



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 19 March 2013 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

March 2013

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<i>Councillors</i>	Membership
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 & Communications</i>
Louise Chapman	- <i>Cabinet Member for Children & the Voluntary Sector</i>
Melinda Tilley	- <i>Cabinet Member for Education</i>
Hilary Hibbert-Biles	- <i>Cabinet Member for Growth & Infrastructure</i>
Mrs J. Heathcoat	- <i>Cabinet Member for Safer & Stronger Communities</i>
Kieron Mallon	- <i>Cabinet Member for Police & Policies</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 27 March 2013 unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 16 April 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 for a hard copy of the document.

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

AGENDA

1. Apologies for Absence

2. Declarations of Interest

- guidance note opposite

3. Minutes

To approve the minutes of the meeting held on 26 March 2013 (**CA3 – to be circulated separately**)) and to receive information arising from them.

4. Questions from County Councillors

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

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

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

5. Petitions and Public Address

6. Statutory Notice: Proposal to Expand Windmill Primary School, Oxford (Pages 1 - 32)

Cabinet Member: Education

Forward Plan Ref: 2012/178

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

Report by Director for Children's Services (**CA6**).

The proposal is to permanently increase the school admission number at Windmill

Primary School from 60 to 90. This means that each year group would consist of up to 90 places, taught in three classes, making a maximum total of 630 pupils.

The school has admitted up to 90 children by local arrangement with Oxfordshire County Council for September 2011 and 2012, however this arrangement is not permanent. This proposal is to formally change the admission number to 90 on a permanent basis from September 2014. The school has a published admission number of 60 for September 2013 but will admit up to 90 children should this proposal be approved.

The current capacity of the school is 510 and the proposed capacity will be 630. The current admission number for the school is 60 and the proposed admission number will be 90.

The Cabinet is RECOMMENDED to approve the expansion of Windmill Primary School with effect from 1 September 2013.

7. Stage Two Statutory Notice Proposal to Alter the Lower Age Range at St Gregory the Great Catholic School, Oxford (Pages 33 - 80)

Cabinet Member: Education

Forward Plan Ref: 2012/183

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

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

The proposal is 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. This building was a school, then used as offices by Oxfordshire County Council, but has been vacant for over two years. The proposal is for St Gregory's to establish their primary phase of education in this vacant building.

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. This process is running concurrently with the alteration of the age range proposal, and will be decided upon in due course through the Department for Education. Although the two proposals are linked in that they are concurrent, the outcome of one does not necessarily impact on the outcome of the other.

The Cabinet is RECOMMENDED to approve the alteration of the lower age range of St Gregory the Great Catholic School with effect from 1 September 2013.

8. Stage Two Statutory Notice Proposal for Change of Category for Bletchington Parochial CE Primary School (Pages 81 - 110)

Cabinet Member: Education

Forward Plan Ref: 2012/184

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

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

The proposal is by the Governing Body of Bletchington Parochial CE Primary School and is to change the category of the school from Voluntary Controlled to Voluntary Aided. No other change to the school is contingent on this proposal.

The reasons stated for the proposal are contained within the report, but may primarily be summarised by a wish to retain the religious character of the school and control over the running of it. The Governing Body is supported by the Diocese in its wishes.

The change of category is proposed to be implemented on 1 April 2013.

The Cabinet is RECOMMENDED to approve the change of category of Bletchington Parochial CE Primary School to Voluntary Aided with effect from 1 April 2013.

9. Bayards Hill Primary School - Redevelopment Project (Pages 111 - 126)

Cabinet Member: Police & Policies

Forward Plan Ref: 2013/021

Contact: Trevor Askew, Service Manager - Operational Client Contracts Tel: (01865) 323678

Report by Director for Environment & Economy (**CA9**).

The purpose of this report is to seek 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.

The work will be carried out by a contractor selected from the OCC framework contract, as the value of the construction work is beyond the exclusivity limit of £4 million set for self-delivery by Carillion, the council's property and facilities contractual partner

The replacement of Bayard's Hill Primary School was one of 2 projects in Oxfordshire to be funded from the first wave of the previous governments Primary Capital Programme.

The need for Bayard's Hill Primary School to operate as a 2FE Primary School (Admission Number 60) is one part of the county council's strategy to meet the need for primary school places in Oxford.

In January 2011 Cabinet approved a revised Capital Programme which included £6.6m to address the priority suitability/condition requirements at Bayard's Hill Primary School and ensure sufficient space is provided for the school to operate as a two Form Entry (2FE) primary school.

The project will address over 95% of the value of the building condition issues identified in the condition survey carried out in August 2012, which total circa £1.3m

The scheme will also address current suitability issues relating to:

- Poor internal organisation of spaces

- Site security issues associated with a multi-use site
- Inadequate withdrawal/SEN spaces for small group and 1:1 support
- accessibility issues due to changes in levels within the building

The cabinet is RECOMMENDED to approve the Stage 2 Business Case and approve the award of the construction contract detailed in the report.

10. Joint Municipal Waste Management Strategy 2012 (Pages 127 - 172)

Cabinet Member: Growth & Infrastructure

Forward Plan Ref: 2012/141

Contact: Martin Tugwell, Deputy Director for Environment & Economy – Strategy & Infrastructure Tel: (01865) 815113

Report by Deputy Director for Environment & Economy – Strategy & Infrastructure (CA10).

In 2007 Oxfordshire Waste Partnership agreed a Joint Municipal Waste Management Strategy and action plan. Oxfordshire councils work together through the Partnership to manage and improve waste management within the county by implementing the Strategy.

The Strategy is a high level policy document and commits to a five-yearly review to ensure that it remains 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.

The reviewed strategy celebrates our countywide successes and reaffirms the 2007 policies. It accounts for legislative and national policy changes, aiming for improvement and cost efficiency. The Strategy review focuses on reduction and reuse and improving our current recycling systems, aiming for continual improvement across the county. A high level action plan for 13/14 to accompany the refreshed strategy document has also been developed.

The Cabinet is RECOMMENDED to

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

11. Future Witney Transport Infrastructure (Pages 173 - 180)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2013/029

Contact: Roy Newton, Service Manager – Infrastructure Planning Tel: (01865) 815647

Report by Deputy Director (Strategy & Infrastructure Planning)(**CA11**).

The purpose of this report is to seek:

- Endorsement for the programme of investment in transport infrastructure in Witney in support of the proposals in the draft West Oxfordshire Local Plan
- Approval to proceed with delivery of Phase 1 of the investment programme (delivery of the Ducklington Lane/Station Lane junction improvement).

The Cabinet is RECOMMENDED 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.***
- (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.***

12. Improved Member Engagement and Streamlined Governance - Governance Review Further Details (Pages 181 - 188)

Cabinet Member: Leader

Forward Plan Ref: 2013/026

Contact: Peter Clark, County Solicitor & Monitoring Officer; Tel: (01865)

323907/Alexandra Bailey, Research and Major Programmes Manager; Tel: (01865) 846384

Report by County Solicitor & Monitoring Officer and Research and Major Programmes Manager (**CA 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.

The following proposals were agreed to be recommended to Cabinet and Council in March and April respectively:

- Creation of task and finish Cabinet Advisory Groups
- Creation of a standing Transport Advisory Panel
- Streamlining of the overview and scrutiny function from 6 committees to 3 (Performance, Education and Health)
- Abolition of the Democracy & Organisation Committee with the re-alignment of its functions to Council, the Remuneration Committee and Audit & Governance committee
- Strengthening of engagement via Locality Working

This report sets out further detail on how these new arrangements will operate.

Cabinet is RECOMMENDED to comment on and 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.

13. Corporate Plan Performance and Risk Management Report for the 3rd Quarter 2012 (Pages 189 - 204)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2012/137

Contact: Alexandra Bailey, Research and Major Programmes Manager Tel: (01865) 816384

Report by County Council Management Team (**CA 13**).

This report headlines the progress the Council has made toward the Corporate Plan priorities for the period between October to December 2012.

The progress, together with progress toward achieving our Business Strategy priorities (reported separately through the monthly financial and business strategy monitoring report) has been considered by the CCMT. Assurance has been given that, particularly through agreed corrective actions, good progress has been made in the third quarter.

As in the second quarter 2012/13 report, this report provides an update against all Corporate Plan priorities.

This report was discussed by Strategy & Partnerships Scrutiny Committee on 25th February 2013.

The Cabinet is RECOMMENDED to note the report.

14. Forward Plan and Future Business (Pages 205 - 206)

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 **CA15**. This includes any updated information relating to the business for those meetings that has already been identified for inclusion in the next Forward Plan update.

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

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

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Division(s): Headington & Marston Also affecting: Barton & Churchill, Leys & Lye

CABINET – 19 MARCH 2013

FINAL REPORT ON RESPONSE TO STATUTORY NOTICE TO EXPAND WINDMILL PRIMARY SCHOOL, OXFORD

Report by Director for Children's Services

Introduction

1. On 27 November 2012, following a public consultation, the Cabinet approved the publication of a statutory notice relating to the county council's proposal to expand Windmill Primary School.
2. The report summarising the responses received to the public consultation can be found on the [public website](#).

The Proposal

3. The proposal is to expand Windmill Primary School to become a 3 form entry school with an Admission Number of 90 permanently. This would bring the number of children on roll at the school up to a maximum of 630 children in F1 to Year 6 by Sept 2016.
4. The proposal is both in response to patterns of parental preference for the school which have resulted in it being significantly over-subscribed each year, and a consequence of an increased and sustained Basic Need pressure on primary pupil places in Headington and across the city. The possibility of Windmill Primary School being suitable to expand was first raised through the 2008 Primary Capital Programme locality review, when the county council notified the school of its intention to conduct a feasibility study into options. In January 2009, discussion was held with the school about the potential to expand either permanently or temporarily to 3 form entry from September 2009. The school was very reluctant to do so, and instead over the following two years sufficient capacity was agreed through increased intakes across thirteen other schools. However, it was necessary to return to Windmill Primary School, and agree intakes of 90 pupils for 2011 and 2012. At that time pupil forecasts indicated that this would be sufficient, but as pupil numbers continued to rise, in summer 2012 it was decided to initiate statutory processes to permanently expand the school.
5. The current forecasts predict average growth in Reception (F1) pupil numbers in Oxford schools of 2.7% pa over the next 4 years, which follows average

growth of 3.6% pa over the previous 4 years. The Education Act 1996 (Section 14) places a statutory duty on local authorities to secure sufficient school places in their area. To allow for fluctuation in demand, in-year movement and effective operation of parental preference, it is judged that 8% spare places are required across an urban area. On this basis, the number of Reception places needed over the next 4 years is shown in the table below.

Year of Reception intake	Target number of Reception places	Target additional Reception places (cumulative)
2013	1586	206
2014	1654	270
2015	1696	316
2016	1718	338

6. The county council's strategy to meet this increased need includes working with existing schools to expand their provision; forming constructive relationships with potential Free School providers to encourage the establishment of new schools in areas of need; and working with Oxford City Council to plan for new schools within significant housing developments. A number of proposals (detailed in paragraph 9) are still in the planning and approval process, which (excluding this proposal to expand Windmill Primary School) would secure 150 of the target additional places by September 2013, 165 by September 2014, and 225 by September 2016. The proposal to expand Windmill Primary School therefore forms an important element of the overall growth strategy.
7. The Statutory Notice (Annex 1) was published by the county council in the Oxford Mail on 9 January 2013 and expired following 4 weeks of formal consultation on 6 February 2013. In accordance with legislation the Notice was also posted at the school entrances and sent to the local library and main Oxford library for display. A copy of the full proposal (Annex 2) and the Notice were sent to the Governing Body and the Secretary of State and additionally made available on the Oxfordshire County Council website. Local childcare providers, nurseries, primary schools and relevant councillors were contacted and invited to participate, with a request to the childcare providers to pass this on to the parents of preschool children they care for. Cabinet members were given a copy of the Notice and the Headington community website and Gladstone Road Community Centre were contacted to help promote the publication of the Notice.
8. The decision-making power in terms of determining the Notice lies with the Cabinet. In meeting as 'decision-maker' the Cabinet must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The Cabinet decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most

cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.

9. There are a number of proposals at different stages of development which will contribute towards the additional places required across Oxford, and this proposal for Windmill forms part of this strategy, specifically serving the Headington area of the city.

School	Additional Reception places	Target date	Status
St Ebbes Primary School	15	2013	Approved
Tyndale Free School	60	2013	Subject to DfE funding agreement, and Planning. Decision date unknown.
Windmill Primary School	30	2013	Subject to statutory process due to conclude March 2013
St Gregory the Great Catholic School	60	2013	Subject to statutory process, to conclude March 2013.
St Joseph's Catholic Primary School	15	2013	Subject to statutory process due to conclude July 2013.
Wolvercote Primary School	15	2014	Subject to statutory process due to conclude July 2013.
New Barton School	60	2016	Subject to timescale of major new housing development

NOTE: The decision on the Tyndale Free School Planning application has been deferred by Oxford City Council Planning Committee. The delay may mean that the building project to remodel the accommodation the Free School wish to use cannot start on time, and that the school may not be able to open in September 2013 as planned. If this is the case, 60 fewer pupil places in the Headington area of Oxford would be available than were hoped for, increasing the need still further for the provision of additional places at Windmill Primary School.

10. If this proposal to expand Windmill Primary School is not approved, then it is currently forecast there will be sufficient Reception places overall across the city for 2013, but by at least 2015 one or more other schools, not yet identified, would need to expand to provide sufficiency of places. Until then, although forecasts indicate overall sufficiency of places, the scarcity of primary capacity would mean that parents applying to school outside of the additional applications round would be less likely to secure a school place close to their home. It would also constrain the effective operation of parental preference, as if Windmill Primary School is not expanded, more parents each year would fail to secure a place at their first preference school.

11. The following table sets out the data from the admissions allocations in Oxford city in 2012.

Postcode of applicant	Number of applications in the postcode	Number of pupil places allocated	% applicants who gained a place at their 1 st preference school
OX1	151	147	93.2%
OX2	354	348	82.8%
OX3	522	514	75.9%
OX4	832	824	75.2%

Parents in OX3 and OX4 postcodes (Headington is OX3) have a significantly lower chance of securing their first preference school, and the lowest of any postcode district in the county.

12. Oxfordshire County Council has been working with the Headteacher and Governors to identify the key accommodation needs and agree options for how these needs can be met if this proposal is approved.
13. As objections in relation to the proposal have been received the decision is referred to the Cabinet. The proposed implementation date for the proposal is 1 September 2013.

Representations

14. The formal representation (Statutory Notice) phase was from 9 January 2013 – 6 February 2013.
15. 126 representations were received in response to the Statutory Notice.
16. 15% (19) were in favour of the proposal in principle, all of which were parents of children already attending Windmill. 6 of these respondents also had children not yet at school. The main reasons for support were:
- More pupil places needed in Headington, as the population has increased.
 - A concern that local preschool age children might not be allocated a place at Windmill if it reverts back to an admission number of 60. A related concern that younger siblings of pupils attending Windmill will not be able to attend the same school.
17. 5% (5) were neutral or undecided about the proposal, seeing both advantages and disadvantages.
18. 80% (100) objected to the proposal. 29 of these did not object to the expansion of Windmill Primary School in principle, but instead objected because they were unable to view plans of possible future buildings. 31 of the respondents who objected had no children at the school. A significant number of the respondents

raised concerns with a uniform presentation. The concerns can be summarised within the following themes:

- Concern about increased traffic to the site (51%)
- Concern about the sufficiency and design of potential future buildings and outdoor space allocation, as the feasibility study had not yet reached the point of being able to provide a recommended building scheme for comment by the close of the Notice period. (67%)
- Concern about the sufficiency of funding for the potential future buildings. (50%)
- Concern about the proposal's effect on the ethos and standard of education at the school. (23%)
- Concern about the consultation process, in particular communication levels and some concern that a Notice was published despite strong opposition during the initial public consultation. (23%)

The above themes are repeated in the formal response by the Headteacher and Governing Body to the Notice, which was also copied to all parents and carers of pupils at the school, and to the Oxford Mail newspaper. This response is attached at Annex 3.

19. During the initial consultation, there were concerns raised regarding traffic. Since that time the architect and the rest of the feasibility team have worked in close consultation with OCC Transport & Highways to develop a scheme to include mitigation measures relating to the impact on traffic that the proposal may engender. The initial commentary from Transport & Highways was made available on the consultation's webpage during the Notice period.
20. At the time of writing, the expectation is that the feasibility team will soon be at the stage where it can share its recommended scheme for future additional buildings with the parents of children at the school. While it has caused some respondents understandable frustration that this point has not yet been reached, the work is being carried out thoroughly and in consultation with the school leadership team, which has been involved in identifying the need and possible options for meeting the need, and have been supportive of the feasibility team during their meetings.
Points raised during both the public consultation and the subsequent Notice period have fed into this on-going process. The vast majority of expansions of schools proposed by the county council run concurrently with a feasibility study, partly so that this feedback can take place. The purpose of the statutory consultation process is to gain views on the *principle* of expansion, and is not a method for discussing a specific design of future buildings. Plans will be available to comment on by any interested party when they go through the Planning application process in the normal way, and will be available for the school leadership team to share with parents at the school.
21. The full proposal document published for this proposal indicates that an initial estimated £1.9m may be required in addition to the £250K already invested in the school's accommodation. It also makes clear that this is not a final figure because, as explained above, the design process is not complete. To ensure equitable and efficient allocation of capital investment across all schools

undergoing expansion, each school's existing accommodation is compared to the DfE Building Bulletin 99 guidelines for primary schools and to Oxfordshire's Primary School Brief, to identify what additional accommodation would be needed to operate at the expanded size. Accommodation solutions specific to each school's circumstances can then be identified. The capital implications of expansion therefore depend not only on the scale of expansion, but also on the school's existing accommodation.

22. A proportion of respondents raised concern about Windmill being a 3 form entry school and that this might impact on the level of education being provided. Other respondents expressed their confidence in the ability of the Headteacher and staff at the school to continue to deliver the same level of education if the school were to expand. The school has admitted two cohorts of 90 children for the past two years. Although there are no other 3 form entry schools in Oxford, there are three schools elsewhere in the county with intakes of 75 (equivalent to 2.5 form entry), two of which have indicated their intention to increase their intakes to 90 in response to local population growth. The school leaders have visited one of these as part of their research relating to this proposal and the Headteacher has spoken to the ex-Chief Education Officer in Birmingham, where 3 form entry schools and larger are common.
23. The statutory requirements for consultation have been met, as detailed in paragraph 7 above for the representation phase, and in the initial Cabinet report
24. Following publication of the Statutory Notice and the close of the formal four week representation stage, objections have been raised. Therefore, the decision on whether to implement the proposal is referred to the Cabinet.

Legal background

25. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). 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', ("the Guidance"). When reaching a decision, Cabinet must have regard to The Guidance. Cabinet is referred in particular to pages 19 to 40 of The Guidance.
26. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Cabinet Member, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may

take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.

27. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
28. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
29. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.
30. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

Financial and Staff Implications

31. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. As stated above, detailed proposals are still being developed and costed at the time of writing but at this stage it is estimated that investment of approximately £1.9m may be required. Publication of a statutory proposal to expand a school requires confirmation from the county council that funds will be made available for the necessary capital costs. The Cabinet, sitting as the Capital Investment Board (CIB), has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs.
32. Developer contributions towards this expansion will be sought from any relevant future housing developments in the area.
33. There will 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. Additional pupils will

be reflected in an adjustment in the school's funding formula which applies numbers of pupils on roll and their characteristics.

34. 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.

Equality and Inclusion Implications

35. The 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.

Decision

36. In considering the proposals for a school expansion, the Decision Maker can decide to:
- Reject the proposals;
 - Approve the proposals;
 - Approve the proposals with a modification (e.g. the implementation date); or
 - Approve the proposals subject to them meeting a specific condition (see the Guidance).

RECOMMENDATION

37. **The Cabinet is RECOMMENDED to approve the expansion of Windmill Primary School with effect from 1 September 2013.**

JIM LEIVERS

Director for Children's Services

Annexes:

Annex 1: Statutory Notice

Annex 2: Full proposal document

Annex 3: Governing Body's formal response

Contact Officer:

Diane Cameron, School Organisation Officer,
School Organisation & Planning, 01865 816445.

March 2013



STATUTORY NOTICE

Proposal to expand Windmill Primary School, Oxford to become 3 form entry

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Oxfordshire County Council intends to make a prescribed alteration to Windmill Primary School (Community) Margaret Road Oxford OX3 8NG from 01 September 2013.

This is a proposal to expand Windmill Primary School in Headington, Oxford to become 3 form entry.

The current capacity of the school is 510 and the proposed capacity will be 630. The current number of pupils registered at the school is 476. The current admission number for the school is 60 and the proposed admission number will be 90.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST or by emailing **WindmillStat2013-manager@myconsultations.oxfordshire.gov.uk**

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST. Responses may also be made online at **<http://myconsultations.oxfordshire.gov.uk>** or by email to **WindmillStat2013-manager@myconsultations.oxfordshire.gov.uk**

Signed: Jim Leivers, Director for Children's Services

Publication Date: 9 January 2013

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PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

n/a

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

Windmill Primary School, Margaret Road, Oxford, OX3 8NG (Community School)

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

1 September 2013

Objections and comments

3. A statement explaining the procedure for making representations, including —

- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations

2007 (as amended), by which objections or comments should be sent to the local education authority; and

- (b) the address of the authority to which objections or comments should be sent.

Objections or statements of support or comments may be made by any person, to be received by midnight on 6 February 2013. Responses must be sent to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST or by email to WindmillStat2013-manager@myconsultations.oxfordshire.gov.uk or submitted via an online questionnaire at <http://myconsultations.oxfordshire.gov.uk>

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to expand Windmill Primary School to become 3 form entry primary school with an Admission Number of 90.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 510 and the proposed capacity of the school is 630.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Currently the Admission Number for Reception (F1) year group is 60 and the proposal is to increase this to 90.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

n/a

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

n/a

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

Number on roll at October 2012 census point: 476

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

n/a

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No new site will be required.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

n/a

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

n/a

- (b) the arrangements for safeguarding the welfare of children at the school;

n/a

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

n/a

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

n/a

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

n/a

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

n/a

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

n/a

- (b) the distance between the proposed and current site;

n/a

(c) the reason for the choice of proposed site;

n/a

(d) the accessibility of the proposed site or sites;

n/a

(e) the proposed arrangements for transport of pupils to the school on its new site; and

n/a

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

n/a

Objectives

10. The objectives of the proposals.

To ensure the provision of sufficient primary age pupil places in the Headington partnership of schools by providing an additional 30 pupil places per year group at Windmill Primary School. This will support the strategic provision of pupil places and enable Oxfordshire County Council to meet its statutory duty to commission sufficient pupil places for all children of statutory school age, and increase the number of parents able to secure a place for their child at their first preference school.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

- Persons consulted: the governing body and staff of Windmill Primary School, Partnership primary schools, parents / guardians of Windmill Primary School pupils, MP, relevant District and County Councillors, trade union representatives, Church of England and Catholic Dioceses, members of the School Organisation Stakeholder Group, local childcare providers, the wider Headington community, parents of pre-school children in the area.
- Notes from two public meetings held during the public consultation stage were made available on the OCC website and are still available to view at <http://myconsultations.oxfordshire.gov.uk> under the original public consultation section for Windmill Primary School which ran from 10 September to 22 October 2012.
- The views of the respondents were reported to OCC Cabinet on 27 November 2012; the report is a public document, available to view on the OCC public website. Members of the public and the school's Chair of Governors and the 2 local County Councillors also spoke at the Cabinet meeting to express their views. In summary, 78% of respondents objected to the proposal in principle, 20% of respondents supported the proposal in principle and 2% of respondents did not express a preference.
The main concerns raised during the consultation were:
 - The existing concerns about traffic congestion in Headington and the impact the expansion
 - Concern about a potential negative effect on the ethos and standards of the school
 - Concerns that insufficient accommodation will be provided for the enlarged school
 - Concern about the impact a larger number of children will have on the provision of extra-curricular activities and wraparound care provision

- Increased noise for neighbours
- Perception that the proposal was a “last minute” unplanned proposal
- Opinion that OCC should expand another local school instead or build an entirely new school within the community
- Perception that the additional pupil places are not really needed as additional places are being created in other areas of Oxford.

The main reasons for support of the proposal were:

- Support for the need for more pupil places for local families in the area
 - Windmill Primary School is a good school so more pupils should have the opportunity to attend
 - Concern that without expansion, siblings of children already attending Windmill would not gain a place
 - Concern that if Windmill Primary School is not expanded local children will have to go to a school some distance from their home
 - The local community is growing, and therefore the school should grow as it should serve the local community.
- All applicable statutory requirements in relation to the proposals to consult were complied with.
 - All consultation documents were made available through the OCC website and are still available to view at <http://myconsultations.oxfordshire.gov.uk> under the original public consultation section for Windmill School which ran from 10 September 2012 to 22 October 2012. Copies of the original consultation leaflet were delivered to the school, which distributed them to all parents, staff and governors. The leaflets were also sent to the local and central Oxford libraries, community centre, community website, and all local childcare providers were alerted and asked to inform parents they deal with. The leaflets were also sent to the Early Intervention Hub and given to relevant councillors and local MP.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

Approximately £250,000 has recently been invested at Windmill Primary School by the County Council in order to provide accommodation to support the school to take 'bulge classes' in September 2011 and September 2012.

OCC has commissioned consultants to work with the Headteacher and Governors to identify the accommodation needs should the school expand to 3FE. Detailed proposals are being developed and costed but at this stage it is estimated that further investment of approximately £1.9m may be required to meet the accommodation needs. This will be funded by the Council's Capital Programme.

In addition to capital costs there will also be revenue on-costs for the school for additional staff, resources and on-going operational and maintenance requirements. This will be funded from the schools delegated School Budget Share, which will increase in proportion to increases in pupil numbers

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

In accordance with the Council's capital governance requirements the capital investment will be subject to the approval of a formal project report at which point capital funding will be allocated from the Council's Capital Programme to deliver the accommodation needs.

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

n/a

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

n/a

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

n/a

- (c) evidence of parental demand for additional provision of early years provision;

n/a

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

n/a

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

n/a

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

n/a

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

n/a

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

n/a

(d) The proposed number of sixth form places to be provided.

n/a

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

n/a

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

n/a

- (b) any additional specialist features will be provided;

n/a

- (c) the proposed numbers of pupils for which the provision is to be made;

n/a

- (d) details of how the provision will be funded;

n/a

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

n/a

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

n/a

- (g) the location of the provision if it is not to be established on the existing site of the school;

n/a

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

n/a

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

n/a

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

n/a

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

n/a

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

n/a

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

n/a

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

n/a

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

n/a

- (b) evidence of local demand for single-sex education; and

n/a

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

n/a

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

n/a

- (b) evidence of local demand for single-sex education.

n/a

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

An After School Club operates from within Windmill Primary School's buildings; this is operated by a separate organisation rather than by the school. At this stage it is not yet determined if the proposal will affect the location etc. of this Club. The Headteacher and governors are working positively in collaboration with OCC throughout the study to agree the most appropriate options for expansion, and the provision of suitable facilities to support the After School Club provision is one of the considerations of the study.

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

The current pupil forecasts predict average growth in reception numbers in Oxford schools of 2.7% pa over the next 4 years, which follows average growth of 3.6% pa over the previous 4 years.

On this basis, the number of Reception places needed over the next 4 years in Oxford is shown below. The current number of places confirmed for 2013 and beyond is 1380. The number of additional places (compared to 2013) the county council seeks to commission for each of the next 5 years is:

2013: 206 additional Reception places
 2014: 270 additional Reception place (cumulative)
 2015: 316 additional Reception places (cumulative)
 2016: 338 additional Reception places (cumulative)

There are a number of proposals at different stages of development which will contribute towards the additional places required between now and 2016. Most are not yet confirmed as they are subject to statutory approval process. These proposals offer a potential additional 265 Reception places by 2016 (including the 30 additional places proposed at Windmill).

In addition to these proposals, the County Council continues to seek up to 2 forms of additional spaces to meet the target level of capacity which includes 8% surplus places as per County Council policy for urban areas to allow for parental preference and in-year admissions and fluctuation in pupil numbers. The county council seeks these places through “Free Schools” and/or additional expansions of existing maintained schools. If any of the proposals already under discussion as mentioned above are not approved, or prove unfeasible, the level of growth sought at other schools will need to be greater.

As well as a general need for school places in Oxford, there is a specific need in the vicinity of Windmill Primary School. In the last 2 years, when Windmill Primary School has been accepting 90 pupils into Reception, the additional children who have been admitted (compared to an admission number of 60) have lived within a mile of the school, and in many cases less than 0.5 miles.

The School Standards and Framework Act 1998 (Section 86) as amended by section 42 of the Education and Inspections Act 2006 places a statutory

duty on local authorities to allow parents to express a preference for a school. The county council seeks to ensure a high percentage of parents secure a place at their first preference school.

In each of the last 4 years the number of first preference applications (at the late allocation stage) for Windmill Primary School has been:

2009	85
2010	84
2011	92
2012	116

In the last two years, while the school has been accepting intakes of 90, there have been 18 (2011) and 19 (2012) appeals from parents against being refused a place at the school. In 2010, when the school admitted 60, there were 41 appeals.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

n/a

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

n/a

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

n/a

- (b) a statement on the local capacity to accommodate displaced pupils.

n/a

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Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

At its last inspection (2010) Windmill Primary School was judged by Ofsted to be “Good”, and it is one of the higher performing schools in Oxford city in Key Stage assessments.

2012 Key Stage 2 results	Level 4+ in English & Maths	2 Levels Progress in English	2 Levels Progress in Maths	3 Levels Progress in English	3 Levels Progress in Maths
Oxfordshire	81.9%	91.1%	88.2%	28.8%	28.3%
Windmill	83.9%	100%	90.2%	27.5%	27.5%

In the last year of admission, Windmill Primary School received 116 first preference applications.

The county council therefore considers that the presumption for the expansion of successful and popular schools should apply.

**Windmill Primary School**

Margaret Road
Headington
Oxford
OX3 8NG

Headteacher: Mrs Lynn Knapp

email: headteacher.2527@windmill.oxon.sch.uk

Tel: 01865 762509

Fax: 01865 742614

Achievement through Creativity, Community and Challenge

Dear Parents and Carers

Below is a copy of the letter that we have submitted to the consultation process. We hope that you support the key messages in this letter,

Yours sincerely

Lynn Knapp

2nd February 2013

Dear Diane

Despite not opposing in principal the expansion of Windmill Primary School we, Windmill Primary School's Governing Body and Senior Management Team, are writing to you in order to formally register our opposition to the proposed expansion of Windmill Primary School from 2-form to 3-form entry. Our reasons for opposing the proposed expansion are outlined below.

Budget

The OCC has at present indicated a budget for the expansion of £1.9m, a figure that compares unfavourably to the cost of a similar school expansion in New Marston, where £2.7m has been allocated to accommodate an additional full form.

Increasing the size of Windmill School's student body from 480 to 630, as is proposed, would require significant and sustained financial commitment on the part of OCC. However, of immediate concern to us is the current proposed budget; were the expansion to go ahead, this estimated budget would not enable the substantial investment that would be needed to develop the school's infrastructure appropriately and effectively. In a previous letter concerning the proposed expansion, we outlined the minimum requirements the Head Teacher and the Governing Body felt the school would need to make the expansion a success. They are as follows:-

- 5 additional classrooms
- A hall big enough to hold a full school assembly
- A kitchen able to cater for 630 children
- Expansion of the After School Club
- The appropriate number of rooms for small group work
- A playing field of suitable size
- Retaining the school's frontage

The estimated budget suggests these minimum requirements would not be met were the proposal to go ahead, and at the Cabinet Meeting of 27 November 2012, it was indeed indicated that not all of these requirements would be satisfied. However, as yet we have not been given any information on which one/ones would be excluded.

Plans

**Windmill Primary School**

Margaret Road
Headington
Oxford
OX3 8NG

Headteacher: Mrs Lynn Knapp

email: headteacher.2527@windmill.oxon.sch.uk

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Achievement through Creativity, Community and Challenge

We were led to believe by Barbara Chillman, OCC Principal Officer for School Organisation, and Roy Leach, School Organisation and Planning Manager, that stakeholders could expect to see a completed feasibility study and architectural plans by this stage of the consultation, however these have not materialized. The OCC appointed architect Jenny Seddon to create a feasibility plan of the expansion. We

felt she had a good knowledge of Windmill School, having been involved in its conversion from Headington Middle School to Windmill Primary School, and we shared a good working relationship with her during the process. Throughout it, our intention was to facilitate a well-designed, well-resourced expansion. We are however concerned that the feasibility planning she undertook has not as yet resulted in plans being shared with stakeholders as we had been led to believe it would. These plans are of critical importance, as Windmill would be the county's largest primary school if the expansion goes ahead.

Working parents are acutely concerned about the provision of an After School Club facility for the expanded school body and both staff and parents are worried about the lack of adequate space that currently exists in the school. Since its two bulge classes were taken, children have been forced to receive reading support in busy corridors and stairwells and small group work occurs in resource cupboards for lack of alternative space. Parents are, therefore, deeply concerned about the school's further expansion. Had we received draft or final plans for review, as we were led to believe we would, we would be in a much better position to make an informed decision on the suitability of the proposed changes.

Traffic

At the Cabinet Meeting on 27th November Council Leader Ian Hudspeth asked Councilor for Traffic, Rodney Rose, to commission a full traffic survey of the surrounding area to understand the impact of hospital expansion, housing developments and university growth on the traffic in the Headington area, as this has already had a considerable impact on traffic near Windmill School and will continue to do so. To our knowledge this has not as yet been carried out. This remains an acute concern for staff, parents and residents as local traffic has increased significantly over recent years and an expanded school will have a further impact on road safety and usability.

In summary, Windmill Primary School is a popular local school and its pupils deserve the same chance of success as those in any other school in the county irrespective of size. To ensure that, any expansion would need to be supported by appropriate strategic planning and investment. The Head Teacher and Governors have engaged positively with the OCC's team from the beginning of the proposal, to ensure that were the expansion to go ahead it would be properly planned and resourced.

Given that we have not received confirmation of the budget for expansion, seen draft or final plans, nor the outcome of the traffic survey, we have no choice but to object to the school's expansion. We would like to take this opportunity to voice our grave disappointment in the consultation process to date. We do not feel that there has been sufficient transparency on the part of the LA to enable us to make an informed decision on the proposed expansion.

Yours sincerely

**Windmill Primary School**

Margaret Road
Headington
Oxford
OX3 8NG

Headteacher: Mrs Lynn Knapp

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Achievement through Creativity, Community and Challenge

Lynn Knapp
Headteacher

Mayte Siswick
Chair of Governors

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Division(s): Isis Also affecting: All Oxford City Divisions
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CABINET – 19 MARCH 2013

FINAL REPORT ON RESPONSE TO STATUTORY NOTICE TO ALTER THE LOWER AGE RANGE AT ST GREGORY THE GREAT CATHOLIC SCHOOL, OXFORD

Report by Director for Children's Services

Introduction

1. In November 2012, the Governing Body of St Gregory the Great Catholic School in Oxford began an initial public consultation on their proposal to alter the lower age range of the school. The governors wish to establish a primary phase of education at St Gregory's, and so make the school Oxfordshire's first mainstream "all through" school for ages 4 – 19. The consultation leaflet is attached at Annex 1.
2. The report summarising the responses received to the initial consultation is attached at Annex 2.

The Proposal

3. The proposal is 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. This building was a school, then used as offices by Oxfordshire County Council, but has been vacant for over two years. The proposal is for St Gregory's to establish their primary phase of education in this vacant building.
4. 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. This process is running concurrently with the alteration of the age range proposal, and will be decided upon in due course through the Department for Education. Although the two proposals are linked in that they are concurrent, the outcome of one does not necessarily impact on the outcome of the other.
5. St Gregory's governors wish to admit the first 60 F1 (Reception) pupils in September 2013, and this forms part of the county council's strategy for pupil place provision within Oxford city. As timescales are tight, and as St Gregory's is a Voluntary Aided school and therefore was not required to report to Cabinet

following their initial public consultation, the Governing Body proceeded to publish a Statutory Notice on 7 January 2013.

6. The Statutory Notice (Annex 3) was published by the Governing Body in the Oxford Mail on 7 January 2013 and expired following 6 weeks of formal consultation on 18 February 2013. In accordance with legislation the Notice was also posted at the school entrances and sent to the local library and main Oxford library for display. A copy of the full proposal (Annex 4) and the Notice were sent to the Local Authority and the Secretary of State and additionally made available on the Oxfordshire County Council website. Local childcare providers, nurseries, primary schools, councillors in both Oxford and in those areas where the proposed MAC partner schools are located were contacted. Cabinet members were given a copy of the Notice and the school also did a "leaflet drop" on Cricket Road to inform their neighbours of the proposal.
7. In addition, a second public meeting was held at St Gregory's during the Notice period, attended by a senior county council officer and senior school leadership team. There were no issues raised in addition to those already discussed in this report.
8. The decision-making power in terms of determining the Notice lies with the Cabinet. In meeting as 'decision-maker' the Cabinet must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The Cabinet decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
9. As objections in relation to the proposal have been received the decision is referred to the Cabinet. The proposed implementation date for the proposal is 1 September 2013. If the proposal is approved, the school will admit 60 pupils in F1 (Reception) in September 2013 by local agreement with the county council.
10. The Education Act 1996 (Section 14) places a statutory duty on local authorities to secure sufficient school places in their area. To allow for fluctuation in demand, in-year movement and effective operation of parental preference, it is judged that 8% spare places are required across an urban area.
11. The plan is to establish a formal published admission number of 60 for the Reception age group (4 year olds) on a permanent basis at St Gregory the Great Catholic School from September 2013 into its new F1 (Reception) year. This will eventually increase the school's total capacity from its current 1275 places in Year 7 – Year 13, to 1695 in F1 – Year 13.

12. This proposal forms part of the county council's strategy for meeting its statutory duty to commission sufficient pupil places. If this proposal is not approved, the additional 60 primary school places it proposes must be found elsewhere.
13. The current forecasts predict average growth in reception numbers in city schools of 2.7% pa over the next 4 years, which follows average growth of 3.6% pa over the previous 4 years.
14. On this basis, the number of Reception (F1) places needed over the next 4 years is shown below. The current number of places confirmed for 2013 and beyond is 1380. The number of additional places (compared to 2013) the county council seeks to commission for each of the next 5 years is also shown below.

Year of Reception intake	Target number of Reception places	Target additional Reception places (cumulative)
2013	1586	206
2014	1654	270
2015	1696	316
2016	1718	338

15. Within the overall need for additional primary school places, there is a specific need for places at Catholic schools. The town'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.
16. There are a number of proposals at different stages of development which will contribute towards the additional places required. Most are still to be confirmed.

School	Additional Reception places	Target date	Status
St Ebbes Primary School	15	2013	Approved
Tyndale Free School	60	2013	Subject to DfE funding agreement, decision date unknown
Windmill Primary School	30	2013	Subject to statutory process due to conclude March 2013
St Gregory the Great Catholic School	60	2013	Subject to statutory process, to conclude March 2013.
Wolvercote Primary School	15	2014	Subject to statutory process.

St Joseph's Catholic Primary School	15	2013	Subject to statutory process.
New Barton School	60	2016	Subject to timescale of housing development

17. In addition to the named proposals above, the county council continues to seek up to 2 forms of additional spaces to meet the target level of capacity, through "Free Schools" and/or additional expansions of existing schools. If any of the proposals above are not approved, or prove unfeasible, the level of growth sought at other schools will need to be greater.
18. The Archdiocese is carrying out a feasibility study, which is well underway to investigate how the currently vacant building can be remodelled and renovated to bring it up to standard for provision of a modern 2 form entry primary facility.

Representations

19. The formal representation (Statutory Notice) phase was from 7 January 2013 – 18 February 2013.
20. 10 representations were received in response to the Statutory Notice. 4 were in favour of the proposal in principle.
21. 6 representations were received objecting to the proposal. The concerns raised were:
 - Concern about increased traffic to the site.
 - Concern that the additional children attending the school would not live locally.
 - Concern about expansion of a faith school as opposed to a non-faith school.
 - Concern about the effect on existing primary schools in the area.
22. During the initial consultation, there were concerns raised regarding traffic and whether the additional pupils would live locally or not. Since that time the Archdiocese-appointed architect and the senior leadership team at the school have worked in close consultation with OCC Transport & Highways to develop a scheme to mitigate as far as possible the impact on traffic that the proposal may engender. This work is still ongoing.
23. As a Catholic school with feeder schools located across the county, St Gregory's draws pupils from a wide area. However all existing Catholic primary schools in Oxford were oversubscribed in the last admissions round, and received applications from non-Catholic families.
24. The majority of additional places provided in the city in recent years have been at non-faith schools, as follows:
 - +15 places per year at Bayards Primary School (plus additional class agreed for 2012 only) – non-faith

- +15 places per year at Botley Primary School proposed subject to statutory approval – non-faith
 - +30 places per year at Cutteslowe Primary School – non-faith
 - +15 places per year at Larkrise Primary School – non-faith
 - +15 places per year at New Marston Primary School – non-faith
 - +15 places per year at Orchard Meadow Primary School – non-faith
 - +20 places per year at Rose Hill Primary School – non-faith
 - +15 places per year at St Nicholas Primary School – non-faith
 - +10 places per year at Windale Primary School – non-faith
 - +15 places per year at Wood Farm Primary School – non-faith
 - + 5 places at East Oxford Primary School agreed in excess of published admission number in 2011 and 2012 – non faith
 - +30 places per year at Windmill Primary School subject to statutory approval – non-faith
 - +15 places per year at St Christopher’s Primary School – Church of England
 - +15 places per year at St Ebbes Primary School subject to statutory approval – Church of England
 - +15 places per year at St Swithun’s Primary School – Church of England
 - +60 places per year at Tyndale (Free) Primary School for 2013 – Oxford Community Church (Free School)
 - +15 places per year at Wolvercote Primary School proposed for 2014 subject to statutory approval – non-faith
 - +15 places per year at St Joseph’s Primary School proposed for 2013 subject to statutory approval – Catholic
25. Primary pupil places are under immense pressure in Oxford city and the additional 60 places proposed for St Gregory’s Reception year would be required elsewhere if this proposal were not to be approved. The vast majority of primary schools in Oxford are operating at capacity in the lower year groups.
26. The feasibility study looking at how the vacant building might be renovated and remodelled is still ongoing but initial plans were made available for perusal in the school reception in time for the public meeting. The Notice was part of the process to consult on the *principle* of whether the school should alter its age range, not the design of future buildings. Building plans can be commented on by the general public through the Planning process in the usual way.
27. Following publication of the Statutory Notice and the close of the formal six week representation stage, objections have been raised. Therefore, the decision on whether to implement the proposal is referred to the Cabinet.

Legal background

28. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). Local authorities also have a duty to have regard to statutory guidance, in this particular case ‘Making Changes to a Maintained Mainstream

School", ("the Guidance"). When reaching a decision, Cabinet must have regard to The Guidance. Cabinet is referred in particular to pages 19 to 40 of The Guidance.

29. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Cabinet Member, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.
30. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
31. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
32. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.
33. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

Financial and Staff Implications

34. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. Detailed proposals are being developed and costed but at this stage it is estimated that investment of

approximately £3.0m may be required to meet the cost of converting the Cricket Road centre to provide suitable primary school facilities. The cost of this work will be shared between the Archdiocese of Birmingham and Oxfordshire County Council using capital funding made available by the Department for Education to meet the cost of providing school places.

35. Developer contributions towards this expansion will be sought from any relevant future housing developments in the area.
36. There will 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. Additional pupils will be reflected in an adjustment in the school's funding formula which applies numbers of pupils on roll and their characteristics.
37. 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.

Equality and Inclusion Implications

38. The 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. The current shortage of places at Catholic school 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.

Decision

39. In considering the proposals for a school expansion, the Decision Maker can decide to:
 - Reject the proposals;
 - Approve the proposals;
 - Approve the proposals with a modification (e.g. the implementation date); or
 - Approve the proposals subject to them meeting a specific condition (see the Guidance).

RECOMMENDATION

40. **The Cabinet is RECOMMENDED to approve the alteration of the lower age range of St Gregory the Great Catholic School with effect from 1 September 2013.**

JIM LEIVERS

Director for Children's Services

Annexes:

Annex 1: Public consultation leaflet

Annex 2: Report to the Governing Body following consultation

Annex 3: Statutory Notice

Annex 4: Full proposal document

Contact Officer:

Diane Cameron, School Organisation Officer,
School Organisation & Planning, 01865 816445.

March 2013

PUBLIC CONSULTATION

Proposal by the Governing Body of
St Gregory the Great Catholic School, Oxford
to alter its lower age range to create an all-through school
for ages 3–18 plus a private Nursery for 0-2 year-olds

or

to create an all-through school for ages 4-18 plus
a private Nursery for 0-3 year-olds

**Consultation open from
26th October 2012 to 30th November 2012**

To consult on St Gregory the Great extending its offer of education with a Catholic ethos to primary age children in Oxford.

This is related to the concurrent consultation on the conversion of St Gregory the Great and six other Roman Catholic primary schools to form a Multi Academy Company.

**A meeting for parents and other interested parties will be held
on Tuesday 13th November at 6pm at St Gregory the Great School**

<http://myconsultations.oxfordshire.gov.uk>

Background

St Gregory the Great Catholic School is located on Cricket Road, east Oxford. It currently provides education for children aged 11 to 18 and admits 210 pupils into Year 7 every year. The school is part of, and was founded by, the Catholic Church, and its admissions policy places baptised Catholic applicants in a higher criteria than those not of the faith. The school draws many of its pupils from “feeder” Catholic primary schools across Oxford, but there is no restriction on who may apply for a place.

There are 1222 pupils on roll at the school as shown below:

Pupils on roll in each National Curriculum Year Group 25 th October 2012	
Year 7	210
Year 8	209
Year 9	211
Year 10	207
Year 11	193
Year 12	115
Year 13	77

In September 2012, St Gregory’s was fully subscribed, admitting 210 pupils. 199 of these applicants indicated the school as their first preference. The school received 343 applications in total.

There are insufficient places in Oxford city primary schools to meet forecast need. All Roman Catholic primary schools in Oxford city were oversubscribed for September 2012. The latest forecast for **primary** age pupils in Oxford is as follows:

Year	R	1	2	3	4	5	6	Total
2011-12	1321	1340	1267	1219	1160	1050	1074	8431
2012-13	1424	1286	1329	1273	1224	1207	1038	8782
2013-14	1459	1412	1269	1324	1271	1273	1204	9213
2014-15	1522	1453	1402	1271	1329	1331	1281	9588
2015-16	1560	1512	1438	1397	1269	1382	1331	9889
2016-17	1581	1548	1495	1433	1394	1324	1380	10154

The latest forecast for **secondary** age pupils in Oxford is as follows:

Year	7	8	9	10	11	12	13	Total
2011-12	929	989	987	1000	878	635	582	6000
2012-13	969	934	992	969	1003	680	599	6146
2013-14	1014	971	932	983	976	738	564	6178
2014-15	1125	1020	973	927	994	731	608	6378
2015-16	1197	1139	1029	975	944	750	592	6626
2016-17	1244	1206	1144	1027	987	708	602	6918

At its last Ofsted inspection in 2011 the school was rated “Good” and inspectors praised its “outstanding promotion of community cohesion”, and also commented that “Students’ spiritual, moral, social and cultural development is outstanding”.

St Gregory the Great would now like to extend the distinctive education it offers to primary aged children.

What is the proposal?

The proposal is for St Gregory the Great to become an all-through school for children aged either 3–18 or 4–18, plus establishment of a private Nursery on site. To do this, the school would need to alter its lower age limit and it would also need additional site and buildings to accommodate its primary phase of education. This could be achieved by admitting children into a currently vacant building on Cricket Road, adjacent to the existing school.

While benefitting from the resources, educational experience and leadership of the current Senior Leadership Team at St Gregory’s, the new primary phase of the school would be managed by its own Executive Headteacher and dedicated staff. It would be a 2 form entry establishment, admitting up to 60 children into its F1 (Reception) each year.

If the age range changes to 3-18 years, 3 year-olds would be admitted into a school Nursery class and a private Nursery on site would offer places for children aged 0-2. If the age range changes to 4-18 years, facilities for children aged 0-3 would be offered by a private Nursery provider.

The governors wish to implement the proposal in September 2013.

How does this fit with the school’s consultation to become an Academy?

The vision of St Gregory the Great School is to offer primary and secondary education within one Academy. This would be part of a Roman Catholic Multi Academy Company, together with Our Lady’s Catholic Primary School (Cowley), Our Lady of Lourdes Catholic Primary School (Witney), St John Fisher Primary School (Littlemore), St Joseph’s Primary School (Carterton), St Joseph’s Primary School (Thame) and St Thomas More Primary School (Kidlington).

To achieve this within current Education law, two consultations must be held concurrently. Under the terms of the Academies Act 2011, schools can only convert to Academy status “as is”. In other words, St Gregory the Great School cannot change its age range and become an Academy in one legal process. This must be achieved in two parts. The school proposes to convert to Academy status as above, and then submit a formal case to the Secretary of State for Education for consent to alter the lower age range. This is the quickest way to achieve the two proposed changes and allow the school to offer Reception year places in September 2013.

What are the benefits of the proposal?

- For parents, the proposal increases the choice of primary schools within Oxford offering education with a Catholic ethos.
- A child allocated a place at the new primary phase of St Gregory's would be eligible to remain on the school's roll right through to the end of their secondary education, without the need to re-apply. They would benefit from greater stability and continuity of education.
- Children who attend other primary schools would still be able to apply for secondary phase places in the normal way.
- St Gregory's has a vision for Catholic education that goes beyond individual schools and changes the language from being about 'my school', to 'our schools'.
- The new primary phase would enjoy the established professional experience of the St Gregory's leadership team and potentially its specialist resources, such as science laboratories, sports hall and music areas. St Gregory's has an established relationship in working with St John Fisher Catholic Primary School which has seen that school's pupil outcomes improve over the last two years. St John Fisher Primary School's Ofsted inspection report on October 26th 2012 says that "Teaching across the school is usually good with some outstanding practice, particularly in the Early Years Foundation Stage and Key Stage 1. The school community has strong spiritual values that pervade all its work."
- St Gregory's governors believe they can successfully build a 2 form entry Primary School to the highest of parental expectations.
- The secondary phase of St Gregory's would benefit by consolidating its development of a creative curriculum, expanding the school's resources for present and future students, developing new resources for the school and its community and increasing its letting income.
- The school would benefit from additional facilities already existing in the vacant Cricket Road building, such as catering facilities to offer catering and hospitality courses. The school plans to be an alternative provider of vocational education for 16-18 year olds, enabling them to seek paid part-time employment during the day. The vocational education could make use of business partnerships with local industry and commerce, with employers assisting our teaching and students gaining part time work experience placements.
- The additional accommodation would provide more options for the secondary phase to expand when demand for secondary school places across Oxford is expected to grow in future years.
- The Local Authority is very supportive of the proposal, because it fits with its strategy for increasing the number of primary pupil places in Oxford, due to a rising population. Of the 32 primary schools in /adjoining Oxford city, 16 have started expansion over the last few years, and another 2, on sites too small to expand permanently, have taken "bulge" classes. Further school expansions are being proposed, along with a new "Free School" expected to open in 2013 and a new school as part of the Barton development, the timing of which is dependent on the progress of the housing development.

- The Catholic Archdiocese has been consulted and the Trustees are supportive of the proposal, as it would provide more primary pupil places for Catholic children in Oxford.

What will happen if this proposal does not proceed?

If this proposal does not proceed, it will not affect St Gregory the Great Catholic School as it exists currently, but the school would not be able to implement the changes to their curriculum and expand their offer of vocational courses which the additional space would allow.

It is extremely likely that the owners of the vacant building would dispose of the site, and it could be that an alternative educational provider would seek to open a new Academy or Free School on Cricket Road.

There is a growing population in Oxford, and so a growing Catholic population. If this proposal does not proceed, there is a possibility that in future years some families wanting a place at a Catholic school will be unable to be allocated one as the schools will be full. All Catholic primary schools in Oxford refused places to applicants last year, and some Catholic families who applied late did not get a place at a Catholic school.

As a part of the Authority's overarching strategy for pupil places in Oxford, if this proposal does not succeed, additional places would need to be created elsewhere.

Plans for the new school building

A feasibility study has shown that it is possible to refurbish the vacant buildings to be suitable as school accommodation. Detailed plans are currently being completed. The proposal forms part of the Authority's draft Capital Programme to provide additional pupil places.

What happens next?

If after assessing the responses to this consultation, the Governing Body decides to proceed with the proposal, the next stage is to complete a formal business case for the Secretary of State for Education. This will be formally submitted on the date of conversion to Academy status.

If the proposal to form a Multi Academy Company is delayed or not approved, the Governing Body could still consider altering the school's lower age limit to offer primary education. Full proposals would then be published.

How to respond to this consultation

This consultation is being run by the governors of St Gregory the Great Catholic School and all responses should be directed to them. You may write to them at:

Consultation Responses**St Gregory the Great Catholic School****Cricket Road****Oxford****OX4 3DR**

Or email your response to headteacher.4145@stgregory.oxon.sch.uk

Or complete the response form below, and post it to the address above.

ALL RESPONSES MUST BE RECEIVED BY 30TH November 2012

RESPONSE FORM

My preference is for:

<input type="checkbox"/>	An age range of 3-18 years
<input type="checkbox"/>	An age range of 4-18 years
<input type="checkbox"/>	No change in age range

I/We have the following comments about the consultation relating to St Gregory the Great Catholic School:

Name:

Date:

Please tick all those that apply to you:

<input type="checkbox"/>	Parent of a child at St Gregory the Great Catholic School
<input type="checkbox"/>	Parent of a secondary age child at another school
<input type="checkbox"/>	Parent of a primary age child at a Catholic school
<input type="checkbox"/>	Parent of a primary age child at another school
<input type="checkbox"/>	Parent of a child not yet at school
<input type="checkbox"/>	Staff / governor at St Gregory the Great Catholic School
<input type="checkbox"/>	Local resident
<input type="checkbox"/>	Other (please specify)

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Division(s): **Isis**

Also affecting: **All Oxford City Divisions**

COPY – Report to the Governing Body

ST GREGORY THE GREAT CATHOLIC SCHOOL, OXFORD

Report following public consultation by the Governing Body on their proposal to alter the lower age range to create an all-through school for ages 3-18 plus a private Nursery for 0-2 year-olds

OR

to create an all-through school for ages 4-18 plus a private Nursery for 0-3 year-olds

Introduction

1. St Gregory the Great Catholic School is located on Cricket Road, east Oxford. It currently provides education for children aged 11 to 18 and admits 210 pupils into Year 7 every year. The school is part of, and was founded by, the Catholic Church, and its admissions policy places baptised Catholic applicants in a higher criteria than those not of the faith. The school draws many of its pupils from “feeder” Catholic primary schools across Oxford, but there is no restriction on who may apply for a place.
2. The proposal is to alter the lower age range of the school to create a primary phase of education, making the school an all-age facility from Reception (F1) through to Sixth Form with additional early years childcare provision on site.
3. The primary phase would be located in a currently vacant building adjacent to the current school site on Cricket Road.

The need for additional school places in Oxford

4. The Education Act 1996 (Section 14) places a statutory duty on local authorities to secure sufficient school places in their area. To allow for fluctuation in demand, in-year movement and effective operation of parental preference, it is judged that 8% spare places are required across an urban area.
5. To assess the need for future school places, forecasts of pupil numbers are revised each year, based on ward-level population forecasts, which are calculated from census population data, fertility/mortality data, Census migration data and housing net completions data. 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. Of these, 2472 had already been built by the end of 2010/11.

6. The current forecasts predict average growth in reception numbers in city schools of 2.7% pa over the next 4 years, which follows average growth of 3.6% pa over the previous 4 years. The current forecast for primary age pupils in Oxford is as follows:

Year	R	1	2	3	4	5	6	Total
2011-12	1321	1340	1267	1219	1160	1050	1074	8431
2012-13	1424	1286	1329	1273	1224	1207	1038	8782
2013-14	1459	1412	1269	1324	1271	1273	1204	9213
2014-15	1522	1453	1402	1271	1329	1331	1281	9588
2015-16	1560	1512	1438	1397	1269	1382	1331	9889
2016-17	1581	1548	1495	1433	1394	1324	1380	10154

7. On this basis, the number of Reception places needed by the County Council over the next 4 years is shown below. The current number of places confirmed for 2013 and beyond is 1380. The number of additional places (compared to 2013) the county council seeks to commission for each of the next 5 years is also shown below.

Year of Reception intake	Target number of Reception places	Target additional Reception places (cumulative)
2013	1586	206
2014	1654	270
2015	1696	316
2016	1718	338

8. There are a number of proposals at different stages of development which will contribute towards the additional places required. None is yet confirmed.

School	Additional Reception places	Target date	Status
St Ebbes Primary School	15	2013	Confirmed by OCC Cabinet
Tyndale Free School	60	2013	Subject to DfE funding agreement, decision date unknown
Windmill Primary School	30	2013	Subject to statutory process due to conclude March 2013
St Gregory the Great Catholic School	60	2013	Subject to statutory process, consultation expected autumn 2012
Other schools in	25	2013 /	Initial discussions with 3 schools

Oxford city		2014	ongoing
Wolvercote Primary School	15	2014	Subject to statutory process, consultation expected to commence January 2013
New Barton School	60	2016	Subject to timescale of housing development

9. In addition to the named proposals above, the county council continues to seek up to 2 forms of additional spaces in Oxford to meet the target level of capacity, through “Free Schools” and/or additional expansions of existing schools. If any of the proposals above are not approved, or prove unfeasible, the level of growth sought at other schools will need to be greater.
10. For the reasons set out above, Oxfordshire County Council supports the proposal by the Governing Body as it fits with the Authority’s strategy to meet basic need demand for primary pupil places in Oxford.

Need for additional Catholic primary school places in Oxford

Parental preference

11. For September 2012 the School Admissions team allocated places at the four Oxford Catholic primary schools as follows:

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

St John Fisher Catholic Primary School – Admission Number 30

45 first preference applications received
 30 places allocated (all allocated to baptised Catholic children)
 32 applicants refused, of which 2 were baptised Catholic

Our Lady’s Catholic Primary School – Admission Number 45

79 first preference applications received
 45 places allocated (all allocated to baptised Catholic children)
 59 applicants refused, of which 11 were baptised Catholic

St Aloysius’ Catholic Primary School – Admission Number 30

28 first preference applications received
 30 places allocated (3 non-Catholic siblings, 3 non-Catholics)
 13 applicants refused, none of which were baptised Catholic

12. The applicants shown as refused had not been allocated a place at any other school ranked higher on their application. The last successful applicant offered a place lived within 1.4 miles of each school in question, and for Our Lady’s and St Aloysius they lived less than a mile away. 27

baptised Catholic applicants who had expressed a preference for a place at a Catholic primary school in Oxford were unable to be allocated one.

13. 115 non-Catholic applications expressing a preference for a place at a Catholic primary school in Oxford were unable to be allocated one.

Quality of provision

14. At its last inspection (2011) St Gregory the Great Catholic School was judged by Ofsted to be “Good”.
15. St Gregory’s has an established relationship in working with St John Fisher Catholic Primary School which has seen that school’s pupils’ outcomes improve over the last two years. St John Fisher Primary School’s Ofsted inspection report on October 26th 2012 says that “Teaching across the school is usually good with some outstanding practice , particularly in the Early Years Foundation Stage and Key Stage 1. The school community has strong spiritual values that pervade all its work.” St Gregory’s governors believe they can successfully build their own 2 form entry Primary School to the highest of parental expectations.
16. In addition, St Gregory’s is running a related consultation on a proposal to convert to Academy as part of a Roman Catholic Multi Academy Company, together with Our Lady’s Catholic Primary School (Cowley), Our Lady of Lourdes Catholic Primary School (Witney), St John Fisher Primary School (Littlemore), St Joseph’s Primary School (Carterton), St Joseph’s Primary School (Thame) and St Thomas More Primary School (Kidlington).
17. There are five statutory stages for a proposal to alter the lower age range of 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 a decision must now be made by the Governing Body of St Gregory’s as to whether to proceed to publish a statutory notice.

What if the proposal does not go ahead?

18. If the proposal does not proceed, it will not affect St Gregory the Great Catholic School as it exists currently, but the school would not be able to implement the changes to their curriculum and expand their offer of vocational courses which the additional space would allow.

19. It is extremely likely that the owners of the vacant Cricket Road building would dispose of the site, and it could be that an alternative educational provider would seek to open a new Academy or Free School within it.
20. There is a growing population in Oxford, and so a growing Catholic population. If this proposal does not proceed, there is a possibility that in future years more families wanting a place at a Catholic school will be unable to be allocated one as the schools will be full.
21. As a part of the County Council's overarching strategy for pupil places in Oxford, if this proposal does not succeed, additional places would need to be created elsewhere.

Representations

22. During the Stage 1 public consultation phase (26^h October 2012 – 30th November 2012) a meeting was held at the school on 13th November to give parents of pupils and other interested parties the opportunity to raise queries about the proposal with a County Council officer and the Headteacher.
23. A consultation leaflet was sent to parents of pupils at St Gregory the Great Catholic School, as well as to local councillors, partnership and other Catholic schools and early years providers including childminders in the area, libraries, local Early Intervention Hub, community groups, centres and other stakeholders. It was also available on the OCC public website and the school's website, together with full details of the various ways of responding.
24. 13 responses to the consultation were received:
 - 38% (5) of respondents supported the proposal in principle,
 - 54% (7) of respondents were opposed to the proposal in principle.
25. The reasons given for supporting the proposal were:
 - Clear need for additional primary pupil places in Oxford.
 - Benefits of continuity for both pupils and parents in their relationship with the school and in their education.
 - The perception that St Gregory's is a good school and that any primary phase of education at the school would therefore be good quality.
 - Benefit of having a secure secondary place following on from primary school, without the need to go through the process of applying through the admissions process again.
 - One respondent expressed a preference for the school age range to be from 3-18.
 - Two respondents expressed a preference for the school age range to be 4-18. One of these was a childminder whose opinion was that children should not be in a "school environment" before 5 years of age.
 - Belief expressed by Cllr Alaric Rose of Cherwell District Council that an all-through school would benefit the local children in ethos and in creating

strong relationships with parents, and in its ability to meet the needs of pupils requiring additional support throughout their school careers.

26. The concerns raised were:

- Concern about the increase in traffic resulting from a primary school being created. Also a related concern about whether, as it would be a Catholic school, children would be local or travelling from further afield.
- Preference that a vocational secondary educational facility be created instead of a primary phase.
- Concern about the effect on other primary and secondary schools locally. Cllr Bob Price, Leader of Oxford City Council stated the opinion that the proposal would compromise the intakes of other local primaries and hence their funding and future prospects.
- Belief that an “all age” school would be overwhelming for the youngest children, with the opinion that secondary and primary schooling should always be separated.
- Concern over the expansion of faith schools in Oxford generally and east Oxford in particular, including the proposed new Free School which will also have a religious character. Concern over lack of choice for parents seeking a non-religious school place for their child. Also a related concern that Catholic pupils will receive preferential treatment within the admissions system as the school’s catchment area will be wide rather than “local”. A related wish expressed that St Gregory’s would admit a significant percentage of non-Catholic pupils to avoid sectarian isolation. A related wish expressed that the new primary school be of a different faith to promote religious and community understanding.
- Concern that the governors did not publicise the consultation adequately and that therefore response to it has not been representative or sufficient.
- Concern that there was no costed plan for the proposal and that the proposal is not financially viable.
- Concern that the proposal would over-stretch the Governing Body and Headteacher and that they should concentrate on making the existing school as good as possible.

27. The concerns raised during the meeting at the school are included within those detailed above. Most attendees seemed in favour of the proposal as long as their concerns were taken on board. The meeting had approximately 25 people present including local residents, parents of students at St Gregory’s, Our Lady’s Catholic Primary and St John Fisher Catholic Primary. There was one question raised about the proposed admissions arrangements. There are no proposed changes to admissions criteria for September 2013 or 2014.

Making a Decision

28. 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 altering the lower age range of a school. The Governing Body should have regard to statutory guidance, in this particular case 'Making Changes to a Maintained Mainstream School: A Guide for Local Authorities and Governing Bodies'. ("the Guidance").
29. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Governing Body must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 1 provides details of the interested parties contacted by the County Council 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 26th October 2012 to 30th November 2012, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
30. A decision is now required as to whether to publish formal proposals for this proposed expansion. If this is the decision, a statutory notice would be published, followed by a formal representation period of six weeks. The decision-making power in terms of determining the notice will lie with the Oxfordshire County Council Cabinet or the Cabinet Member for Education, and a report will be put to Cabinet if objections in principle are received, for a final decision in due course.

Equality and Inclusion Implications

31. 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

32. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the County Council's budget provision.
- The financial implications are linked to the capital works that will be carried out and the annual revenue costs of the leasehold acquisition of the school premises 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 Capital Investment Board (CIB) has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs. The Archdiocese of Birmingham has commissioned consultants to work with the Headteacher and Governors to identify the accommodation requirements. Detailed proposals are being developed and costed but at this stage it is estimated that investment of approximately £3.0m may be required to meet the cost of converting the Cricket Road centre to provide suitable primary school facilities. The cost of this work will be shared between the Archdiocese of Birmingham and Oxfordshire County Council using capital funding made available by the Department for Education to meet the cost of providing school places.

33. In addition to capital costs there will also be revenue on-costs for the school for additional staff, resources and on-going operational and maintenance requirements. This will be funded from the schools delegated School Budget Share, which will increase in proportion to increases in pupil numbers.
34. Confirmation will be required from the Governors of St Gregory the Great School that both the capital works associated with secondary school vocational accommodation and the on-going revenue costs of the building will be met from their resources. A further statement that should the proposal to convert to academy status as part of a Multi Academy Company (MAC) be pursued that this statement will be binding upon that MAC.
35. 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 school's delegated budget as part of the Council's Fair Funding arrangements, which will be updated to meet revised government requirements from April 2013. Should the school subsequently decide to convert to academy status those same costs will fall to revenue finance provided through the Education Funding Agency (EFA).
36. 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. Additionally there will be access to additional funding for teaching costs associated with setting up additional Reception classes to meet basic need as agreed by Schools forum. This also applies if the school subsequently decides to convert to academy status.

A decision is now required as to whether to proceed to publish a formal proposal (Statutory Notice) and if so, for which age range.

Report date: December 2012

Annex 1 List of interested parties contacted by the County Council to promote the Governing Body's public consultation

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ANNEX 1

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)	n/a
The LA that maintains the school (if the governing body is publishing the proposals).	The public consultation was administered in part by the County Council and the proposal is supported by this Authority.
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via pupils) (26 th October 2012 to 30 th November 2012), and invitation to meeting for interested parties at the school (13 th November 2012).
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 Catholic schools and partnership schools consulted through online consultation (26 th October 2012 to 30 th November 2012) and alerted via email with a link to the consultation on the County Council website. Early years providers were sent consultation leaflets and alerted by individual email.
Families of any pupils at any other school that may be affected.	Consulted through online consultation and via email to other schools' Headteachers (26 th October 2012 to 30 th November 2012) by the County Council.
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 and via email directly by the County Council (26 th October 2012 to 30 th November 2012).
(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 alerted via email (26 th October 2012 to 30 th November 2012) by the County Council.
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the	Local MP sent a copy of the consultation

schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	leaflet by the County Council.
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 email alerts by County Council.
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 School Organisation Stakeholder Group consulted through online consultation via email link and formal SOSG meetings by the County Council. Leaflets also sent to libraries for display as appropriate.



STATUTORY NOTICE

Alteration of lower age range at St Gregory the Great Catholic School, Oxford in order to become an all-age school

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that Governing Body of St Gregory the Great Catholic School, Oxford intends to make a prescribed alteration to St Gregory the Great Catholic School (Voluntary Aided) Cricket Road Oxford OX4 3DR from 01 September 2013.

The Governing Body of St Gregory the Great Catholic School, Oxford proposes to alter its lower age range to create an all-through school for ages 4–18. The current capacity of the school is 1275 and the proposed capacity will be 1695. The school does not currently admit at Reception age, and the proposed admission number for entry into Reception (F1) year group will be 60.

The proposed primary phase of the school will be accommodated in a currently vacant building on Cricket Road, adjacent to the existing secondary school.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from **Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST**.

Within six weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST. Alternatively responses can be emailed to StGregsStat2013-manager@myconsultations.oxfordshire.gov.uk or submitted using the online questionnaire at <http://myconsultations.oxfordshire.gov.uk>

Signed: David Forster (Chair of Governors)

Publication Date: 7 January 2013

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PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

St Gregory the Great Catholic School (Voluntary Aided)
Cricket Road
Oxford
OX4 3DR

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

n/a

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

To be implemented 1 September 2013

Objections and comments

3. A statement explaining the procedure for making representations, including

- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
- (b) the address of the authority to which objections or comments should be sent.

- a) Any person may comment or object to this proposal. The representation must be received by Oxfordshire County Council by midnight on 18 February 2013.
- b) Representations can be sent to: Diane Cameron, School Organisation & Planning, County Hall, FREEPOST OXFORDSHIRE COUNTY COUNCIL. Alternatively, they may be sent by email to: stgregsstat2013-manager@myconsultations.oxfordshire.gov.uk or they may be submitted online using the questionnaire at <http://myconsultations.oxfordshire.gov.uk>

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to alter the lower age range of St Gregory the Great Catholic School, Oxford to 4 - 18 in order for it to become an all-age school.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

Current capacity of the school is 1275. The proposed capacity of the school (including the proposed primary education phase) is 1695.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Currently St Gregory's does not admit children until Year 7. The proposal is to admit 60 children each year into Reception (F1) from September 2013 onward.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

The proposal is to admit 60 children into Reception (F1) classes each year from September 2013 so that by September 2019, as pupils move up the school, the primary phase of St Gregory's from Reception to Year 6 would be in full operation.

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

n/a

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

There are currently 1222 pupils on roll.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be

implemented by both, a statement as to the extent to which they are to be implemented by each body.

n/a

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

If the proposals are implemented a currently vacant building on Cricket Road adjacent to the existing St Gregory's site will provide the required accommodation. The primary phase of education will be accommodated in this building upon completion of renovation and remodelling capital works.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

The additional site area is to be provided at the Cricket Road Centre immediately adjacent to the existing school site. Negotiations between the Roman Catholic Archdiocese of Birmingham and Oxford Church of England Diocesan Board of Trustees are at an advanced stage. Draft heads of terms envisage a leasehold interest with an option to purchase the freehold interest in the site at the end of the lease term.

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

n/a

(b) the arrangements for safeguarding the welfare of children at the school;

n/a

(c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

n/a

(d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

n/a

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

(a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

n/a

(b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

n/a

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

The new primary phase of education, if approved, will be located in a vacant building, formerly a school, located on Cricket Road adjacent to the existing secondary phase of education.

- (b) the distance between the proposed and current site;

The proposed primary phase site is adjacent to the existing secondary phase.

- (c) the reason for the choice of proposed site;

The proposed primary phase accommodation was formerly a school and so is considered eminently suitable for the proposed use, following necessary renovation. It is located adjacent to the existing St Gregory's site and so provides ease of access for staff and pupils transferring between the two buildings for any reason. The building is currently vacant and the proposal would put it back into use for education.

- (d) the accessibility of the proposed site or sites;

The proposed site is accessible by car, public transport, bicycle or on foot.

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

Oxfordshire County Council's published home to school transport arrangements will apply.

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

The school is minutes from several bus routes and a cycle / pedestrian path also leads to the site. No new car parking is proposed to be provided for parents' use, to discourage car travel to the school site. OCC Highways & Transport are working with St Gregory's on methods of encouraging and establishing sustainable travel patterns for the new primary age pupils. The school will have an effective School Travel Plan formulated from extensive consultation and stakeholders.

Objectives

10. The objectives of the proposals.

The objectives of the proposals are to enable the Governing Body of St Gregory the Great Catholic School to offer education with a Catholic ethos to children of primary age. There is a current deficit of primary pupil places in Catholic primary schools in Oxford, with a significant number of applications to existing Catholic primary schools in Oxford being refused each year. In their desire to alter the lower age range of the school, the governors are supported by the Birmingham Archdiocese and the Trustees. Oxfordshire County Council supports the proposal as fitting with its strategy for commissioning sufficient pupil places in Oxford. Oxford is experiencing high pressures on pupil places at primary age and if this proposal is not approved, the 60 additional pupil places per year will need to be created elsewhere.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

a) A list of persons who were consulted before the proposals were published may be found at Annex 1.

- b) A meeting was held at St Gregory's for parents and other interested parties on 13 November 2012. Approximately 25 people attended and discussed the proposals with representatives from both the school and Oxfordshire County Council. Formal Minutes were not taken, and the points of discussion and/or concern are summarised below.
- c) The following points were raised at the meeting:
 - Concern about the increase in traffic resulting from a primary school being created. Also a related concern about whether, as it would be a Catholic school, children would be local or travelling from further afield.
 - Preference that a vocational secondary educational facility be created instead of a primary phase.
 - Concern that the governors did not publicise the consultation adequately and that therefore response to it has not been representative or sufficient.
 - Concern that there was no costed plan for the proposal and that the proposal is not financially viable.
 - Concern that the proposal would over-stretch the Governing Body and Headteacher and that they should concentrate on making the existing school as good as possible.
 - Query as to the curriculum proposed to be offered.
 - Query as to admissions arrangements.
- d) all applicable statutory requirements in relation to the proposals to consult were complied with.
- e) The consultation document can be found at Annex 2. This was sent to all parents, staff and governors of St Gregory's and was made available for the duration of the consultation on both the school and OCC websites. It was sent to relevant libraries, Early Intervention Hub and MP and links to the consultation were sent to relevant councillors, School Organisation Stakeholder Group members, relevant County Council officers, Dioceses and all registered local childcare providers in addition to Oxford primary schools and Catholic primary schools across the county.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

Detailed proposals are being developed and costed but at this stage it is estimated that investment of approximately £3.0m may be required to meet the cost of converting the Cricket Road centre to provide suitable primary school facilities. The cost of this work will be shared between the Archdiocese of Birmingham and Oxfordshire County Council using capital funding made available by the Department for Education to meet the cost of providing school places.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

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 Capital Investment Board (CIB) has approved funding for the initial feasibility work to establish the preferred option for meeting the additional accommodation needs. The Archdiocese of Birmingham has commissioned consultants to work with the Headteacher and Governors to identify the accommodation requirements.

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

The current age range of St Gregory the Great Catholic School is 11 – 18.

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

This proposal does not include 0-3 early years provision. However, the school may in time establish a private nursery on site, depending on demand and viability.

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

n/a

- (c) evidence of parental demand for additional provision of early years provision;

n/a

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

n/a

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

n/a

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

n/a

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

n/a

(c) Evidence —

(i) of the local collaboration in drawing up the proposals; and

(ii) that the proposals are likely to lead to higher standards and better progression at the school;

n/a

(d) The proposed number of sixth form places to be provided.

n/a

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

n/a

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

(a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

n/a

(b) any additional specialist features will be provided;

n/a

(c) the proposed numbers of pupils for which the provision is to be made;

n/a

(d) details of how the provision will be funded;

n/a

(e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

n/a

(f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

n/a

(g) the location of the provision if it is not to be established on the existing site of the school;

n/a

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

n/a

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

n/a

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

n/a

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

n/a

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

n/a

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

n/a

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20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

n/a

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

n/a

- (b) evidence of local demand for single-sex education; and

n/a

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

n/a

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

n/a

- (b) evidence of local demand for single-sex education.

n/a

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

n/a

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

The current primary pupil forecasts predict average growth in reception numbers in Oxford schools of 2.7% pa over the next 4 years, which follows average growth of 3.6% pa over the previous 4 years. The current forecast for primary age pupils in Oxford is as follows:

Year	R	1	2	3	4	5	6	Total
2011-12	1321	1340	1267	1219	1160	1050	1074	8431
2012-13	1424	1286	1329	1273	1224	1207	1038	8782
2013-14	1459	1412	1269	1324	1271	1273	1204	9213
2014-15	1522	1453	1402	1271	1329	1331	1281	9588
2015-16	1560	1512	1438	1397	1269	1382	1331	9889
2016-17	1581	1548	1495	1433	1394	1324	1380	10154

For September 2012 the School Admissions team allocated places at the four Oxford Catholic primary schools as follows:

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

St John Fisher Catholic Primary School – Admission Number 30

45 first preference applications received

30 places allocated (all allocated to baptised Catholic children)

32 applicants refused, of which 2 were baptised Catholic

Our Lady's Catholic Primary School – Admission Number 45

79 first preference applications received

45 places allocated (all allocated to baptised Catholic children)

59 applicants refused, of which 11 were baptised Catholic

St Aloysius' Catholic Primary School – Admission Number 30

28 first preference applications received

30 places allocated (3 non-Catholic siblings, 3 non-Catholics)

13 applicants refused, none of which were baptised Catholic

The applicants shown as refused had not been allocated a place at any other school ranked higher on their application. The last successful applicant offered a place lived within 1.4 miles of each school in question, and for Our Lady's and St Aloysius they lived less than a mile away.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

27 baptised Catholic applicants who had expressed a preference for a place at a Catholic primary school in Oxford were unable to be allocated one. 115 non-Catholic applications expressing a preference for a place at a Catholic primary school in Oxford were unable to be allocated one.

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

n/a

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

n/a

- (b) a statement on the local capacity to accommodate displaced pupils.

n/a

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

The Governing Body consider St Gregory the Great as a popular and oversubscribed school. It has a very effective and successful partnership with St John Fisher Primary School. The governors want to build on these exciting and successful links to establish an outstanding 2 form entry Catholic Primary School.

Division(s): Otmoor and Kirtlington

CABINET – 19 MARCH 2013

PROPOSAL TO CHANGE THE CATEGORY OF BLETCHINGDON PAROCHIAL CE PRIMARY SCHOOL

Report by Director for Children's Services

Introduction

1. Bletchington Parochial CE Primary School is a rural village school with an admission number of 10 children each year. It is currently a Voluntary Controlled school and proposes to change to become Voluntary Aided.
2. Most Church schools were founded as Trusts in the 19th century before the introduction of free state education. The 1944 Education Act established the fundamentals of the present system and introduced two categories of maintained voluntary school: either Voluntary Aided or Voluntary Controlled schools. At the time, most Roman Catholic schools opted to be VA, while more than half of Church of England schools became VC.
 - Voluntary-controlled (VC). When the 1944 Education Act allowed the parochial, endowed and national schools a choice of aided or controlled status these were the schools where the managers no longer had the funds or the will to maintain them. They became more like county schools but with the proviso that Collective Worship had to reflect their denominational foundation. Voluntary-controlled schools are run by the County Council, the council employs the school's staff, and runs the admission procedure. The school's land and buildings are normally owned by a charity, often a religious organisation, which appoints some of the members of the governing body.
 - Voluntary-aided (VA). These were partly funded by the state, with the foundation responsible for 50 per cent of capital works and having greater influence over the school. The 50 per cent figure has subsequently been reduced to 10 per cent, although the County Council does have discretion to cover this. Voluntary-aided schools are mainly funded, but not owned, by the Council. A governing body employs the staff, and set the admission criteria. The school's buildings and land are normally owned by a charitable foundation, often a religious organisation, and the governing body contributes to building and maintenance costs.

The Proposal

3. The Governing Body of the school has completed its own public consultation on the proposed change. A copy of the initial consultation leaflet is attached at Annex 1. Following the consultation, the Governing Body proceeded with the publication of formal proposals to change the category of the school to Voluntary Aided from 1 April 2013.

4. The statutory notice (attached at Annex 2) was published by the Governing Body in the Oxford Mail on 14 January 2013 and expired following 6 weeks of formal consultation on 25 February 2013. In accordance with legislation the notice was also posted at the school gate and sent to the local library. A copy of the full proposal (attached at Annex 3) and the notices were sent to the governing body and the Secretary of State and additionally made available on the Oxfordshire County Council website.
5. Form 18, a statutorily required document, was available to view on the Oxfordshire County Council consultation webpages for this proposal and is attached at Annex 4.
6. The decision-making power in terms of determining the notice lies with the Cabinet. In meeting as 'decision-maker' the Cabinet must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
7. The reasons for the proposed change, as stated by the Governing Body, are as follows:
 - i) The governors believe the school is unlikely to continue in its current status. They feel the need to follow changes designated by the Local Authority, Woodstock partnership and other local schools and feel there is a risk of change of status being imposed on the school in the future, possibly without the governors' control.
 - ii) The Government is already imposing Academy status on schools throughout the country. Schools are actively being encouraged to pursue Academy status and seek out private sponsors. The Governing Body has concerns that by moving to Academy status, the school may lose its identity, and local community management and support services currently being supplied by the LA may become more expensive and harder to source.

Representations

8. One representation was received in favour of the proposal. No objections to the proposal were received.

Legal Background

9. School category changes to Voluntary Aided are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Making Changes to a Maintained Mainstream School', ("the Guidance"). When reaching a decision, Cabinet must have regard to The Guidance. Cabinet is referred in particular to pages 19 to 40 of The Guidance.
10. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Member for Education, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.
11. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
12. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.
13. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.

14. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

Financial and Staff Implications

15. There are no additional financial implications of this report for the county council. In signing Form 18 (Annex 4), the Governing Body has stated that it is aware that as a VA school it will have to fund a 10% contribution to future capital expenditure and that it has reviewed the state of the existing buildings and is confident that it can meet these costs. Form 18 also records the support of the Diocese for this proposal.
16. For a Voluntary Aided school, the source of any capital funding is LCVAP, and VAT is non-recoverable. However, Voluntary Aided schools would receive an increased grant.

Equality and Inclusion Implications

17. As Bletchingdon Parochial CE Primary School is an existing Church of England school, it is not considered that the change of category to become Voluntary Aided will affect the religious character of the school in any way, and will not therefore have implications for either equality or inclusion. As a VA school, Bletchingdon would become an “own admissions authority school” and would set its own admissions policy.

Decision

18. In considering the proposals for a change of category, the Decision Maker can decide to:
- Reject the proposals;
 - Approve the proposals;
 - Approve the proposals with a modification (e.g. the implementation date); or
 - Approve the proposals subject to them meeting a specific condition (see the Guidance).

RECOMMENDATION

19. **The Cabinet is RECOMMENDED to approve the change of category of Bletchingdon Parochial CE Primary School to Voluntary Aided with effect from 1 April 2013.**

JIM LEIVERS
Director for Children's Services

Annexes: Annex 1: Public consultation leaflet
 Annex 2: Statutory notice
 Annex 3: Full proposal document
 Annex 4: Form 18

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

March 2013

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**Bletchington CE (Voluntary
Controlled) Primary School**

**PROPOSAL TO SEEK A CHANGE OF
CATEGORY TO VOLUNTARY AIDED**

CONSULTATION DOCUMENT

Published by the Governing Body
May 2012

This consultative paper is being published following the decision by the Governing Body of Bletchingdon CE (Voluntary Controlled) Primary School to seek a change of category from a Controlled School to an Aided School. The opportunity to propose such a change originally arose from “The Education (Change of maintained School) (England) Regulations 2000”. Since then 23 schools within the Oxford Diocese have changed status (published figures as at March 2012)

1. Background

When initially established all Church of England schools were “Aided”; however, following the 1944 Education Act, they became either Aided or Controlled (by the Local Authority or LA). Governing bodies of Aided Schools have specific responsibilities in the same areas of Employment, Admissions, Buildings, Religious Education and Collective Worship. Bletchingdon School is a Voluntary Controlled school under Local Authority governance.

2. The Reason for change

i) The school is unlikely to continue in its current status. One way or another we will feel the need to follow changes designated by the Local Authority, Woodstock partnership and other local schools. There is a risk of change of status being imposed on us in the future. This may be out of our control.

ii) The Government is already imposing Academy status on schools throughout the country. Schools are actively being encouraged to pursue Academy status and seek out private sponsors. The Governing Body has concerns that by moving to Academy status, the school may lose its identity, and local community management and support services currently being supplied by the LA may become more expensive and harder to source.

An Oxford County Council Statement, April 2012, from their Intranet, states “We are aware that, in order to achieve the highest possible standards, schools will need access to good quality support services, the effective provision of which may be compromised by a significant, but unplanned movement by schools to become academies. Because of our concerns about such an unplanned transition over a period of time, and the effect this may have on remaining schools and the viability of services, we believe the Council needs to adopt a more planned and strategic approach to the issue than it has hitherto.

3. What would change and what would not change?

i) Staffing

The governing body would become the employer of all the staff. The terms, conditions and continuity of the current staff of the school would be unaffected. All existing staff have a guarantee of job security during the transition and will have the same employees' rights as they have now.

ii) Religious Education

The governing body would be responsible for deciding the school's policy on Religious Education and Collective Worship in relation to its Christian and Trust Deed.

iii) Governing body

A new instrument of government will come into force giving a majority of places to the foundation; however, initially we expect the existing governors will continue to serve on the new governing body. There will still be elected parent representatives as well as representatives of the staff and the LEA and Bletchingdon Charity. The foundation governors will be nominated by the Diocese of Oxford.

iv) Admissions

At present the Oxfordshire Local Authority is responsible for admissions at the school. Following the change of category the governing body will be responsible for admissions. The governing body anticipates no change from the present policy. Any future change brought about by changing circumstances and pressure on the school will be subject to separate consultation.

v) Capital Maintenance and Improvements

The governing body (and consequently the Diocese) will be responsible for maintenance and will receive a contribution from the Department for Education of 90% of the costs. The governing body must pay 10% of the costs of maintenance.

vi) The National Curriculum

All the requirements of the National Curriculum still apply in a voluntary aided school; therefore there will be no changes in the general curriculum of the school. We shall continue to work to the same high standards that we have now.

vii) Inclusion

Bletchingdon School already serves both the children of local Christians and those from the wide ethnic and cultural range of the local community. It will continue to do so.

viii) Variety of provision

As an Aided school Bletchingdon School believes it can ensure its long-term contribution to the variety of primary educational provision in Bletchingdon and its surrounding area.

xi) Ethos

Parents at present often comment on how much they value the Christian ethos of the school. A change to Aided category will help to make this ethos more secure into the future.

4. Timing

There will be a consultation period of 6 weeks (excluding school holidays) with interested parties (e.g. staff and parents) followed by a further 6-week period when a decision is published nationally. There will then be a 2-month period in which the LA make their decision. In some cases a transition may take up to 8 months in total.

5. Conclusion

A move towards VA status will give access to alternative funding opportunities, Diocese support networks which are already in existence, and a body of advisors who can assist in the transition to VA status and ultimately through to the almost inevitable Academy status under the umbrella of the Diocese. The weight of the Diocese will act in our favour and ultimately give us more control of our destiny.

Nothing that we are proposing should in any way lower the high standards of education for which Bletchington School is well known, but these proposals should help the school to grow and develop in the future.

The Oxford Diocesan Board of Education has 280 schools which are a mixture of Controlled and Aided. The Board recognises and welcomes all its schools as part of the Diocesan family and welcomes each Controlled School Governing Body having the opportunity under the regulations to make its own decision as to whether to propose the change in category.

6. Consultation

Staff, parents, local residents, neighbouring schools, the PCC, the Bletchington Charity, the Diocese of Oxford and the Local Authority are invited to comment on this proposal by Friday 20th July 2012. A meeting has been arranged for Wednesday 27th June 2012 from 6pm til 7pm. at Bletchington School at which you can find out more and ask any questions.

**We want to know what you think.
Please use this form to let us know your views.**

Please tick the box that most nearly matches your view.

1. I think that Bletchingdon School should become a voluntary aided school.

Agree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Not sure	<input type="checkbox"/>

2. I think that the governing body should give us more information about this idea.

Agree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Not sure	<input type="checkbox"/>

3. I am interested in this project because:
(Please tick as many boxes as apply to you.)

I live in the area served by the school.	<input type="checkbox"/>
I have children attending the school.	<input type="checkbox"/>
I work in the school.	<input type="checkbox"/>
My children attend other schools locally.	<input type="checkbox"/>
I worship at another Christian church in the area	<input type="checkbox"/>
I am a member of another faith	<input type="checkbox"/>
I am not a member of any faith community	<input type="checkbox"/>

When you have completed this form please return it to the school for the attention of the Clerk to the Governors before Friday 20th July 2012.

If you want any further information please come along to the consultation meeting on Wednesday 27th June at 6pm at the school.

Thank you for your help

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STATUTORY NOTICE

Bletchingdon Parochial Church of England Primary School - Change of Status from Voluntary Controlled to Voluntary Aided.

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that the Governing Body of Bletchingdon Parochial CE Primary School intends to make a prescribed alteration to Bletchingdon Parochial Church of England Voluntary Controlled Primary School, Weston Road, Bletchingdon, Kidlington, Oxon, OX5 3DH from 01 April 2013.

It is proposed to change the status of the school from Voluntary Controlled to Voluntary Aided.

The proposal will be implemented in a single phase on 01/04/2013.

No new or additional site is necessary to implement this proposal.

This proposal will be implemented by the Governing Body.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: Gordon Joyner, Deputy Director of Education, Oxford Diocesan Board of Education, Diocesan Church House, North Hinksey Lane, Oxford, OX2 0NB.

Within six weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to Diane Cameron, School Organisation & Planning, County Hall, FREEPOST Oxfordshire County Council, or by email to: Bletch2013-manager@myconsultations.oxfordshire.gov.uk or via online questionnaire at <http://myconsultations.oxfordshire.gov.uk>

Signed: Sue Green, Chair of Governors

Publication Date: 14 January 2013

Explanatory Notes

The Governing Body wishes to convert to Voluntary Aided status to allow it to take on some additional responsibilities relating to buildings, employment, admissions and RE and build closer relationships with the Oxford Diocese and local community, whilst remaining a maintained school under Oxfordshire County Council.

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PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

Bletchington Parochial Church of England (Voluntary Controlled) Primary School,
Weston Road, Bletchington, Oxfordshire, OX5 3DH

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

N/A

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

The Proposal will be implemented in a single phase on 1/4/13.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
 - (b) the address of the authority to which objections or comments should be sent.

Comments/objections should be submitted by **25 February 2013** to Diane Cameron, School Organisation & Planning, County Hall, FREEPOST Oxfordshire County Council. Alternatively, they may be emailed to: Bletch2013-manager@myconsultations.oxfordshire.gov.uk or submitted online via a questionnaire at <http://myconsultations.oxfordshire.gov.uk>

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

It is proposed to change the status of the school from voluntary controlled to voluntary aided.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 70 and this proposal will not alter the capacity.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The school currently admits up to 10 children into each year group and this will remain the same following this proposal.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

N/A

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

N/A

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

The proposal will be implemented by the Governing Body.

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No new site is required to implement this proposal.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of

Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

N/A

- (b) the distance between the proposed and current site;

N/A

- (c) the reason for the choice of proposed site;

N/A

- (d) the accessibility of the proposed site or sites;

N/A

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

Objectives

10. The objectives of the proposals.

The Governing Body wishes to convert to voluntary aided status to allow it to take on some additional responsibilities relating to buildings, employment, admissions and RE and build closer relationships with the Oxford diocese and local community, whilst remaining a maintained school under Oxfordshire County Council.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

The list of persons consulted comprise:

- Parents & Guardians of children at Bletchingdon School
- Staff at Bletchingdon School
- Parents & Guardians of children accepted into Foundation Class Sept. 2012
- Parent & Guardians of children who have appealed against decision for intake in Sept. 2012.
- Theresa Turner, School Bursar
- Partnership Schools:
 - Stonesfield
 - Tackley
 - William Fletcher
 - Combe
 - Woodstock
 - Bladon
 - Kirtlington
 - Wootton
 - Marlborough
- Other Local Schools
 - Chesterton
 - Islip
- Foundations
 - Bletchingdon Charity
 - Diocese of Oxford (Lesley Turville, Gordon Joyner)
- Bletchingdon Parish Council
- MPs & Local Councillors
 - MP John Howell
 - County Councillor Timothy Hallchurch
 - District Councillor Simon Holland
- Oxfordshire County Council
- Trade Unions

There was a low level of response (6 received) - which illustrates the uncontentious nature of this proposal. The responses were as follows:

Q1: Agree to go VA 4, Disagree 1, Not sure 1

Despite the consultation meeting being widely publicised only one parent (excluding staff & governors) actually attended the consultation meeting about converting to VA and this was uncontentious. The Governing Body has considered the responses to the consultation and has resolved to proceed to the next state of the consultation.

The Governing Body of Bletchington Parochial CE Primary School can confirm that they have complied with all applicable statutory requirements in relation to the proposals to consult.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

There is no capital cost relating to this proposal.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

N/A

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

- (c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

- (d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

- (d) details of how the provision will be funded;

N/A

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

- (g) the location of the provision if it is not to be established on the existing site of the school;

N/A

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

N/A

--

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

(b) evidence of local demand for single-sex education; and

N/A

(c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

(a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

(b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

No changes are proposed.

Need or demand for additional places

24. If the proposals involve adding places—

(a) a statement and supporting evidence of the need or demand for the particular places in the area;

N/A

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

- (a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;
- (b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

N/A

Department for Education

Statement of governors' resources to defray expenses which would fall to be borne by them under paragraph 3 of Schedule 3 to the School Standards and Framework Act 1998, as amended by The Regulatory Reform (Voluntary Aided Schools Liabilities and Funding) (England) Order 2002.

Local Authority: *Oxfordshire*

Name of School: *Bletchington Parochial Church of England Primary School,
Weston Road, Bletchington, Oxfordshire, OX5 3DH.*

School Number (if applicable): *931/3146*

This form, when completed by the Governors (or Promoters in the case of a new school) should be forwarded via the Diocese or other faith body if appropriate, to the decision maker (local authority or schools adjudicator) to be considered as part of the information supporting the statutory proposal.

(1) Please indicate below how the Governors (or Promoters in the case of a new school) plan to meet their responsibilities for governors' expenditure which is eligible for capital grant from the Secretary of State of the Department of Education.

The Governing Body is aware that it will have to fund a 10% contribution on future capital expenditure as a voluntary aided school. The Governing Body has reviewed the state of the existing buildings to ascertain the likely funding requirements over the next five years and it is confident that it will be able to meet the 10% contribution from local fundraising. If there are additional unforeseen works we are confident that the 10% contribution could be supported from local trusts, the school budget (where appropriate) and other sources (including Diocesan support).

It should be noted that discussion are underway which may see the school relocated – if this happens, it is expected that the cost will be covered by sale proceeds, section 106 funding and an existing LA contribution.

(2) Please indicate whether the governors (or promoters in the case of a new school) are in receipt of any endowment or other income which can be applied to the school
NO

(3) If the answer to (2) is yes, current annual total income
(a) from endowments £ Nil
(b) from other sources £ Nil

(4) In the case of Church of England, Roman Catholic, other faith school or a non-faith voluntary aided school. This application has had the support of the Diocesan Authority/Bishop/or other authority who undertake(s), as far as is necessary and to the best of his/their ability, to assist the Governors in carrying out their obligations under paragraph 3 of Schedule 3 to the School Standards and Framework Act 1998.

Signed:  Name: Gordon Joyner

Date: 1 November 2012

On behalf of: *The Oxford Diocesan Board of Education*

or Bishop of _____

or other _____

(5) Comments, if any, by Local Authority.

Signed  Name BARBARA CHIKMAN

Authorised Officer of the Local Authority

Date 10 JANUARY 2013

Division(s):

CABINET – 19 MARCH 2013

BAYARDS HILL PRIMARY SCHOOL – REVELOPMENT PROJECT

Report by Director for Environment and Economy

PURPOSE OF REPORT

1. The purpose of this report is to seek approval to award a contract for construction/ refurbishment to Bayard's Hill Primary School, Waynflete Road, Headington within an approved budget figure of £6.6 million. The report sets out the justification for this recommendation

The work will be carried out by a contractor selected from the OCC framework contract, as the value of the construction work is beyond the exclusivity limit of £4 million set for self-delivery by Carillion, the council's property and facilities contractual partner.

INTRODUCTION

2. The replacement of Bayard's Hill Primary School was one of 2 projects in Oxfordshire to be funded from the first wave of the previous governments Primary Capital Programme (PCP). This programme was intended to rebuild or refurbish at least half of all primary schools nationally over a 15 year period. The criterion from identifying priorities included levels of attainment and deprivation indices. As part of the deficit reduction measures implemented by the coalition government soon after the election in May 2010 the Primary Capital Programme was cancelled and the scheme at Bayard's Hill was unable to be taken forward as originally proposed. The need for Bayard's Hill Primary School to operate as a 2FE Primary School (Admission Number 60) is one part of the county council's strategy to meet the need for primary school places in Oxford.
3. The majority of pupils at Bayard's Hill Primary School enter with skills and abilities that are well below the levels expected for their age. The percentage who speak English as an additional language is above average. The proportion of pupils known to be eligible for free school meals is well above the national average. The proportion of pupils with special educational needs and/or disabilities is above average. Most of those pupils have moderate learning difficulties. Pupil mobility is above that seen nationally.
4. In February 2011 Council approved a revised Capital Programme which included £6.6m to address the priority suitability/condition requirements at Bayard's Hill Primary School and ensure sufficient space is provided for the school to operate as a two Form Entry (2FE) primary school. The new project was briefed with a view to adapt at and refurbish significant elements of the existing school accommodation rather than replace with new as proposed in the PCP project.

5. The construction work will be carried out by a contractor selected from the OCC framework contract, as the value of the construction work is beyond the exclusivity limit of £4 million set for self-delivery by Carillion. The nominated contractor has been closely involved in the project during design development. The design and administration of the construction contract will be carried out by Carillion/Capita Symonds (CCS).
6. At the meeting 17 July 2012 Cabinet approved the Council's Policy on Academies with priority being given to working with schools that are persistently at, or below, current "floor" targets, and/or are in an Ofsted category or at risk of going into an Ofsted category and, therefore, deemed under-performing schools. All schools that fall into this category will be encouraged to move towards sponsored Academy status.
7. Bayard's Hill Primary School was the only school in Oxfordshire below floor targets in 2012 with less than 60% of pupils achieving level 4 or above in English and maths at the end of Key Stage 2 (KS2). The floor changed from 55% to 60% two years ago, the only year the school have been above the Floor Target is 2010 when they got 60%.
8. The school is improving with formal support from two primary schools (Wood Farm and Windmill) in their partnership. This is an interim arrangement pending the identification of a future academy sponsor for the school which is expected to be confirmed for autumn 2013.

DESCRIPTION OF THE PROJECT

9. The school currently occupies buildings from the 1960's with later accommodation circa 2000. Teaching accommodation is split into 3 distinct separate areas. School classrooms and the County Music Service share part of one block. The current arrangement of the classroom accommodation, with key stages split, does not allow a natural flow of pedestrian traffic through the school with resultant operational and day to day management issues. The flow of circulation for access to the Music Service accommodation causes concern over safeguarding.
10. This project will rationalise, remodel and redevelop the school. The project will remove or refurbish existing poor quality buildings and provide extensions and infill accommodation. This will provide a natural flow through the Key Stages and deliver 21st Century accommodation to support the school in order to raise levels of educational attainment and aspiration. The proposed improvements will support the strategic provision of primary phase 'basic need' pupil places by providing sufficient infrastructure to allow the school to operate as a 2 Form-Entry (2FE) Primary school. Consequential alterations to the County Music Service accommodation on the site will create a secure and appropriate learning environment for the school.
11. The project will address over 95% of the value of the building condition issues identified in the condition survey carried out in August 2012, which total circa £1.3m
The scheme will also address current suitability issues relating to:

- Poor internal organisation of spaces
- Site security issues associated with a multi-use site
- Inadequate withdrawal/SEN spaces for small group and 1:1 support
- accessibility issues due to changes in levels within the building

The work will include a significant amount to improve the energy efficiency of the building by replacing the boiler and heating system, reducing the overall footprint of the building by 569m², installing modern standards for glazing and insulation and photovoltaic panels to meet the “Part L” requirements.

The project will be delivered with the following milestones:

No	Key Project Milestones	Start Date	Finish Date
1	Tender reviewed and recommended by CCS	1/3/13	8/3/13
2	Stage 2 Full Business Case Approval	22/2/13	15/3/13
3	Contract Award	25/3/13	29/3/13
4	Enabling works and Mobilisation	25/5/13	31/7/13
5	Phase 1 and Phase 2 Construction	31/7/13	24/7/15

EXPECTED BUSINESS BENEFITS & CONTRIBUTION TO THE COUNCIL’S BUSINESS STRATEGY

12. The Stage 1 Outline Business Case (Annex 1) identifies that the project meets;
 - two of the County Council’s four corporate priorities
 - one of the 6 corporate principles for capital prioritisation
 - two of the core themes of the Corporate Asset Management Plan 2010

FINANCIAL AND STAFF IMPLICATIONS

13. The Outline Business Case which identified a budget provision of £6.6m including contingency, for this project was approved by the Leader of the Council on 9th March 2012. Following detailed design, a tender has been submitted from OCC’s framework list of contractors which will deliver the scheme within the identified budget of £6.6m. Given that tenders have recently been received and detailed evaluation work was taking place at the time of writing this report it has not been possible to provide specific financial details. These will be available prior to the Cabinet meeting and circulated separately.
14. Any on-costs to the school for additional staff to provide for increased pupil numbers will be funded from the school’s delegated School Budget Share, which will increase in proportion to increases in pupil numbers. 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.

Existing Repairs & Maintenance Budget requirements will significantly reduce due to the major refurbishment and the high priority assessed need requirements will be resolved. Energy efficiency of the building will be significantly enhanced and the net floor area of the school will decrease by 569m² as a result of these works.

The school is responsible for running costs which are funded from the school's delegated School Budget Share. The building running costs will be proportionately lower than existing buildings on the site and the savings arising from the reduced area, enhanced insulation and more efficient heating systems can be reinvested by the school.

The County Music Service confirms that they envisage no impact on operating and staffing costs. Floor area occupied by the Music service will notionally increase by 85m² due to more dedicated circulation space. Premises costs will benefit from savings in energy efficiencies which will help mitigate any costs arising from the increased area.

15. If the school converts to an Academy, they will be responsible for managing all revenue implications of the project. These will need to be funded from the Academy's delegated Budget Share. Resources for academy budget shares are provided by government through the Education Funding Agency.

Oxfordshire County Council has no responsibility for on-going revenue running costs at the academy.

SUMMARY OF OPTIONS CONSIDERED AT OUTLINE BUSINESS CASE STAGE

16. Options considered and Discounted.

The following options were considered and discounted, during the feasibility stage and were documented within the attached Stage 1 OBC approved in March 2012.

- Do nothing
- Integrate children's centre on the site as originally proposed
- Deliver an 'off the shelf' new school solution

17. Recommended Option Approved at Stage 1 OBC and taken forward to detailed design to inform this Full Business Case.

The agreed option was to carry out partial demolition and build new accommodation to enhance the existing, where such is retained, to bring the school up to modern standards.

This option provides a cost-effective solution which can be delivered within the required timescale. Disruption to pupils and staff will be minimised by careful phasing and by provision of temporary classrooms on site for the relevant periods of the construction period.

The school's senior teaching staff & governors, and the County Music Service management team, have been fully engaged in the development of the detailed design through direct participation in design team meetings.

RISK MANAGEMENT

18. A detailed risk log is an integral part of the projects governance structure and is included in the business case attached as an appendix to this report. The summary of risks is set out in the table below.

No	Description of areas or sources of risk and impact on project	Mitigation	Owner
1	Asbestos removal. IMPACT: significant increase to project costs	Initial surveys undertaken and contingency sum adequate to meet current understanding of asbestos. Further destructive survey to be carried out under unoccupied conditions to determine complete extent of asbestos to be removed and costs confirmed as early as possible	CCS
2	Archaeology. IMPACT: increase in project costs and programme	Allowance in programme and cost plan to cater for delay in progress	CCS
3	Regulation 3 planning approval void on conversion to Academy. IMPACT: Proposed work does not proceed	New gate within perimeter fence being installed to implement planning approval in accordance with planning conditions	CCS
4	The scope of works could change due to the passage of time, new staff / governors or Academy requirements	The existing feasibility design drawings integrating descriptions of fitting out and the like have been agreed by the head teacher in the presence of the governors as the agreed scope of works	OCC

LEGAL IMPLICATIONS

19. The construction works for the project will be procured through the Council's Framework, which has been subject to EU Procurement.

Any works that are to be undertaken after the conversion to academy status will be included in the CTA agreement, and agreed with the academy provider, so that no additional licenses will be required.

CONSULTATION

20. The school senior teaching staff, governors and management team within the music service, have continued to be fully engaged in the development of the detailed design through direct participation in design team meetings. Any changes that came from the outcome of the Gateway Reviews have been shared with the stakeholders to ensure that they have been fully integrated within the project team.

SUSTAINABILITY IMPLICATIONS

21. The extension element of the project will seek to meet the BREEAM principles of 'VERY GOOD'. Despite the reduction of the old inefficient building floor area by 569m², and the improvement to the retained building with modern standards of glazing and roofing insulation, and heating and lighting, due to the area of the extension, compared with the area of the existing building, the overall project will be in line with that of a 'GOOD' rating.

The replacement boilers, heating system and photo voltaic solar panels will reduce the school's energy consumption, as well as its carbon footprint.

RECOMMENDATION

22. **The Cabinet is RECOMMENDED to approve the Stage 2 Business Case and approve the award of the construction contract detailed in the report.**

HUW JONES

Director for Environment and Economy

Background papers: Business case

Resource Appraisal Form

Capital Implications and Value for Money Analysis

The Latest Cost Plan

The Latest Project Risk Register

The Updated Stage 1 Form

Contact Officer: Trevor Askew, Service Manager, Tel: 01865 323678

February 2013



Stage 2 – Full Business Case/ Project Approval (Commit to Spend/ Contract)

DIVISIONS AFFECTED:

Barton & Sandhills
Ward

TOTAL CAPITAL BUDGET:

£6.6m

APPROVAL NO:

ED750

Programme/ Project: Oxford, Bayards Hill Primary School

Ref: Primary Capital Programme

(as in the capital programme)

Date: February 2013

Author: Ken Davis, Project Manager

Programme Manager: Mark Holmes, Programme Manager

Sponsor: Roy Leach

(where exist)

Version No: 3.0

Distribution: Ray Sturgeon, Peter Galley, Mark Holmes, Jennifer Makkreel, Graham Clare, Simon Pickard, Len Key, Kevin Griffin,

Guidance Notes

1. You must use this report if you already have an allocation within the capital programme. The aim of this report is to seek permission to commit the project delivery budget on the final project proposal following the work carried out including the detail design and tender where relevant.
2. This document must contain sufficient detail to enable the decision-maker to make an informed decision. Ideally all elements of the project must be fully defined and completed at this stage.
3. You need to specify any unknowns, any deviations from the original budget requirement, agreed scope or delivery timescales based on the feasibility studies and provide more details on the risks, deliverability and value for money.
4. Please use your previous stage reports as background documents to help you fill this template.
5. This form **must** be accompanied by the risk register (where available costed risk register to justify the project level contingencies).
6. **To make your business case easier to read, please delete all the guidance notes (blue / italic text) before submitting the Business Case for approval.**

1 Sign-off & Approval

The input must be obtained from the following:

Responsible Owner	Name	Date	Relevant Signature
Service Manager/ Client (Contributor)	Kevin Griffin		
Delivery Team Representative working on project delivery (Author)	Ken Davis		
Service Finance Business Partner or Management Accountant in Consultation with E&E Finance Business Partner (Contributor - checks against the Business Strategy & revenue implications)	Simon Pickard		
The Capital Finance Team (Contributor - checks against the capital programme & cost of capital financing)	Graham Clare		
Other Technical Contributors	Emily Williams Jennifer Makkreel		

The final approval must be obtained from one of the following:

Approval Level	Name	Date	Relevant Signature
Cost Centre or Service Manager (up to £500k) Optional for controversial/ sensitive programmes/ projects			
PDGs/ On behalf of PDGs (£500k to £1m) [KSMs responsible for H&T or P&F delivery teams in consultation with the relevant Deputy Director]			
C&APB / On behalf of C&APB (£1m to £2m) [Deputy Directors responsible for H&T or P&F delivery teams in consultation with the Chief Finance Officer & Director for E&E]			
CIB / On behalf of CIB (£2m to £5m) [The Chief Finance Officer & Director for E&E for transport & property programmes/ projects]			
Cabinet/ On behalf of Cabinet (over £5m) [Leader of the Council]	Ian Hudspeth		
Council (Proposals outside the approved Policy & Budgetary Framework)			

Please note that forms with no names will not be put forward for approval. Using officers' name without their permission is a disciplinary offence and will be escalated as required.

2. EXECUTIVE SUMMARY

2.1 Purpose of Report

The purpose of this report is to recommend to the Council the letting of the contract for construction of refurbishment of Bayards Hill Primary School. The report sets out the justification for this recommendation.

2.2 Background

The replacement of Bayards Hill Primary School was one of 2 projects in Oxfordshire to be funded from the first wave of the previous governments Primary *Capital Programme* (PCP), this programme was intended to rebuild or refurbish at least half of all primary schools nationally over a 15 year period. The criterion from identifying priorities included levels of attainment and deprivation indices. As part of the deficit reduction measures implemented by the coalition government soon after the election in May 2010 the Primary Capital Programme was cancelled and the scheme at Bayards Hill was unable to be taken forward as originally proposed.

The majority of pupils At Bayards Hill Primary School are from White British backgrounds and other pupils are from a wide range of ethnic heritages. Children enter the school with skills and abilities that are well below the levels expected for their age. The percentage who speak English as an additional language is above average. The proportion of pupils known to be eligible for free school meals is well above the national average. The proportion of pupils with special educational needs and/or disabilities is above average. Most of those pupils have moderate learning difficulties. Pupil mobility is above that seen nationally.

In January 2011 Cabinet approved a revised Capital Programme which included £6.6m to address the priority suitability/condition requirements at Bayards Hill Primary School and ensure sufficient space is provided for the school to operate as a 2 Form Entry (2FE) primary school.

The new project was briefed with a view to adapt at and refurbish significant elements of the existing school accommodation rather than replace with new as proposed in the PCP project.

The construction work will be carried out by a contractor selected from the OCC framework contract, as the value of the construction work is beyond the exclusivity limit of £4 million set for self-delivery by Carillion. The nominated contractor is Stepnell Ltd who has been closely involved in the project during design development. The design and administration of the construction contract will be carried out by Carillion.

The scope of the works have been developed from the Stage 1 Outline Business Case (attached) approved by the Leader of the Council on 9th March 2012.

The need for Bayards Hill Primary School to operate as a 2FE Primary School (Admission Number 60) is one part of the county council's strategy to meet the need for primary school

places in Oxford.

At the meeting 17 July 2012 Cabinet approved the Council's Policy on Academies with priority being given to working with schools that are persistently at, or below, current "floor" targets, and/or are in an Ofsted category or at risk of going into an Ofsted category and, therefore, deemed under-performing schools. All schools that fall into this category will be encouraged to move towards sponsored Academy status.

Bayards Hill Primary School was the only school in Oxfordshire below floor targets in 2012 with less than 60% of pupils achieving level 4 or above in English and maths at the end of Key Stage 2 (KS2). The floor changed from 55% to 60% two years ago, the only year the school have been above the Floor Target is 2010 when they got 60%.

The school is improving with formal support from two primary schools (Wood Farm and Windmill) in their partnership. This is an interim arrangement pending the identification of a future academy sponsor for the school which is expected to be confirmed for autumn 2013.

2.3 Funding

A budget provision of £6.6m including contingency for this project was approved by the Leader of the Council on 9th March 2012.

Following detailed design, a tender has now been submitted by Stepnell Ltd which will deliver the scheme within the identified budget of £6.6m (details contained within Appendix B)

3. DESCRIPTION OF THE PROJECT

The school currently occupies buildings from the 1960's with later accommodation circa 2000. Teaching accommodation is split into 3 distinct separate areas. School classrooms and the County Music Service share part of one block. The current arrangement of the classroom accommodation, with key stages split, does not allow a natural flow of pedestrian traffic through the school with resultant operational and day to day management issues. The flow of circulation for access to the Music Service accommodation causes concern over safeguarding.

This project will rationalise, remodel and redevelop the school. The project will remove or refurbish existing poor quality buildings and provide extensions and infill accommodation. This will provide a natural flow through the Key Stages and deliver 21st Century accommodation to support the school in order to raise levels of educational attainment and aspiration. The proposed improvements will support the strategic provision of primary phase 'basic need' pupil places by providing sufficient infrastructure to allow the school to operate as a 2 Form-Entry (2FE) Primary school. Consequential alterations to the County Music Service accommodation on the site will create a secure and appropriate learning environment for the school.

The project will address over 95% of the value of the building condition issues identified in the condition survey carried out in August 2012, which total circa £1.3m

The scheme will also address current suitability issues relating to:

- Poor internal organisation of spaces
- Site security issues associated with a multi-use site
- Inadequate withdrawal/SEN spaces for small group and 1:1 support
- accessibility issues due to changes in levels within the building

The work will include a significant amount to improve the energy efficiency of the building by replacing the boiler and heating system, reducing the overall footprint of the building by 569m², installing modern standards for glazing and insulation and photovoltaic panels to meet the "Part L" requirements.

The project will be delivered with the following milestones:

No	Key Project Milestones	Start Date	Finish Date
1	Tender reviewed and recommended by CCS	1/3/13	8/3/13
2	Stage 2 Full Business Case Approval	22/2/13	15/3/13
3	Contract Award	25/3/13	29/3/13
4	Enabling works and Mobilisation	25/5/13	31/7/13
5	Phase 1 and Phase 2 Construction	31/7/13	24/7/15

4. EXPECTED BUSINESS BENEFITS & CONTRIBUTION TO THE COUNCIL'S BUSINESS STRATEGY

The project meets two of the County Council's four corporate priorities identified in the Stage 1 Outline Business Case attached

The project meets one of the 6 corporate principles for capital prioritisation which is identified in the Stage One Outline Business Case attached

The project meets two of the core themes of the Corporate Asset Management Plan 2010 identified in the Stage One Outline Business Case attached

5. SUMMARY OF OPTIONS CONSIDERED AT OUTLINE BUSINESS CASE STAGE

Options Considered and Discounted

The following options were considered and discounted, during the feasibility stage and were documented within the attached Stage 1 OBC approved in March 2012.

- Do nothing
- Integrate children's centre on the site as originally proposed
- Deliver an 'off the shelf' new school solution

Recommended Option Approved at Stage 1 OBC and taken forward to detailed design to inform this Full Business Case

The agreed option was to carry out partial demolition and build new accommodation to enhance the existing, where such is retained, to bring the school up to modern standards.

This option provides a cost-effective solution which can be delivered within the required timescale. Disruption to pupils and staff will be minimised by careful phasing and by provision of temporary classrooms on site for the relevant periods of the construction period.

The school's senior teaching staff & governors, and the County Music Service management team, have been fully engaged in the development of the detailed design through direct participation in design team meetings.

6. RISKS AND ASSUMPTIONS

A complete costed risk register is included in Appendix D

No	Description of areas or sources of risk and impact on project	Mitigation	Owner
1	Asbestos removal. IMPACT: significant increase to project costs	Initial surveys undertaken and contingency sum adequate to meet current understanding of asbestos. Further destructive survey to be carried out under unoccupied conditions to determine complete extent of asbestos to be removed and costs confirmed as early as possible	CCS
2	Archaeology. IMPACT: increase in project costs and programme	Allowance in programme and cost plan to cater for delay in progress	CCS
3	Reg 3 planning approval void on conversion to Academy. IMPACT: Proposed work does not proceed	New gate within perimeter fence being installed to implement planning approval in accordance with planning conditions	CCS
4	The scope of works could change due to the passage of time, new staff / governors or Academy requirements	The existing feasibility design drawings integrating descriptions of fitting out and the like have been agreed by the head teacher in the presence of the governors as the agreed scope of works	OCC

7. SERVICE & STAFFING IMPLICATIONS

Any staffing implications that arise from this project will be managed by the school and funded from the school's delegated revenue budget.

8. ENVIRONMENTAL IMPLICATIONS

The extension element of the project will seek to meet the BREEAM principles of 'VERY GOOD'. Despite the reduction of the old inefficient building floor area by 569m², and the improvement to the retained building with modern standards of glazing and roofing insulation, and heating and lighting, due to the area of the extension, compared with the area of the existing building, the overall project will be in line with that of a 'GOOD' rating.

The replacement boilers, heating system and photovoltaics will reduce the school's energy consumption, as well as its carbon footprint.

9. LEGAL IMPLICATIONS (INCLUDING PROCUREMENT RELATED ISSUES)

This construction works for the project will be procured through the Council's Framework, which has been subject to EU Procurement.

Any works that are to be undertaken after the conversion to academy status will be included in the CTA agreement, and agreed with the academy provider, so that no additional licenses will be required.

10. FINANCIAL IMPLICATIONS & AFFORDABILITY

Capital Implications

Please see Appendix B – Capital Implications and Value for Money Analysis

Revenue Implications

Any on-costs to the school for additional staff to provide for increased pupil numbers will be funded from the school's delegated School Budget Share, which will increase in proportion to increases in pupil numbers. 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

Existing Repairs & Maintenance Budget requirements will significantly reduce due to the major refurbishment and the high priority assessed need requirements will be resolved. Energy efficiency of the building will be significantly enhanced and the net floor area of the school will decrease by 569m² as a result of these works.

The school is responsible for running costs which are funded from the school's delegated School Budget Share. The building running costs will be proportionately lower than existing buildings on the site and the savings arising from the reduced area, enhanced insulation and more efficient heating systems can be reinvested by the school.

The County Music Service confirm that they envisage no impact on operating and staffing costs. Floor area occupied by the Music service will notionally increase by 85m² due to more dedicated circulation space. Premises costs will benefit from savings in energy

efficiencies which will help mitigate any costs arising from the increased area.

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If the school converts to an Academy, they will be responsible for managing all revenue implications of the project. These will need to be funded from the Academy's delegated Budget Share. Resources for academy budget shares are provided by government through the Education Funding Agency.

Oxfordshire County Council has no responsibility for on-going revenue running costs at the academy.

11. CONSULTATION

The school senior teaching staff, governors and management team within the music service, have continued to be fully engaged in the development of the detailed design through direct participation in design team meetings. Any changes that came from the outcome of the Gateway Reviews have been shared with the stakeholders to ensure that they have been fully integrated within the project team.

12. RECOMMENDATIONS

To approve the Stage 2 Full Business Case to enable the award of the construction contract

Report by

Ken Davis
Project Manager

Report Authors & Contributors

Jennifer Makkreel, Property Programme Office Manager
Ray Sturgeon, Principle Delivery Officer
Graham Clare, Corporate Finance
Kevin Griffin, Service Manager

Background Papers

Accompanying appendices listed below will be circulated separately.

Appendix A – Resource Appraisal Form

[The Resource Appraisal spreadsheet must be completed and attached to this report]

Appendix B – Capital Implications and Value for

Money Analysis

Appendix C – The Latest Cost Plan

[An updated Cost Model spreadsheet must be completed and attached to this report]

Appendix D – The Latest Project Risk Register

[The latest risk register (where available a costed risk register) must be completed and attached to this report.]

Appendix E – The Updated Stage 1 Form

[The Full Business Case Template is produced in line with the Cabinet Reporting Format to ensure that it could be used directly for high level decision-making. It is recommended that before you start writing the full business case, you update the Stage 1 Form in consultation with your client service as part of your regular project management meeting. You can put more technical details in the updated Stage 1 form and use it as a communication tool with your client throughout the life of your project.]

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Division(s):

CABINET COMMITTEE – 19 MARCH 2013

REVIEW OF THE OXFORDSHIRE WASTE PARTNERSHIP JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY

Report by Director for Environment and Economy

Introduction

1. The current Joint Municipal Waste Management Strategy (prepared by the Oxfordshire Waste Partnership) was adopted in 2007; it is a high level policy document and commits to a five-yearly review to ensure that it remains current. Partner councils are free to develop their own strategies and plans to implement the Strategy.
2. In 2011/12 Oxfordshire had the best recycling rate and composting rate in the country at over 60%, Oxfordshire also produced the lowest amount of residual waste per household. Investment by the members of the Partnership in collection systems has been delivered and investment made in infrastructure to manage our wastes, including Anaerobic digestion plants and an Energy from Waste facility.
3. The review took account of this progress and the changing drivers for waste management nationally. A draft strategy document was produced and approved by Oxfordshire Waste Partnership (OWP) for public consultation in June 2012. Consultation feedback was incorporated into the strategy and a final version presented to OWP for sign off in January 2013. Following this agreement at OWP each Partner council is asked to consider and formally adopt the strategy.

Changes in the 5 year review

4. The Strategy review celebrates the Partners' success and reaffirms our 2007 policies. It accounts for legislative and national policy changes, aiming for improvement and cost efficiency. The Strategy review focuses on reduction and reuse and improving our current recycling systems.
5. The majority of the changes are minor. Policy wording has been updated to reflect the removal of the Landfill Allowances and Trading Scheme, and the procurement of Ardley Energy from Waste facility. Policies on household and commercial waste reduction have been separated, emphasising OWP's commitment to helping businesses reduce and manage their wastes. A policy on Local Environmental Quality (including litter, and graffiti) has been added to reflect OWPs role in this area.
6. Importantly, it is proposed that the county wide recycling and composting targets are revised (as all authorities are already out-performing the current

targets) and raised to 65% in 2020 and 70% in 2025. These are realistic, but stretching given the current technology and infrastructure in place.

7. Oxfordshire's achievements through the Partnership are a major success of the last 5 years. The updating of the Strategy sets the strategic direction for waste management until 2030 and demonstrates our commitment to the waste hierarchy; working to encourage waste reduction, increasing our reuse activity, continuing to improve our recycling and composting rates and sending any non-recyclable waste for energy recovery.

Consultation

8. A public consultation was carried out on the reviewed strategy in July and August 2012, and a further consultation exercise was carried out in December 2012. A separate exercise with secondary school eco councils through the Oxfordshire Green Schools programme ensured that younger residents were also represented. Over 250 responses were received in total.
9. The responses showed widespread support for the reviewed strategy. Respondents supported waste reduction and reuse efforts and wished to see further improvement to our high recycling and composting rates. Respondents were keen that the Partnership's members worked closely with local communities and with third sector organisations. They want OWP to help businesses reduce their waste and supported the inclusion of Local Environmental Quality issues within the strategy. Respondents thought it important for the Partnership to continue its communications work to promote sustainable waste management and indicated the type of communications that they found useful.
10. Some helpful comments were received on the draft wording of some policies. For example respondents suggested the retention of a 'per person' or 'per household' based waste reduction target rather than a broader tonnage based target in the consultation draft. They also favoured the continued inclusion of countywide recycling targets. It was also suggested that the wording of some of the other policies could be made simpler and more meaningful. These suggestions were taken on board and included within the revised strategy in Appendix 1.

Equalities

11. The strategy has been subject to a Service and Community Impact Assessment (SCIA) and any equalities issues identified and included within the Action Plan.

Implications for Oxfordshire County Council

12. The revised policies are very much high level and a continuation of current priorities. The detail of implementation is left to individual partners to exercise their responsibilities – for example, the County Council is responsible for

determining and implementing a strategy for delivering Household Waste Recycling Centres.

13. Moving forward, working together through the OWP, the revised targets in the Waste Strategy will secure Oxfordshire's position as leading the agenda on waste and resource management nationally.

Financial, Risk and Staff Implications

14. The reviewed strategy takes account of current OWP budgets and partner contributions and can be delivered within present funding and staffing levels. Strategy implementation may be at risk if budgets are reduced in the future.
15. The targets within the Strategy have previously been linked to the non-statutory incentive payments between partners. The leaders of the County and District councils have agreed an exit strategy that will see this scheme withdrawn over the next 4 years. A formal deed of variation to that effect is currently being prepared by OCC legal services to be signed by all partner councils.

RECOMMENDATION

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

HUW JONES
Director for Environment and Economy

Contact Officer: Tom Flanagan, Planning, Environment and Transport Policy
Manager, 01865 815225

February 2013

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Oxfordshire Joint Municipal Waste Management Strategy 2012

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List of Abbreviations

CAG	Community Action Group
EfW	Energy from Waste
EU	European Union
HWRC	Household Waste Recycling Centre
JMWMS	Joint Municipal Waste Management Strategy
LATS	Landfill Allowance Trading Scheme
LEQ	Local Environmental Quality
M&WDF	Minerals and Waste Development Framework
OCC	Oxfordshire County Council
OWP	Oxfordshire Waste partnership
PAT	Portable Appliance Testing
SEA	Strategic Environmental Assessment
UK	United Kingdom
WCA	Waste Collection Authority
WDA	Waste Disposal Authority
WEEE	Waste Electrical and Electronic Equipment
WET	Waste and Emissions Trading Act
WPA	Waste Planning Authority
WPS	Waste Prevention Strategy
WRAP	Waste and Resources Action Programme

1. About Oxfordshire Waste Partnership

- 1.1. Oxfordshire Waste Partnership (OWP) is made up of the County and District Councils of Oxfordshire, these are: Cherwell District Council, Oxford City Council, Oxfordshire County Council, South Oxfordshire District Council, Vale of the White Horse District Council and West Oxfordshire District Council
- 1.2. OWP became a statutory joint committee in April 2007, with powers to develop and implement a sustainable waste management strategy for Oxfordshire. A Joint Municipal Waste Management Strategy (JMWMS) was developed and adopted in 2007. Oxfordshire Councils now work together through OWP to manage and improve waste management within the county by implementing the JMWMS. The duty to prepare a JMWMS is currently a legal obligation under the Waste Emissions and Trading (WET) Act.
- 1.3. The delivery of waste management operations, such as waste collection and managing treatment and disposal site contracts, is undertaken by the individual partner councils within OWP. The district councils, as Waste Collection Authorities (WCA), are responsible for waste & recycling collections, and street cleaning operations. Oxfordshire County Council, as Waste Disposal Authority (WDA), provides Household Waste Recycling Centres (HWRCs), treatment and disposal sites. These operations are guided by the objectives and policies within the JMWMS, but are managed by the individual partner councils.
- 1.4. As well as being the WDA, Oxfordshire County Council (OCC) is also the Waste Planning Authority (WPA). As the WPA, OCC is responsible for preparing waste related development plan documents for the Minerals & Waste Plan for Oxfordshire. OCC also determines minerals & waste planning applications, and is responsible for monitoring and enforcing minerals & waste planning controls. The roles of WDA and WPA are separate. The JMWMS does not set policy to determine where waste management facilities should be sited; the JMWMS details how municipal waste will be collected and disposed of. The WPA determines where these facilities should be located.
- 1.5. Previously the term 'Municipal Waste' was used in waste policies and nationally reported data to refer to waste collected by local authorities. In other European legislation the definition of municipal waste included both household waste and that from other sources (that may or may not have been collected by local authorities). In 2010 after discussions with the European Union (EU), the UK expanded its definition to align with the wider European definition and include waste from other sources that is

similar in nature and composition. The term “local authority collected waste” has subsequently been developed to replace the old UK definition of municipal waste. This strategy is therefore addressing all wastes produced in Oxfordshire that come under the heading of ‘local authority collected waste’. This includes waste produced within Oxfordshire by householders, commercial waste collected by district councils, waste deposited at Household Waste Recycling Centres (HWRCs), street sweepings, litter and fly tipped materials.

2. Oxfordshire’s Vision for the future:

- 2.1. Our vision for the future is: A society where everyone tries to prevent waste and sees waste materials as a potential resource. Oxfordshire is pursuing a clear vision for sustainable waste management and resource efficiency:

“We will work in partnership to reduce waste and to maximise reuse, recycling and composting. We will treat residual waste before disposal to further recover value and to minimise the environmental impact of managing our waste streams”

3. Changes since the adoption of the 2006/7 JMWMS

- 3.1. There has been considerable change and development in the five years since the JMWMS was agreed. Firstly, OWP councils have made great strides in reducing waste and improving recycling and composting performance. Secondly, there has been legislative development in the form of the EU Waste Framework Directive, which was revised in 2011. Thirdly, national government published a review of waste policy in England in 2011, and finally the way that performance is measured is changing; with an increasing focus on measuring the carbon emissions associated with our activities and seeking to reduce these over time.

- 3.2. In 2005/06 Oxfordshire’s households produced around half a tonne of waste per person. Around 33% of this waste was recycled or composted, the rest was sent directly to landfill. The 2006/7 JMWMS set out how Oxfordshire councils were going to manage our waste over the next 25 years and improve our recycling performance. It identified the future challenges, the need for change and set out our shared vision for the future.

- 3.3. Since agreeing the JMWMS Oxfordshire has:

- Introduced new waste collection schemes that collect more recyclable and compostable materials from the kerbside and expanded recycling facilities at HWRCs,

- Built food waste processing plants so that food waste from every household in the county no longer has to go to landfill, but is instead used either to make compost or to generate green electricity,
- Signed a contract to build an Energy from Waste (EfW) facility at Ardley to manage our non recyclable waste and recover value from this waste through electricity generation.

3.4. In 2011/12 OWP councils recycled or composted over 60% of household waste. We now produce less waste per person than any other County Council in England. Our recycling rates continue to improve, making Oxfordshire one of the highest performing areas in the country. The targets set out in the JMWMS have been achieved earlier than expected. Recycling and composting levels have exceeded expectation and OWP councils are ambitious to do more; reduce waste further, recycle more and send less waste for disposal.

3.5. The JMWMS commits to regular reviews in order to ensure that it remains current and its policies are relevant. As part of the 2012 review we have evaluated the progress that has been made so far and consulted on our plans and priorities for continual improvement across the county.

3.6. A public consultation on a draft five-year review of the JMWMS was undertaken in the summer of 2012. This updated strategy document includes changes made in response to the public consultation findings. The detailed consultation findings and accompanying management response can be found at: www.oxfordshirewaste.gov.uk.

4. EU Waste Framework Directive

4.1. The European Union Waste Framework Directive was transposed into national law in March 2011. There are three key developments for OWP resulting from this:

- The waste hierarchy (shown in figure 1) is now law and all waste producers must have regard for the waste hierarchy when managing their waste.
- A national waste prevention plan must be developed by 2014, increasing the importance of waste reduction activity.
- All waste producers (including councils) must have recycling services in place for glass, metals, paper and plastics by 2015.

4.2. In 2010/11 OWP approved a county wide Waste Prevention Strategy, four years before required under EU law. The strategy, already in implementation, details how we will encourage residents and businesses to reduce the amount of waste that they produce. This strategy embeds the waste hierarchy within our activities, helping us to comply with the Framework Directive.

- 4.3. All District Councils now provide opportunities to recycle a wide range of materials at the kerbside, or through bring banks and are continually looking to expand the range of materials accepted. Those District councils that collect commercial waste now offer recycling services to their customers. OCC have a dedicated Commercial Waste Reduction Officer who assists business to identify where they can reduce and recycle more of their waste.

Figure 1: Waste hierarchy



5. National Review of Waste Policies

- 5.1. National Government published its review of waste policy and plans for a zero waste economy on 14th June 2011 following consultation with local government, industry and members of the public. This JMWMS review seeks to ensure that the refreshed Oxfordshire JMWMS remains aligned with government policy and objectives.
- 5.2. Oxfordshire is well placed to incorporate the national review findings. We already:
- Prioritise waste prevention, and produced an updated waste prevention plan in 2010/11;
 - Collect waste regularly and have good levels of public satisfaction;
 - Have high levels of recycling and composting that exceed the EU target of 50% by 2020;
 - Realise the benefits of Anaerobic Digestion with a long term contract and facilities in place;

- Recognise the role of Energy from Waste within the context of the waste hierarchy, We are aiming for zero waste to landfill with an EfW plant due to open in 2014;
 - Work with local businesses to reduce waste and increase recycling collections;
 - Take a common sense approach to environmental enforcement, pursuing only serious or persistent offenders.
- 5.3. The national review set out plans for voluntary responsibility deals with a number of industry sectors to reduce waste. OWP will seek to participate and support these where appropriate. Agreements are being developed with:
- Hospitality sector
 - Paper manufacturers
 - Direct Marketing industry
 - Textiles industry
 - Construction industry
 - Packaging industry
 - Waste management companies.
- 5.4. The government's review stated that "the public have a reasonable expectation that household waste collections services should be weekly, particularly for smelly waste." In September 2011 the Department for Communities and Local Government backed this statement with the announcement of a £250 million fund for local authorities wishing to retain or reinstate weekly residual refuse collections. OWP will lobby against a return to weekly refuse collections as these will result in a decrease in recycling & composting levels and consequently increased landfill and financial cost. OWP will argue instead for funding to be targeted on improving recycling and composting collection services.
- 5.5. The national review did not set out any new landfill diversion or waste recycling targets, the EU waste Framework Directive recycling and composting target of 50% by 2020 being the only target set out. This is despite the governments in Scotland and Wales setting more ambitious recycling targets of 70% by 2025.
- 5.6. The most significant development within the national review is perhaps the abolition of The Landfill Allowance Trading Scheme (LATS) from 31 March 2013. This follows the reclassification of municipal waste to bring it in line with the broader European definition.
- 5.7. LATS is a permit trading scheme whereby WDAs are set limits on how much waste they can landfill each year up to 2020. The limits are set so as to ensure that the UK meets its obligations under the EU Landfill

Directive. WDAs are able to trade LATS permits with others in order to help them meet these annual targets.

- 5.8. Under the revised definition, more commercial and industrial waste falls within the scope of the EU landfill directive; yet LATS deals only with local authority controlled waste. Government accepts that LATS is a burden on local authorities, but not private companies who also collect the wider definition of municipal waste. LATS is no longer considered a necessary or appropriate way of meeting the UK's obligations under the Landfill Directive.
- 5.9. Abolishing LATS removes a barrier to local authority involvement in the collection of commercial waste, potentially improving the choice of waste management options available to businesses. OWP councils will aim to provide advice and appropriate services to local businesses to help them reduce waste. OWP is committed to high standards of customer service and will sign up to the Business Recycling and Waste Services Commitment announced in the national review and developed by the Waste and Resources Action Programme (WRAP).

6. Costs

- 6.1. A number of developments since 2006/7 impact upon the costs of implementing the JMWMS:

7. Landfill Allowance Trading Scheme

- 7.1. The abolition of LATS in 2013 removes the prospect of financial penalties of up to £150 per tonne for exceeding landfill allowances. However, it also removes the opportunity of trading LATS permits (i.e. selling any surplus permits to other waste disposal authorities that need them, or buying permits in any years where Oxfordshire may have otherwise exceeded its allowance). Ending LATS will make budgeting easier. The value of LATS permits varied with market forces and was difficult to predict. Accurately forecasting waste arisings can also be difficult, so coupling uncertain waste tonnage predictions with estimated future LATS values made for challenging budget setting conditions for councils.

8. Landfill Tax

- 8.1.1. Landfill tax is to have a ceiling level of £80 per tonne by 2014/15 – although no further measures were added to this existing commitment by the national waste review. Landfill tax is now the main fiscal instrument encouraging the diversion of waste from landfill. In 2011/12 landfill tax, set at £56 per tonne, cost Oxfordshire County

Council over £6 million, an increase of around £3 million since 2006/7.

- 8.1.2. Total expenditure on landfill tax has increased despite overall waste arisings within Oxfordshire having dropped since 2007. Added to this, increased recycling and composting levels have meant that there has been a sharp decrease in the amount of household waste sent to landfill. This has helped reduce the financial impact of the escalating landfill tax rate, but it still remains a significant proportion of the costs of waste management.

9. Reduced Public Spending

9.1. Local Authorities are undergoing a period of challenging austerity measures. Local authority budgets are expected to reduce by 28% by 2014/15. OWP remains committed to working collaboratively to manage costs. We will do this through:

- Embedding the waste management hierarchy in our work: reducing the amount of waste produced and maximising reuse, recycling and composting in order to avoid expensive and less sustainable waste disposal options.
- Joint procurement of contracts and goods in order to gain best value for money.
- Recognising waste materials as a resource, and seeking to maximise income received through the sale of recyclables
- Working jointly to avoid duplication, share effort, resources and best practice.
- Developing innovative and creative cost saving solutions whilst protecting front line services

10. Climate change

10.1. The positive environmental impacts of waste prevention and increased recycling have long been realised. However, there is now a greater focus on (and growing understanding of) greenhouse gas emissions (such as carbon dioxide, methane and other greenhouse gasses) associated with waste management activities. Every Local Authority in Oxfordshire is compiling annual green house gas reports outlining their annual emissions. Reducing emissions helps reduce the impact of climate change and measuring the carbon impact of our activities has become more important. Landfills are large emitters of methane, a greenhouse gas 21 times more polluting than carbon dioxide. By reducing the amount of waste that we send to landfill we are helping to reduce the carbon footprint of our activities.

- 10.2. We have already made significant achievements in reducing our carbon emissions, for example West Oxfordshire District Council have reduced their fleet carbon emissions by 17%, leading them receiving the Energy Saving Trust's Best Public Sector Fleet award in 2011.
- 10.3. The OWP Waste Prevention Strategy set out carbon emissions information associated with some of our waste prevention activities for the first time. These are home composting, food waste avoidance and junk mail avoidance.
- 10.4. OWP will increasingly seek to use carbon accounting to support our decision making. This will mean measuring wherever possible the carbon savings resulting from our work. We will seek to prioritise activities that offer the greatest carbon reductions.

11. Key Achievements: 2006/7 – 2011/12

- 11.1. OWP has:
- Reduced the amount of household waste generated by 8%
 - Increased the amount of household waste recycled and composted from 38.5% in 2006/07 to over 60% in 2011/12
 - Reduced the amount of household waste sent to landfill from 61.4% in 2006/7 to 38% in 2011/12¹
 - Obtained more than £1 million in Performance Reward Grant from Government and worked collaboratively to reinvest funds in new waste management services (through the establishment of the OWP New Initiatives Fund).

12. Waste Reduction

- 12.1. Helping people to reduce the amount of waste that they produce is a key priority. Since 2006/7 we have helped reduce the total amount of waste generated by 8% through providing advice and information on topics such as food waste avoidance (through the Love Food, Hate Waste campaign), smart shopping, home composting and reuse. Compared with other counties in England, Oxfordshire performs very well; our residents produce a lower amount of waste per person than any other county. Reducing waste not only saves councils money as there is less to collect and dispose of, but also helps to reduce carbon emissions from landfill and preserves natural resources used in manufacturing products.

¹ The remaining 2% is treated by incineration. This typically comprises of clinical and hazardous waste streams unsuitable for landfill.

13. Waste Recycling and Kerbside Collections

- 13.1. Oxfordshire has raised its recycling rate from 33% to over 60% in just 6 years. This tremendous performance means that we have already exceeded our existing target to recycle 55% in 2020.
- 13.2. To reach these remarkable recycling rates, Oxfordshire's District Councils have all made substantial changes to their collection schemes, collecting food waste from every house in the county, expanding the range of recyclable materials collected at the kerbside and collecting residual waste on an alternate weekly basis. In 2011/12, each of our District Councils were amongst the top 125 (out of 353 councils in England) for recycling and composting in England and three councils were in the top 10. This excellent kerbside performance is combined with performance at the county council HWRCs. In 2011/12 Oxfordshire County Council as WDA had the highest recycling and composting rate of any county council in England.

14. Reducing Landfill

- 14.1. By promoting waste reduction, reuse, recycling and composting, we have reduced the amount of waste that we sent to landfill each year from 199,686 tonnes in 2005/06 to 105,957 tonnes in 2011/12 (a reduction of 93,729 tonnes). Landfills produce carbon which can contribute to global warming and they need looking after for many decades after they are full. OWP want to continue to reduce the amount of residual waste produced and recycle and compost as much as possible, before sending the remainder for energy recovery.
- 14.2. New district waste collection systems have been introduced alongside new waste treatment facilities. All Districts have let new waste services contracts helping to increase recycling rates and reduce costs. Some districts have partnered with their neighbours and introduced a shared officer structure realising further savings.
- 14.3. Significant investment in new waste infrastructure has occurred in the last five years. Since 2006/7 we have opened an In-Vessel Composting plant at Ardley and an Anaerobic Digestion facility at Cassington to process household food and green waste from within the county. A second AD plant is under construction near Wallingford. Oakley Wood HWRC has also been fully refurbished. We have signed a contract to build an EfW plant in Ardley that will be able to take all of Oxfordshire's residual waste and when operating to capacity will produce enough electricity to power some 38,000 households.

15. Partnership Working

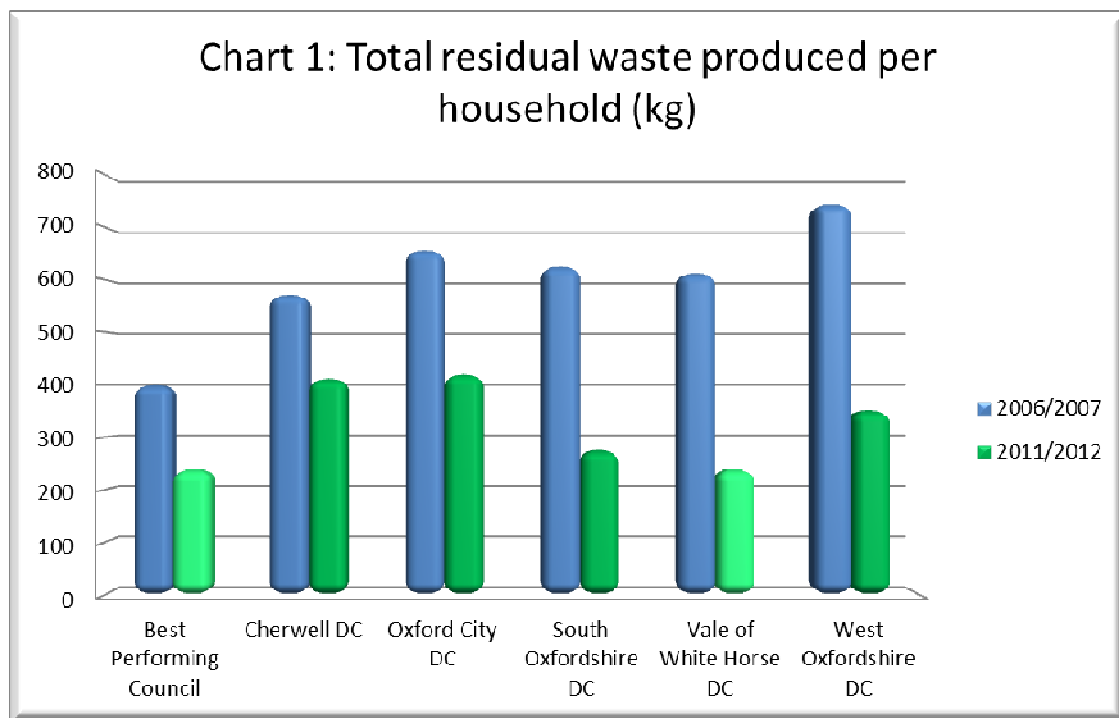
- 15.1. Many of the achievements set out above have been made possible through the stronger partnership working arrangements established by OWP. By working together, OWP councils were able to agree Local Area Agreement improvement targets with government. OWP was awarded more than £1 million for meeting these targets, which was subsequently reinvested by the partnership to deliver key objectives within the JMWMS. The fund was used to support the development and roll out of new food waste collection services, the provision of recycling services for flats and the development of commercial waste recycling services. The funding also supported early trials for innovative schemes such as on-street recycling bins and WEEE recycling banks; projects that have subsequently been rolled out across the county.

16. Commercial Waste Management

- 16.1. The terms “trade waste” and “commercial waste” are used interchangeably by local councils to describe waste from businesses. To help businesses manage their waste in accordance with the hierarchy, those districts that provide a commercial waste collection service are now able to collect recyclables as well as residual waste. Commercial recycling services were introduced with the help of OWP funding and now operate in Cherwell, Oxford City and West Oxfordshire.
- 16.2. We have provided free of charge waste audits to over 800 businesses, providing detailed information on how they can reduce waste and increase recycling, leading to a potential 60% reduction in waste arisings and an average saving of around £1000/business. OWP has also run networking and information events for different sectors, providing information on legislation and greener ways of working. We have also launched a reuse website (retrader.org.uk) to allow local businesses to reuse unwanted items and assisted groups of businesses to use bulk buying networks to obtain better value.
- 16.3. Oxfordshire is one of the few authorities in the country to have a commercial area at one of its HWRCs, allowing local businesses and sole traders to pay to use the local facility to deposit and recycle waste. To prevent abuse of the household areas of sites we have introduced a van and trailer permitting scheme for householders. By reducing the amount of business waste being illegally deposited as household waste, this scheme has resulted in significant savings. It has allowed us to engage with those businesses misusing the site, enabling us to provide them with information and advice on how to comply with legislation.

17. Performance benchmarking

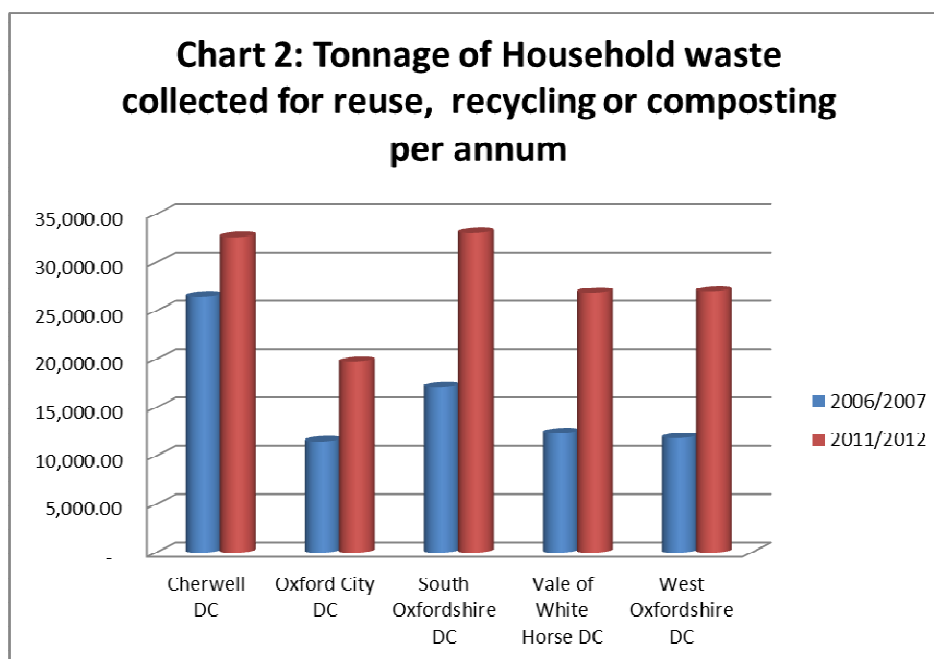
17.1. Chart 1 shows how OWP councils have managed to reduce the amount of residual waste produced per household (measured in kg). This is a useful measure as areas of different population sizes can be compared equally. The chart shows that OWP councils produced between 572kg/household/year and 745kg/household/yr in 2006/7. This is much worse than the best performing English council at the time (which produced 399kg/household/yr). On the same chart we can see our performance in 2011/12; we have reduced the amount of waste being produced per household dramatically, and one district (Vale of White Horse District Council) now has the lowest rate in the country. OWP councils now produce between 238kg/household/yr and 419kg/household/yr.



17.2. Overall (including waste deposited at HWRCs) Oxfordshire County Council is now ranked top with only 409kg residual waste/head produced, 44.99kg less than the second placed WDA. Table 1 shows that the achieved reductions in household residual waste levels have improved OWP councils ranking when compared to all other English councils. All District Councils have made significant improvements, with Vale of the White Horse improving by 117 places; making it the lowest producer of residual waste per household in England.

Table 1: Total Residual Household waste per Household national ranking			
Authority	2006/2007 National Ranking	2011/2012 National Ranking	Improvement
Cherwell DC	73	38	+35.0
Oxford City DC	164	43	+121.0
South Oxfordshire DC	128	2	+126.0
Vale of White Horse DC	118	1	+117.0
West Oxfordshire DC	235	11	+224.0

17.3. Chart 2 compares the total tonnage of household waste collected for recycling, reuse and composting by OWP Councils for both 2006/07 and 2011/12. All districts are now collecting much higher tonnages. Cherwell District Council has improved upon an already high tonnage collected in 2006/07, whilst changes to collection systems in other districts have also led to improvement. South Oxfordshire District Council has seen the largest increase.



17.4. Chart 3 sets out the improvements made to District Council recycling rates (%) over the last five years. Huge improvements have been made, with four of the five districts now recycling more than 50%. These improvements have also enhanced positions within the national

league tables with all councils making big improvements. This is shown in Table 2.

Chart 3: % Household waste reused, recycled or composted

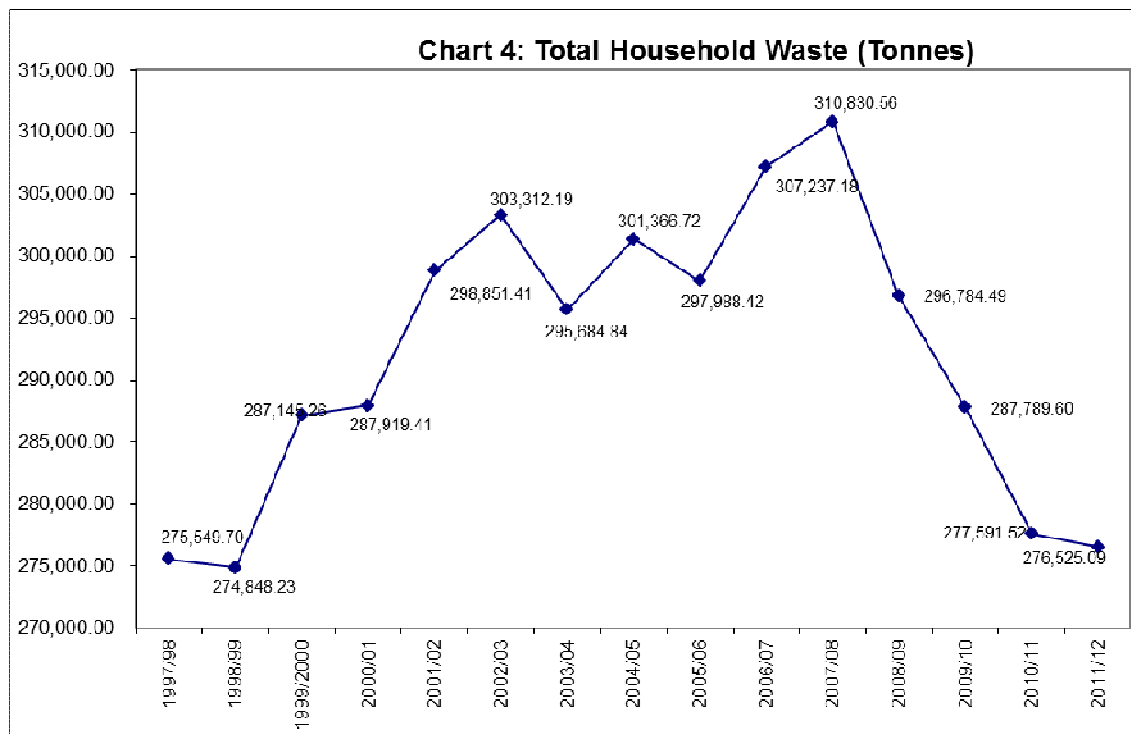


Table 2: National ranking % recycled, reused or composted			
Authority	2006/2007 National Ranking	2011/2012 National Ranking	Improvement
Cherwell DC	27/319	18/319	+9
Oxford City DC	261/319	124/319	+137
South Oxfordshire DC	119/319	2/319	+117
Vale of White Horse DC	174/319	1/319	+173
West Oxfordshire DC	209/319	8/319	+201
Oxfordshire CC	13/39	1/39	+12

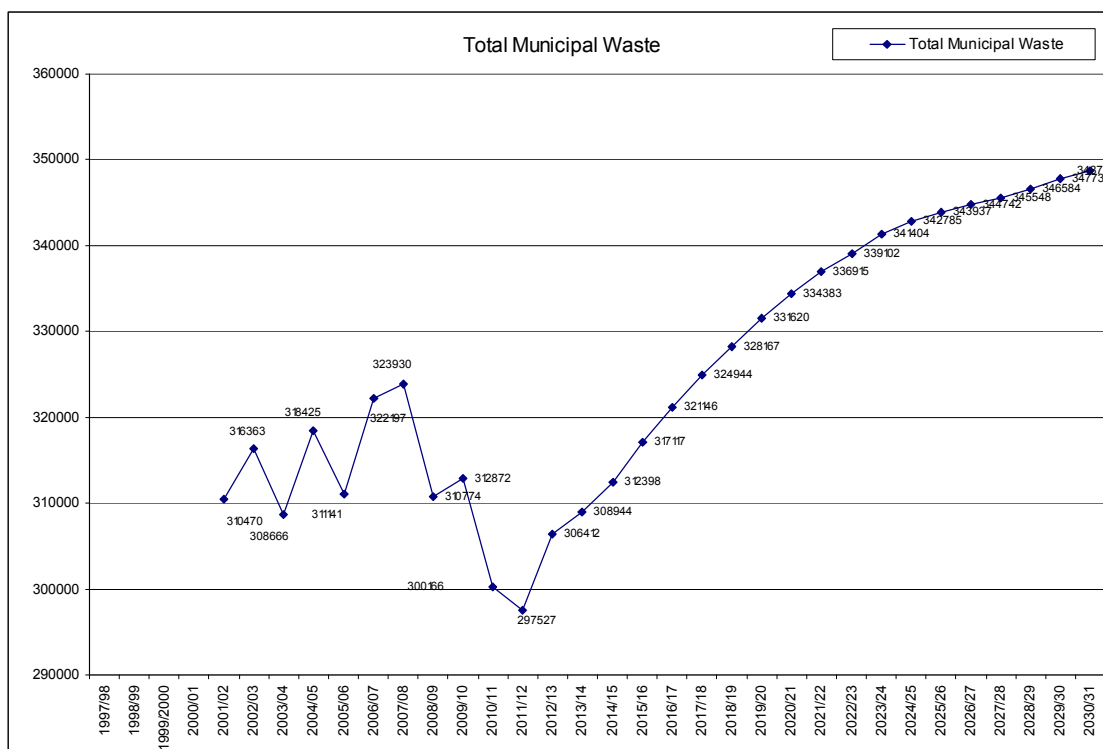
18. Waste Tonnage Forecasting

- 18.1. It is important to try and predict the amount of waste that will be generated during the lifetime of the strategy so that we can plan for its

management. Chart 4 plots total household waste arisings over the last 10 years. This shows that historically, waste levels increase over time. Waste generation is influenced by growth in the number of households and also by economic growth. The last few years have seen a sharp year on year decrease in waste, which is now levelling out. It is believed this is linked to the wider economic recession. However, greater resource efficiency is also playing a part.



18.2. Chart 5 sets out forecast waste arisings through to 2030. Early indications are that after several years of continual waste reduction, we will see a small rise in waste arisings in 2012/13. From this point forward we have predicted 0% growth per household, but with overall waste levels increasing due to growth in the number of houses within the county. Waste arisings are notoriously difficult to predict, as they are influenced by a number of external factors, including the wider state of the economy. Therefore, we will seek to regularly update our forecasting information over the life of the strategy.



19. Elements of the JMWMS

19.1. The JMWMS consists of a “core strategy” document, detailing the key objectives and policies, and two supporting Annexes

- Core Strategy Document – This sets the scene and outlines the main policy objectives to be achieved.
- Annex A – Oxfordshire Waste Partnership Action Plan. This document is updated and agreed by the Partnership yearly and details the short and medium term actions needed to ensure the delivery of the policy objectives. .
- Annex B –Waste Prevention Strategy 2010-2020. This details where we will focus our efforts over the next decade and how we will demonstrate the impact and ‘value for money’ of our activities. .

19.2. In 2007 a number of additional Annexes were produced which assessed various different options for recycling and composting collections, residual waste treatment and how we were going to engage residents in making decisions. As changes have now been implemented, these documents have been archived, but are still available to view on our website (www.oxfordshirewaste.gov.uk). A full Strategic

Environmental Assessment was also completed in 2007, and this, along with a review of the success of mitigation measures can also be found on the OWP website:

<http://www.oxfordshirewaste.gov.uk/wps/wcm/connect/occ/OWP/Home/About+us/OWP+-+About+us+-+4+Strategy>.

OWP Policies:

20. Policy 1

Oxfordshire Waste Partnership will encourage the efficient use of resources, reduce consumption and take responsibility for the waste that they produce.

20.1. Progress to date (2006/07-2011/12):

- 20.1.1. OWP councils have improved the way in which waste from their own activities and premises is dealt with. Waste audits have shown that District Councils are now recycling 65% of the waste from their own buildings compared to 46% three years ago and have reduced overall levels of waste by over 40%.
- 20.1.2. The County Council has reused over 39 tonnes of office equipment and furniture from decommissioned buildings by making it available to local businesses and charities, saving them over £132,000 in procurement costs. We are looking to reduce the amount of waste produced by council premises and increase the range of materials that can be recycled.
- 20.1.3. OWP offers two free compost bins to schools, along with advice from Master Composters to help them teach their pupils about home composting. OWP provides a wide ranging environmental education service, currently delivered by Groundwork Thames Valley. Groundwork engages with pupils, school staff and local communities on a wide range of waste and energy topics. As well as taking these messages home, pupils are also able to improve the environmental performance of their school.
- 20.1.4. By moving to Alternate Weekly Collections and increasing the efficiency of collection rounds, district councils have been able to reduce vehicle emissions associated with residual waste collection. Development of in-county treatment facilities, such as the food and green waste treatment plants, also helps to reduce distances travelled.

20.2. Future plans:

- 20.2.1. OWP will continue to embed the waste hierarchy (reduce, reuse, recycle, recover) and proximity principle in our decision making. We will continue to improve waste reduction and recycling in

council operated premises and monitor progress regularly, leading by example whenever possible.

20.2.2. Emphasis is shifting; materials can be seen as valuable resources rather than waste. OWP will try to secure the best possible outlet for our wastes. Some ways in which we will do this are by seeking reuse outlets for furniture and electrical goods and by formulating site waste management plans for all major building, landscaping and construction works that we undertake. We will also seek to share our learning with local businesses.

20.2.3. We will measure the carbon impact of our activities and contribute towards the 'Oxfordshire 2030' strategy target of a 50% Oxfordshire wide reduction of carbon on 2008 levels by 2030. More information on Oxfordshire 2030 can be found at www.oxfordshirepartnership.org.uk.

21. Policy 2:

Oxfordshire Waste Partnership will lobby central government to focus on waste as an integral part of sustainable resource management.

21.1. Progress to date (2006/07-2011/12):

- 21.1.1. OWP lobbies the Government directly on legislative changes and policy developments. It responds to relevant government consultations and also writes to Government on issues of concern. OWP officers and partners are members of a number of industry bodies (such as the Local Government Association, Keep Britain Tidy and the Local Authority Recycling Advisory Committee) who work in partnership to influence businesses on national issues such as packaging waste, the quality of the local environment and waste collection systems.

21.2. Future plans:

- 21.2.1. We will continue to support industry bodies in their efforts to influence national issues such as packaging waste and increasing producer responsibility.
- 21.2.2. We will explore the opportunities presented by the Localism Act 2011, such as increasing the role of local community groups in waste reduction and reuse.
- 21.2.3. We will lobby to retain enforcement powers, used appropriately, to ensure the proper presentation of waste for collection by householders and businesses. This will enable us to maintain and improve our recycling rates whilst ensuring that streets remain clean and free from accumulations of waste.
- 21.2.4. We will lobby to stress the importance of waste audits and compositional analyses in order to obtain good quality data to inform waste collection policies and identify materials to target for recycling.
- 21.2.5. Whilst devolved administrations have set targets to achieve 70% recycling and composting by 2025, the 2011 Waste Review by Government did not increase the English National Recycling targets. OWP believe that England should also set more challenging targets and will lobby government to increase these along with appropriate resourcing.

21.2.6. OWP believes that alternate weekly residual collection combined with a food waste collection from every household is the most effective way of helping residents to waste less and recycle more. We will resist any change to return to weekly residual collections which we believe will lead to a decrease in the amount of waste sent for recycling and increase waste disposal costs.

21.2.7. OWP will develop policies to implement the Controlled Waste Regulations (CWRs) 2012, so that all premises are encouraged to reduce waste and recycle more. The CWRs set out local councils responsibilities for collecting and disposing of waste from various premises such as:

- Schools, colleges and universities
- Hospitals
- Residential and nursing homes
- Prisons
- Public halls
- Charities

The CWRs 2012 allow for waste disposal costs to be recovered by local authorities from a wider range of premises than was previously the case.

22. Policy 3:

Oxfordshire Waste Partnership will help households and individuals to reduce and manage their waste in order to ensure zero growth or better of municipal waste per person per annum.

22.1. Progress to date (2006/07-2011/12):

- 22.1.1. Household waste arisings have decreased by 8% over the last 5 years. Communication campaigns have included 'Love Food, Hate Waste', which promotes food waste avoidance, home composting, real nappies and zero waste places. Our highly successful Community Action Groups (CAGs) have diverted large amounts of material from landfill through holding regular swap shops and have helped communities to become more sustainable in a way that works for them. We have a wide ranging environmental education programme for schools that covers waste reduction reuse, recycling, landfill and disposal as well as energy conservation and green technologies. The programme visits schools and community groups across the county. For more information on all of these schemes, please see www.oxfordshirewaste.gov.uk
- 22.1.2. District Councils have all changed their collection schemes to make it easier for households to recycle a much wider range of materials. Each district has introduced food waste collections and moved to alternate weekly collections for residual refuse.
- 22.1.3. A number of HWRCs have been remodelled since 2006; improving site lay-out and expanding the range of materials that can be recycled.
- 22.1.4. These improvements are reflected in the massive increase in Oxfordshire's recycling rate from 33% to over 60% countywide.
- 22.1.5. Household waste levels have decreased by more than 10% in the last five years. While the changing economy will have an impact on this, Oxfordshire's residents have embraced the waste reduction message and we now produce a lower amount of waste per head than any other County Council in England.

22.2. **Future plans:**

- 22.2.1. We will continue to support residents in their efforts to reduce waste through our waste prevention strategy² and environmental education programme. We will support national campaigns and seek to be part of innovative projects that assist residents in reducing their waste even further. We will help to facilitate recycling wherever possible at public events. Additionally all districts now have on-street recycling systems in place which we will continue to develop so that residents can recycle when out and about.
- 22.2.2. We will continue to encourage reuse through a new, dedicated reuse and sustainability centre in Bicester. We will also provide information to the public about local charity and reuse shops and support local communities who wish to exchange goods locally. We will continue to explore opportunities for the reuse of materials collected at the county's HWRCs.
- 22.2.3. We have developed and will continue to promote an A-Z listing³ of all the goods and materials that can be reused and recycled in Oxfordshire. This guide includes detailed listings for all the County's charity shops and reuse organisations.
- 22.2.4. We will continue to support local community action on waste reduction through the CAG project. The CAG project is a network of more than 44 local community groups taking action on climate change and waste reduction to protect the environment.
- 22.2.5. We will also help to promote wider environmental awareness that is complimentary to our work, such as sustainable travel, water conservation and energy efficiency.
- 22.2.6. OWP will continue to produce an annual communications plan setting out how we will contact and engage with Oxfordshire residents on sustainable waste management issues. We will continue to use more established media such as roadshow events, press releases, leaflets, newspaper and radio ads, but will also seek to engage with residents online through websites, email and social media. We will continue to monitor our communications work to ensure that it is both effective and value for money.

²http://portal.oxfordshire.gov.uk/content/publicnet/council_services/environment_planning/waste_recycling/alternative/Waste_Prevention_Strategy.pdf

³<http://www.owp-reuseguide.co.uk/>

23. Policy 4:

Oxfordshire Waste Partnership will provide an integrated system of collection and processing of household waste which will achieve, as a minimum:

By 31st March 2020: recycle or compost at least 65% of household waste;

By 31st March 2025: recycle or compost at least 70% of household waste;

23.1. Progress to date (2006/07-2011/12):

23.1.1. Through the tremendous efforts of Oxfordshire's District Councils in introducing effective recycling collections, and the dedication of residents in using these new services, in 2010/11 we achieved the county wide 55% recycling and composting target that we were aiming to reach by 2020. We then continued to improve on this in 2011/12 by recycling over 60%. This is a significant achievement in what appeared in 2006 to be a very challenging target. Our current county wide performance of 60% is 17% higher than the national provisional estimate recycling rate for 2011/12 of 43%.

23.2. Future plans:

23.2.1. Under the EU Waste Framework Directive, The United Kingdom is obligated to achieve a 50% recycling and composting rate for household waste by 2020. The devolved administrations in Scotland and Wales have set national recycling targets of 70% by 2025. There are currently no recycling targets for local authorities in England. However, with some Oxfordshire districts recycling and composting over 60%, we want to continue to challenge ourselves and improve on our already high performance.

23.2.2. We will continuously seek to expand the range of materials that can be recycled locally. New materials that have been added recently include waste electrical and electronic goods, batteries and mattresses.

23.2.3. We will ensure that all collected materials are of good quality and free from contaminants. This will ensure that the materials can be recycled into new products and that lower grade, less environmentally sustainable applications, are avoided wherever possible.

- 23.2.4. We will publish the end destinations of all of the materials we collect so that people can see where materials are sent for recycling. We will update this information at least annually.
- 23.2.5. We will try to make recycling systems easy to understand and to use. We will adopt national branding and recycling symbols, and wherever possible we will seek to develop recycling services that are broadly consistent across the county.
- 23.2.6. We will avoid fining residents for minor waste related offences such as putting out the wrong materials for recycling and will instead encourage people to reduce waste and recycle more. We will explore the development of incentive schemes that reward residents for recycling. However, we will continue to take enforcement action against individuals that persistently breach the law or carry out more serious offences.

24. Policy 5:

Oxfordshire Waste Partnership will ensure that recycling facilities and services are available to all residents.

24.1. Progress to date (2006/07-2011/12):

24.1.1. We have sought to ensure access to kerbside residual and recycling collections for all households and are continuing to roll-out recycling services to flats. District Councils all offer a bulky waste collection service so that those residents unable to take materials to a HWRC are able to safely and legally dispose of them.

24.1.2. The new kerbside collection schemes have expanded the range of materials that can be recycled; these are supplemented by a network of local recycling banks in each district. The range of materials that can be recycled at HWRCs has also been extended, with recycling rates at HWRCs currently reaching 70%.

24.2. Future plans:

24.2.1. Recycling and food waste collections from flats will continue to be rolled out over the short term, ensuring that as many households as possible have access to these services.

24.2.2. OWP partner councils aim to ensure an uninterrupted schedule of waste & recycling collections for residents. During periods of severe weather we will use a range of methods to communicate with residents and keep them updated of any interruptions to collections, as well as working with Highways departments to keep roads accessible. We have robust catch-up plans in place for times where services are unavoidably affected by the weather. We will continue to contribute to emergency plans to ensure that waste management services are available to residents following other emergency events such as flooding.

24.2.3. We will try to ensure that recycling banks are located in easily accessible places and can accept a wide range of materials, including those that are not widely collected at the kerbside (such as small electrical goods) and we will work to recycle more of the bulky waste collected directly by District Councils. Where education and enforcement measures are unsuccessful, sites that are continually prone to abuse and fly tipping may be removed in order to protect the local environment and reduce disposal and clean up costs.

24.2.4. The implementation of our HWRC strategy is monitored on an on-going basis and the need for changes to the strategy will be kept under review. The underpinning aims of the HWRC strategy, aim to locate modern, fit for purpose sites centres near to centres of population. We will continue to investigate outlets for materials, aiming to recycle as much of the material deposited at sites as possible. We will support reuse facilities and work with charities to repair and refurbish materials for resale where possible.

24.2.5. We will also investigate the possibility of establishing staffed 'recycling and reuse only' sites in more rural areas of the county where householders are able to take larger items (such as fridges, TVs and green waste) for recycling, but these sites will not accept residual waste.

25. Policy 6:

Oxfordshire Waste Partnership will encourage businesses to reduce, reuse and recycle by providing good quality recycling services, information and advice.

25.1. Progress to date (2006/07-2011/12):

25.1.1. Around 800 waste audits have been provided to Oxfordshire businesses to help them identify where they can reduce waste, increase recycling and save money. We have also initiated a pilot business waste recycling bring site at Monument Park, Chalgrove to establish the demand and feasibility of such facilities.

25.1.2. Cherwell District Council, Oxford City Council and West Oxfordshire District Council have introduced recycling collections for commercial waste customers. The separate collection of food waste from Small and Medium Size Enterprises is currently being trialled within Oxford City, with project funding secured from Remade South East. A commercial waste recycling area is currently provided at one HWRC and we hope to open further HWRCs to businesses in the future.

25.1.3. 'Re-trader', an online materials exchange for businesses has also been established where unwanted goods can be exchanged with other companies and voluntary groups. The site also provides information to businesses to enable them to dispose of their waste legally⁴.

25.2. Future plans:

25.2.1. A new Business Recycling and Waste Services Commitment has been developed by the Waste and Resources Action Programme (WRAP) to help local authorities improve the satisfaction of business customers with how their rubbish and recycling is collected and ultimately boost recycling rates. Our commitment to quality will be demonstrated through signing up to this service standard which focuses on:

- Making recycling easy
- Providing value for money
- Consulting on and clearly communicating services.

⁴ www.retrader.org.uk

- 25.2.2. OWP will continue to work with businesses to help them reduce the amount of waste that they produce and increase the amount that they can recycle. We will seek external funding and look to be part of pilot projects that can offer businesses opportunities to improve their environmental impact and reduce their costs.
- 25.2.3. We will monitor usage of the Retrader on-line materials exchange through 2012/13. We will also engage with local businesses on the development of a reuse and sustainability centre that is being planned in Bicester. This facility may benefit from the donation of goods from local businesses that can be reused.
- 25.2.4. Those district councils that collect commercial waste will look to introduce additional material streams making it easier for companies to increase their recycling rate and ensuring compliance with the EU Waste Framework Directive requirement to separate at least paper, metal, plastic and glass from the municipal waste stream (i.e. local authority collected waste) by 2015.

26. Policy 7:

Oxfordshire Waste Partnership will minimise waste to landfill and recover energy from non-recyclable waste through the operation of the Ardley Energy from Waste facility. We will seek to landfill no more than 5% of non-recyclable household waste.

26.1. Progress to date (2006/07-2011/12):

26.1.1. The Landfill Allowance Trading Scheme (LATS) is a regulatory mechanism designed to reduce the amount of biodegradable waste that councils send to landfill. In order to meet our targets and avoid fines, Oxfordshire has opened two food waste treatment plants and has procured an EfW plant to recover value from any residual waste. The EfW plant is due to open in 2014/15

26.1.2. In its 2011 waste review, Defra abolished LATS with effect from 2012/13, acknowledging that other factors were encouraging recycling and diversion from landfill. Whilst Oxfordshire no longer needs to meet LATS targets, the EU Landfill Directive targets for the UK as a whole remain in place, restricting the amount of waste that the country as a whole should landfill. Government continues to discourage landfill through a landfill tax, which will reach £80 per tonne by 2014.

26.1.3. Landfill void is the term used to describe the remaining capacity at landfills; as more waste is deposited the void space decreases. England has limited landfill void space, through waste reduction and increased recycling we have helped to preserve landfill void within Oxfordshire.

26.1.4. Oxfordshire's planned increase in reuse capacity as well as our high recycling rate emphasises our commitment to the waste hierarchy and to only recovering energy from non recyclable waste. The EfW plant will reduce our dependency on landfill even further preserving void space.

26.2. Future plans:

26.2.1. We will continue to divert material away from landfill, driving materials up the waste hierarchy and contribute to the achievement of EU landfill directive targets that the UK must meet. We will do this through implementing our waste prevention strategy, working to increase reuse capacity and by maximising the capture rates of our

recycling and composting collection systems. All residual waste (that can be processed by EfW) will be treated at the Ardley facility once it is opened in 2014, a facility that when operating to capacity will produce enough energy to power 38,000 homes. Residual waste treatment will result in Oxfordshire achieving what the Government describes as zero waste. This will mean virtually no untreated municipal waste being landfilled.

26.2.2. Contracts for bulking and transfer facilities were signed in January and February 2013 to ensure that District Council collected waste can easily be transferred to the Ardley EfW. These facilities will result in fewer vehicle movements to the Ardley site and will help to ensure that the productivity of District Council collection rounds remains high.

26.2.3. As part of the drive to a Zero Waste Economy envisaged by national Government, landfill is the waste management option of last resort. After waste reduction, reuse and recycling has taken place, we will seek to recover energy from waste, aiming to send as little material to landfill as possible. There are some materials that are not suitable for processing in the EfW plant (such as mattresses, settees, PVC doors and windows), and these will be targeted for recycling where possible. We aim to send less than 5% of our untreated residual waste to landfill.

27. Policy 8:

Oxfordshire Waste Partnership will provide waste management services for specialised, potentially polluting material streams such as hazardous waste and waste electrical and electronic equipment, which as a minimum meet legislative requirements.

27.1. Progress to date (2006/07-2011/12):

- 27.1.1. Household clinical waste is collected by District Councils as part of a dedicated collection round. It is either landfilled or incinerated as appropriate. We have facilities at HWRCs to recycle electrical items, florescent tubes and energy saving light bulbs, hazardous household chemicals, batteries, plasterboard and asbestos. We are also introducing recycling facilities for household electrical items and for batteries at recycling banks across the county. We ensure that there is a clear audit trail and that we know where all of our materials go for reprocessing. OWP has funded Portable Appliance Testing (PAT testing) equipment for use by community groups at swap shops so that good quality electrical items can be reused.

27.2. Future plans:

- 27.2.1. The EfW will not be able to process hazardous waste and therefore hazardous waste is likely to continue to be managed separately. District Councils will work with clinical waste service users to ensure that material is correctly classified and segregated to ensure environmentally and cost effective management of the waste. We will also continue to encourage the repair and reuse of electrical items through the planned reuse shops and by providing PAT equipment and training to community groups running swap shops.
- 27.2.2. We will continue to promote the reuse and recycling of electrical and electronic waste materials and will explore the recycling and reuse options for other materials such as printer cartridges.

28. Policy 9:

Oxfordshire Waste Partnership, working with the Waste Planning Authority, will ensure that waste facilities are suitably sized and distributed with the aim of minimising the transport of waste. Facilities will be well related to areas of the population, given the environmental and amenity constraints, and the availability of suitable sites.

28.1. Progress to date (2006/07-2011/12):

- 28.1.1. Oxfordshire has secured long term contracts to manage our food, green and residual waste, these facilities are capable of managing more than just our household waste. Facilities have been designed to be able to treat waste from commercial and industrial businesses. Due to the high costs of constructing and operating new technologies, larger facilities are often more commercially viable than smaller sites.

28.2. Future plans:

- 28.2.1. OWP works closely with the Minerals and Waste Planning Team to ensure that Oxfordshire has the capability to treat materials or move them to processing plants. The County Council is preparing a new Minerals and Waste Plan, which will set out a strategy and policies for the location of new waste facilities that are needed in Oxfordshire. While we are fully capable of managing all of our own residual waste, flexibility for recyclate to move into and out of the county for processing will allow more materials to be returned to productive use, allowing greater environmental benefits to be realised. Where appropriate we will encourage businesses to establish themselves within Oxfordshire and increase our capacity to manage our own recycling, seeing environmental benefits by reducing the miles that Oxfordshire's recycling will have to travel.

29. Policy 10:

Oxfordshire Waste Partnership will assist the development of local markets for recovered materials.

29.1. Progress to date (2006/07-2011/12):

29.1.1. OWP encourages local reuse and recycling wherever possible to ensure that materials are processed and used locally. We have an extensive network of community led groups focussing on waste reduction and sustainable living; the Oxfordshire CAG project is widely hailed as best practice. OWP also funds a network of “Master Composters” – volunteers that promote and encourage home composting in their local communities.

29.1.2. OWP promotes local repair and refurbishment outlets and organisations to encourage people to reuse goods locally rather than send them further afield for recycling. We work with local charities such as Emmaus and Orinoco who collect and refurbish furniture and bikes from some HWRCs and we are looking to expand this where possible.

29.1.3. For businesses, our ‘Retrader.org.uk’ website allows them to market unwanted items and surplus goods to others. Outputs from our food and green waste treatment are used by local farmers as a soil conditioner, reducing the need for farmers to purchase expensive, man made fertilisers made using non renewable sources. We promote the purchase of goods made from recycled materials and try to lead by example.

29.1.4. Local facilities were encouraged when procuring interim landfill contracts and food and garden waste treatment facilities, with the distance travelled by District Council collection vehicles to treatment facilities forming part of our contract evaluation criteria.

29.2. Future plans:

29.2.1. We will continue to use waste audits to identify materials that could be removed from the residual waste stream. When investigating potential new reproprocessors for our materials we will encourage local facilities to tender for our business. To increase reuse capacity within the county we will work with local charities and businesses to repair items for resale. OWP is currently seeking to develop reuse stores in community settings such as Bicester. We are also looking to increase the range of items recycled; with inert waste

and mattresses both forming part of a current recycling trial with local reproprocessors.

30. Policy 11:

Oxfordshire Waste Partnership councils will work together, with local communities, and with our service providers to reduce the environmental and financial costs of waste management.

30.1. Progress to date (2006/07-2011/12):

30.1.1. OWP operates as a statutory joint committee. It is responsible for the development of a JMWMS for Oxfordshire and oversees the implementation of a joint strategy action plan. OWP also delivers a number of functions on behalf of its partner councils, the main one being communications support. This includes the marketing and promotion of waste management services, working with and supporting community groups and overseeing an environmental education programme.

30.1.2. By working together, OWP has been able to secure good value, long term services to manage Oxfordshire's waste into the next decade. A strong partnership was central to the recent development of food waste collection and treatment, where all partner councils had to invest in new systems in a coordinated way.

30.1.3. South Oxfordshire and Vale of the White Horse District Councils have integrated a large number of services, including waste management; making substantial savings while delivering a new award winning service. Cherwell District Council has partnered with South Northamptonshire District Council to form a shared management structure. West Oxfordshire is working in partnership with Cotswold District Council and all OWP councils are partnering to procure goods and services such as fuel and bins.

30.1.4. We have developed a joint environmental education programme with the Environment and Climate Change team at Oxfordshire County Council. This replaces two previously discrete services and allows schools to book a comprehensive green education package for their pupils, covering both waste and energy issues. OWP will increasingly seek to play its part in the development of a low carbon economy within Oxfordshire and will continue to meet jointly with the Oxfordshire Environment Partnership.

30.2. Future plans:

30.2.1. OWP councils will continue to work together to coordinate our activities making it easier for Oxfordshire's residents to reduce

the amount of waste they produce and increase the amount they can recycle and compost.

30.2.2. OWP will explore the development of better, more effective partnership working arrangements to improve value for money and service quality. This may include the joint marketing of materials to maximise the income received, or joint contracting to maximise economies of scale and deliver service improvements at lower cost.

31. Policy 12

Oxfordshire Waste Partnership will seek to improve local environmental quality through effective communications and enforcement activity.

31.1. Progress to date (2006/07-2011/12):

- 31.1.1. District councils are responsible for local environmental quality (LEQ). This includes services such as street sweeping, removing fly-tipping, graffiti and fly-posting, cleaning chewing gum deposits, emptying litter bins and tackling dog fouling. They also have the responsibility of enforcing against these offences and are able to prosecute those caught littering, fly-tipping, allowing their dog to foul, or for the misuse of waste services (for example depositing commercial waste at a HWRC or using household kerbside collections for the disposal of commercial waste).
- 31.1.2. Since the adoption of the JMWMS in 2006/7 OWP has broadened to include the coordination of LEQ issues. Similar to our waste management function, OWP is responsible for the development of joint communications campaigns and sharing information and best practice. Through the collective efforts of OWP councils, levels of fly-tipping have more than halved, whilst over 95% of streets monitored we found to be free or largely free of litter (obtaining grades A or B under the National Indicator 195 reporting framework).
- 31.1.3. We have worked in partnership with highways colleagues in all Districts to overcome litter problems following the cutting of grass verges along fast roads. District Councils and the Highways Authority now work in Partnership to co-ordinate grass cutting and litter clearance efforts. This has improved the cleanliness of major routes throughout Oxfordshire
- 31.1.4. In November 2010 a van and trailer permitting scheme was introduced at HWRCs. Householders owning a van or trailer are asked to register for a permit to allow them to deposit their household waste at site. Businesses are not granted a permit and are referred to sites that can accept commercial waste. Early indications are that this scheme has successfully deterred commercial users, reducing waste at site by around 14% and saving around £250,000 in disposal costs in the first 8 months of operation, without a corresponding increase in fly-tipping.

31.2. Future plans

- 31.2.1. District Councils within OWP will work to ensure that litter and dog waste bins are available and correctly situated and we will continue to take enforcement action against those caught committing environmental crimes.
- 31.2.2. We will continue to work with the Highways Agency to ensure that road verges are litter picked before being mown to maintain cleanliness standards.
- 31.2.3. High levels of local litter are often associated with fast food outlets. We will work with national bodies to influence fast food and convenience store outlets, aiming to ensure that high Local Environmental Quality standards are maintained.
- 31.2.4. Oxfordshire County Council will continue the van and trailer permitting scheme, with support for enforcement coming from District Council partners. This scheme reduces the cost to the tax payer by ensuring that HWRCs are not used to illicitly dispose of business waste.
- 31.2.5. OWP will continue to develop promotional and educational campaigns to promote positive behaviour and good local environmental quality. Campaign messages will be developed according to local priorities identified through our monitoring data. These will include campaigns to discourage littering, dog fouling and fly tipping. These were the top 3 priorities identified in our 2012 public consultation on this waste strategy.
- 31.2.6. OWP councils are part of a wider fly-tipping forum and work with neighbouring councils, Thames Valley Police and the Environment Agency to share information and develop best practice on reducing environmental crime.

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Division(s):

CABINET– 19 MARCH 2013

WITNEY TRANSPORT INFRASTRUCTURE

Report by Deputy Director (Strategy and Infrastructure Planning)

Introduction

1. The purpose of this report is to seek:
 - Endorsement for the programme of investment in transport infrastructure in Witney in support of the proposals in the draft West Oxfordshire Local Plan
 - Approval to proceed with delivery of Phase 1 of the investment programme (delivery of the Ducklington Lane/Station Lane junction improvement).

Context

2. At its meeting on 18 December the Cabinet agreed its response to the draft West Oxfordshire Local Plan. The County Council continues to work closely with the District Council as it prepares the draft submission document for the Local Plan on which it will consult later in 2013.
3. The draft Local Plan included proposals for 1,900 new homes in the Witney sub area, with Strategic Development Areas identified at West Witney and East Witney. In its response the County Council supported the proposals in principle and identified the need for further investment in the transport infrastructure of Witney in order to relieve congestion and support the planned level of growth.
4. In due course the draft Local Plan will be subject to a public examination by an independent Planning Inspector. An important consideration for the Inspector will be assessing the extent to which the proposals in the Local Plan are deliverable. In that context having clarity on how the package of transport investment relates to the proposed development will be significant. The County Council's response agreed in December began to set out the details of a future package of investment in the transport infrastructure. Work to develop that package has been informed by further traffic modelling undertaken by the County Council's transport consultants. The purpose of this report is to set out that package in further detail so that it can be taken into account by the District Council as it develops the draft submission document.

Witney Transport Infrastructure

5. It is proposed that the package of investment in Witney's transport infrastructure be undertaken in four phases:

Witney Transport Infrastructure Package		
Phase	Scheme	Delivery
Phase 1	Ducklington Lane/Station Lane junction improvement	Summer/Autumn 2014
Phase 2	A40 Downs Road junction	January 2015 – Summer 2016
Phase 3	A40 Shores Green slip roads	2017 - 2019
Phase 4	Bridge Street	Linked to Shores Green slip roads

6. The phasing of the package reflects the County Council's understanding of the likely timing of major developments in the Witney area. It also takes into account the need to consider the knock on implications of works on any one part of the highway network.

Phase 1: Ducklington Lane/Station Lane junction improvement

7. The Ducklington Lane/Station Lane junction is an important junction in the local highway network. It currently experiences congestion. Further development in and around Witney will increase the pressure on the junction necessitating an improvement to be delivered.
8. Previous proposals for an improvement to this junction have focused on a roundabout, however more recent technical work now indicates that an improved traffic signal controlled junction is the most appropriate solution.
9. The proposal involves
- Having three lanes on the approach to the junction on all arms
 - Having two exit lanes, merging down to one lane on all arms except Thorney Leys which would have one exit lane
 - Two northbound lanes on Ducklington Lane between the roundabout to the south of the A40 and the Station Lane junction
 - Improved pedestrian facilities across Station Lane
10. The land required for the improvement already sits within the highway boundary. The scheme is estimated to cost £2m. The County Council holds sufficient S106 funding (secured for investment in Witney's transport infrastructure) to enable this to be delivered.
11. Approval is therefore being sought from Cabinet to develop the detailed design of this scheme. Completion of detailed design would enable construction to begin in late spring 2014, with the new junction operational by

that autumn. This would ensure that the new junction is operational prior to construction works begin on the new A40 Downs Road junction.

Phase 2: A40/Downs Road Junction

12. A new junction on the A40 at Downs Road is required to enable the development of 1,000 homes and 10 ha of employment land in West Witney.
13. An outline planning application for this development including an at-grade roundabout on the A40 has been made. It is due to be considered by West Oxfordshire District Council at its lowlands area planning sub-committee on 18th March 2013. The outcome of the district's meeting will be reported to the Cabinet meeting.
14. The cost of delivering the A40 Downs Road junction will be covered by developer funding. The County Council already holds some developer funds on the basis that these would be used to help deliver the new junction. The remainder of the funds required to deliver the A40 Downs Road junction will be secured from the West Witney development.
15. The promoter of the West Witney development has indicated that they will take on the delivery of the junction as part of their works. The County Council is content with this approach and will make available the funds it already holds towards delivery so that the West Witney developer can deliver the junction.
16. If planning permission is granted the West Witney developer will commit to ensuring that the A40 Downs Road junction is delivered by the time 200 homes are occupied. Based on the information currently available, this suggests that construction work for the new junction would start in early 2015 and completed by summer 2016.

Phase 3: A40 Shores Green Slip Roads

17. In its consultation response to the draft Local Plan the County Council set out that delivery of the proposed Strategic Development Area in East Witney could only be supported once improvements to the A40 Shores Green junction had been delivered. It went on to highlight that the need for an improvement at that junction arose from both the proposed Strategic Development Area **and** the impact of previous housing development on the eastern side of Witney. As a consequence the County Council expects the improvement at Shores Green to be delivered at nil cost to the public purse.
18. Public statements from the land owner of the previous developments in east Witney have indicated an acceptance of the need to make a substantial contribution towards the cost of delivering an improvement to the A40 Shores Green junction: such a contribution would be in lieu of proposals previously promoted to offset the impact of their development.
19. To that end the County Council is in discussion with the developers of the previous housing development on the eastern side of Witney with a view to

retaining the developer contributions previously secured (and currently held by the County Council) so that they can be invested towards the cost of delivering the A40 Shores Green slip roads. Those funds in themselves are unlikely to be sufficient to fund delivery of the required improvement. Accordingly it is expected that the East Witney Strategic Development Area would provide sufficient contribution as to enable the slip roads to be constructed.

20. The potential developers have indicated that a planning application will not be made for housing until after the inspector's report on the Local Plan has been received. At this stage that suggests that the slip roads would need to be constructed at some point between 2017 and 2019. In this scenario construction works would not begin until after completion of the A40 Downs Road junction.

Phase 4: Bridge Street

21. Construction of the A40 Shores Green slip roads will provide an alternative route for some traffic that currently uses Bridge Street. Completion of the slip roads will therefore provide the opportunity to take forward smaller scale measures in and around the Bridge Street area that will help improve the flow of traffic.
22. Further work is required to explore potential solutions and this is being taken forward in parallel with the rest of the work on the package of measures for Witney.

Longer Term Issues

23. The County Council's response to the draft Local Plan confirmed its support for the safeguarding of the route for the proposed West End Link. However, at this stage such a link is not considered to be essential to deliver the planned levels of growth in the draft Local Plan.

Financial and Staff Implications

24. The estimate of £2m for the Ducklington Lane/Station Lane scheme includes the costs of design and construction, plus a contingency sum. It will be funded from developer contributions already held by the County Council.
25. The cost of the A40 Downs Road junction will be met from developer contributions – a combination of funds already held by the County Council and contribution secured as part of the package of measures associated with the West Witney development.
26. The County Council's agreed position is that delivery of the A40 Shores Green slip roads will be at nil cost to the public purse.

27. The County Council will use current staffing and revenue budgets to take forward the development and delivery of the package of transport infrastructure set out in this report.

RECOMMENDATION

28. **The Cabinet is RECOMMENDED 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.**
- (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.**

MARTIN TUGWELL

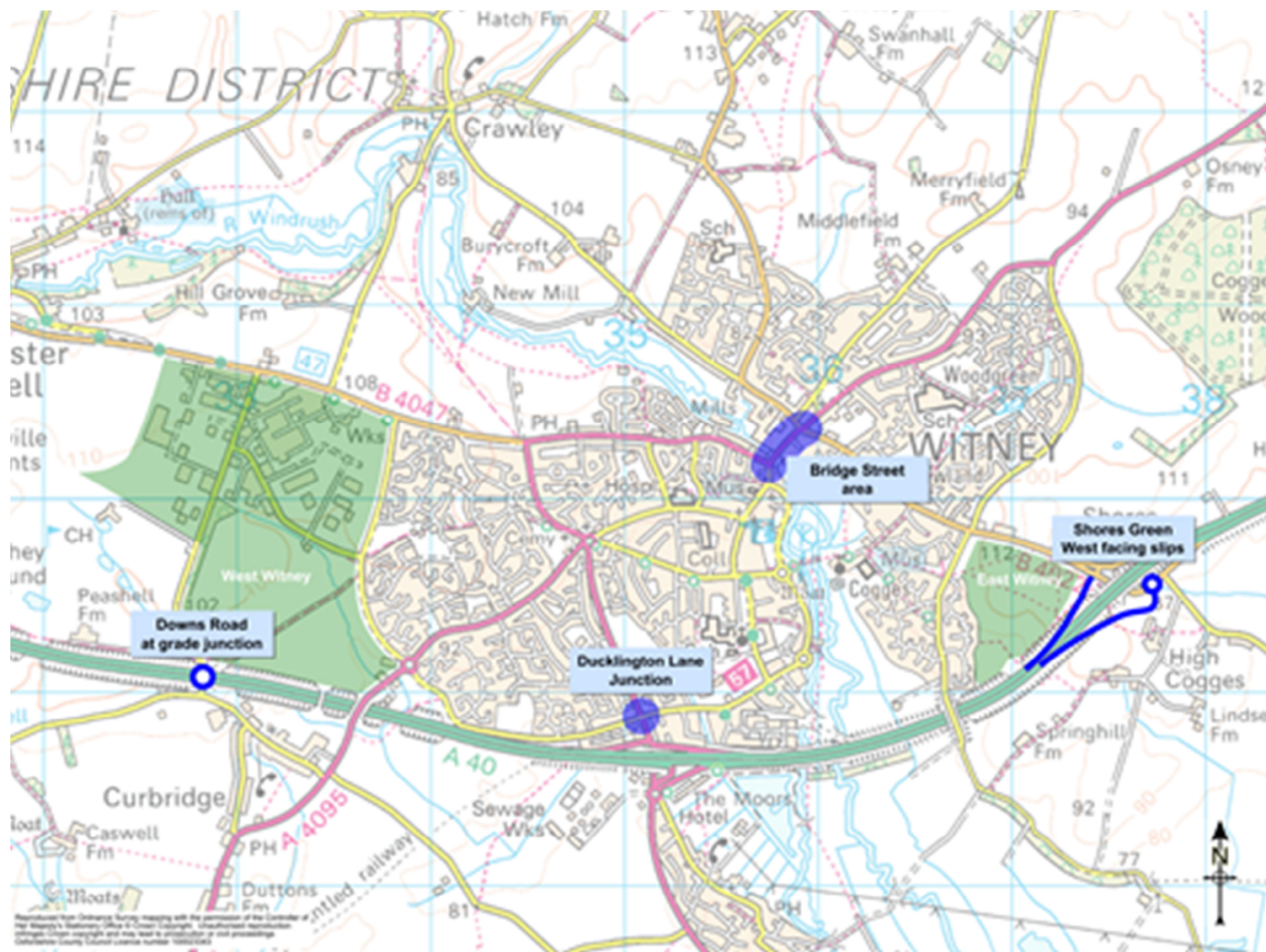
Deputy Director (Strategy and Infrastructure Planning)

Contact Officer: Roy Newton, Service Manager Infrastructure Development; Tel: 01865 815647

March 2013

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Annex 1 – Key Transport Infrastructure Schemes in Witney



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Division(s):NA

CABINET – 19 MARCH 2013

IMPROVED MEMBER ENGAGEMENT & STREAMLINED GOVERNANCE

GOVERNANCE REVIEW FURTHER DETAILS

Report of the County Solicitor & Monitoring officer and Research and Major Programmes Manager

Background

1. 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.
2. The following proposals were agreed to be recommended to Cabinet and Council in March and April respectively:
 - Creation of Cabinet Advisory Groups
 - Creation of a standing Transport Advisory Panel
 - Streamlining of the overview and scrutiny function from 6 committees to 3 (Performance, Education and Health)
 - Abolition of the Democracy & Organisation Committee with the re-alignment of its functions to Council, the Remuneration Committee and Audit & Governance committee
 - Strengthening of local member engagement via Locality Working Groups
3. This report sets out further detail on how these new arrangements will operate.

Cabinet Advisory Groups

	Frequency	Membership	Chairman
Cabinet Advisory Group	Up to 5 groups at any one time. Task and finish groups meeting as required depending on the topic / issue being discussed. Meetings could range from one day select committee style meetings to a longer term project.	Each group to involve approximately 7 members. The actual number will vary however according to the issue to be discussed. Nominations via group leaders according to interest in the topic. Final membership agreed by Chairman.	Relevant Portfolio Holder

4. Cabinet Advisory Groups will primarily examine topics selected by Cabinet which align to corporate council priorities. This will enable back bench members to be more closely involved with issues of greatest importance to the council. The proposed number of groups running at any one time reflects available resources both member and officer. Once a group has completed its work and made recommendations to Cabinet, Cabinet would be able to commission further groups.
5. It is proposed that each group involves approximately 7 members, however numbers are likely to change (i.e. to be more or less) according to the topic and level of interest and will be determined on a case by case basis. The Constitution will allow for flexibility around the numbers in each Cabinet Advisory Group but will remain politically proportional.
6. The Performance Scrutiny Committee (see below) will be able to recommend to Cabinet performance concerns that may benefit from a Cabinet Advisory Group. It will be up to the Cabinet to agree if a group should go ahead.
7. The Groups will be supported by officers from the relevant Directorate and a member of the Research & Major Programmes team. (In a similar arrangement to current support for scrutiny).
8. There will be a presumption that Cabinet Advisory Groups meet in public. However there may be occasions when meetings would be best held in private, due to the issue being considered, as this would allow for exploration of all available options before a recommendation to Cabinet. Cabinet Advisory Groups will be undertaking discussions to aid policy formulation with the ultimate decision resting with Cabinet and being taken in public in the usual open and transparent way.

Transport Advisory Panel

	Frequency	Membership	Chairman
Transport Advisory Panel	At least six times a year.	12 members covering all 9 localities	Relevant Portfolio Holder

9. The Transport Advisory Panel will support the Cabinet member for transport with their delegated decision making. The 12 members of the panel will be nominated by group leaders who will have regard to the aim to create a geographical spread within the panel.
10. The Panel will also advise the Cabinet member on transport policy developments and ensure policies are developed with the needs of Oxfordshire's diverse communities in mind.

Overview and Scrutiny

	Frequency	Membership	Chairman
Overview and Scrutiny Meetings	Meet at least four times a year (with the ability to call more meetings if needed).	Education* - 7 OCC members plus 4 co-opted members. Performance - 10 OCC members HOSC - 7 members plus 5 District Council and 3 Co-opted members	Best person for the job regardless of party appointed by the Committee.

*Retention of the current provision on political proportionality. The number of Councillors may be adjusted to ensure that a group with an overall majority on the Council has a voting majority (when voting co-optees are counted)

11. The Overview and Scrutiny function will be independent of Cabinet and include three standing committees with standing chairmen appointed by their Committee. Each committee will have the option to establish its own working groups should it wish to in order to explore particular issues in more depth.
12. The Education Overview and Scrutiny Committee will focus on the following areas:
 - a. The work of the Education Transformation Board, (two way relationship with the Board which oversees the education strategy), including review of the annual report of the Board.
 - b. Constructive challenge on performance issues. Education Transformation Board to highlight issues where the committee could support the improvement dialogue.
 - c. Remaining OCC education functions (e.g. early years, Special Education Needs and school place planning).
 - d. Regular review of progress / issues report from the School Organisation Stakeholder Group on admissions patterns and arrangements.
13. The Performance Overview and Scrutiny Committee will be linked to the Council's quarterly performance monitoring timeframes. It will focus on:
 - a. Review of corporate performance and finance reporting
 - b. Budget scrutiny
 - c. Arrangements for any call – in will be led by this committee
14. The remit of the Health Overview and Scrutiny Committee will remain the same. This already includes scrutinising aspects of adult social care. As some queries have been raised regarding the prominence of adult services in the new governance proposals it is worth highlighting that where there are issues of concern or queries over the decisions being taken in relation to adult social care these would be picked up by the Performance Scrutiny Committee. Developments in the provision of adult services may also form the work of a Cabinet Advisory Group prior to decisions being taken.

15. The proposals outlined create up to 71 places for councillors to participate in the scrutiny and cabinet advisory function. (There are currently 59 places within the scrutiny function).

Locality Working

16. As discussed in January the changes to electoral boundaries and the reduction in members requires the Council to reconsider its own locality boundaries (a map outlining the proposals is attached at Annex 1).
17. Localities will continue to meet twice yearly and provide an opportunity for members to influence and comment upon local services and commissioning intentions.
18. Localities are not formal decision making bodies, and do not as a matter of course have specific resources allocated to them. However they provide an important avenue of influence for members and a forum in which members' views on local issues, needs and services can be shared with officers; and potentially also with scrutiny committees, cabinet advisory groups and Cabinet. As such, Locality meetings will be an important conduit for considering feedback from members about the local impact of the council's plans and services.
19. Given the integral nature of the Locality meetings, it is also intended that they will provide a key focus for member induction following the 2013 county council elections.

Member Induction

20. A programme of member induction activities is being developed to help support members in effectively carrying out their role post-election. A key feature of the Council's induction programme will be locality briefings and opportunities to meet with key officers to support local members in their role as community leaders.

Changes to other committees

21. It is proposed to reduce the number of members on the Planning and Regulation Committee from the current 15 to 12. This reflects the reduction in members of the council overall. This change will not affect the remit or operation of the committee.

Recommendation

22. Cabinet is RECOMMENDED to comment on and 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.

PETER G CLARK

County Solicitor and Monitoring Officer

ALEXANDRA BAILEY

Research and Major Programmes
Manager

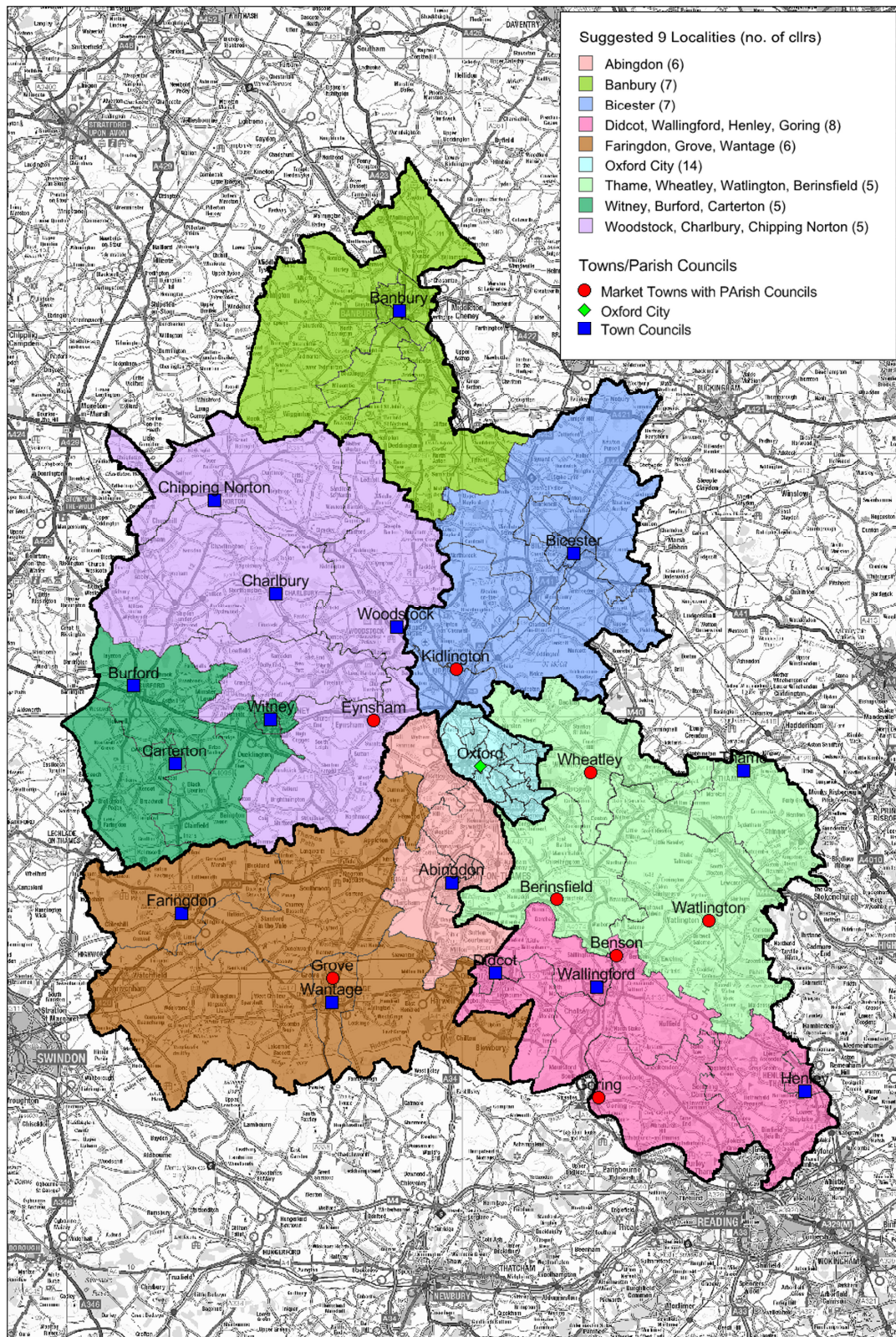
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816384

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Proposed localities



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CABINET - 19 MARCH 2012

CORPORATE PLAN PERFORMANCE AND RISK MANAGEMENT REPORT FOR THE THIRD QUARTER 2012/13

Report by the County Council Management Team


Introduction



1. This report headlines the progress the Council has made toward the Corporate Plan priorities for the period between October to December 2012.
2. The progress, together with progress toward achieving our Business Strategy priorities (reported separately through the monthly financial and business strategy monitoring report) has been considered by the CCMT. Assurance has been given that, particularly through agreed corrective actions, good progress has been made in the third quarter.
3. As in the second quarter 2012/13 report, this report provides an update against all Corporate Plan priorities.
4. This report was discussed by Strategy & Partnerships Scrutiny Committee on 25th February 2013.

Key Issues



5. This report employs RAG ratings to provide a high level summary of quarterly performance/progress for each of our priorities for action. Using these ratings as a foundation, the following picture emerges:
 - Overall performance is good against our priorities for action, with roughly two thirds rated green
 - The significant majority of key corporate projects are progressing well and are on course to deliver on time
 - The remaining third of priorities are all rated amber, and are being managed effectively with corrective actions in place
 - None of our priorities for action are rated red.


1. Performance against our Corporate Plan Targets




Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
World Class Economy <div>Page 190</div>	Local Enterprise Partnership 	The skills needs assessment is aligned to meet LEP and business sector needs	The Skills Board continues to focus on its two priority areas for action; increasing employability skills amongst young people; and increasing the availability and uptake of training in Engineering & Manufacturing subjects.
		Increased number of investment enquires turning into investment opportunities	OCC is continuing to improve its detailed understanding of all the assets that Oxfordshire can offer to potential investors in terms of world class businesses, clusters of businesses, centres of knowledge and infrastructure. This detail is being provided to the UK Trade and Industry department to support a worldwide marketing strategy with the aspiration of attracting inward investment and indirectly future economic growth within Oxfordshire.
		The infrastructure plan reflects the LEP and business sector needs	The LEP is currently managing the second round of a fund from Central Government to help generate economic activity and help prioritise infrastructure needs (The Growing Places Fund); this latest round of funding has been successfully publicised and has received nearly £20m of bids that are currently being assessed.
		Year-end assessment Progress on how our contribution has enabled the partnership to provide visible leadership and act as a catalyst for growth	LEP has played a key role in helping prepare the Expression of Interest for the City Deal bid. The City Deal is a Government invitation for businesses and local authorities to seek devolved powers in exchange for responsibility for delivering growth locally. Government's initial response is expected in late February.



Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
Page 191	Infrastructure 	Deliver infrastructure framework - Districts charging schedules reflect OCC priorities and needs	The Spatial Planning & Infrastructure Partnership (SPIP) has now produced a local investment plan which includes the infrastructure framework and priorities.
		Capital programme priorities reflect the infrastructure framework priorities for growth	The County Council's Capital Investment Programme priorities have fed into the local investment plan
		Year-end assessment The OCC 2012/13 infrastructure priorities are reflected through the district charging schedules	The County Council has responded to Oxford City Council's preliminary draft charging schedule and will respond to the draft charging schedule which is expected in January 2013. The County Council are working with South Oxfordshire District Council and Cherwell District Council as they further develop the Community Infrastructure Levy charging. Discussions are continuing around infrastructure priorities with the remaining District Councils.
	Tackling transport priorities 	Deliver priority transport schemes	Work began in January to provide 500 new parking spaces at Thornhill Park and Ride. The project will take around eight months to complete, with the new parking capacity opening in phases from late spring onwards. The project is part funded by the Government's Local Sustainable Transport Fund.
		<ul style="list-style-type: none"> Witney Transport solution Thornhill Park & Ride extension (and new hospital bus services) Hinksey Hill Frideswide Square 	The implementation of the improvements at Hinksey Hill and Kennington are due to start in late 2013, with completion in early 2014. A package of infrastructure is required to support the delivery of planned growth in Witney; this is being refined and will feed into the next stage of the Local Plan. The Department of Transport announcement of additional investment to undertake major redevelopment works to the station within the next 3 years, has led to the Frideswide Square programme being extended to reflect this.


Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
		Number of schemes delivered and percentage of funding spent through the Area Stewardship Fund	<p>The Area Stewardship Fund continues to deliver local improvements. 85% of the fund for 2012/13, has been allocated to schemes that have been delivered or are planned to deliver maintenance and improvement works across the 14 localities.</p> <p>Over 450 schemes have been delivered, including footway improvements, traffic management measures, minor maintenance work and preparations for winter conditions.</p>
		Delivery of the highway maintenance programme as detailed in the Transport Asset Management Plan	The Transport Asset Management Plan as considered by Scrutiny and agreed by the Deputy Leader remains on track. The programme for 2013/2014 has been agreed by Cabinet.
		Year-end assessments Improvement in traffic flow around major pinch points	OCC has advised companies carrying out road works on the best network management measures to avoid disruption of the traffic flow.
		Year-end assessments Secure funding and investment for East-West rail	<p>Government funding has been secured and was included in the rail announcement in July 2012. The announcement included confirmation that the route will be electrified and form part of a national 'electric spine'. This forms part of the government programme of delivery in the 2014-2019 period.</p> <p>The County Council has been requested to provide £500k towards development costs (these will form part of our local contributions towards the scheme); it continues to work with the rest of the consortium on securing the full local contributions over the life of the scheme.</p>


Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
	Broadband 	Establish the digital strategy for Oxfordshire	As reported in Q1 & Q2 the digital strategy has been converted into a project plan and local broadband plan, which has been signed off by the Department of Culture, Media and Sport (DCMS). This local broadband plan will receive £3.86M from DCMS at the point of contract agreement.
		Identify and contract with a Strategic Provider to improve broadband connectivity to priority areas	The procurement process is making good progress and the project plan remains on track, which indicates that will be in a position to sign the contract in the spring of 2013. A short list of bidders has been established and competitive dialogue sessions took place Q3 to determine a preferred partner to deliver the improved infrastructure. We now await a detailed solution from the supplier which is due late January 2013. Following a comprehensive review of the solution we will engage in further dialogue with the supplier.
		Year-end assessments Plan in place for OCC £14M investment	It is an expectation that before the end of the current fiscal year all supporting documentation and checkpoints will be complete, and the contract will be complete and awaiting cabinet approval. The OCC project team continue to work closely with BDUK, the supplier and other bodies e.g. DEFRA, to agree the best possible solution for the £14m OCC investment
		Year-end assessments Private sector matched funding secured	Whilst the extent of match funding will be determined as part of the negotiating process, conversations with other local authorities have indicated that private sector contributions have been sufficient to ensure the success of their broadband programmes.
	Skills Levels 	Improve percentage participation of young people aged 16-19 in education or training	For those in year 12-14 (aged 16-19), there are a significant proportion (47%) where their participation in education, employment in training or training is "not known". Measures are in place to address this, including the recruitment of a casual tracking team and the commissioning of Welfare Call to provide an intensive follow up service. The market of providers, able to offer suitable alternative training to young people (who would have otherwise chosen to not participate in education or training), grew in the last academic year by increasing the number of learning places through the OCC Adult Learning Services. New providers offering places this academic year had recruited 128 learners by November 2012.





Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
Page 194		Increase the number of all age Apprenticeship starts in the county	The overall number of apprenticeship starts has increased by 26.7% for 2011/2012 with 4,370 starts.
		Reduce the percentage of Young People Not in education Employment or Training	The proportion of young people that are not in education, employment or training continues to reduce from 8.4% in September to 6.1% in December and in line with data for the same period in 2011. The underlying trend is to meet the annual target.
	Educational Attainment 	Improved educational attainment at, <ul style="list-style-type: none"> ○ Key Stage 1) ○ Key Stage 2) ○ Key Stage 4) 	Improvement in performance across key stage 1 and 2. Key stage 4 performance in Oxfordshire remained steady with Oxfordshire remaining below national averages. <ul style="list-style-type: none"> • Performance at Key stage 1 improved across all measures. Performance is now in line or above national levels, but below statistical neighbours. • Performance at KS2 was strong in 2012 both in terms of achievement and % making expected progress. All targets met or exceeded. Oxfordshire now above national average and in line with statistical neighbours. Performance in Oxford City which was historically poor has improved • Key Stage 4 performance remained steady in the year, following the national trend. The % achieving 5+ GCSEs including English and maths remains below national average and did not meet target. The proportion of children making expected progress in English is below the national figure and remains a concern. The proportion of children making expected progress in maths is above the national figure.
		Improved number of schools classified as good or better by 10%	Performance ratings of schools improved in the quarter with the number of schools rated as good or outstanding by Ofsted increasing by 10 to 185.


Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
		Year-end assessment Progress in implementation of the Education Strategy	Progress in implementing the Education Strategy remains on track. Positive response to the reading campaign.
Healthy and Thriving Communities	Implications of changes to the health service 	Year-end assessments Public Health move into OCC	Public Health Transition to OCC is progressing to plan. Future location of the team has been confirmed and TUPE consultation with transferring staff is planned for Feb 2013. Details of the financial allocation were received at the end of Q3
		Year-end assessments Progress of new Health and Wellbeing board and new commissioning arrangements	The Health & Wellbeing Board will become statutory from April 2013 so an informal review of current practice has started. Performance is reported against all outcomes and is progressing well.
	Improve health outcomes 	Year-end assessment Measures as defined in the director of public health annual report	Recommendations for health improvement in the Director of Public Health Annual report (published in Nov 2011) had a range of completion dates in 2011-13. All recommendations due to be completed by Dec 2012 have been delivered.
	Demographic change 	Year-end assessment Changes to how day services are provided	Proposed changes to day services remains on track.
		Provision of extra care housing	Additional extra care housing units delivered as per plan.

Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
Page 196	Breaking the cycle of deprivation 	Year-end assessment Progress as reported in the director of public health annual report	<ul style="list-style-type: none"> • Breaking the Cycle of Deprivation (BTCD) projects in the City and Banbury continue to deliver local initiatives • Links to the Thriving Families programme include co-location of staff • A new steering group has been set up in Oxford City to steer the local programme
	Protection and safeguarding 	Adult Safeguarding Increased proportion of people who use services who report they feel safe each year	The council takes part in a national survey to ask users of social care how safe they feel. This survey is run each February. In February 2012 68% of social care service users said that they 'felt as safe as I want' compared to 57% last year, which put Oxfordshire in the top quartile of all authorities nationally. The council has also, as part of a national survey, asked informal carers (family and friends who provide unpaid care to users and carers) how safe they feel. Over 90% reported no worries about their personal safety.
		Improved performance against the basket of priority safeguarding indicators	The number of people waiting for an assessment continues to drop in the year. Work continues to improve the speed in which people are assessed with additional staff being employed short term to reduce the waiting list. In the medium term we will simplify the process.
		Children's Safeguarding – improved performance against the basket of priority safeguarding indicators (these include Child protection processes, Improved outcomes for looked after children, Number of children in need)	Performance against the basket of priority children's safeguarding indicators (see measure for more details) remains on track.




Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
		<p>Attendances at emergencies* by a fire engine sent from the nearest fire station to be made within target response times</p> <p>(*not all incidents we attend are considered as emergencies)</p>	The response target outcomes from the third quarter are both considered on target:
	<p>Prevention</p> 	<p>365 more people alive because of a reduction in deaths caused by accidental dwelling fires and road traffic collisions</p>	Performance on 365 Alive remains ahead of target, demonstrating protection for the wider public. 325 more people are currently alive following this work, compared to a target of 243 at this point.
		<p>Adults</p> <p>Delay and reduce the need for care and support through a basket of priority indicators</p>	<p>OCC are working with healthcare partners to improve performance in this area. The discharge to assess project is now in the pilot phase and resources are being focused on developing processes to ensure that improvements in performance of delayed transfers of care can be seen in the next quarter.</p> <p>The council commissioned a new reablement service from October 1, 2012. The contract pays on the number of people seen with a performance based bonus. Performance remains under the target for this service. The provider is actively recruiting staff to ensure more people can enter the service and performance is being actively monitored within the directorate.</p> <p>Delays which are the responsibility of Adult Social Care have fallen from 58 at the end of March 2012 to 28 at the end of December, but have risen slightly since last quarter. The overall number of delayed transfers of care has dropped by 43% since the end of March, but remains off target.</p>


Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
		Reduce the number of permanent admissions to residential and nursing care homes, per 1,000 population	Most people that are permanently admitted to care homes are admitted from hospital. The discharge to assess is also expected to reduce the number of admissions, and the council has set a target of fewer than 400 permanent admissions from October 2012.
		Children (Early Intervention Service) Improve outcomes for vulnerable children and young people and families with additional and complex needs (reported through the basket of priority indicators)	Performance improved in the quarter. Persistent absence rates for the Autumn Term are over target, but are lower than the corresponding term in the last academic year. These rates appear higher earlier in the academic year, but subsequently decrease as the academic year progresses. The Specialist NEET Service continues to target the most vulnerable NEET young people with workers located with the Hubs to ensure coherence. The number of first time entrants (10-17) in the criminal justice system increased in the quarter, but remains better than target.
	Personalisation 	Increase the proportion of people of who use services who have control over their daily life	The council takes part in a national survey to ask users how much control they have over their life. The survey has run for two years and in both years the proportion of in Oxfordshire who say they have control over their own lives has been in the top quartile.
		Improve overall satisfaction of people who use services with their care and support	Overall satisfaction as measured in the annual satisfaction survey rose by 3%.




Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
Page 199		Improve performance on the basket of indicators to measure the personalisation of care	The council has the second highest proportion of people on direct payments in the country. A national target has been set that 70% of people who use social care should have a personal budget by April 2013. Oxfordshire has already hit this target.
	Road Safety 	Reduce the number of people killed or seriously injured on the roads	The number of those sustaining fatal or serious injuries has fallen from last year. 80 people sustained fatal or serious injuries in the period July to September 2012, in comparison with 83 people suffering such injuries in July to September 2011.
	Localism Act 	Year-end assessment Our response to implications of the Localism Act	Details of how communities in Oxfordshire can make use of the Community Right to Challenge are on the council's website with Right to Bid guidance to follow shortly. As the key regulations relating to the Act are now fully published the task in Q4 and beyond will be to continue to monitor its impact and provide further guidance as and when it is requested.
	Big Society 	Number of Community projects supported by the Big Society Fund	Since the launch in quarter 2 take up by councillors of their £10,000 community budget has been positive. Over 200 local projects have been supported to date. This represents 50% of the total budget. Councillors are being supported to allocate remaining funds.
Environment	Waste management 	Decrease the amount of waste sent to landfill	Waste sent to landfill has slightly increased during the year, in line with national trends. However, the county remains the best performing in the country, with a recycling rate over 60 per cent.
		Increase the amount of waste recycled and composting	In Q3 recycling and composting fell with a county wide rate of 61.2%. This decline has followed a national legislative change around what waste can be treated as recycling.

Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
Page 200		Year-end assessment Progress on waste incinerator and household waste centres programme	Good progress continues to be made on the construction of the Ardley Energy from Waste facility by Autumn 2014. The household waste recycling centres implementation plan is currently under review. It is expected that this will be finalised in Autumn 2013 as part of the County Council budget setting process.
	Increase energy efficiency and reduce emissions 	Reduce corporate energy consumption level	During Q1 & Q2 an increase in our carbon emissions from all monitored sources of 1% has been reported, however our property carbon emissions have reduced by 3% this year. An overall 5% increase in our energy consumption has been reported; although we have decreased our electricity consumption by 11%, the cold weather this year has meant an increase in our gas consumption and this is reflected in our overall energy use.
		Secure increased quantity of renewable energy supply	OCC is proceeding with schools biomass boiler installations to replace old oil boilers such as at Marlborough school.
		Year-end assessment Progress update on reduction in the council's carbon footprint	This year OCC aims to achieve at least the minimum 3% year-on-year carbon reduction. Current projections of energy consumption show that OCC is on target when compared with the previous year.
	Protecting the environment and Effective management of natural resources	Minerals & waste strategy development reflects the needs of the county (progress against basket of process indicators)	The Council's new Minerals and Waste Strategy and the responses to it have been submitted to a government appointed inspector The inspector has identified a need for the review and updating of evidence documentation submitted in support of the plan. OCC has been in discussions with the Inspector and the Programme Officer on the timetable for the delivery of this work.

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Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
		Increase the number of volunteer days to support the rights of way network	Work continues around the Cotswolds and Chilterns supporting volunteer groups as they continue their practical improvement work. OCC partnerships continue with Natural England & the Trust for Oxfordshire's Environment to further increase public participation in the management and improvement of the Public Rights of Way network.
		Year-end assessment Outcome of the inspectors report to agree adoption and implementation of the M&W strategy (April 13)	This is likely to delay receipt of the inspector's report and the adoption and implementation of the Minerals and Waste Strategy.
Efficient Public Services	Delivering our savings target 	Achievement of budget savings agreed by Council Feb 2012	Directorates are on track to achieve their Business Strategies and £37.1m planned savings in 2012/13 are expected to be achieved.
	Improve our use of technology 	100% of office based staff will be able to work more flexibly through the use of more efficient communication tools	The County Council continues to rollout Windows 7/Office 2010 with 94% of upgrades completed. The remaining upgrades will take place after some challenging compatibility issues with the last few business critical specialist systems have been overcome. The deployment of Windows 7 & associated Microsoft Enterprise technologies continues to deliver improved technology across the Council. The underpinning software and services are now being configured and tested within ICT.

Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
	Moving more functions into Oxfordshire Customer Services 	Percentage of main contact channels managed by the customer service centre	<p>In Q2 and now in Q3 OCC is looking to review and rebuild some processes and service levels for new services areas, to improve customer experience further.</p> <p>The Customer Service Centre has over 50% of total calls to the Council. In Q3 there were over 80,000 contacts.</p>
		Customers are satisfied or very satisfied with overall service for the customer services centre	<p>A paper was presented to the Strategy and Partnership Scrutiny Committee on 17 January 2013 detailing customer service improvements that have been taken since September 2012. An experienced Interim Operations Manager is now in place to run the Centre and to ensure that further developments are not at the expense of frontline customer service. A range of specific service improvements have also been implemented including:</p> <ul style="list-style-type: none"> • An online one stop shop for people with personal care budgets and for care providers • Improvements to contact handling for Highways calls , quality and coordination • Improvements to contact handling for concessionary fares • A new on-line facility for concessionary fares applications launched in December • Improvements to Blue Badge operations to reduce time taken and improve customer satisfaction. <p>From 1st November, the parent contact for School Admissions was brought within the Centre. This service has been delivered to a very high standard with excellent results. In this period, there were approximately 1800 calls – and less than 1% of these were ‘unanswered’.</p> <p>As in Q2, Q3 saw 92% of customers dealt with by the Customer Services Centre being satisfied with the service they received.</p> <p>The number of callers who received a resolution on the first contact with the centre was 84%, above the target set of 80%.</p>

Priority outcome	Priorities for action	Our measures of success are	Q3 Progress / Performance
Page 203	Rationalise our property and encourage the co-location of public sector services 	Reduce the cost of the property portfolio by 25% whilst using our property to deliver the Council's broader objectives and support service delivery	<p>The Asset Rationalisation Programme met the Medium Term Financial Plan target for 2011/12. As part of this programme the Council released a number of properties in Oxford, Wallingford, Abingdon, Chipping Norton and Didcot from which savings are now being realised. Opportunities to realise further savings in the cost of the property portfolio will be taken over the course of the Medium Term Financial Plan as they arise to deliver the agreed level of savings.</p> <p>Longer term opportunities to further reduce the cost of the portfolio to 25% are being considered.</p>
	Collaborative working 	Year-end assessment Progress in working with others to deliver services more effectively	<p>In Q3 the council continued to work in partnership with Oxfordshire Voluntary and Community Action who provide infrastructure for the voluntary and community sector in Oxfordshire. The contract commenced on October 1st and now delivers leadership and support to facilitate a voluntary sector capable of sustaining long term service delivery and support to communities.</p> <p>The council also continued to provide a valuable role in the Oxfordshire Stronger Communities Alliance Partnership and works with members to develop a thriving and vibrant voluntary sector.</p>
	Equalities 	Year-end assessment Meet the requirements of the Equality Act 2010	On track. We have produced the first annual progress report on our Equality Policy 2012-2017, setting how we achieved the actions we set for its first year

Risk Management

6. Risk Registers have been compiled for 2012/13 Quarter 3 and officers continue to manage high priority risks, in close consultation with the Audit Working Group.

RECOMMENDATION

7. The Cabinet is **RECOMMENDED** to note this report.

Contact Officer: Alexandra Bailey, Research and Major Programmes Manager; Tel (01865) 816384

March 2013

Division(s): N/A

CABINET – 19 MARCH 2013

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 16 April 2013	
<ul style="list-style-type: none"> 2012/13 Financial Monitoring & Business Strategy Delivery Report - February 2013 Financial report on revenue and capital spending against budget allocations, including virements between budget heads. 	Leader, 2012/150
<ul style="list-style-type: none"> Delegated Powers of the Chief Executive - April 2013 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. 	Leader, 2012/151
<ul style="list-style-type: none"> Stage One Public Consultation on Proposed Expansion of St Joseph's Catholic Primary School, Oxford If objections are received, a decision is sought on whether to support the Governing Body in its desire to publish a statutory notice in relation to expanding St Joseph's Catholic Primary School to 2 form entry from September 2014. 	Education, 2012/180
<ul style="list-style-type: none"> Stage One Public Consultation on Proposed Expansion of Wolvercote Primary School, Oxford If objections are received, a decision is sought on whether to publish a statutory notice in relation to expanding Wolvercote Primary School to 1.5 form entry from September 2014. 	Education, 2012/182
<ul style="list-style-type: none"> Option Appraisal Conclusions on Cutteslowe Primary School Foundation Stage Areas To determine whether funding should be allocated in the Capital Programme to the reconfiguration or expansion of the Foundation Stage teaching area at Cutteslowe Primary School, Oxford. 	Education, 2013/007
<ul style="list-style-type: none"> Direct Construction of Infrastructure by Developers To consider proposed guidance on the direct construction of Infrastructure, infrastructure by Developers and seek approval to proceed on the development as outlined in the report. 	Growth & 2013/018

Cabinet Member for Adult Services, 16 April 2013

- **Deferred Interest Loans to Support the Adaption of Homes for Disabled Adults and Children** Cabinet Member for Adult Services, 2013/036
To seek approval for the new financial assessment and charging process for deferred interest loans.

Cabinet Member for Education, 22 April 2013

- **Proposal to Alter the Lower Range at St Peter's CE(A) Primary School, Cassington** Cabinet Member for Education, 2012/185
To determine whether to publish a statutory notice to lower the age range to create an Foundation Stage Unit.