeting was held at the school for parents and interested parties to raise any queries about the proposal with a county council officer, the Headteacher and school governors. A consultation leaflet (Annex 1) was sent to parents of children at the school, staff and governors, local residents' associations and local community hubs such as the village hall and the local shop and pubs. Local councillors, both County and District, were contacted about the proposal, as were partnership schools and childcare providers in the area, libraries and others. The leaflet was also available on the OCC public website, together with full details of the various ways of responding. A link was also set up on the school's website to the consultation.
10. 27 responses to the consultation were received. 19 respondents supported the proposal in principle. Four opposed the proposal in principle, while four were neutral or undecided.
11. The reasons given for supporting the proposal were:

## CA9

- Need for additional pupil places at the school for the growing local community.
- Perceived benefits to the school of resourcing if it were to expand.
- Opinion that Wolvercote Primary is a good school and therefore more children should have the opportunity to attend it.

12. The concerns raised by respondents who objected to the proposal were:
- Concern about traffic and parking at the school by parents of children attending.
  - Concern about the playing field space and sufficient play area being provided in future.
  - Concern that expansion to 1.5fe would be insufficient and that it should be 2fe instead.
  - Concern about the Headteacher's inexperience of managing a larger school, as she is relatively "new" to Wolvercote.
  - Belief that a new school should be built in Lower Wolvercote instead of expanding the existing school. This is related to a concern that children who were "not local" would be allocated places at the school.
  - One respondent was concerned about noise and pollution from the nearby railway line.

### Officer comment:

*Any building scheme approved at the school would be subject to the usual Planning regulations, which includes early consultation with OCC Transport & Highways for traffic issues. As detailed in paragraph 2 above, pupils attending the school live very close to it and OCC policy is to encourage walking, cycling, scooting and bus use to get to school. If the expansion is approved the school will be required to update their Travel Plan to reflect the changed circumstances.*

*The installation of a Multi-Use Games Area (MUGA), an all-weather sports surface, is included in the scope of the feasibility study. This would enable more use of the school's outdoor areas all year round and reduce the impact on the existing hard play areas during winter when the playing field cannot be used.*

*1.5fe is a sufficient expansion in the short-to-medium term and funding is identified for this. The feasibility study scope includes investigation of how the school might be expanded at a future date to 2fe, if the Basic Need demand for pupil places in Wolvercote increases long-term. However, this is not currently justified by demographic data or housing plans for the area.*

*The most recent Ofsted inspection (report published January 2013) rated Wolvercote as a 'Good' school with the leadership and management by the Head teacher and governors viewed as 'Outstanding' The Headteacher and Governing Body have raised no concern during the consultation process about their ability to manage the expansion or the effect it would have on standards of education.*

*The county council does not consider that the environmental impact of a potential increase in rail traffic on the railway line near the school should*

*preclude the expansion of the school. The design solution for the new accommodation will be designed to counter any significant site issues. The school is regularly oversubscribed.*

13. The meeting held at the school provided an opportunity for parents to discuss these issues, as well as the details of how an expansion would be managed, with the school's Headteacher and governors and a county council officer.
14. As objections in relation to the proposal have been raised, the decision on whether to support the Governing Body's wish to proceed to publish a formal statutory proposal is referred to the Cabinet.

### **Making a Decision**

15. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance")'.
16. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 16 January – 6 March 2013, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
17. A decision is now required as to whether to publish formal proposals for this expansion. A statutory notice would be published, followed by a formal representation period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

### **Equality and Inclusion Implications**

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

## **Financial and Staff Implications**

19. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CE&F budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
20. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs. The council has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs.
21. There will also be on-costs to the school for additional staff and for increased maintenance requirements. The day to day revenue costs for repair and maintenance and staffing costs must be met through the schools delegated budget as part of the Council's Fair Funding arrangements,
22. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire. Additional pupils will be reflected in an adjustment in the school's funding formula which applies numbers of pupils on roll and their characteristics.

## **RECOMMENDATION**

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

Jim Leivers  
Director for Children's Services

Contact Officer: Diane Cameron, School Organisation Officer,  
01865 816445

**March 2013**

Annex 1 Consultation leaflet  
Annex 2 List of interested parties consulted

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# **Consultation on the proposal to expand Wolvercote Primary School**

**16 January 2013 – 6 March 2013**

**Produced Oxfordshire County Council  
with the Governing Body of Wolvercote Primary School**



**Meeting for interested parties at Wolvercote Primary School, First Turn,  
Oxford OX2 8AQ at 7pm on 20<sup>th</sup> February 2013**

**Your opportunity to discuss with school and Oxfordshire County Council  
representatives**

## Introduction

Wolvercote Primary School is a community school in Wolvercote, north Oxford, and is a member of the Cherwell partnership of schools. The school has an admission number of 30 and operates as a 1 form entry primary school, but admitted a one-off “bulge” class in September 2010 due to exceptional demand for pupil places from families living in Wolvercote.

The total number of children on roll at the time of writing is 229 as shown below:

Year Group	Reception (F1)	1	2	3	4	5	6
<b>Pupil Number</b>	30	30	56*	31	31	29	22

\*Bulge class admitted September 2010

Wolvercote Primary School was inspected by Ofsted on 11/12 December 2012 and at the time of writing the expectation is that the inspection report will be published in mid-January 2013 at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). In its last full inspection in January 2008 the school was graded Good and this was sustained in its Interim Assessment in January 2011.

## Why are we consulting?

The school is consistently oversubscribed, and for the September 2012 intake, the 30 available places in the Reception class were allocated as shown below:

- 52 first preference applications received
- 30 places allocated
- 36 applicants refused

The applicant living furthest from the school to be offered a place lived 0.7 miles away (in lower Wolvercote which has priority for places at this school). The first applicant refused a place lived 0.5 miles away.

Oxford City Council’s Core Strategy for Growth to 2026 was approved by the Secretary of State in autumn 2010, and sets out the intention to provide at least 8,000 additional dwellings in Oxford city between 2006 and 2026, including 579 dwellings allocated to the Wolvercote ward by 2019. More school places will be needed in the Wolvercote area to meet the local population growth expected as a result of this housing. Expanding Wolvercote Primary School will also ensure more parents can send their children to their first preference school.

There is also a need for more school places across Oxford as a whole. The current forecast for primary age pupils in Oxford is as follows:

Year	R	1	2	3	4	5	6	Total
<b>2012-13</b>	1424	1286	1329	1273	1224	1207	1038	8782
<b>2013-14</b>	1459	1412	1269	1324	1271	1273	1204	9213
<b>2014-15</b>	1522	1453	1402	1271	1329	1331	1281	9588
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<b>2016-17</b>	1581	1548	1495	1433	1394	1324	1380	10154

(These forecasts are for January of each year: more Reception children would be expected to arrive at primary school by the end of each school year.)

## What we want to do

The County Council, supported by the Headteacher and Governing Body of the school, wishes to increase Wolvercote Primary's admission number from 30 to 45 from September 2014. If, following the statutory consultation process, it is decided to permanently change the admission number to 45, there will be a need for more classrooms to be built. A feasibility study has begun, in partnership with the Headteacher and governors, which is looking carefully at the school site and buildings to see how additional classrooms and other accommodation might be provided.

**We think that this is a popular school at the heart of its community, which should expand to meet demand for places from a growing population. We want to know your views about whether you are happy to see Wolvercote Primary School grow to admit 45 pupils each year into Reception and operate as a 1.5 form entry school.**

## Your views

Please take the time to tell us what you think. This consultation is about the principle of increasing the number of children at the school. The changes to the buildings will require Planning Permission, offering a separate opportunity to comment on the proposed building layout and design as part of the planning process.

### Stage One:

Public consultation is taking place until 6 March 2013. You have until that date to respond. This consultation is to help inform the decision on this proposal. The decision to proceed to the next stage rests with the County Council's Cabinet or Member for Education. If, following this consultation, a decision is made to proceed, Stage Two will follow.

### Stage Two:

The County Council will publish a *public notice* in the local paper and at the school. There will then be a *statutory notice period* of 4 weeks, during which you can send any formal objections to the proposal to the County Council. These will be considered by the County Council Cabinet before making a final decision. If you wish to object to the expansion, you must do so during the statutory notice period even if you have already responded to the consultation during Stage One. We currently expect the statutory notice period to be in June / July 2013. The County Council Cabinet (if there have been objections) or the Cabinet Member for Education (if there are no objections) will then make the final decision on this permanent change, and this is currently planned to be in July 2013.

## How you can respond to this consultation

The information necessary for an informed response is contained in this consultation document, which is also available online at: <http://myconsultations.oxfordshire.gov.uk>  
There are several ways to respond:

- complete the response form at the back of this document, or write your own response, and send it to the address shown on the form
- respond online at <http://myconsultations.oxfordshire.gov.uk>
- email your response to: [Wolvercote2013-manager@myconsultations.oxfordshire.gov.uk](mailto:Wolvercote2013-manager@myconsultations.oxfordshire.gov.uk)

Parents are asked to complete only one form, even if you have more than one child at the school. Please return your form as soon as possible, but by **6 March 2013** at the latest.

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

I/we wish to make the following comments:

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Signature .....

Name .....

Address (optional) .....

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

*Tick all that apply*

**Please return by 6 March 2013 to:**

**Diane Cameron**

**School Organisation and Planning**

**FREEPOST OXFORDSHIRE COUNTY COUNCIL**

**(No stamp required)**

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

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	The proposal was discussed with and agreed by the Governing Body of the school prior to the consultation process starting. Consultation leaflets were distributed to all governors at the start of the process (16 January 2013 – 6 March 2013)
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children, and by the school to governors and all staff) (16 January 2013 – 6 March 2013), and invitation to a public meeting for parents of children at the school (20 February 2013).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other partnership schools consulted through online consultation (16 January 2013 – 6 March 2013). Childcare providers in the area were sent consultation leaflets / links to the consultation by email.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (16 January 2013 – 6 March 2013).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (16 January 2013 – 6 March 2013).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (16 January 2013 – 6 March 2013).
The trustees of the school (if any).	As above

(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.
The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation. Leaflets also sent to all community hubs in Wolvercote including the village hall, shop, pubs and farmer's market.
Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.	Members of the OCC School Organisation Stakeholder Group consulted through online consultation and meetings.

Division(s): N/A
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## CABINET – 16 APRIL 2013

### FORWARD PLAN AND FUTURE BUSINESS

#### Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
<b>Cabinet, 21 May 2013</b>	
<ul style="list-style-type: none"> <li>▪ <b>Staffing Report - Quarter 4</b> Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.</li> </ul>	Deputy Leader, 2012/169
<ul style="list-style-type: none"> <li>▪ <b>Better Broadband Programme - Contract Approval</b> To consider an update on progress over the procurement for 'better broadband' and to make a decision over a contract award.</li> </ul>	Business & Communications, 2012/195
<ul style="list-style-type: none"> <li>▪ <b>Edward Feild Nursery School - Proposal to Close and Provide Alternative Early Years Provision</b> If objections received, to decide whether to publish a Statutory Notice.</li> </ul>	Education, 2013/045
<ul style="list-style-type: none"> <li>▪ <b>Alteration of Lower Age Range for Bampton CE Primary School</b> If objections received, final decision on whether Bampton CE Primary School alters its lower age range in order to admit 3 year olds and "take over" the pre-school on site.</li> </ul>	Education, 2013/031
<ul style="list-style-type: none"> <li>▪ <b>Results of New Schools for Didcot Public Consultation, and Subsequent Academy Specification</b> To seek approval of specification for shortlisting proposals for new academies in Great Western Park, Didcot.</li> </ul>	Education, 2013/034
<ul style="list-style-type: none"> <li>▪ <b>Closure of Fire Acres Nursery School and Alteration of Lower Age Limit at Five Acres Primary School</b> If objections received, final decision on whether to close Five Acres Nursery School as a separate establishment and for the Primary School to effectively take over the provision.</li> </ul>	Education, 2013/040
<ul style="list-style-type: none"> <li>▪ <b>Closure of John Hampden Nursery School and Alteration of Lower Age Limit at John Hampden Primary School</b> If objections received, final decision on whether to close John Hampden Nursery School as a separate establishment and for the Primary School to effectively take over the provision.</li> </ul>	Education, 2013/042

- **Direct Construction of Infrastructure by Developers** Growth &  
To consider proposed guidance on the direct construction of Infrastructure,  
infrastructure by Developers and seek approval to proceed on 2013/018  
the development as outlined in the report.

### **Cabinet Member for Education, 20 May 2013**

- **Alteration of Lower Age Range for Bampton CE Primary School** Cabinet Member  
for Education,  
2013/030  
If no objections received, final decision on whether Bampton CE  
Primary School alters its lower age range in order to admit 3  
year olds and “take over” the pre-school on site.
- **Procedures for Making Resolutions where the Council is Acting as a Charitable Trust in Relation to Educational Establishments** Cabinet Member  
for Education,  
2013/039  
To consider whether to delegate to the Director to Children’s  
Services, in consultation with the Chief Finance Officer, the  
power to make resolutions on behalf of the Council pursuant to  
SS275 and 281 of the Charities Act 2011 where the Council is a  
charitable trustee.
- **Edward Feild Nursery School - Proposal to Close and Provide Alternative Early Years Provision** Cabinet Member  
for Education,  
2013/044  
If no objections received, to seek approval to publish a Statutory  
Notice.