



To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 25 February 2014 at 2.00 pm

County Hall, Oxford, OX1 1ND

Joanna Simons

Joanna Simons
Chief Executive

February 2014

Contact Officer: Sue Whitehead
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Membership

Councillors

Ian Hudspeth	<i>Leader of the Council</i>
Rodney Rose	<i>Deputy Leader of the Council</i>
Mrs Judith Heathcoat	<i>Cabinet Member for Adult Social Care</i>
Nick Carter	<i>Cabinet Member for Business & Customer Services</i>
Melinda Tilley	<i>Cabinet Member for Children, Education & Families</i>
Lorraine Lindsay-Gale	<i>Cabinet Member for Cultural & Community Services</i>
David Nimmo Smith	<i>Cabinet Member for Environment</i>
Arash Fatemian	<i>Cabinet Member for Finance</i>
Louise Chapman	<i>Cabinet Member for Policy Co-ordination</i>
Hilary Hibbert-Biles	<i>Cabinet Member for Public Health & the Voluntary Sector</i>

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on 5 March 2014 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: 18 March 2014

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 (Pages 1 - 30)

To approve the minutes of the meetings held on 28 January and 4 February 2014 (CA3a & CA3b) 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. 2013/14 Financial Monitoring & Business Strategy Delivery Report - December 2013 (Pages 31 - 66)

Cabinet Member: Finance

Forward Plan Ref: 2013/147

Contact: Stephanie Skivington, Corporate Finance Manager Tel: (01865) 323995

Report by Chief Finance Officer (CA6).

The report focuses on the delivery of the Directorate Business Strategies which were

agreed as part of the Service and Resource Planning Process for 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of December 2013. Capital Programme monitoring is included at Part 3.

The Cabinet is RECOMMENDED to:

- (a) note the report;***
- (b) approve the virement requests set out in Annex 2a;***
- (c) approve the supplementary estimate requests set out in Annex 2e and paragraph 50;***
- (d) note the updated Treasury Management lending list at Annex 4;***
- (e) note the changes to the Capital Programme set out in Annex 7c.***

7. Response to Westgate Planning Application (Pages 67 - 102)

Cabinet Member: Environment

Forward Plan Ref: 2013/123

Contact: Tom Flanagan, Service Manager –Planning Tel: (01865) 815691

Report by Director for Environment & Economy (**CA7**).

The county council has been consulted by Oxford City Council, in their role as local planning authority, on an application for re-development of the Westgate centre in Oxford. The application is outline for all matters except for access. Reserved matters applications providing, amongst other things, detailed building design proposals are expected during 2014. The developer plans to start on site in 2015, with a target opening date of late 2017.

In addition to the main application, the developer has also submitted two applications for temporary parking to manage the situation and maintain access to the city centre during the construction phase. These are for the provision of up to 420 temporary parking spaces at Oxpens and for temporary coach parking provision at the Redbridge Park & Ride site.

Overall, officers recommend that the county council supports the proposed Westgate redevelopment, subject to the technical issues, as outlined in Annex 1, being addressed

The Cabinet is RECOMMENDED to:

- (a) note the issues raised in the responses to this consultation; and***
- (b) approve the county council's single response to the consultation***

8. Oxfordshire Fire & Rescue Service - Community Risk Management Plan - Action Plan 2014/2015 (Pages 103 - 112)

Cabinet Member: Policy Co-ordination

Forward Plan Ref: 2013/109

Contact: Mat Carlile, Business & Improvement Manager Tel: (01865) 855211

Report by Chief Fire Officer (**CA8**).

The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2012 Framework requires each Fire and Rescue Authority to produce a publicly available Integrated Risk Management Plan (IRMP). Within Oxfordshire Fire and Rescue Service (OFRS) we have called this our Community Risk Management Plan (CRMP) to make it more meaningful to the public. This report proposes a number of projects to be included within the Fire Authority's CRMP for the fiscal year 2014-15.

The proposals in this report were agreed in their entirety by the Delegated Cabinet Member for Policy Coordination, Councillor Louise Chapman, on 9th September 2013.

The proposals were also presented to the Performance Scrutiny Committee on 26th September 2013.

The agreed proposals within this Action Plan 2014-15 have been subjected to full internal and external consultation for a period of 12 weeks. Cabinet is therefore invited to comment on the proposed Action Plan, consultation responses and management responses to the consultation responses.

The proposals for the 2014 - 2015 Action Plan are as follows:

Project 1: Implement the Training Collaboration Review carried out in 2013

Project 2: Review our aerial appliance capability and implement changes to staffing supported by that review

Project 3: Review of Light Response Vehicle Capability and implement changes to staffing supported by that review

Project 4: Review of Prevention, Protection and Response Resources to meet the expansion and changing risk profile of Banbury, Bicester, Carterton, Wantage and the South of the County

Our medium term financial plan and supporting business strategy underpin the proposals within our CRMP action plan.

The Cabinet is RECOMMENDED to accept all the project proposals within this report for adoption in the final version of the CRMP Action Plan 2014-15.

9. Staffing Report - Quarter 3 - 2013 (Pages 113 - 120)

Cabinet Member: Deputy Leader

Forward Plan Ref: 2013/148

Contact: Sue Corrigan, Strategic HR Manager Tel: (01865) 810280

Report by Head of Human Resources (**CA9**).

Quarterly staffing report providing details of key people numbers and analysis of main changes since the previous report.

The Cabinet is RECOMMENDED to:

- (a) note the report; and***
- (b) confirm that the Staffing Report meets the requirements in reporting and managing staffing numbers.***

10. Forward Plan and Future Business (Pages 121 - 122)

Cabinet Member: All

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

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

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

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

CABINET

MINUTES of the meeting held on Tuesday, 28 January 2014 commencing at 2.00 pm and finishing at 4.35 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair
Councillor Rodney Rose
Councillor Mrs Judith Heathcoat
Councillor Nick Carter
Councillor Melinda Tilley
Councillor Lorraine Lindsay-Gale
Councillor David Nimmo Smith
Councillor Arash Fatemian
Councillor Louise Chapman
Councillor Hilary Hibbert-Biles

Other Members in Attendance: Councillor Liz Brighthouse (Agenda Items 6 & 8),
Councillor Nick Hards (Agenda Item 6)
Councillor Charles Mathew (Agenda Items 6 & 7),
Councillor Anne Purse (Agenda Item 7),
Councillor John Sanders (Agenda Item 7),

Officers:

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

Part of meeting Item	Name
6	Lorna Baxter, Chief Finance Officer
7	Martin Tugwell, Deputy Director, Strategy & Infrastructure Planning; Peter Day
8	Maggie Scott, Head of Policy

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

1/14 MINUTES
(Agenda Item. 3)

The Minutes of the meeting held on 17 December were agreed and signed.

2/14 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

Councillors had given notice of four questions and the questions, responses, supplementary questions and answers are set out in the Annex to the minutes.

3/14 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

The following requests to address the meeting had been agreed:

Petitions – David Hipkiss, Oxon School Bus Action Group (OSBAG) regarding Proposed changes to the Home to School Transport Policy;

Lesley Dewhurst, regarding the Housing Support Fund Refugee Resource,- submitted on behalf of Dr Antony Kingsley

Public Address:

Councillor Liz Brighthouse,

Councillor Nick Hards

Councillor Charles Mathew,

Mark Thompson, Connection floating support

Mr Kevin Kennedy, Supporting people User Group

Mrs Sue Tanner, Convenor Oxford Advice Forum

Ms. Emily Boughton,

Gill Tishler, Oxford City Advice Bureau

Susy Drohan, Oxfordshire Welfare Rights, Barton Neighbourhood Centre

Fran Bennett, Treasurer and Trustee of Agnes Smith Advice Centre, Blackbird Leys

Gail Hanrahan,

District Councillor David Dodds, Chairman Oxfordshire Waste Partnership

Item 7 Councillor Anne Purse,

Councillor John Sanders,

Councillor Charles Mathew,

John Taylor - PAGE Chairman

Item 8 Councillor Liz Brighthouse

4/14 SERVICE & RESOURCE PLANNING REPORT 2014/15 - 2017/18 - JANUARY 2014

(Agenda Item. 6)

Cabinet had before them the final report in the series on the service & resource planning process for 2014/15 to 2017/18, which provided councillors with information on budget issues for 2014/15 and the medium term. It set out the proposed 2014/15 budget and the draft 2014/15 – 2017/18 Medium Term Financial Plan (MTFP).

Cabinet also had before them a report by the Cabinet Member for Finance which set out the basis for the Cabinet's proposals. The proposals took into account comments to date from the public consultation on the budget as well as the latest information on the Council's financial position outlined in the report. Also considered by Cabinet was: a separate report from the Income Generation Cabinet Advisory Group and a supplementary report by the Chief Finance Officer setting out additional information and consequent recommendations.

Councillor Liz Brighthouse, Chairman, Performance Scrutiny Committee presented the comments of the Committee, set out in Annex 12. She highlighted a key concern which was to ensure that they were able to monitor the reduction in the budget and make sure that action plans were in place. She added that it was important that the Council worked together with partners including those affected in the community and voluntary sector. She referred to the Refugee Resource that had asked for the cuts to be phased to avoid loss of other funding streams and noted that at the Committee meeting this had been agreed. Councillor Hudspeth thanked the Committee for their work, and in noting that it was the first year that an opposition member had chaired the Committee thanked Councillor Brighthouse for her approach and the work she had put in to it.

Councillor Nick Hards, Shadow Cabinet Member for Finance referred to the pressures on the budget and that he was impressed by the professionalism and skill of officers at a difficult time. He commented that the Income Generation Cabinet Advisory a Group had been helpful and he hoped that something would come out of it. Looking at the broad picture he felt that Central Government were out of touch with the way the Council worked and had an unrealistic view of the demands placed on the Council. He expressed concern that the Council had still not been advised whether the referendum limit for Council Tax rises would be lowered. He hoped that the Council would be allowed to go to the limit currently included in the budget proposals.

Councillor Mathew speaking as Vice Chairman of the Income Generation Cabinet Advisory Group stressed that they were keen to discuss the opportunities for income generation within operations. He referred to the initial ideas set out in the paper and added that there was still much work to do.

Councillor Mathew, speaking as a councillor then indicated that he could not support crowd funding. He believed it would cost more than it would bring in. Councillor Hudspeth thanked those involved in the Cabinet Advisory Group and noted the initial suggestions and on-going work of the Group.

Mark Thompson, Connection and floating support team spoke on the importance of continuing the support for homeless people and the danger that this important work not fall between funding stools.

Kevin Kennedy, Housing Support User Group, spoke in support of the housing support fund and the services it made possible. As a former

homeless person the support he had received had been vital in rebuilding his confidence and self-belief. A place to sleep and the support services available in hostels enabled people to rebuild their lives and provided a vital link to family and friends.

Sue Tanner, Convenor Oxford City Advice Forum, spoke against the proposal to cut the Oxfordshire Support Fund and asked that it continue until March 2015 when Government funding would end. This would enable time to find other ways to help people in urgent need.

Emily Broughton, spoke about her experience of the Advice Centres at a time of need for her and opposed the cuts to vital services to vulnerable people.

Gill Tishler, Oxford City Advice Bureau commended the comments of the Performance Scrutiny Committee. She gave examples of where the support provided by information and advice centres secured additional money for clients that then allowed them to stay in the community. Their early intervention saved money for local public services including the Council.

Suzy Drohan, Oxfordshire Welfare Rights, Barton Neighbourhood Centre, spoke in support of the services provided referring particularly to their successful work for clients in tribunal hearings.

Fran Bennett, Treasurer and Trustee of Agnes Smith Advice Centre, Blackbird Leys, speaking against the proposed cuts to the advice and information services detailed the role they played in supporting Council priorities to enable people to live at home and to keep well. She welcomed the community network but felt that Advice Centres provided a comprehensive service. She added that whilst grateful for advance notice of the cuts she felt that the assumption that it would allow other funding to be found was wrong. In her experience charitable organisations were not willing to replace withdrawn state funding.

Gail Hanrahan stated that her organisation was working with the Council but could only see cuts for so long before it affected the service provided. She felt that as eligible needs would still need to be met it would cost the Council more in critical care.

District Councillor David Dodds spoke against the proposed withdrawal of funding to the Oxfordshire Waste Partnership.

Councillor Hudspeth thanked all those that had attended the meeting to speak to Cabinet. He referred to the difficult choices and decisions to be faced in order to set a balanced budget. He would always listen to alternative suggestions about how the necessary savings could be made.

Councillor Fatemian in proposing the recommendations emphasised that every saving made, made each subsequent saving harder to find and there were no easy decisions with every saving being challenged as part of the

process. The budget proposals were built on the basis of fairness and protecting the most vulnerable. Some savings were reinvested to manage pressures. He noted that final information was still awaited from central Government including on capital funding. He made it clear that he was continuing to take note of and give careful consideration to representations made and would continue to do so.

During discussion Cabinet Members agreed that within their own areas of responsibility difficult choices were having to be made. Essential services were being protected. The Leader referred to the careful use of reserves but the need to ensure that reserves were available for emergencies such as the recent flooding. There was some discussion about the response to the flooding in Oxfordshire and Cabinet was advised that the Deputy Leader was holding a flooding summit in March. Responding to a comment from a Cabinet Member the Leader confirmed that he would explore all possible sources of funding to address flooding problems.

RESOLVED: to:

- (a) **RECOMMEND** Council to approve the updated Financial Strategy;
- (b) (in respect of revenue) **RECOMMEND** Council to approve:
 - (1) a budget for 2014/15 and a medium term plan to 2017/18, based on the proposals set out by the Cabinet Member for Finance;
 - (2) a council tax requirement (precept) for 2014/15;
 - (3) a council tax for band D equivalent properties;
 - (4) virement arrangements to operate within the approved budget;
- (c) (in respect of treasury management) **RECOMMEND** Council to approve:
 - (1) the Treasury Management Strategy Statement ;
 - (2) that any further changes required to the 2014/15 strategy be delegated to the Chief Finance Officer in consultation with the Leader of the Council and the Cabinet Member for Finance.
- (d) **RECOMMEND** Council to approve the Prudential Indicators as set out in Appendix A of Annex 7;
- (e) **RECOMMEND** Council to approve the Minimum Revenue Provision Methodology Statement as set out in Appendix B of Annex 7;
- (f) (in respect of capital) **RECOMMEND** Council to approve:
 - (1) the updated Asset Management Plan and Transport Asset Management Plan;
 - (2) a Capital Programme for 2013/14 to 2017/18;

- (g) delegate authority to the Leader of the Council, following consultation with the Chief Finance Officer, to make appropriate changes to the proposed budget;
- (h) Note the confirmed collection fund surplus for 2014/15;
- (i) Note the amount of funding per infant school meal taken notified by the Department for Education; and
- (j) Note the provisional education maintenance allocation for 2014/15.

5/14 OXFORDSHIRE MINERALS AND WASTE LOCAL PLAN - CORE STRATEGY: CONSULTATION DRAFT

(Agenda Item. 7)

The County Council has a statutory duty to prepare a new Oxfordshire Minerals and Waste Plan, to provide an effective planning strategy and policies for the supply of minerals and management of waste in the county, consistent with environmental, social and economic needs. The Plan must be prepared in accordance with current government policy in the National Planning Policy Framework (March 2012) and having due regard to the emerging new National Planning Practice Guidance.

In line with the revised Oxfordshire Minerals and Waste Development Scheme (Fifth Revision) 2013, setting out the programme for preparing the Minerals and Waste Local Plan Cabinet had before them a report recommending a draft Minerals and Waste Local Plan: Core Strategy for public consultation.

Councillor Purse, spoke in respect of the findings of the Cabinet Advisory Group who she felt had done a good job of scrutinising the documents. Although not surprisingly unable to come to any conclusions about specific areas they had reached a view on the balance between West Oxfordshire and elsewhere. She also asked that in the final consultation documents the maps be in colour. She highlighted specific recommendations made by the Group and included in the draft before Cabinet. She commented that it would be helpful for the Plan to be tied back to Planning & Regulation Committee in some way. Councillor Hudspeth thanked Councillor Purse and the cabinet Advisory Group for their work.

Councillor John Sanders, Shadow Cabinet member for Environment, queried the role of the Cabinet Advisory Group and was informed that many of their recommendations had been included in the draft Plan before Cabinet.

Councillor Mathew welcomed the amendments to the earlier versions of the Plan but highlighted a number of aspects he felt still needed to be addressed. These included the need for: expert witnesses to be paid for by the applicant but chosen by the County Council to preserve independence; an annual review of fees; enforcement and time limits on the start date following approval.

Mr Taylor, Chairman of PAGE, commented that the descriptive map at Figure 12 was impossible to interpret and felt that there was a lack of certainty about specific sites. He still felt that the balance referred to between

North and South was vague. Table 12 was unclear and he had a query regarding the Caversham and Gill Mill areas. He was concerned that the consultation document would blight large areas and alarm residents.

Councillor Nimmo Smith, Cabinet Member for Environment in proposing the Plan for consultation emphasised that material could only be dug out where it existed and that therefore areas not in the Plan today were not ruled out forever.

During discussion Cabinet Members in welcoming the balance set out in the report considered the definition of the term broad balance, with some expressing the view that this should mean that 50:50 was the aspiration whilst other suggested a wider interpretation. There was discussion about the removal of some areas from Figure 12 and it was agreed that the Plan be unchanged prior to consultation. Councillor Lindsay Gale felt that the areas should be removed prior to consultation.

RESOLVED: (by 8 votes to 0 with one abstention) to:

- (a) agree the draft Oxfordshire Minerals and Waste Local Plan: Core Strategy at Annex 1, subject to final detailed amendment, updating and editing, as a draft for consultation;
- (b) authorise the Deputy Director for Environment & Economy (Strategy & Infrastructure Planning) to:
 - (i) carry out final detailed amendment, updating and editing of the draft Oxfordshire Minerals and Waste Local Plan: Core Strategy, in consultation with the Cabinet Member for Environment; and
 - (ii) publish the draft Oxfordshire Minerals and Waste Local Plan: Core Strategy for public consultation.

6/14 CABINET BUSINESS MONITORING REPORT FOR QUARTER 2

(Agenda Item. 8)

Cabinet considered a report that provided details of performance for quarter two. The report is required so that the Cabinet can monitor the performance of the Council in key service areas and be assured that progress is being made to improve areas where performance is below the expected level.

Councillor Brighouse, Chairman of the Performance Scrutiny Committee highlighted the following points from its meeting on 9 January 2014: some of the efficiency saving targets had not been made and were therefore a financial risk for Cabinet to be aware of and address; secondly she referred to the performance indicators around re-ablement and the importance of not

treating the figures in isolation and recognising that there were a range of issues including the recruitment of care workers. She queried whether with regard to young people not in education, employment or training enough was being done to encourage them into the care sector.

Councillor Hudspeth responded to the points made and commented on the importance of following through when setting savings to see them realised. He added that staff had done well to provide the savings made whilst delivering services.

Following discussion Cabinet:

RESOLVED: to note the performance reported in the dashboards and to note the concerns of the Performance Scrutiny Committee that, across all three Directorates, resources are stretched due to an increase in demand, which is not mirrored by funding streams, and is threatening the future performance of the Council.

7/14 DELEGATED POWERS OF THE CHIEF EXECUTIVE - JANUARY 2014

(Agenda Item. 9)

RESOLVED: To the following executive decisions 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).

<i>Date</i>	<i>Subject</i>	<i>Decision</i>	<i>Reasons for Urgency</i>
1 October 2013	Transfer of the performance of the Highways Contract from Atkins to Skanska in fulfilment of a decision of Cabinet 93/13	Approved the transfer of the performance of the Highways contract from Atkins to Skanska	To fulfil the decision of Cabinet and to ensure continuity of provision.
8 October 2013	Oxford Health – Smoking Cessation Services (“Core services”)	Approved an exemption from the full tendering requirements of the Council's Contract Procedure Rules for an interim one year contract with Oxford Health NHS Trust from 1	To allow time to formally agree the variation with the provider in writing so that there is sufficient time to implement the variation and allow continuous service delivery

		April 2014 at a cost of £400,000	
25 October 2013	Oxford Health NHS Foundation Trust – Oxfordshire Harm Minimisation Service with LASAR Service	Approved an exemption from the full tendering requirements of the Council’s Contract Procedure Rules with Oxford Health NHS Foundation Trust for a variation to the remainder of the existing contract to 31 March 2015 at an aggregate cost of approximately £1,151,440.	To allow time to formally agree the variation with the provider in writing so that there is sufficient time to implement the variation and allow continuous service delivery.

8/14 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 10)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with the following change notified at the meeting:

Future of Schools/Back Office Facing Services – Externalisation Next Steps – Deferred from 18 March 2014 to a date to be confirmed.

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

..... in the Chair

Date of signing

Questions received from the following Members:

1. Councillor John Howson to Councillor Tilley

“Please list the projects bid for in the schools capital programme for 2015/16 and 2016/17 including any details of those approved by the DfE and those rejected alongside the number (or lack of spare) places in September 2013 (or latest available) at each school where there was a bid.”

Answer

“The basic need allocation supports the capital requirement for providing new pupil places by expanding existing maintained schools, free schools or academies, and by establishing new schools. Capital funding for basic need is allocated to Local Authorities on a formulaic basis, there is no bidding process.

On 18th December 2013 the Secretary of State announced basic need capital funding grants to Oxfordshire for financial years 2015/16 to 2016/17. This extends the previous allocations, meaning that basic need funding has now been confirmed for financial years 2014/15, 2015/16 and 2016/17.

The three year funding is detailed below;

2014/15	2015/16	2016/17
£8,458,077	£1,520,390	£1,596,409

The basic need funding for 2015/16 and 2016/17 is less than expected. The capital allocation has been based principally on data submitted to the DfE in the 2013 School Capacity Survey (SCAP) collection. This collects information on the capacities of schools and academies in each planning area of each local authority, as at May 2013, and local authorities’ forecasts for several years ahead. The council will have the opportunity to submit revised forecast data during 2014.

In addition to the annual formulaic capital allocation the DfE launched the *Targeted Basic Need Programme (TBNP)* in March 2013 to provide additional support to those local authorities experiencing the greatest pressure on school places. This involved a bidding process and Oxfordshire County Council submitted two bids which were both successful

- Farrington Primary – Provision of 90 additional primary places **£875,324**
- Bartholomew School, Eynsham (Secondary) – Provision of 150 additional places **£1,831,872**

2. Councillor John Howson to Councillor Tilley

“Please list the attendance record of members of the SACRE during 2013”

Answer:

Oxfordshire SACRE - Record of Meeting Attendance - 2013

KEYS

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SACRE Member		Mtg Date 16.01.13 County Hall	Mtg Date 11.03.13 Matthew Arnold Sch	Mtg Date 8.07.13 Regents Park College	Mtg Date 14.11.13 County Hall	Notes
Ahmed	Alyas	x	x			Left
Bartlett	Janet	A	ü	A		Left
Bekhradnia	Shahin	ü	ü	A	ü	
Chamberlain	Valerine	ü	ü	A	ü	
Cohen	Ruth	x	ü	ü	ü	
Davies	Jean	x	ü	x	A	
Fageant	Jo	ü	ü	A	A	
Fancourt	Nigel	ü	A	A	A	
Fenn	Julie	x	A	x	A	

No Apology given	Attended	Apology given
x	ü	A

Member
Deputy
Observer

CA3

Lionakis	Lex	A	ü	A	A	
Long	Fraser	A	ü	ü	A	
Manley	Don	ü	ü	x	x	
Mathew	Charles	ü	ü	ü	ü	
Mirza	Sabir	x	x	x	x	
Moore	Lyn	ü	ü	A	A	
Newby	Sue	A	A	A	A	
Price	Christine	x	A	A	ü	
Sharp	Sarah	ü	ü	ü	ü	
Singh	Pritam	x	A	x	x	
Taghavi	Helina	ü	ü	ü	ü	
Vadivale	Chandra	x	A	x	A	
Viney	Carol	A	A	x	x	Left
Wallace	Stephen	x	x	x	x	
Wedell	Katherine	ü	ü	ü	A	
Willis	Jo	A	ü	ü	A	
Wolff	Dick	ü	ü	x	ü	
Wood	Nicholas	ü	ü	ü	A	
Wren	Claire	A	ü	A	A	
Abbasi	M	x	x	A	x	
Beegoo	Steve	x	x	x	x	
Bradshaw	Margaret	x	x	x	x	
Burn	Katherine	x	x	x	A	
Faust	Penny	x	x	A	A	
Godden	Margaret	x	x	ü	ü	
Hoyland	Emily	A	A	A	x	

King	Jean	ü	x	x	x	
Knagg	Rosemary	ü	A	ü	A	
Motivala	Darayus	x	x	x	x	
Singh	Manvir	x	x	A	x	
Vadivale	Sathya	x	x	x	x	
Vickers	Stephen	x	x	x	x	
Paterson	David	ü	ü	ü	ü	
Singh	Davinder	ü	x	ü	A	

Local Authority

Currie	Sue				ü
Gledhill	Vikki	ü	ü	ü	ü
Mitchell	John	ü	A	A	A

3. Councillor Zoe Patrick to Councillor Fatemian

What criteria were used to decide the capital needs for the Free Infant School Meals policy?

Answer:

“Given the lack of guidance from Government we have had to develop an estimate that ensures we are fully aware of the potential financial risk to the authority. We are now working through the options to limit the budget challenge that we face as a result of the limited amount of funding that has been announced by Central Government.”

Supplementary: Councillor Patrick sought further detail requesting information about what the estimate was based on? Councillor Fatemian replied that he would provide additional information to Councillor Patrick and that this was the infrastructure required to deliver the policy.

4. Councillor Glynis Phillips to Councillor Hilary Hibbert-Biles

'I note with interest that the Chief Executive has approved an interim one year contract with Oxford Health NHS Trust to continue providing Smoking Cessation Services at a cost of £400k. My question is how and when does the Council intend to tender and award all of the public health contracts?'

Answer:

“As at January 2014 twelve public health services have been tendered of which three contracts have already commenced and nine are due to commence on 1/4/2014.

There are additional public health services which will be tendered as current contracts expire. “

Supplementary: Councillor Phillips expressed concern that 12 contracts had already been awarded and sought information on the scrutiny arrangements and governance around the specification and award of contracts. Councillor Hibbert Biles gave an assurance that governance was taken seriously and that there was a governance panel in place and contracts were awarded in line with agreed procedures.

5. Councillor Jean Fooks to Councillor David Nimmo Smith

'The Wolvercote roundabout and surrounding roads are known to have the worst congestion and consequent pollution in the county. It is currently virtually impossible to cross the roundabout on foot or bicycle. The Inspector at the Core Strategy enquiry said he would not want to walk or bicycle in this area. The City Council is now developing an Area Action Plan for the Northern Gateway site, which lies to the north of the roundabout and the A40.

The Inspector said that the traffic issues have to be resolved to address any additional pressures caused by development on this site; it is also recognised that the current situation needs addressing in its own right to reduce the delays and pollution problems that already exist.

A strategic link road is now suggested as part of a package of measures to address the problems, taking traffic from the A40 north to join the A44 at the Frieze Way roundabout. The proportion of the A40 traffic that will take this alternative route is not mentioned but in the past it was estimated to comprise only about 15% of the total traffic. In the morning peak at present Frieze Way itself is heavily congested so cannot cope with additional traffic.

It is thus not at all clear that this link road, even with the other measures listed in the City's Options document, will appreciably reduce the traffic using the Wolvercote roundabout and Sunderland Avenue, let alone be sufficient to prevent any further problems that would be caused by new development here .

My constituents would very much like to know what alternative proposals have been considered for reducing this traffic, before any new pressures from the Northern Gateway development can be considered, and why they were rejected?'

Answer:

It is important to remember that the A40-A44 strategic link road is currently proposed not in isolation but as part of a package of measures to address existing transport issues in the Northern Gateway/Wolvercote area. The strategic link road will help by removing vehicles and reducing the number of turning conflicts, particularly at Wolvercote roundabout. Our earlier work on the idea of a link road suggested that the removal of even only modest numbers of vehicles from this junction would have potentially significant benefits to traffic flow in the area. Together with this link road, signalisation and other changes at both Wolvercote and Cutteslowe roundabouts could also help to better manage and coordinate the flow of traffic through the junctions and along the wider A40 and A44 corridors.

As part of these schemes, we will be looking to improve facilities for pedestrians and cyclists in the form of key crossings points and high quality cycle tracks as well as assessing if any improvements to the public transport network can be achieved.

A fuller understanding of the impact of emerging proposals for the Northern Gateway site will be a key part of developing the detail of any measures affecting the wider network. The County Council will look to ensure the development proposal includes adequate

mitigation for the transport impact arising from it. The key to a successful development will most likely lie in carefully managing the amount and use of car parking, and ensuring making journeys to the site by sustainable means is as attractive as possible.

Supplementary: Councillor Fooks asked what was proposed and how it was intended to cope with the additional numbers. Councillor Nimmo Smith replied that it was work in progress and he would keep Councillor Fooks informed.

6. Councillor Susanna Pressel to Councillor Judith Heathcoat

' I realise that the proposed 38% cut to housing related support would be discussed with the Health Improvement Board and the Health and Wellbeing Board, if it is to take place in 2015, but we are reliably informed that this cut would probably lead to the closure of one of the three large homeless hostels in Oxford city centre. To what extent has the Cabinet or our officers discussed with the police, the NHS and the City Council the repercussions of such a closure and what was the response?'

Answer:

“Councillor Pressel is making sweeping assumptions that are not justified on the basis of what we have proposed. We have proposed reducing the funding of housing related support to reflect the reduction in central Government Grant funding in 2010. Does Councillor Pressel think that we should carry on subsidizing this service and reduce adult social care spending instead? We have not suggested how this reduction in spending should be made. Understandably those who are funded from this budget are concerned that their services might be affected. However, we are not making that decision now. If the County Council agrees to a reduction in the level of funding, we have made it clear that how the spending reduction will be made is a matter for the Health Improvement Board. That Board includes the City Council, the four District Councils, the County Council and the Oxfordshire Clinical Commissioning Group. They will want to consider the importance of the different types of service supported and how those services might change. There will be discussions with the providers of those services before proposals are discussed. Once proposals have been set out they will be subject to detailed consultation in accordance with normal practice. I think it is misleading at this stage for anyone to conclude that one particular service will close as a result of the funding reduction.”

Supplementary: Councillor Pressel indicated that her question was about the housing related support grant. She knew the role of the Health Improvement Board and asked that the cuts be phased in more gradually? Councillor Heathcoat replied that the original

question made assumptions that were not justified. Central Government funding had been reducing since 2010. The County has been subsidising it and had to stop.

7. Councillor Laura Price to Councillor Judith Heathcoat

'In light of the fact that despite receiving almost £20k per month to administrate the County Support Fund, Auriga has been a significant failure as a provider of what should be a crucial resource - the application process has lacked clarity and there has been no provision to offer a loan system, only grants. Why were more sustainable options not considered when the Fund was passed to local government?'

Answer:

"The Oxfordshire Support Fund was established in April 2013 year to replace Community Care Grants and Crisis Loans which used to be provided by the DWP through the Social Fund. In establishing the Fund in Oxfordshire the county council gave very careful consideration around what type of assistance the Fund should provide and who would be eligible for assistance under the scheme. Based on 2011/12 figures published by DWP, as a county we were expecting up to in the region of 10,000 applications a year to the Fund, with approximately 70 % resulting in payment. This represented a significant volume of work which would not be easily incorporated into our existing services therefore the decision was made to seek a partner to deliver the Fund on our behalf. It should be noted that the majority of people who applied to the DWP Fund were single men of working age and therefore not people eligible for help from Social and Community Services or Children Education and Families.

A full procurement process was carried out and Auriga Services Limited, a social enterprise, was contracted to deliver the Fund. The commissioning team were impressed by Auriga's mixture of professionalism and experience of helping vulnerable people in hardship and financial distress – the kind of people who would be applying to the Fund. Auriga's portfolio includes a number of similar assistance funds which are run on behalf of a number of utility companies which means they bring added value to the service by not only processing applications but also signposting applicants to other potential support funds and sources of information. In addition to programme funding DWP provide administrative funding to Oxfordshire for running the scheme, so the majority of Auriga's annual charges are covered by this funding. It was felt that their expertise and the potential high demand for the service warranted this spend.

The main aim of the Oxfordshire Support Fund is to help vulnerable people to meet their basic needs, particularly in an emergency, and to support and enable people to remain in or to return to living in the community. In light of the potential for high demand, the

criteria for the Fund when it was launched purposefully focussed on the most vulnerable groups, such as the elderly, disabled people and those responsible for young children. A lot of attention was given to the application forms and processes for the scheme and feedback was sought from advice agencies to make sure these were as simple and clear as possible.

It was agreed not to offer loans as the administrative costs for recovering them would likely be prohibitive - when the Fund was run by DWP, loan repayments were recoverable via benefits payments but as a county council we did not have recourse to this kind of straight-forward method for loan recovery. At the time of launch it was felt that to service loan debts via the Fund itself was not an acceptable route to take especially in light of the fact that future demand on the service was highly uncertain.

It was also agreed to, wherever possible, provide successful applicants with goods and services in preference to cash. However cash would be provided where goods and services were not suitable, ensuring the scheme had the same breadth of support as was available when the Fund was administered by DWP.

The Fund has been closely monitored since its launch. As part of the Fund's six month review it was acknowledged that applications and awards were on track to be significantly lower than expected when the Fund was designed. In light of this, the council worked closely with Auriga to change some of their procedures and make it easier for people to apply, as well as relaxing some of the eligibility criteria. The council contacted again those key partners and agencies who refer people to the Support Fund to remind them of the service and how it could be accessed. From day one the Fund had its own page on the Oxfordshire County Council website. As part of the review the council surveyed Fund applicants and advice agencies, and was encouraged by the broadly positive feedback received about Auriga's service and the way they dealt with what could be extremely challenging applicants and applications, and processing claims in a prompt and supportive way. Good working relationships have been established between Auriga and the county council, for example, the county council's housing team have established processes with Auriga to support their clients' application to the Fund.

By the end of December 2013, 2292 applications had been received and a total of £236,139.51 in crisis and care grants had been paid to Oxfordshire residents. Clearly these figures are significantly lower than those experienced when the Fund was run centrally out of DWP. However, after close review it is apparent that there is no one stand out reason as to why this is. It should be noted that the relatively high administration costs for the fund are partly as a result of the work that Auriga carry out in working to support and signpost unsuccessful (ineligible) applicant to other sources of help. There is also anecdotal evidence that other county councils have experienced a similar drop in demand since DWP passed over responsibility for the Fund. Therefore the assertion that Auriga has been a significant failure as a provider cannot be supported."

Supplementary: Councillor Price stated that her question referred to what people know as crisis loans. Given the underspend what will happen to that money or will it be lost? Councillor Heathcoat replied that she had given a very detailed response to the question. Auriga had met the Council's specification and were open to them fulfilling their contract.

8. Councillor John Tanner to Councillor Tilley

'This County Council is spending £352,000 a year in Oxford alone on ferrying 142 children to and from school by taxi. In most cases (70%) this is because these children cannot find a place at their nearest school. Given the financial pressures on the County Council how can this waste of taxpayer's money possibly be justified?'

Answer:

"The money spent on transporting some children to school in this way is not a "waste"; it enables children to get to school to receive the education that is their right. We do, however, recognise that this is a large sum and officers are looking at ways of reducing the current reliance on taxis through, for example, use of the council's own fleet vehicles and close scrutiny of current routes to see whether minibuses could be used instead. We have also had a major school expansion programme in the City which means more school places are available close to where families live than before. This question gives me the opportunity to make a plea to all councillors to encourage their constituents to, (a) apply on time for school places and, (b) use all three preferences, including (even if only as third) their catchment school as it is those who don't do this who are most likely to be allocated a school place over 2 miles from their home which is the trigger for free home to school transport (including by taxi if necessary)."

Supplementary: Councillor Tanner asked what steps the Council was taking to ensure more children went to their local school and how much could be saved if they did so. Councillor Tilley replied that this was a problem that was being looked at and there would be a report in due course

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CABINET

MINUTES of the meeting held on Tuesday, 4 February 2014 commencing at 1.00 pm and finishing at 2.55 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair
Councillor Rodney Rose
Councillor Mrs Judith Heathcoat
Councillor Nick Carter
Councillor Melinda Tilley
Councillor Lorraine Lindsay-Gale
Councillor David Nimmo Smith
Councillor Arash Fatemian

Other Members in Attendance: Councillor George Reynolds (Agenda Item 5)
Councillor Anne Purse (Agenda Item 5)
Councillor Lynda Atkins (Agenda Item 5)
Councillor Neil Owen (Agenda Item 5)

Officers:

Whole of meeting Chief Executive and J. Dean (Chief Executive's Office);
Director for Children's Services, R. Leach and N. Darlington (Children, Education & Families).

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

9/14 APOLOGIES FOR ABSENCE

(Agenda Item. 1)

Apologies were received from Councillors Hilary Hibbert - Biles and Louise Chapman.

10/14 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 4)

Councillor George Reynolds – Local Member

Cllr Reynolds, local member representing his division (Wroxton and Hook Norton), expressed the view that there was a general deficit of information contained within the proposals and consultation, particularly in relation to costs to schools and to parents. For example, an outcome of the proposals would result in some schools situated in his division becoming full quickly, given that some 1300 new homes were due to be built in his division, whilst other schools would lose pupils, leading to a loss of teaching staff. A further example he gave was that one primary school in his division would lose 2 out of 3 of their catchment villages, which could lead to the poorest of village communities being disadvantaged, particularly those without their own transport.

Councillor Anne Purse – Local Member

Councillor Purse, local member representing her division (Wheatley) expressed concern that once Wheatley Park School was full, the nearest schools were situated in the city, the travel time to which in the morning would be considerable. This would be detrimental to the children's wellbeing. She urged Cabinet members to consider whether the savings proposed were of a practical nature before enacting them. She commented that the proposals would serve to disrupt schools and would not lead to savings.

Mrs K. Haig – Headteacher – Burford School

Mrs Haig urged Cabinet not to agree to the proposals because a decision of this kind would adversely affect Burford School's forward planning over the next five years. She explained that in her view effective primary/secondary partnerships were best delivered where all children from a primary school were to attend the same secondary school. If this practice were to change as a result of the proposals the outcome would be a loss to the school of up to 500 students over five years, at a cost of £201m to the school budget. The need to manage a falling budget would in turn make it more difficult to focus on better achievement, which was a part of Oxfordshire's agenda for raising achievement.

Richard Martin – Governor and Chairman of Finance Committee – Burford School

Mr Martin urged Members of Cabinet to leave the situation as it currently was and to allow individual schools to put together something that was far better than the proposals currently on the table. He added that schools, particularly rural schools, had developed crucial relationships with their current catchment area schools in respect of their bus transport systems. He asked whether the County Council was running a big risk undoing so much good for so little gain, warning that savings could amount to far less than was thought.

Andrew Pitman – Chair of Governors – Burford School

Mr Pitman urged members of the Cabinet to vote against the proposals which had provoked such a large public reaction. He pointed out that Burford School was at the most disadvantage from the proposals, proposals which might not glean the savings required if parents were not to take up what the Council was offering. He added his view that the Council had chosen to put £10m into a new rail network, yet, in comparison, required only a small saving from home to school transport.

Councillor John White, Mayor of Burford

Councillor White stated his view that whilst some of the proposals were sensible and reasonable, he had concerns that Burford town was inextricably linked to Burford School and that its budget would be damaged if the proposals were to be approved. Moreover that children might have to go to a school they did not wish to attend. He therefore asked members of the Cabinet not to ignore the views of the Burford constituents and to review the proposals for a second time.

Councillor Lynda Atkins – Local Member

Councillor Atkins agreed that although the proposals were clear and generally fair, there was a need for a reformed policy to be drawn up which would address some anomalies in the way that the Policy would be applied, as it could disadvantage the education of those affected. She highlighted some disadvantages to families living on RAF Benson in relation to Wallingford School and also the possible separation of siblings in families living in Wittenham to single sex education.

Helen Forey – Parent Governor – St. Swithun's Primary School

Helen Forey addressed the Cabinet in her role as a parent of children living in Kennington and attending Matthew Arnold School. She urged members to take a further wholesale look at the proposals for the reason that in her view, the Council could not be confident of their predicted uptake statistics. She

also highlighted the advantages of the 3 school partnerships which, she stated, Matthew Arnold School currently enjoyed and also expressed concern in relation to the safety of the walking routes to the Oxford Academy. Helen Forey concluded by delivering a petition signed by parents attending Kennington School.

Niall Williams and Graham Speke – Headteacher and Community Director respectively for Carterton Community College

Both urged Cabinet members to agree the proposals and principles inherent in the Policy which were the only fair way for local schools to achieve the very best for their locality. Moreover, the proposals would serve to give Carterton Community College stakeholders a parity of status with other schools and a buoyancy which it deserved in light of the 'good' Ofsted inspection it had received in 2013, and the best chance to create a successful academy in the future.

Sue Moon – Oxfordshire School Bus Action Group (OSBAG)

Sue Moon thanked all the people who had closely followed the campaign over the last months on Facebook, stating that all were potential voters and asking that they continue to be motivated to hold to account the elected representatives at election time. She commented that in her view mistakes had been made and misleading financial information given, adding also that a senior cabinet member had criticised their campaign.

Councillor Neil Owen – Local Member

Councillor Owen spoke of his loyalty and support for the people of Burford and Carterton as their elected representative in their quest for equity and fairness, as outlined by the appropriate speakers above. As a result he stated that, although he recognises the need to make savings, he was unable to support the proposals as they were and expressed his hope that a solution could be found for those schools who felt that they were at a disadvantage.

Dr Annabel Kay – Headteacher – The Warriner School

Dr Kay stated that the proposals would result in parents in the Warriner School area being disproportionately affected in that there would be a risk to the School's long term viability. A further outcome would be an instability in pupil numbers and staff reductions. She urged the Cabinet to consider reviewing catchment areas to offer more opportunity for disadvantaged schools to become viable. She asked also that the Council work closely with feeder primary schools – it having taken years to establish the current partnerships with primary schools.

John Cochrane – A Member of the Public

John Cochrane urged the Cabinet to give urgent consideration modifying the proposals according to how the level of charge was calculated for families opting to send their children to a school which was not their nearest, and where the Council was prepared to assist their transport. He stated that given the Council had a legal duty to provide free home to school transport, in part supported by specific government grants, the charge levied should only be the marginal extra cost of the transport ie. the full cost of providing the transport less the full cost of transport per pupil for those provided with free transport to all Oxfordshire schools. He added that to charge the full cost was unfair and inequitable. He continued that where the County was not willing or able to provide free transport then the school should be provided with the funds saved so that they could arrange a service and charge the families who were able to afford it with the balance of the cost. Moreover, he advocated that consideration should be given to the establishment of pick up points where pupils could gather to reduce or even eliminate the charge by being collected from a place where the school was their nearest. He also suggested that the Council should publish the actual costs of hiring buses and the terms of hire so that families and schools could judge if cheaper alternatives could be acquired. He questioned also the severance costs for teachers should staffing have to reduce as an outcome of the current proposals and the possible reduction of the school's curriculum as a consequence.

Chris Fyfe – Parent and Financial Adviser to OSBAG

Chris Fyfe, an accountant, advised rejection of the proposals or at least deferral to gain a better understanding of the risks involved. He gave two examples of the risks as he saw it. The first was that two buses could be required and half the savings would be lost if a small number of parents chose to go to the nearest school. Secondly, that no assumptions could be made on safe walking routes because if any proved not to be safe, then savings would again amount to zero.

Angus Wilkinson – a Member of OSBAG

Angus Wilkinson highlighted the risks associated with catchment areas moving out of the local authority's hands. He cited the unknown area of the DFE's statutory guidelines and the potential of no real control over whether routes were safe or unsafe. He added that in his view, on balance, the risks involved could be far worse if the new policy was to be adopted. He thus urged the Cabinet to find out the facts before making any decisions.

Louise Sumner – a Member of the Public

Louise Sumner asked the Cabinet to find other ways of finding alternative, innovative, realistic and cost effective solutions to the problem, instead of the rather bureaucratic nature of the proposals on the table. For example, she suggested that the Council's procurement specialists look into how the school buses could be used during the day with a view to gaining alternative revenue.

11/14 THE PROPOSED HOME TO SCHOOL TRANSPORT POLICY

(Agenda Item. 5)

The Council has undertaken a consultation with the public, headteachers and other interested parties upon a number of proposed changes to the Home to School Transport Policy.

The proposed changes have been made in the light of the current difficult financial situation in the UK, the continuing impact this will have on local government finances, and the need to ensure that the Home to School Transport Policy is equitable.

The report contained an analysis of the responses to the consultation.

The Cabinet was asked to consider the consultation responses and then to decide which, if any, of the proposed changes were to be implemented.

The Chairman introduced the item, thanking all the members of the public, Members and the officers who had attended the public meetings.

At its meetings on 4 July 2013, 14 November 2013 and the morning of the 4 February 2014, the Education Scrutiny Committee had considered the proposed Home to School Transport Policy. Following the original proposal, a revised proposal had been issued and considered at the 14 November Committee. On 4 February 2014 the Committee had considered in turn each of the proposals and the likely impact on families, villages and the proposed savings.

The Chairman invited Councillor Mark Gray to the table and he presented the Scrutiny Committee's comments in order that they could be taken into account when the Cabinet were making their decisions. These were contained in a tabled Addenda.

Jim Leivers, Roy Leach and Neil Darlington then came to the table to respond to questions. With regard to the issues relating to RAF Benson as highlighted by Councillor Atkins, Mr Leivers agreed to look at whether it would be possible to alleviate any problems service personnel were currently facing.

The Leader asked if there was any ability within the law to differentiate on discrepancies about whether a route was a safe walking route or not. Mr Darlington explained that a statutory walking route was determined on a legal basis. If the route was above the statutory distances then free school transport would be awarded.

Councillor Heathcoat asked whether savings could be made by looking at taxi budgets. Roy Leach responded that the budget amounted to £7m per annum, the majority of which was used for children with special educational needs. A dedicated programme working individually with pupils on developing their travel skills had met with a positive response. This could lead to savings although taxis were still required. The Council's fleet of buses and their start/finish times was also being reviewed as part of the Supported Transport Programme.

In response to a question asking if it would be possible to make £250,000 savings from the Children's Services budget, Mr Leivers stated that there was no extra money available, difficult choices would have to be made between revisiting the Children's Centres budgets or the Home Care budget,

Councillor Fatemian asked if there was a procedure for parents to follow if their nearest school was oversubscribed. Mr Leach advised that although there was no automatic right to home to school transport to another school, parents would still need to proceed through the process to apply for their nearest school, as the over-subscription criteria would then need to be applied.

With reference to the point made by Cllr Purse, Cllr Carter asked why journey times to schools were not taken into account. Officers responded that this area had been looked at with Cllr Tilley and, whilst there was no wish for children's journey times to be longer than necessary, a simple, consistent methodology of measurement was necessary which was legally defensible. The more complex it was, the more difficult it was to manage.

Cllr Carter asked if the points made by Mr Cochrane with regard to looking at marginal costs when charging for bus journeys had been looked into. Mr Leach responded that this would not provide an increased revenue stream. Furthermore it would reduce income for a limited period of time but would not provide a long term solution.

Councillor Tilley informed the meeting that Louise Sumner had found her invitation to a meeting at County Hall to discuss the proposals very helpful. She had offered Mrs Moon of the Oxfordshire School Bus Action Group(OSBAG) the same opportunity, this had been refused and she had found herself the subject of personal criticism.

Councillor Fatemian reiterated the point that a £250,000 saving was not insignificant and represented 10 hours per week of home care support for 13,000 people. He made reference to the Council's responsibility to the electorate to ensure that they were protected from future implications, for example, to provide an equitable level of service for all residents given the ability of academies to set their own catchment areas.

Following a full debate and full consideration of the consultation responses, the Cabinet voted on the recommendations in turn as set out in the report CA5, taking all the recommendations and comments from Education Scrutiny Committee into account. During the discussion they also endorsed the Education Scrutiny Committee's support for further work to be undertaken in respect of Home to School Transport, including safe routes, admissions policies and the taxi budget; and the incorporation of alternative transport arrangements and the dissemination of best practice and the SEN pilot. They further endorsed the Scrutiny Committee's wish to press the Government to overhaul the principles of home to school transport in the light of the new Post 16 Regulations.

RESOLVED (all nem con) to:

- (a) (adopted as amended – amendment in bold) provide free transport to the nearest available school in Oxfordshire on a 'split village' entitlement where at least **20%** of addresses, but not all, are nearest to the catchment school and the rest are nearest to another school; in such cases free transport to be provided to the catchment school for all addresses;
- (b) to introduce the new policy from September 2015 for children starting primary school or transferring to secondary school, and to phase the policy change in year by year as children start schools or transfer between phases of education. Those in receipt of free travel under the current policy in September 2014 would continue to receive it on the same terms until they leave that phase of education or move to an alternative school;
- (c) to increase the charges for concessionary travel and post 16 travel by 10% in September 2014. This would involve increasing concessionary fares in 2014/15 to £290.40 (£96.80 per two terms of the 6 term year) for those who live under 3 miles from the school attended, and £541.20 per annum (£180.40 per two terms of the 6 term year) for those who live over 3 miles from the school attended;
- (d) from September 2015, to increase concessionary and post-16 fares by 5% per year for the following five years;
- (e) from 2014 to remove all references to collaborative learning transport from the Home to School Transport Policy;

- (f) in order to administer the changes, particularly the determination of the “nearest available school” and the need to process an anticipated increase in the number of Home to School Transport appeals, the Admissions Team to be increased, for two years, by an additional 1 Full Time Equivalent (at a cost of £34,923 per annum).

..... in the Chair

Date of signing

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CABINET – 25 FEBRUARY 2014

2013/14 FINANCIAL MONITORING & BUSINESS STRATEGY DELIVERY REPORT

Report by the Chief Finance Officer

Introduction

1. This report focuses on the delivery of the Directorate Business Strategies which were agreed as part of the Service and Resource Planning Process for 2013/14 – 2016/17. Parts 1 and 2 include projections for revenue, reserves and balances as at the end of December 2013. Capital Programme monitoring is included at Part 3.

Summary Position

2. The forecast directorate variation is currently an overspend of +£3.021m or +0.73% against a net budget of £415.194m as shown in the table below. This has reduced by £1.528m since the last report to Cabinet in December.

	Latest Budget 2013/14	Forecast Outturn 2013/14	Variance Forecast December 2013	Variance Forecast December 2013	Variance Forecast October 2013	Variance Forecast October 2013
	£m	£m	£m	%	£m	%
Children, Education & Families (CE&F)	105.804	107.453	+1.649	+1.56	+0.817	+0.78
Social & Community Services (S&CS) ¹	209.220	211.074	+1.854	+0.88	+3.344	+1.60
Environment & Economy	79.194	79.050	-0.144	-0.18	+0.559	+0.71
Chief Executive's Office	20.976	20.638	-0.338	-1.61	-0.171	-0.79
Public Health ²	0	0	0	0	0	0
Directorate total	415.194	418.215	+3.021	+0.73	+4.549	+1.10

3. Directorates continue to work hard to manage pressures and there is an expectation that management action, including, where possible, the use of reserves to offset overspends on a one – off basis, will reduce the forecast overspend further by the end of the 2013/14 financial year. Requests for supplementary estimates up to the amount required to cover the overspends that cannot be managed otherwise in Children, Education & Families and the Older People and Equipment Pools in Social & Community Services are included as part of the report.

¹ Social and Community Services includes the forecast outturn and variance for the Pooled Budgets.

² Public Health is funded by a ring-fenced grant of £25.264m which is received from the Department of Health. An underspend of -£2.386m is forecast against the grant and will be placed in reserves at year end (see paragraph 46).

4. The following annexes are attached:

Annex 1	Forecast Expenditure for 2013/14
Annex 2	Virements & Supplementary Estimates
Annex 3	Ring-fenced Government Grants 2013/14
Annex 4	Treasury Management Lending List
Annex 5	Forecast Earmarked Reserves
Annex 6	Forecast General Balances
Annex 7	Capital Programme Monitoring

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

Part 1 - Revenue Budget

Children, Education & Families (CE&F)

6. The directorate is forecasting an overspend of +£1.649m. There is a -£2.525m forecast underspend on services funded by the Dedicated Schools Grant (DSG).

CE&F1 Education & Early Intervention

7. The Education & Early Intervention service is forecasting a variation of -£0.355m, compared to -£0.901m in the last Financial Monitoring Report to Cabinet on 17 December 2013.
8. As reported previously £1.675m one – off funding is available to be allocated to school intervention projects of which -£0.322m is still to be committed. In addition to that -£0.426m of the £0.685m one – off funding allocated to the Improvement and Development service from the School Intervention Fund, has yet to be allocated and is also contributing to the underspend for the service area. If these amounts are returned to reserves at year end, the overall forecast variation will increase by the equivalent amount.
9. Elsewhere there is an underspend of -£0.077m for the virtual school as this no longer requires funding from the School Intervention Fund. Special Needs Advisory Support Teachers have generated -£0.079m of additional income from courses. Children's Centres and Childcare are forecasting to underspend by -£0.144m. There are also underspends on Management & Central costs (-£0.191m) and the negotiable legal recharges budget (-£0.131m). As noted in the last report this is offset by an overspend on the equivalent budget in Children's Social Care.
10. The Thriving Families team have a budget of £1.861m to spend in 2013/14. This comprises the second year of funding agreed by Council and the non-ringfenced grant received from central government. In addition £1.471m that was unspent at the end of 2012/13 is being held in earmarked reserves. The use of the reserve, and a forecast underspend of -£0.807m on the in – year budget which is assumed will be added to it at year end, is being considered by the Directorate Leadership Team.

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11. These underspends are offset by an overspend of +£1.218m on home to school transport. This has increased from the +£0.500m forecast overspend reported to Cabinet in December. Further work is required to validate this and there is an expectation that the forecast overspend may reduce by year end.
12. The overall underspend for CE&F1 will reduce if the underspends on one – off funding set out in paragraph 8 are placed in reserves at year end.

CE&F2 Children's Social Care

13. Children's Social Care is forecasting a variation of +£1.880m compared to +£1.595m in the last report. The forecast overspend of +£2.348m for external placement costs, has increased further from the +£2.137m overspend reported in December and reflects an increase in the number of support days from 2012/13 along with an increase in the number of support days in higher cost placements. The forecast includes a £0.562m allowance for 20 new placements coming into the service during the remainder of the year. A supplementary estimate of up to £1.200m is requested to meet part of this pressure on a one – off basis in 2013/14. The final amount will be dependent on other pressures within the directorate and the availability of underspends that can be used to offset part of the overspend. Given the continued uncertainty around demand in this service area, it would be difficult to manage the budget if this overspend is carried forward to the new financial year.
14. There are also overspends of +£0.463m on management and central costs, Children Looked After (+£0.066m) and +£0.208m on the Asylum Service Area. These are offset by underspends in Corporate Parenting (-£0.444m), Family Support (-£0.389m), and Referral and Assessment (-£0.207m). The Youth Offending Service is also forecasting an underspend of -£0.085m on staffing costs.

Dedicated Schools Grant (DSG)

15. Services funded from DSG are forecast to underspend by -£2.525m. -£1.565m of the total relates to payments for two year olds where the take up is lower than the funding provided. Schools Forum will be considering the proposed use of this underspend in February.
16. The Foundation Years Service is forecasting an underspend of -£0.342m as a result of demand for training and associated supply cover costs being lower than expected. There is also an underspend of -£0.135m on the funding agreed for the reading campaign and a -£0.074m underspend on the 'Every Child a Reader' project. Both of these projects will continue to the end of the academic year, so the underspend on the DSG grant funding will be carried forward through the reserve.

Social & Community Services (S&CS)

17. Social & Community Services directorate is forecasting an overall variation of +£1.854m, which is primarily due to overspends on pooled budgets. This has reduced from +£3.344m in the last report.

S&CS1 Adult Social Care

18. Adult Social Care is forecasting an overspend of +£2.570m. As shown in Annex 1b there are overspends on the Older People, Equipment and Learning Disabilities Pooled Budgets and on the non – Pool elements of the service. There is a forecast underspend on the Physical Disability Pooled Budget.
19. Together the County Council elements of the Older people and Equipment Pool are overspending by +£0.918m. The Oxfordshire Clinical Commissioning Group overspend is +£3.081m.
20. Under the risk share agreement agreed by Cabinet on 18 June 2013, the County Council will need to contribute up to a total of £2.182m to balance the Pool. The Council has a one – off refund of £1.000m from prior contractual arrangements to help fund this so will be left with a shortfall of up to +£1.182m. The Directorate intends to manage this by utilising underspends elsewhere within Joint Commissioning and the Physical Disabilities Pooled Budget. After these are taken into account the remaining balance on current forecasts would be +£0.540m. The continuing pressures on the Older People's Pooled Budget are such that it would be difficult to manage this within the Pooled Budget if it was carried forward. A supplementary estimate of up to £0.540m is requested to fund the remaining balance and meet the Council's obligation under the risk share agreement.

Older People Pooled Budget

21. As noted previously pressures of £5.2m were identified as part of the Council's Service & Resource Planning process for 2013/14 and the Older People's Pool is required to find savings to meet this pressure. £2.3m was set aside as a contingency in recognition of the difficulty in balancing the conflict of delivering savings in the face of increased demand. Cabinet approved the transfer of this funding, on a temporary basis, to the Council's Older People Pooled Budget Contribution on 17 September 2013.
22. The forecast overspend based on activity at the end of December is +£0.479m. This has reduced from +£1.572m in the last report.
23. As set out in Annex 1b(2), the overall position is made up of a +£4.628m overspend on Care Homes and the Community Support Purchasing Budget, where £2.400m of the £5.200m savings cannot be delivered. This includes a forecast overspend of +£2.388m on care homes due to an increase in the number of care packages. There is an additional overspend of +£0.487m in the Locality and Hospital Teams where additional temporary and permanent staffing resources have been put into the teams to manage Delayed Transfers of Care, case reviews and other operational pressures.

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24. These overspends are offset by a –£2.483m overachievement of client income reflected the increase in the number of packages. There is also a –£2.153m underspend on Prevention & Early Support Services due to sustained lower than anticipated activity in the Reablement and Alert Services.

Equipment Pooled Budget

25. The Council's element of the Equipment Pooled Budget is forecast to overspend by +£0.439m. This is mainly due to the pressure of meeting needs to keep people safely at home, reduce delayed transfers of care and avoid hospital admissions. The underlying position remains unchanged since the last report but Winter Pressures funding of £0.483m is now being used to fund part of the overspend.

Learning Disabilities Pooled Budget

26. The Council's element of the Learning Disabilities Pool is forecasting to overspend by +£1.613m. This is unchanged since the last report. The Directorate is intending to carry this overspend forward to be managed within the Pool in 2014/15.

Physical Disabilities Pooled Budget

27. The Physical Disabilities Pool is forecasting to underspend by –£0.315m. There has been an increase in the number of clients in care homes which is offset by the return of unspent direct payments.

Adult Social Care: Non – Pool Services

28. There is an overall overspend of +£0.354m for services outside of the Pools. The Emergency Duty Team is forecasting to overspend by +£0.145m as demand on day time teams has increased out of hours work. This is offset by an underspend of –£0.142m on Housing Related Support due to reduced expenditure on contracts and one – off income.
29. An overspend of +£0.422m is forecast on the Adult Social Care Improvement Programme. It was originally intended to draw down £0.500m one – off funding from the Efficiency Reserve to meet the costs of this programme in 2013/14 but it is now planned to manage the expenditure within the directorate and use the forecast underspend in Joint Commissioning to support this project. The funding in the Efficiency Reserve will instead be used to meet Adult Social Care Improvement Programme costs in 2014/15.

S&CS3 Joint Commissioning

30. The service is forecasting an underspend of –£0.752m. Of this –£0.387m relates to budgeted savings delivered earlier than planned.
31. Responsibility for managing a local social fund was transferred from the Department of Work & Pensions to local authorities this year. The council was given an unringfenced grant of £0.944m to provide welfare assistance to vulnerable people living in Oxfordshire. This includes the cost of administering the fund. The number of successful applications for assistance so far this year has been less than anticipated and unless there is a significant increase in the level of take up during the remainder of the year, it is forecast that the fund will underspend by at least –£0.365m.

32. The underspend within Joint Commissioning will be utilised within the directorate to help support the overspend against the Adult Social Care Improvement Programme (£0.422m). The remaining balance (£0.330m) will be used to fund part of the overspend on the Older People's Pooled Budget.

S&CS4 Fire & Rescue and Emergency Planning

33. The Fire & Rescue service continues to forecast an overspend of +£0.121m on fire-fighter ill health retirements. As this is a budget that the service cannot control, any variance will be met from Council balances at year-end.

Environment & Economy (E&E)

34. The last report noted that the forecast overspend for Environment & Economy was expected to reduce as a result of management action. This is reflected in the forecast underspend of -£0.144m, which compares to a +£0.559m overspend reported in December.

EE1 Strategy and Infrastructure

35. The service is forecasting to underspend by -£0.309m. This primarily reflects slippage on planned energy reduction projects and underspends on staffing budgets.

EE2 Commercial Services

36. Commercial Services is forecasting a net overspend of +£0.146m. This includes an overspend of +£0.811m on Highways Maintenance which reflects an increased number of defects. The severe flooding in the county in early 2014 will have a substantial impact on the outturn position but it is too early to quantify this as water levels remain high. Because business as usual work has been put on hold in order to react to the flooding, there is potential for the impact to be felt in the first quarter of 2014/15 as work is accelerated to catch up on the planned programme.
37. As noted in the December report there is a risk that the budgeted parking income anticipated for 2013/14 will not be realised. Because of this the budgeted drawdown from the reserve to support the revenue budget in 2013/14 needs to be reduced by £0.500m.
38. Waste Management is forecast to underspend by -£0.373m. There is a decrease in the level of growth in green waste predicted for the rest of the year. The growth predicted earlier in the year was based on first quarter data but there is now more substantiated data by which to more robustly forecast the rest of the year.
39. Property Programme Management is forecasting to overspend by +£0.551m, due to the under-recovery of contract management fees resulting from a smaller than predicted property related capital programme. Property Facilities management is forecast to underspend by -£0.107m. There is an underspend of -£0.386m on the management fee on the highways contract arising from higher than expected capital expenditure on which fees are chargeable.

40. There are underspends on Concessionary Fares (-£0.332m) and the energy costs of Street Lighting (-£0.266m).

EE3 Oxfordshire Customer Services

41. Oxfordshire Customer Services is forecasting an overspend of +£0.019m compared to +£0.284m reported last time.

Chief Executive's Office

42. The services within the Chief Executive's Office are forecasting a combined underspend of -£0.338m. The largest element of this is Law & Culture which is forecast to underspend by -£0.154m. This includes a forecast underspend of -£0.151m on the Coroner's Service due the renegotiation of the mortuary contract and additional income. The Registration Service is forecasting an underspend of -£0.068m after assuming a contribution of £0.120m to reserves to help fund the refurbishment of registrar buildings and facilities.

Public Health

43. The directorate is forecasting an underspend of -£2.386m on the grant funding of £25.264m. This compares to -£0.778m reported in December.
44. The largest element of the underspend relates to the Drugs and Alcohol Service which is forecasting an underspend of -£1.572m against an expenditure budget of £8.519m on staffing costs, changes to contracts, reduced legal fees and as a result of the number of clients in treatment being lower than expected. In addition, the contingency budget of £0.393m has not been committed.
45. A further underspend of -£0.543m is due to significant staff vacancies in 2013/14. Recruitment to essential posts is in progress.
46. The final underspend will be placed in the Grants & Contributions Reserve at the end of the financial year and will be available to meet Public Health expenditure in future years in accordance with the grant criteria.

Virements and Supplementary Estimates

47. Virements larger than £0.250m requiring Cabinet approval under the Virement Rules agreed by Council on 19 February 2013 are set out in Annex 2a. Virements requested this month include a request to update the Dedicated Schools Grant, Pupil Premium and Education Funding Agency Budgets to reflect the latest grant notifications. A further virement is required to adjust the recharge budget created when the Home to School Transport budget transferred to Environment & Economy in December 2013.
48. There is a request to create a budget of £0.115m for the Supported Transport Programme funded from the Efficiency Reserve. A further £0.177m is expected to be requested to fund the programme on a one off basis in 2014/15. This one off investment will help to realise much greater savings to the recently pooled Supported Transport budget, as identified in the Medium Term Financial Plan. There are also requests to update budgets in the Chief Executive's office to reflect updated

management responsibilities. None of these virements represent a major change in policy.

49. New virements for Cabinet to note this month are set out in Annex 2d.
50. Annex 2e sets out new supplementary estimate requests totalling £1.890m. As noted in paragraph 13, up to £1.200m is requested to meet part of the pressure on Children's Social Care on a one – off basis in 2013/14. A further request of up to £0.540m (see paragraph 20) may be required to support the overspend on the Older People and Equipment Pooled budgets in Social & Community Services. A supplementary estimate of £0.150m is requested by Environment & Economy in order to make a revenue contribution to part fund the capital works for the repair of Bagley Wood Road following subsidence which occurred in 2013.

Ringfenced Grants

51. As set out in Annex 3, ringfenced grants totalling £310.887m for CE&F and £6.393m for E&E are included in directorate budgets and will be used for the specified purpose. Children, Education & Families has also been directly allocated £0.115m that is being paid as part of un-ringfenced grant. This funding relates to statutory requirements on phonics and moderation and activities to develop Special Educational Needs (SEN) systems and services in line with the Government's SEN policy so has been allocated to the Directorate for those purposes despite being un-ringfenced.
52. Changes since the last report include a reduction in DSG reflecting an updated grant allocation from the Department for Education (DfE) due to academy conversions. The funding received for the National Citizen Service is no longer being treated as a government grant but as a contribution. This is because the funding is no longer received directly from the Cabinet Office.

Bad Debt Write Offs

53. There were 86 general write offs to the end of December 2013 and these totalled £39,354. This includes a single write off of £25,396 which was agreed by Cabinet on 17 September 2013. Client Finance has written off 100 debts totalling £88,398.

Treasury Management

54. The latest treasury management approved lending list (as at 23 January 2014) is shown in Annex 4. No new counterparties have been added to the lending list. JP Morgan Chase Bank has been suspended from the lending list.
55. Following a review of external investments by the Treasury Management Strategy Team it was decided that the Council should terminate its mandate with Investec Asset Management. Notice was given at the end of January 2014. The decision was taken due to the volatility of performance and returns being below those expected. The annualised return since inception from the Council's investment in the Investec 'Dynamic Fund' portfolio has been 0.88% compared with a benchmark of 1.41%. The funds from the disinvestment totalled £12.444m and were received on 31 January 2014.

56. In early February, the Council participated in a joint sale, via auction, of remaining Landsbanki claims. Following the sale, local authority participants have recovered approximately 95% of the original amounts deposited with Landsbanki. The sale of the council's claim has removed the risk of future Icelandic Krona currency fluctuations and accelerated the claim recovery period. The council no longer has an outstanding claim with Landsbanki.
57. The average in-house cash balance during December 2013 was £321.523m and the average rate of return for the month was 0.82%. The average in-house cash balance during November 2013 was £349.539m and the average rate of return for the month was 0.82%.

Strategic Measures

58. The budgeted return for interest receivable on balances is £2.115m for 2013/14. Additional interest receivable of -£0.836m is currently forecast. An overspend of +£0.131m is currently forecast on the 2013/14 interest payable budget of £18.405m.
59. Taking into account the Minimum Revenue Provision and the recharges expected from directorates for Prudential borrowing, where the forecast interest received is £0.4m less than budgeted, the overall position on Strategic Measures is a forecast underspend of -£0.4m. This will be added to balances at year end as set out in paragraph 64.

Part 2 – Balance Sheet

60. Annex 5 sets out earmarked reserves brought forward from 2012/13 and the forecast position as at 31 March 2014. These reserves are held for specified one – off projects, contractual commitments and to support the Medium Term Financial Plan.
61. As set out in the Provisional Outturn Report to Cabinet on 18 June 2013, revenue reserves were £84.075m at the end of 2012/13. These are forecast to reduce to £51.475m by 31 March 2014. The decrease of £4.633m since the last report includes a reduction of £3.997m in forecast school balances as a result of academy conversions and reductions in forecast balances at year end based on the latest school budget monitoring. Offsetting that there is an increase of £3.274m in the Grants and Contributions Reserve reflecting the increased underspends on Dedicated Schools Grant (see paragraph 15-16) and the Public Health Grant (see paragraph 43-46).
62. The forecast balance for the Efficiency Reserve has been updated to reflect the intention to fund agreed expenditure in 2013/14. The use of the reserve is currently estimated but will depend on expenditure incurred as at 31 March 2013.

Other Reserves

63. Other Reserves, which include Insurance, Capital and Cash flow reserves, are forecast to total £51.486m at 31 March 2014.

64. Annex 6 sets out that the forecast for general balances at 31 March 2014 is currently £17.409m. This position takes account of the forecast directorate overspend of +£3.021m and is higher than reported in December as the overspend has reduced. Balances will be adjusted for any variation on Strategic Measures, including the additional income receivable on balances, set out at paragraph 59, at year end.

Part 3 – Capital Programme Monitoring

65. An updated capital programme is being considered by Council on 18 February 2014. This reflects forecast expenditure as at the end of December 2013, so effectively also forms the monitoring position for this report. For completeness a summary of the changes since the programme considered by Cabinet on 28 January 2014 is set out below.

Directorate	28 January 2014 Programme * £m	Latest Forecast Expenditure** £m	Variation to 28 January Programme £m
Children, Education & Families	31.2	30.7	- 0.5
Social & Community Services	4.3	4.3	0.0
Environment & Economy - Transport	25.9	26.0	+ 0.1
Environment & Economy - Other	2.4	1.8	- 0.6
Chief Executive's Office	0.9	0.9	0.0
Total Directorate Programmes	64.7	63.7	- 1.0
Schools Local Capital	3.8	3.8	0.0
Earmarked Reserves	0.0	0.0	0.0
Total Capital Programme	68.5	67.5	- 1.0

* Considered by Cabinet 28 January 2014

** as per Council 18 February 2014

66. Significant in-year variations for each directorate are listed in Annex 7b. New schemes and total programme/project budget changes for Cabinet to note are listed in Annex 7c.
67. The annual corporate funded provision of £0.500m per year between 2013/14 to 2016/17 for the Schools Energy Reduction programme will be returned to the capital programme reserves. It has been proved difficult to find viable schools energy projects which have not been loan financed in the past (SALIX and Prudential) and other projects have been included within the Schools Maintenance Programme which has focused primarily on roof, windows and boiler replacements. The reduction of £0.500m for 2013/14 is reflected in the forecast expenditure for Children, Education & Families in the table above.
68. £0.729m has been re-profiled from 2013/14 to 2014/15 on the project to relocate the Customer Service Centre from Clarendon House to County Hall to reflect changes in the delivery timetable. The Customer Service Centre is expected to be operational in County Hall in mid - 2014.

Actual & Committed Expenditure

69. As at the end of December actual capital expenditure for the year to date (excluding schools local spend) was £31.4m. This is 49% of the total

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forecast expenditure of £63.7m. Actual and committed spend is 79% of the forecast.

Five Year Capital Programme Update

70. The total forecast 5-year capital programme (2013/14 to 2017/18) is now £412.9m. This has increased by £1.8m compared to the programme considered by Cabinet on 28 January 2014. The table below summarises the variations by directorate and the main reasons for these are explained in the following paragraphs.

Directorate	28 January 2014 Total Programme (2013/14 to 2017/18) * £m	Latest Updated Total Programme (2013/14 to 2017/18) ** £m	Variation £m
Children, Education & Families	177.4	175.7	-1.7
<i>CEF reductions to be identified</i>	-19.3	-18.4	+0.9
Social & Community Services	36.1	37.2	+1.1
Environment & Economy – Transport	124.7	124.8	+0.1
Environment & Economy – Other	28.6	28.6	0.0
Chief Executive's Office	2.3	2.3	0.0
Total Directorate Programmes	349.8	350.2	+0.4
Schools Local Capital	10.1	9.6	-0.5
Earmarked Reserves	51.2	53.1	+1.9
Total Capital Programme	411.1	412.9	+1.8

* Considered by Cabinet 28 January 2014

** Council 18 February 2014

71. The reduction in the Children, Education & Families programme and increase in earmarked reserves is due to the removal of the Schools Energy Reduction programme. The use of this funding will be considered as part of the review of the programme during 2014/15 to identify options for meeting the funding shortfall.
72. The amount of Children, Education & Families programme reductions to be identified has been reduced by £0.9m following the announcement by the DfE of the education maintenance allocation for 2014/15, which is higher than previously estimated.
73. The total budget for the 2016/17 Oxfordshire Care Partnership programme has been increased by £1.125m to £8.900m. This will be funded by prudential borrowing.
74. Within the Transport Programme, the total budget for the Kennington Interchange major scheme has been increased by £0.290m due to cost pressures on the bridge elements included in the project. This has been met from the Bridges Structural Maintenance annual programme contingencies.

75. The City Deal programme for Oxfordshire which was signed on 30 January 2014 is expected to bring £55m of government funding to the area. The council will receive £22m of grant funding to be spent or committed before April 2015. The schemes and phasing will be included in the next update of the capital programme.

RECOMMENDATIONS

76. **The Cabinet is RECOMMENDED to:**
- (a) note the report;**
 - (b) approve the virement requests set out in Annex 2a;**
 - (c) approve the supplementary estimate requests set out in Annex 2e and paragraph 50;**
 - (d) note the updated Treasury Management lending list at Annex 4;**
 - (e) note the changes to the Capital Programme set out in Annex 7c.**

LORNA BAXTER
Chief Finance Officer

Background papers: Directorate Financial Monitoring Reports December 2013

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February 2014

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	(10)
CEF	Children, Education & Families								
	Gross Expenditure	466,056	0	-18,020	0	448,036	449,685	1,649	G
	Gross Income	-360,855	0	18,623	0	-342,232	-342,232	0	G
		105,201	0	603	0	105,804	107,453	1,649	G
SCS	Social & Community Services								
	Gross Expenditure	248,298	0	-21,019	0	227,279	231,616	4,337	G
	Gross Income	-41,382	0	23,323	0	-18,059	-20,542	-2,483	R
		206,916	0	2,304	0	209,220	211,074	1,854	G
EE	Environment & Economy								
	Gross Expenditure	141,002	702	19,079	53	160,836	160,425	-411	G
	Gross Income	-61,735	0	-19,907	0	-81,642	-81,375	267	G
		79,267	702	-828	53	79,194	79,050	-144	G
CEO	Chief Executive's Office								
	Gross Expenditure	30,237	92	1,347	0	31,675	33,475	1,800	R
	Gross Income	-9,675	0	-1,024	0	-10,699	-12,837	-2,138	R
		20,562	92	323	0	20,976	20,638	-338	G
PH1	Public Health								
	Gross Expenditure	25,264	0	434	0	25,698	25,698	0	G
	Gross Income	-25,264	0	-434	0	-25,698	-25,698	0	G
		0	0	0	0	0	0	0	
	Less recharges to other directorates	-31,257				-31,257	-31,257	0	G
		31,257				31,257	31,257	0	G
	Directorate Expenditure Total	879,600	794	-18,179	53	862,267	869,642	7,375	G
	Directorate Income Total	-467,654	0	20,581	0	-447,073	-451,427	-4,354	G
	Directorate Total Net	411,946	794	2,402	53	415,194	418,215	3,021	G

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income £000 (8)	Projected Year end Variation underspend - overspend + £000 (9)	Projected Year end Variance Traffic Light (10)
		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)			

	Contributions to (+)/from (-)reserves	-1,818	-794	2,100		-512	-512	0
	Contribution to (+)/from(-) balances	3,000		-1,500	-53	1,447	-1,574	-3,021
	Pensions - Past Service Deficit Funding	1,500				1,500	1,500	0
	Contingency	2,308		-2,300		8	8	0
	Capital Financing	35,271				35,271	35,271	0
	Interest on Balances	-4,444				-4,444	-4,444	0
	Additional funding to be allocated					0	0	0
	Strategic Measures Budget	35,817	-794	-1,700	-53	33,270	30,249	-3,021
	Government Grants	-17,083		-594		-17,677	-17,677	0
	Council Tax	-4,763				-4,763	-4,763	0
	Revenue Support Grant	-94,487				-94,487	-94,487	0
	Business Rates Top-Up	-35,694				-35,694	-35,694	0
	Business Rates From District Councils	-27,287				-27,287	-27,287	0
	Council Tax Requirement	268,449	0	108	0	268,556	268,556	0

KEY TO TRAFFIC LIGHTS

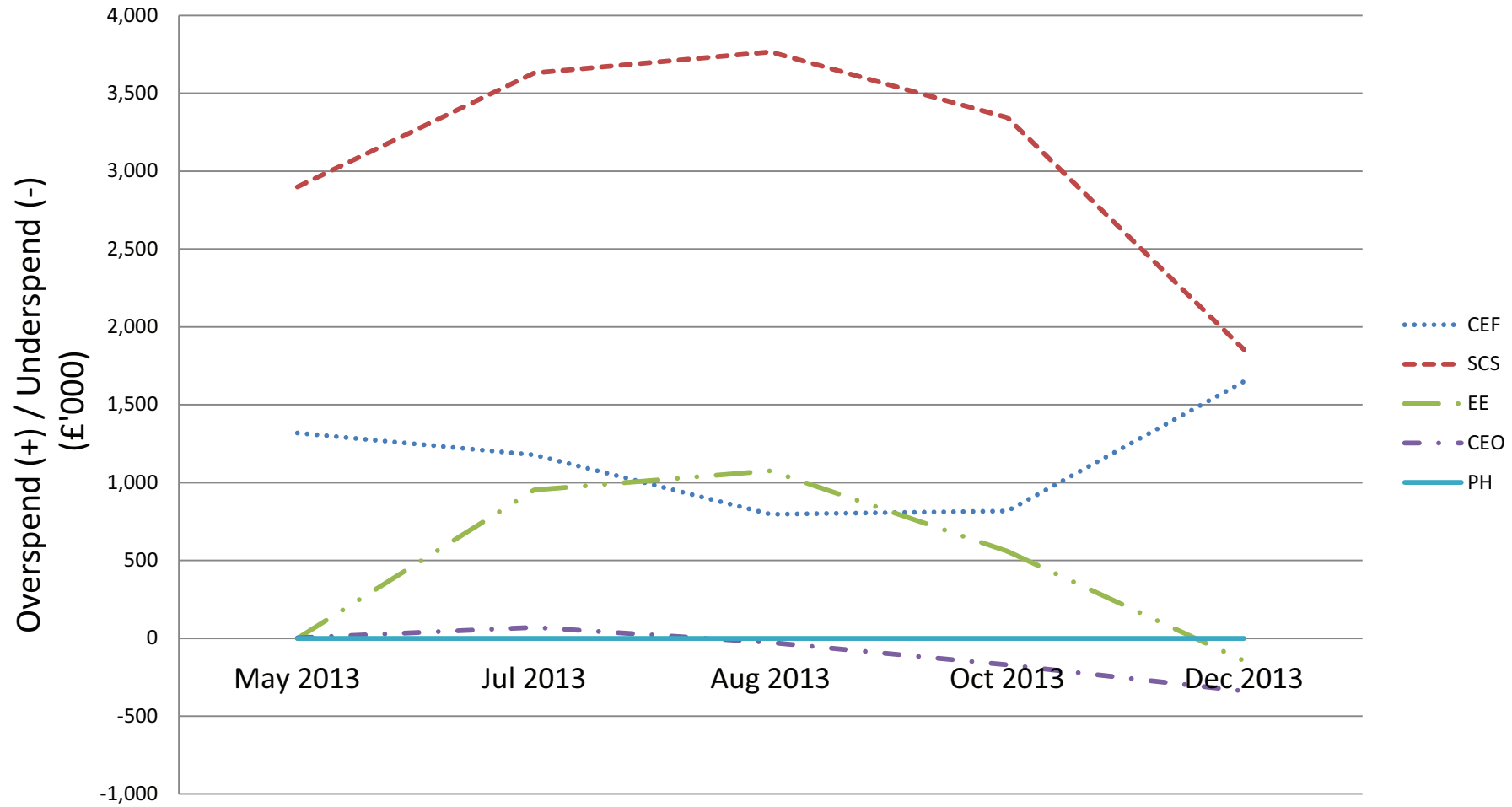
Budget	On track to be within +/- 2% of year end budget	G
	On track to be within +/- 5% of year end budget	A
	Estimated outturn showing variance in excess of +/- 5% of year end budget	R

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Budget Monitoring

Ref	Directorate (2)	Projected Year end Variation					
		May 2013 underspend - overspend + £000	Jul 2013 underspend - overspend + £000	Aug 2013 underspend - overspend + £000	Oct 2013 underspend - overspend + £000	Dec 2013 underspend - overspend + £000	Feb 2014 underspend - overspend + £000
CEF	Children, Education & Families						
	Gross Expenditure	1,318	1,177	796	817	1,649	
	Gross Income	0	0	0	0	0	
		1,318	1,177	796	817	1,649	
SCS	Social & Community Services						
	Gross Expenditure	3,399	4,389	4,808	5,509	4,337	
	Gross Income	-500	-759	-1,043	-2,165	-2,483	
		2,899	3,630	3,765	3,344	1,854	
EE	Environment & Economy						
	Gross Expenditure	0	953	1,399	-420	-411	
	Gross Income	0	0	-323	979	267	
		0	953	1,076	559	-144	
CEO	Chief Executive's Office						
	Gross Expenditure	80	133	41	-95	1,800	
	Gross Income	-78	-63	-67	-76	-2,138	
		2	70	-26	-171	-338	
PH1	Public Health						
	Gross Expenditure	0	0	0	0	0	
	Gross Income	0	0	0	0	0	
		0	0	0	0	0	
	Directorate Expenditure Total	4,797	6,652	7,044	5,811	7,375	
	Directorate Income Total	-578	-822	-1,433	-1,262	-4,354	
	Directorate Total Net	4,219	5,830	5,611	4,549	3,021	
	Change compared to Previous Report		1,611	1,392	330	-1,198	

Projected Year End Variation

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Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	(10)
CEF1	Education & Early Intervention								
	Gross Expenditure	95,429		4,759	0	100,188	99,833	-355	G
	Gross Income	-45,485		-2,170	0	-47,655	-47,655	0	G
		49,944	0	2,589	0	52,533	52,178	-355	G
CEF2	Children's Social Care								
	Gross Expenditure	54,256		-1,990	0	52,266	54,146	1,880	A
	Gross Income	-5,451		-1	0	-5,452	-5,452	0	G
		48,805	0	-1,991	0	46,814	48,694	1,880	A
CEF3	Children, Education & Families Central Costs								
	Gross Expenditure	6,150		-22	0	6,128	6,252	124	A
	Gross Income	0		0	0	0	0	0	A
		6,150	0	-22	0	6,128	6,252	124	A
CEF4	Schools								
	Gross Expenditure	311,874		-20,767	0	291,107	291,107	0	G
	Gross Income	-311,572		20,794	0	-290,778	-290,778	0	G
		302	0	27	0	329	329	0	G
	Less recharges within directorate	-1,653				-1,653	-1,653	0	G
		1,653				1,653	1,653	0	G
	Directorate Expenditure Total	466,056	0	-18,020	0	448,036	449,685	1,649	G
	Directorate Income Total	-360,855	0	18,623	0	-342,232	-342,232	0	G
	Directorate Total Net	105,201	0	603	0	105,804	107,453	1,649	G

KEY TO TRAFFIC LIGHTS

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

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	(10)
SCS1	Adult Social Care								
	Gross Expenditure	219,364		-21,575	0	197,789	202,842	5,053	A
	Gross Income	-47,438		23,681	0	-23,757	-26,240	-2,483	R
		171,926	0	2,106	0	174,032	176,602	2,570	G
SCS2	Community Safety								
	Gross Expenditure	3,837		431	0	4,268	4,183	-85	G
	Gross Income	-1,243		-431	0	-1,674	-1,674	0	G
		2,594	0	0	0	2,594	2,509	-85	A
SCS3	Joint Commissioning								
	Gross Expenditure	9,772		183	0	9,955	9,203	-752	R
	Gross Income	-2,691		15	0	-2,676	-2,676	0	G
		7,081	0	198	0	7,279	6,527	-752	R
SCS4	Fire & Rescue and Emergency Planning								
	Gross Expenditure	25,600		-58	0	25,542	25,663	121	G
	Gross Income	-285		58	0	-227	-227	0	G
		25,315	0	0	0	25,315	25,436	121	G
	Less recharges within directorate	-10,275				-10,275	-10,275	0	G
		10,275				10,275	10,275	0	G
	Directorate Expenditure Total	248,298	0	-21,019	0	227,279	231,616	4,337	G
	Directorate Income Total	-41,382	0	23,323	0	-18,059	-20,542	-2,483	R
	Directorate Total Net	206,916	0	2,304	0	209,220	211,074	1,854	G

KEY TO TRAFFIC LIGHTS

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

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014

Pooled Budgets

Original Budget	Latest Budget		Forecast Variance December 2013	Forecast Variance October 2013	Change in Variance
£m	£m		£m	£m	£m
		Older People			
44.614	49.287	Care Homes	+2.388	+0.074	+2.314
22.047	25.610	Community Support Purchasing Budget	+2.240	+1.878	+0.362
15.173	19.800	Prevention & Early Support Services	-2.153	-1.371	-0.782
-4.800	-5.205	Efficiency Savings	+0.000	+2.406	-2.406
	12.122	Staffing & Infrastructure	+0.487	+0.550	-0.063
	-17.327	Client Income	-2.483	-1.965	-0.518
77.034	84.287	Total Older People	0.479	1.572	-1.093
		Physical Disabilities			
3.190	3.190	Care Homes	+0.211	+0.113	+0.098
8.120	8.971	Community Support Purchasing Budget	-0.526	-0.380	-0.146
11.310	12.161	Total Physical Disabilities	-0.315	-0.267	-0.048
0.832	1.505	Equipment	+0.439	+0.922	-0.483
66.976	67.070	Learning Disabilities	+1.613	+1.613	+0.000
156.152	165.023	Total Council Elements of Pooled Budgets	+2.216	+3.840	-1.624

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	(10)
EE1	Strategy and Infrastructure								
	Gross Expenditure	10,591	473	1,525	53	12,642	12,333	-309	A
	Gross Income	-1,562		-2,259	0	-3,821	-3,821	0	G
		9,029	473	-734	53	8,821	8,512	-309	A
EE2	Commercial Services								
	Gross Expenditure	96,681		16,255	0	112,936	112,815	-121	G
	Gross Income	-35,986		-15,985	0	-51,971	-51,704	267	G
		60,695	0	270	0	60,965	61,111	146	G
EE3	Oxfordshire Customer Services								
	Gross Expenditure	49,931	229	1,299	0	51,459	51,478	19	G
	Gross Income	-40,388		-1,663	0	-42,051	-42,051	0	G
		9,543	229	-364	0	9,408	9,427	19	G
	Less recharges within directorate	-16,201				-16,201	-16,201	0	G
		16,201				16,201	16,201	0	G
	Directorate Expenditure Total	141,002	702	19,079	53	160,836	160,425	-411	G
	Directorate Income Total	-61,735	0	-19,907	0	-81,642	-81,375	267	G
	Directorate Total Net	79,267	702	-828	53	79,194	79,050	-144	G

KEY TO TRAFFIC LIGHTS

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

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light
		Original Budget	Brought Forward from 2012/13 Surplus + Deficit -	Virements to Date	Supplementary Estimates to Date	Latest Estimate			
(1)	(2)	£000 (3)	£000 (4)	£000 (5)	£000 (6)	£000 (7)	£000 (8)	underspend - overspend + £000 (9)	(10)
CEO1	Chief Executive & Business Support								
	Gross Expenditure	1,461		0	0	1,461	1,435	-26	G
	Gross Income	-688		0	0	-688	-688	0	G
		773	0	0	0	773	747	-26	A
CEO2	Human Resources								
	Gross Expenditure	1,375	92	284	0	1,751	1,686	-65	A
	Gross Income	-1,234		0	0	-1,234	-1,234	0	G
		141	92	284	0	517	452	-65	R
CEO3	Corporate Finance & Internal Audit								
	Gross Expenditure	2,534		887	0	3,421	3,422	1	G
	Gross Income	-2,472		-230	0	-2,702	-2,702	0	G
		62	0	657	0	719	720	1	G
CEO4	Law & Culture								
	Gross Expenditure	21,510		1,054	0	22,564	24,548	1,984	R
	Gross Income	-5,315		-1,009	0	-6,324	-8,462	-2,138	R
		16,195	0	45	0	16,240	16,086	-154	G
CEO5	Strategy & Communications								
	Gross Expenditure	3,399		-879	0	2,520	2,469	-51	A
	Gross Income	-3,094		215	0	-2,879	-2,879	0	G
		305	0	-664	0	-359	-410	-51	R
CEO6	Corporate & Democratic Core								
	Gross Expenditure	3,086		0	0	3,086	3,043	-43	G
	Gross Income	0		0	0	0	0	0	G
		3,086	0	0	0	3,086	3,043	-43	G
	Less recharges within directorate	-3,128				-3,128	-3,128	0	G
		3,128				3,128	3,128	0	G
	Directorate Expenditure Total	30,237	92	1,346	0	31,675	33,475	1,800	R
	Directorate Income Total	-9,675	0	-1,024	0	-10,699	-12,837	-2,138	R
	Directorate Total Net	20,562	92	322	0	20,976	20,638	-338	G

Financial Monitoring and Business Strategy Delivery Report
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Budget Monitoring

Ref	Directorate	BUDGET 2013/14					Outturn Forecast Year end Spend/Income £000 (8)	Projected Year end Variation underspend - overspend + £000 (9)	Projected Year end Variance Traffic Light (13)
		Original Budget £000 (3)	Brought Forward from 2012/13 Surplus + Deficit - £000 (4)	Virements to Date £000 (5)	Supplementary Estimates to Date £000 (6)	Latest Estimate £000 (7)			
(1)	(2)								
PH1	Public Health								
	Gross Expenditure	25,264		434	0	25,698	25,698	0	G
	Gross Income	-25,264		-434	0	-25,698	-25,698	0	G
		0	0	0	0	0	0	0	
	Less recharges within directorate	0				0	0	0	
		0				0			
	Directorate Expenditure Total	25,264	0	434	0	25,698	25,698	0	G
	Directorate Income Total	-25,264	0	-434	0	-25,698	-25,698	0	G
	Directorate Total Net	0	0	0	0	0	0	0	

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KEY TO TRAFFIC LIGHTS

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

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014**

CABINET IS RECOMMENDED TO APPROVE THE VIREMENTS AS DETAILED BELOW:

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
CEF	Feb	Revise Pupil Premium grant allocations	CEF4-1	Delegated Budgets	T	-627.9	627.9
		Revise Dedicated Schools Grant budgets in light of recent academy conversions	CEF4-1	Delegated Budgets	T	-2,052.0	2,052.0
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	T	1.0	-1.0
		Revise Education Funding Agency grant budgets in light of recent academy conversions	CEF4-1	Delegated Budgets	T	-917.2	917.2
CEO	Feb	Transfer budgets within Chief Executive's Office to reflect new management of cost centres	CEO1	Chief Executive & Business Support	P	81.4	0.0
			CEO2	Human Resources	P	814.2	0.0
			CEO5	Strategy & Communications	P	-895.6	0.0
EE	Feb	Customer Service Centre budget review	EE3-5	Customer Service Centre	P	454.3	-454.3
		Creation of budget for the Supported Transport Programme and associated budget to reflect funding from the Efficiency Reserve. A further allocation will be made in 2014/15.	EE3-7	Business Support	T	115.0	0.0
			EE3-7	Business Support	T	-115.0	0.0
Inter Directorate	Feb	Quarter 2 virements following the Skills & Learning quarter 2 review	CEO2	Human Resources	T	352.1	0.0
			EE3-6	Human Resources	T	-352.1	0.0
		Correct Transport Recharge between CEF and E&E	CEF1-5	School Organisation & Planning (Including Home to School Transport)	T	-616.3	0.0
			EE2-24B	Public Transport	T	0.0	616.3
Grand Total						-3,758.1	3,758.1

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014**

VIREMENTS REQUIRING CABINET APPROVAL REQUESTED PREVIOUSLY BUT ACTIONED IN THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
EE	Dec	Realign base budgets to reflect actual activity on GL Codes and aid forecasting.	EE2-22	Property & Facilities Management	P	324.5	-324.5
		Restructure to E&E Business Operations	EE3-1	Management Team	P	-252.5	0.0
			EE3-7	Business Support	P	252.5	0.0
		Move support service recharge budgets from old County Procurement budget to Central Buying Team	EE3-4	County Procurement	P	-78.3	455.6
			EE3-8 to EE3-10	OCS Finance	P	78.3	-455.6
CEF	Dec	PE and Sport Grant	CEF4-1	Delegated Budgets	T	1,169.1	-1,169.1
		Dedicated Schools Grant Update	CEF4-1	Delegated Budgets	T	-4,479.6	4,479.6
			CEF4-3	Non-Delegated Schools Costs	T	-153.2	153.2
		Move Home to School transport DSG budget (1)	CEF1-5	School Organisation & Planning (Including Home to School Transport)	P	0.0	616.3
			CEF4-4	Schools Support Service Non-Negotiable Recharges	P	0.0	-616.3
		Dedicated Schools Grant reduction regarding special schools	CEF4-1	Delegated Budgets	T	-2,162.2	2,162.2
			CEF4-2	Early Years Single Funding Formula (Nursery Education Funding)	T	-1.8	1.8
Inter-Directorate	Dec	Restructure to E&E Business Operations	CEO5	Strategy & Communications	P	-1,369.1	660.6
			EE3-7	Business Support	P	1,369.1	-660.6
		Transfer of transport budgets to Environment & Economy from Children, Education & Families (2)	CEF1-5	School Organisation & Planning (Including Home to School Transport)	P	-15,210.3	365.0
			EE2-24B	Public Transport	P	15,210.3	-365.0
		Create Transport DSG Recharge to E&E (3)	CEF4-4	Schools Support Service Non-Negotiable Recharges	P	616.3	0.0
			EE2-24B	Public Transport	P	0.0	-616.3
		Create Transport Recharge between CEF and E&E (4)	CEF1-5	School Organisation & Planning (Including Home to School Transport)	P	14,845.3	0.0
			EE2-24B	Public Transport	P	0.0	-14,845.3
Grand Total						10,158.3	-10,158.3

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014**

Supplementary Estimates

SUPPLEMENTARY ESTIMATES REQUESTED THIS REPORT

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
ID	Feb	Supplementary estimate to part fund capital works at Bagley Wood	EE2-31 to EE2-35	Network & Asset Management (Excluding On/Off Street Parking and Park & Rides)	T	150.0	0.0
ID	Feb	Supplementary estimate of up to £1.200m to contribute to overspend on Children's Social Care	CEF2-34	Placements (External)	T	1,200.0	0.0
ID	Feb	Supplementary estimate of up to £0.540m to contribute to overspend on the Older People's and Equipment Pooled Budgets	SCS1-1E	Older People's Pool and Equipment Pool	T	540.0	0.0
Grand Total						1,890.0	0.0

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MEMORANDUM

SUPPLEMENTARY ESTIMATES PREVIOUSLY REPORTED BUT NOT ACTIONED DUE TO TIMING OF DECISION AND MONTH END

Directorate	Month of Cabinet meeting	Narration	Budget book line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
Grand Total							

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014**

Ringfenced Government Grant Details - 2013/14

Directorate	2013/14 Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
Children, Education & Families				
Ringfenced Grants				
Additional Grant for Schools	0.000	0.079		0.079
Adoption Improvement Grant (DfE)	0.000	0.417		0.417
Asylum UASC Fieldwork (reimbursement from Home Office)	0.795	-0.139		0.656
Children's Centres Payment by Results	0.000			0.000
Dedicated Schools Grant	312.927	-15.690	-6.714	290.523
Education Funding Agency	7.813	0.427	-0.917	7.323
Intensive Interventions Programme (DfE)	0.200			0.200
Music	0.631			0.631
National Citizen Service	0.309		-0.309	0.000
Pupil Premium	9.636		-0.627	9.009
PE and Sports Grant		1.169		1.169
Remand	0.171	-0.027		0.144
Youth Justice Board	0.876	-0.140		0.736
Total Ringfenced Grants	333.358	-13.904	-8.567	310.887
Unringfenced Grants allocated to Directorate				
Special Educational Needs Reform Grant			0.075	0.075
Phonics and Moderation Funding (part of Education Services Grant)			0.040	0.040
Total Unringfenced Grants	0.000	0.000	0.115	0.115
Total Children, Education & Families	333.358	-13.904	-8.452	311.002

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014**

Ringfenced Government Grant Details - 2013/14

Directorate	2013/14 Budget Book	In year Adjustments / New Allocations reported previously reported	In year Adjustments/ New Allocations reported this month	Latest Allocation
	£m	£m	£m	£m
<u>Environment & Economy</u>				
<u>Strategy & Infrastructure</u>				
DCLG (Local Enterprise Partnership Funding)	0.125	0.375		0.500
English Heritage - Historic Landscape Project				0.000
Local Sustainability Transport Fund Grant		1.539		1.539
<u>Commercial Services</u>				
Natural England - National Trails	0.230			0.230
<u>Oxfordshire Customer Services</u>				
Skills Funding Agency - Adult Education	3.854			3.854
Education Funding Agency (Formerly the YPLA)	0.270			0.270
Total Environment & Economy	4.479	1.914	0.000	6.393
Total	337.837	-11.990	-8.452	317.395

Counterparty Name	Lending Limits			
	Standard Limit £	Group Limit £	Group	Period Limit
<u>PENSION FUND Call Accounts / Money Market Funds</u>				
Santander UK plc - PF A/c				O/N
Lloyds TSB Bank plc - Callable Deposit A/c (OXFORDCCPEN)				12 mths
Royal Bank of Scotland Liquidity Select A/c				O/N
Ignis Sterling Liquidity Fund - (Pension Fund)				6 mths
<u>Call Accounts / Money Market Funds</u>				
Santander UK plc - Main A/c	5,000,000	5,000,000	a	O/N
Close Brothers Ltd - 95 day notice A/c	10,000,000	10,000,000	d	100 days
Lloyds TSB Bank plc - Callable Deposit A/c	25,000,000	25,000,000	b	12 mths
Royal Bank of Scotland - Call A/c	10,000,000			O/N
Svenska Handelsbanken - Call A/c	25,000,000	25,000,000	c	12 mths
Goldman Sachs Sterling Liquid Reserves Fund	25,000,000			6 mths
Deutsche Managed Sterling Fund	25,000,000			6 mths
Prime Rate	12,000,000			6 mths
Ignis Sterling Liquidity Fund - (County Council)	25,000,000			6 mths
Morgan Stanley Sterling Liquidity Fund	5,000,000			O/N
Legal and General Investment Management	25,000,000			6 mths
<u>Money Market Deposits</u>				
Santander UK plc Time Deposit Facility	5,000,000	5,000,000	a	O/N
Bank of Montreal	25,000,000			12 mths
Bank of Nova Scotia	25,000,000			12 mths
Barclays Bank Plc	15,000,000			6 mths
Canadian Imperial Bank of Commerce	25,000,000			12 mths
Close Brothers Ltd	10,000,000	10,000,000	d	100 days
Commonwealth Bank of Australia	25,000,000			12 mths
Credit Suisse	15,000,000			100 days
DBS Bank (Development Bank of Singapore)	25,000,000			12 mths
Debt Management Account Deposit Facility	100% Portfolio			6 mths
English, Welsh and Scottish Local Authorities (limit applies to individual authorities)	30,000,000			3 years
HSBC Bank plc	25,000,000			12 mths
Lloyds TSB Bank plc	25,000,000	25,000,000	b	12 mths
National Australia Bank	25,000,000			12 mths
National Bank of Canada	10,000,000			6 mths
Nationwide Building Society	15,000,000			6 mths
Oversea-Chinese Banking Corp	25,000,000			12 mths
Royal Bank of Canada	25,000,000			6 mths
Royal Bank of Scotland	10,000,000			O/N
Standard Chartered Bank	25,000,000			12 mths
Svenska Handelsbanken	25,000,000	25,000,000	c	12 mths
Toronto-Dominion Bank	25,000,000			12 mths
United Overseas Bank	25,000,000			12 mths

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
EARMARKED RESERVES

Earmarked Reserves	Balance at 1 April 2013 £000	2013/14 Movement		December 2013 Forecast Balance at 31 March 2014 £000	October 2013 Forecast Balance at 31 March 2014 £000	Change in Forecast Year End Position since October forecast £000	Commentary
		Contributions from Reserve £000	Contributions to Reserve £000				
Revenue Reserves							
Schools' Reserves	27,235	-6,696	125	20,664	24,661	-3,997	Updated to take account of academy conversions and schools' budget monitoring.
Cross Directorate Reserves							
Vehicle and Equipment Reserve	2,780	-1,227	69	1,622	1,622	0	Forecast includes £1.060m funding for the future purchase of Fire & Rescue Service vehicles and equipment.
Grants and Contributions Reserve	11,873	-7,418	5,031	9,486	6,212	3,274	Forecast includes £4.897m Dedicated Schools Grant, £2.386m Public Health Grant and £0.655m Thriving Families Grant.
ICT Projects	2,134	-1,555	10	589	929	-340	To be used to fund ICT projects that span financial years including Framework-i in CE&F and the replacement for OCN
Total Cross Directorate	16,787	-10,200	5,110	11,697	8,763	2,934	
Directorate Reserves							
CE&F							
CE&F Commercial Services	1,027	-334	62	755	673	82	To be used to support commercial services within CE&F. Forecast includes Oxfordshire Children's Safeguarding Board (£0.263m). Outdoor Education Centres (£0.248m) and £0.126m for the Primary Traded Service
Joint Working with Police	779	-507	0	272	272	0	To fund a two year project due to anticipated increase in referrals and work. Planned to be spent by October 2014.
School Intervention Fund	1,418	-1,418	322	322	239	83	For school improvement projects in line with Education Strategy.
Thriving Families	800	0	807	1,607	1,607	0	Will be used to fund Thriving Families project in 2013/14 and 2014/15 along with government grant.
Children's Social Care	195	-195	0	0	0	0	Balance of carry forwards from 2011/12 to be spent in 2013/14. Includes balance of funding for Framework-i developments post, volunteer co-ordinator post, work on adoption process and Corporate Parenting review.
Foster Carer Loans	225	-46	17	196	196	0	To meet Children's Act loans write off and interest costs in future years.
Academies Conversion Support	740	-497	0	243	417	-174	To manage the costs arising in legal services, human resources, property, finance and other areas as a consequence of school conversions to academies, and to provide the opportunity to investigate and implement alternate trust structures for groups of schools considering conversion to academies.
Staff Training & Development	258	-185	0	73	73	0	Balance of funding agreed by Council in February 2011 for training and staff development towards new ways of working following restructure within CE&F. Balance of apprentice carry forward funding. To be spent by 2014/15.
CE&F Pay Protection Costs	320	-57	0	263	263	0	Originally intended to meet protection costs but the amount required is being reviewed as the Directorate has agreed to cease pay protection. Will potentially be used to offset the placements overspend.
Early Intervention Service Reserve	850	-534	0	316	316	0	To fund various projects with the Early Intervention Service and the replacement of equipment
Total CE&F	6,612	-3,773	1,208	4,047	4,056	-9	
S&CS							
Older People Pooled Budget Reserve	7,469	-5,461	150	2,158	2,158	0	To be used in future years as agreed by the Joint Management Group
Physical Disabilities Pooled Budget Reserve	1,311	-267	0	1,044	1,044	0	To be used in future years as agreed by the Joint Management Group
Learning Disabilities Pooled Budget Reserve	204	-204	0	0	0	0	To be used in future years as agreed by the Joint Management Group
Fire Control	803	-320	0	483	483	0	This reserve holds the funding agreed on the fire control project (Oxfordshire/Berkshire/Buckinghamshire Fire Control Centre) and the Fire Link projects which will be used in future years.
Fire & Rescue & Emergency Planning Reserve	161	-50	0	111	111	0	To be used for unbudgeted fire hydrant work and renewal of IT equipment
Community Safety Reserve	89	-33	48	104	104	0	This reserve will be used for improvements to play areas at the Wheatley and Redbridge Gypsy and Travellers sites and to support the cost of complex Trading Standards investigations.
Total S&CS	10,037	-6,335	198	3,900	3,900	0	

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EARMARKED RESERVES

Earmarked Reserves	Balance at 1 April 2013 £000	2013/14 Movement		December 2013 Forecast Balance at 31 March 2014 £000	October 2013 Forecast Balance at 31 March 2014 £000	Change in Forecast Year End Position since October forecast £000	Commentary
		Contributions from Reserve £000	Contributions to Reserve £000				
E&E							
Highways and Transport Reserve	385	0	0	385	33	352	One off budget contribution will now be used to support bridges investigation work in 2014/15.
Area Stewardship	862	-862	0	0	0	0	Remaining funding available for the Area Stewardship scheme
On Street Car Parking	2,232	-1,229	1,011	2,014	1,512	502	This surplus has arisen under the operation of the Road Traffic Regulation Act 1984 (section 55). The purposes for which these monies can be used are defined by statute and a summary of the income and expenditure is included in the Provisional Outturn Report to Cabinet in June.
Countryside Ascott Park - Historical Trail	20	0	1	21	21	0	
Carbon Reduction	60	-60	0	0	0	0	
SALIX Energy Schemes	20	0	0	20	20	0	To be used for energy saving schemes in the future
Dix Pit WRC Development	13	0	0	13	13	0	
Oxfordshire Waste Partnership Joint Reserve	133	0	0	133	133	0	This reserve holds the revenue proportion of the unutilised element of the performance reward grant secured by the Oxfordshire Waste Partnership (OWP)
Dix Pit Engineering Works & WRC Development	691	0	0	691	691	0	To fund engineering work at Dix Pit waste management site
Waste Management	3,249	-3,249	0	0	0	0	To fund financial liabilities due to the cessation of landfill site contracts, contribution to the capital programme with regard to waste recycling strategy and the of EFW architectural enhancements due to revised planning conditions.
Property Disposal Costs	227	-50	0	177	177	0	To meet disposal costs in excess of the 4% eligible to be charged against capital receipts
Developer Funding (Revenue)	305	-49	117	373	305	68	To meet the costs of monitoring Section 106 agreements
West End Partnership	86	-36	0	50	50	0	This reserve is to ring-fence funding relating to the West End Project
Catering Investment Fund (formerly FWT)	1,231	-283	0	948	948	0	To be used to invest in the business plus a contingency for unforeseen costs
Asset Rationalisation	765	-415	0	350	350	0	Investment fund for the implementation of the asset rationalisation strategy. Will be used to fund one-off costs relating to the project to rationalise the Council's offices.
Job Clubs	0		55	55	55	55	To be spent on Job Clubs in 2014/15
Minerals and Waste Project	191	-191	0	0	0	0	To fund the Minerals and Waste project
Joint Use (moved from CE&F)	552	0	638	1,190	1,190	0	Will be used to support the joint-use agreements with the district councils in future years.
LABGI Funding to support Local Enterprise Partnership (Moved from Corporate)	315	-171	0	144	144	0	This reserve contains LABGI funding that has been allocated by Cabinet to support the Local Enterprise Partnership that will be spent in 2013/14 and 2014/15. It is proposed to transfer this reserve to Environment & Economy from 2013/14.
OCS Development Reserves	2,228	-1,888	0	340	685	-345	To be used to develop the Customer Service Centre and the Transforming Oxfordshire Customer Services Project
Money Management Reserve	150	0	0	150	150	0	Contingency in case of an overspend if income received is less than budget
Oxfordshire - Buckinghamshire partnership	241	0	0	241	241	0	This reserve is to ring-fence funding for the Oxfordshire & Buckinghamshire Partnership graduate teacher training programme
Total E&E	13,956	-8,483	1,822	7,295	6,718	632	

Financial Monitoring and Business Strategy Delivery Report
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EARMARKED RESERVES

Earmarked Reserves	Balance at 1 April 2013 £000	2013/14 Movement		December 2013 Forecast Balance at 31 March 2014 £000	October 2013 Forecast Balance at 31 March 2014 £000	Change in Forecast Year End Position since October forecast £000	Commentary
		Contributions from Reserve £000	Contributions to Reserve £000				
Chief Executive's Office							
Big Society Fund	90	-90	0	0	0	0	Balance of the 2012/13 Big Society Fund expected to be fully spent in 2013/14 Originally provided cover for any unbudgeted CIPFA trainee costs as pay fluctuates according to the qualification level that the current trainees have reached. Will now be used to support Finance training generally.
CIPFA Trainees	58	0	0	58	58	0	
Change Management & New Ways of Working	135	-135	0	0	0	0	To support various projects that will be completed by 2014 Used to support the costs of the May 2013 election. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.
Coroner's Service	133	0	0	133	133	0	
Council Elections	536	-536	0	0	0	0	To be used for refurbishing Registration Service buildings and facilities. £1.002m of the total will be used to update software & hardware to maintain an effective library management system.
Registration Service	553	0	122	675	675	0	
Cultural Services Reserve	1,391	-173	228	1,446	1,441	5	
Total - CEO	2,896	-934	350	2,312	2,307	5	
Directorate Reserves	33,501	-19,525	3,578	17,554	16,981	628	
Corporate							
Carry Forward Reserve	3,168	-3,168	0	0	0	0	The Carry Forward reserve allows budget managers to carry forward under and over spent budgets between financial years in accordance with the County Council's budget management arrangements, subject to Cabinet approval. This reserve is being used to support the implementation of the business strategies and the Medium Term Financial Plan. Updated to include estimated forecast use of the reserve on agreed projects in 2013/14. This will be updated to reflect actual expenditure at the end of March 2014.
Efficiency Reserve	3,384	-4,198	2,374	1,560	5,758	-4,198	
Corporate Total	6,552	-7,366	2,374	1,560	5,758	-4,198	
Total Revenue Reserves	84,075	-43,787	11,187	51,475	56,163	-4,633	
Other Reserves							
Insurance Reserve	4,736	0	0	4,736	4,736	0	
Capital Reserves							
Capital Reserve	18,419	0	1,147	19,566	18,419	1,147	This reserve has been established for the purpose of financing capital expenditure in future years. Contribution of £1.147m from the Waste Management Reserve relates to the waste recycling strategy and the of ENW architectural enhancements due to revised planning conditions. This reserve has been established to facilitate, through forward funding, the timely provision of infrastructure that supports planned growth.
Rolling Fund Reserve	1,559	0	491	2,050	2,050	0	
Prudential Borrowing Reserve	6,326	0	950	7,276	7,276	0	This reserve was created as part of the 2008/09 budget setting process to meet the costs of borrowing for increased funding for the capital programme. Similar contributions are to be made each year with draw downs being required as costs are incurred.
Total Capital Reserves	26,304	0	2,588	28,892	27,745	1,147	
Cash Flow Reserves							
Budget Reserve - 2009/10 to 2013/14	3,341	-3,341	0	0	0	0	The creation of a budget reserve was agreed as part of the 2009/10 budget setting process. This sum will be available to spend on a one-off basis in future years when there are limited resources available to allocate in the Medium Term Financial Plan. This reserve is being used to manage the cash flow implications of the variations to the Medium Term Financial Plan.
Budget Reserve - 2013/14 to 2016/17	17,211	-10,730	11,377	17,858	19,393	-1,535	
Total Cash Flow Reserves	20,552	-14,071	11,377	17,858	19,393	-1,535	
Total Other Reserves	51,592	-14,071	13,965	51,486	51,874	-388	
Total Reserves	135,667	-57,858	25,152	102,961	108,037	-5,021	

Financial Monitoring and Business Strategy Delivery Report
CABINET - 25 February 2014
Year End Revenue Balances

	Forecast 2013/14		Budget 2013/14
	£m	£m	£m
Outturn 2012/13	18.733		16.193
County Fund Balance		18.733	16.193
Planned Contribution to Balances		3.000	3.000
Planned Contribution from Balances		-1.500	-1.500
Original forecast outturn position 2012/13		20.233	17.693
Additions			
		0.000	0.000
Calls on balances deducted			
Increased Flood Defence Levy in 2013/14		-0.053	
Total calls on balances		-0.053	-2.000
Automatic calls on/returns to balances			
		0.000	
Additional Strategic Measures			
		0.000	
Other items			
		0.000	
Net Balances		20.180	15.693
Total Gross Expenditure Budget		972.873	408.616
Balances as a % of Gross Expenditure		2.07%	3.84%
Net Balances		20.180	
Calls on / returns to balances agreed but not actioned			
		0.000	
Calls on / returns to balances requested in this report or expected at year end			
Contribution from Strategic Measures		0.400	
Bagley Wood Capital Contribution		-0.150	
Children's Social Care		-1.200	
Adult Social Care		-0.540	
		-1.490	
Forecast Overspend			
Forecast directorate overspend (as set out in Annex 1) less Supplementary Estimates for Children's Social Care and Adult Social Care		-1.281	
		0.000	
Revised Outturn position		17.409	

Cabinet 25th February 2014
CAPITAL PROGRAMME: 2013/14 TO 2016/17

MONTHLY MONITORING REPORT- SUMMARY PAGE

Directorate	Latest Approved Capital Programme			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2013)		
	Current Year	Future Years	Total	Current Year	Future Years	Total	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Children, Education & Families 1 - OCC	31,187	146,234	177,421	30,687	144,984	175,671	-500	-1,250	-1,750	16,324	7,984	53%	79%	34,821	-4,134	-12%
CEF Savings to be identified		-19,350	-19,350		-18,421	-18,421		929	929							
Social & Community Services	4,310	31,738	36,048	4,310	32,863	37,173	0	1,125	1,125	2,833	313	66%	73%	12,730	-8,420	-66%
Environment & Economy 1 - Transport	25,871	98,857	124,728	26,002	98,773	124,775	131	-84	47	11,773	10,430	45%	85%	20,665	5,337	26%
Environment & Economy 2 - Other Property Development Programmes	2,403	26,223	28,626	1,838	26,788	28,626	-565	565	0	133	403	7%	29%	6,378	-4,540	-71%
Chief Executive's Office	906	1,379	2,285	906	1,408	2,314	0	29	29	301	78	33%	42%	576	330	57%
Total Directorate Programmes	64,682	285,094	349,758	63,757	286,417	350,138	-934	1,314	380	31,364	19,208	49%	79%	75,170	-11,427	-15%
Schools Local Capital	3,846	6,297	10,143	3,846	5,741	9,587	0	-556	-556	2,447	0	64%	64%	3,881	-35	-1%
Earmarked Reserves	0	51,210	51,210	0	53,132	53,132	0	1,922	1,922					1,000	-1,000	-100%
OVERALL TOTAL	68,528	342,601	411,111	67,603	345,290	412,857	-934	2,680	1,746	33,811	19,208	50%	78%	80,051	-12,462	-16%

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CAPITAL PROGRAMME: 2013/14 TO 2016/17

In-year Expenditure Forecast Variations

Project / Programme Name	Previous 2013/2014 Forecast* £'000s	Revised 2013/2014 Forecast £'000s	Variation £'000s	Comments
Children, Education & Families Capital Programme				
Schools Energy Reduction Programme	750	250	-500	Returned back to capital programme, £2m over four year plan, with the inclusion of £0.250m prudential funded budget for 2017/18.
CE&F TOTAL IN-YEAR VARIATION			-500	
Environment & Economy - Highways & Transport Capital Programme				
Didcot Parkway Brompton Docks	0	79	79	New project approved. £45k OCC contribution, £34k FGW. Installation Feb/March 2014
Small changes	3,008	3,060	52	
TRANSPORT TOTAL IN-YEAR VARIATION			131	
Environment & Economy Capital Programme (excluding Transport)				
Asset Strategy Implementation Programme	130	244	114	
Relocation of Customer Service Centre from Clarendon House to County Hall	1,029	300	-729	Revised delivery timetable
Minor Works Programme	205	255	50	
E&E TOTAL IN-YEAR VARIATION			-565	
CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION			-934	

*As approved by Cabinet 28th January 2014

Cabinet 25th February 2014

CAPITAL PROGRAMME: 2013/14 TO 2016/17

New Schemes & Budget Changes

Project / Programme Name	Previous Total Budget* £'000s	Revised Total Budget £'000s	Variation £'000s	Comments
Children, Education & Families Capital Programme				
Schools Energy Reduction Programme	3,026	1,276	-1,750	Returned back to capital programme, £2m over four year plan, with the inclusion of £0.250m prudential funded budget for 2017/18.
CE&F TOTAL PROGRAMME SIZE VARIATION			-1,750	
Social And Community Services Capital Programme				
Oxfordshire Care Partnership	7,775	8,900	1,125	Increase funded by PB
S&CS TOTAL PROGRAMME SIZE VARIATION			1,125	
Environment & Economy - Highways & Transport Capital Programme				
Didcot Parkway Brompton Docks	0	79	79	New project approved. £45k OCC contribution, £34k FGW. Installation Feb/March 14
Kennington & Hinksey Roundabouts	4,317	4,607	290	Transferred to meet bridge cost pressures
Bridges	4,067	3,777	-290	
Small changes	1,238	1,206	-32	
TRANSPORT TOTAL PROGRAMME SIZE VARIATION			47	

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Division(s):

CABINET – 25 February 2014

THE COUNTY COUNCIL'S RESPONSE TO AN APPLICATION FOR THE RE-DEVELOPMENT OF THE WESTGATE CENTRE, OXFORD

Report by Director for Environment & Economy

Introduction

1. The county council has been consulted by Oxford City Council, in their role as local planning authority, on an application for re-development of the Westgate centre in Oxford. The application is outline for all matters except for access. Reserved matters applications providing, amongst other things, detailed building design proposals are expected during 2014. The developer plans to start on site in 2015, with a target opening date of late 2017.
2. In addition to the main application, the developer has also submitted two applications for temporary parking to manage the situation and maintain access to the city centre during the construction phase. These are for the provision of up to 420 temporary parking spaces at Oxpens and for temporary coach parking provision at the Redbridge Park & Ride site.
3. Overall, officers recommend that the county council supports the proposed Westgate redevelopment, subject to the technical issues, as outlined in Annex 1, being addressed.

Background

4. There is an extant planning permission for re-development of the Westgate centre which was originally granted in 2007 but was never implemented due to the economic recession in 2008. This new application is by the Westgate Oxford Alliance, a joint venture between Land Securities and The Crown Estate.
5. Officers have taken part in extensive pre-application discussions with the city council and with the developers on many aspects of this application.
6. The application is for:
 - demolition of the southern part of the existing Westgate centre
 - refurbishment of the retained part of the existing Westgate centre
 - retention of the central library
 - construction of a retail-led mixed use development, representing a 50% increase in Oxford's retail offer
 - leisure uses including cafes, restaurants and a multi-screen cinema
 - associated car and cycle parking, alterations to the public highway, public realm works and landscaping
 - between 27 and 122 residential units

7. The county council's single response to this application, which incorporates officers' responses from each of the relevant service areas, forms Annex 1 to this report. While these responses raise a number of technical issues, these are identified in the context that officers recognise that redevelopment of the Westgate centre would act as a catalyst for regeneration of Oxford city centre and would reverse the trend of losing shoppers to other sub-regional centres such as Reading, Swindon and Milton Keynes.
8. The Westgate redevelopment, which could generate up to 3,400 full time equivalent jobs, would also provide Oxford with the opportunity to compete with other heritage cities such as Bath, Cambridge, York and Exeter, by providing an historic built environment, cultural facilities and an excellent retail offer.

Policy and Strategy

9. The re-development of this site is a key component of the city council's West End Area Action Plan (2008), a plan which provides for the regeneration of the wider West End area of Oxford. The plan also identifies improvements which need to be made to key areas such as Frideswide Square, Oxpens Road and Becket Street. The proposed application contributes to and complements those objectives of the Area Action Plan.
10. The county council has been developing a transport strategy for Oxford city centre. As part of that work it has considered the implications of this proposal alongside other known development opportunities within the city centre. This has provided the county council with an overview of key transport issues, as outlined in Annex 2.
11. The application for the Westgate centre will make an important contribution to that strategy and the developer's proposals for the transport network which will complement the county council's plans, include:
 - New north/south and east/west pedestrian streets and associated public squares, linking to the areas around the proposed development, with pedestrian entrances off Bonn Square, Castle Street /Norfolk Street, Thames Street and Old Greyfriars Street
 - A new bus and cycle link between Speedwell Street and Castle Street/Norfolk Street, with an associated bus interchange with 7 new bus stops
 - A significant number of new cycle parking spaces in and around the centre and an aspiration to create an integrated cycle facility which could comprise a cycle shop, cycle parking and other facilities (to be outlined at detailed design stage)
 - A taxi rank for up to 10 taxis in Old Greyfriars Street
 - A underground car park with two levels, with up to 1,100 parking spaces, accessed from a new junction on Thames Street
 - Dedicated servicing facilities for the proposed centre

12. The pedestrianisation of Queen Street is not part of the Westgate planning application. However, the highways layout submitted has been future-proofed to allow the removal of buses from Queen Street if this is agreed in future.

Key issues

Transport and Public Realm

13. The original highways plan submitted included a coach link as part of the car park access junction, and coach stops on Speedwell Street and Thames Street. Although these facilities may have given some benefit to coach passengers, they resulted in a complex and unusual highway layout which compromised the quality of pedestrian routes and the urban environment at this important arrival point to the development. A simplified plan has now been submitted as an amendment to the application.
14. Officers consider that the revised highway layout is appropriate for the development and meets the needs of all road users accessing the site. The coach link at the car park access junction has been removed, and the coach stops have been relocated to Oxpens Road, adjacent to the Ice Rink. Coaches will access Thames Street via the existing link between Speedwell Street and Thames Street next to the former Wharf House pub.
15. Scheduled coaches (National Express coaches and the Stagecoach and Oxford Bus Company routes from Oxford to central London, Heathrow and Gatwick) would be re-routed along Thames Street to reduce pressure on the streets and bus stops around the development site. This is important to ensure there is enough space for local buses to serve the development.
16. Bus and coach routeing and stopping proposals will continue to evolve over the next few years as service patterns change and the proposals for (amongst other things) the station master plan and the potential pedestrianisation of Queen Street are developed. The joint working between the councils, bus companies and Westgate Oxford Alliance will continue.
17. The development will generate some additional traffic in the city centre. The developer's assessment of the proposed roads and junctions next to the site shows that the extra traffic can be accommodated.
18. Officers have assessed the traffic impact of the scheme with the Oxpens and Frideswide Square developments also included: again, the extra traffic can be accommodated. The increases in traffic on the radial routes are estimated to be between 0 and 5%, with the largest increases off-peak. It is therefore deemed that the impact on the road network is acceptable given the size of the development and its strategic and economic benefits.
19. The car park proposed is smaller both than the existing car park and the car park included in the scheme which already has planning consent. However, the Westgate centre is in a highly accessible location, with excellent access by non-car modes. Officers therefore consider that the level of car parking proposed is appropriate for the site and helps minimise traffic generation and

congestion. The limited on-site car parking means that the Park & Ride system will need to accommodate increased demand. Accordingly funding from the Community Infrastructure Levy fund may be used for improvements to the Park & Ride facilities serving the city.

20. The traffic effects of the development will be greatest during peak shopping times, such as Saturdays in the run up to Christmas. The car park will be managed as part of a citywide parking management system to minimise congestion caused by visitors searching and queuing for spaces in the Westgate car park or elsewhere. The system will include live parking information signs guiding visitors to available parking spaces in the city centre and at Park & Ride sites. The county council has secured Technology Strategy Board funding to develop and deliver this. Community Infrastructure Levy funds may also be used to help fund this system.
21. The application includes an 'integrated cycle facility' which the county council supports and will work with the Westgate Oxford Alliance, city council and local cycling groups to develop this proposal in the context of other similar facilities that may be provided elsewhere in the city centre (for example, at Oxford Rail station), in accordance with the emerging cycling strategy for Oxford.
22. It is vital that the quality of public spaces outside the development match the quality of the spaces within the site. This will help ensure the development enhances its immediate surroundings and integrates well with the rest of the city centre.
23. The application site boundary excludes some of the necessary public realm works from the application site, including the west side of Castle Street, and the proposed coach stops on Oxpens Road. These improvements must be designed and built wholly at the developer's expense and delivered as part of the development as they are integral to the implementation of the planning application.

Issues during the construction phase

24. During the construction phase, it is imperative that access to the city centre is maintained. The on-site car park will be closed throughout this phase, so the two councils, Westgate Oxford Alliance and transport providers will work together to maintain accessibility and ensure that visitors know that the city centre remains open for business as usual. The Technology Strategy Board funding secured by the county council will help fund the development and implementation of a parking management system which will be central to this work.
25. As part of this, the county council supports the proposal for up to 420 temporary car parking spaces at Oxpens during the construction phase. The two councils and the developer will work together to monitor demand and identify and implement further measures, if necessary. This will enable all partners to ensure that Oxford remains open for business during the

construction phase of the development. The county council is reviewing on-street parking in the city centre to identify potential extra spaces that might be made available during the construction phase.

26. During the construction phase, tourist coach parking displaced from the Oxpens site will be accommodated at the Redbridge Park and Ride site. This will result in a temporary closure of part of the site, resulting in a loss of up to 360 car parking spaces. Officers have assessed this impact and are content that this can be accommodated within the existing spare capacity of the site.
27. As with any major construction project there will be implications upon neighbouring properties during the course of construction work and in this instance upon County Hall. The improvements to Castle Street and in particular the filling in of the subway will deliver a significant improvement to the streetscape but this will affect the relationship of the windows to the ground floor rooms of County Hall with the pavement due to changes of ground level. This approach was also proposed within the previous consented scheme and drawings were produced to illustrate that the revised levels would not interfere with the windows providing light to the building.
28. Proposed details would have to be agreed with the county council as land owner to ensure that works do not lead to water penetration as a result of the raised ground level. It is also likely that the proposals would rely upon a party wall agreement whereby measures to deal with privacy and increase in sound which might affect use of the rooms would demand appropriate mitigation measures to be funded by the developer.

Library

29. As owner of the freehold of the library, the county council is continuing to have discussions with the Westgate Oxford Alliance as to the impact of the development on the county council's freehold interest in the central library and the operation of library services. These discussions are on-going.
30. The details of access arrangements will be discussed and agreed through the reserved matters stage of the application, which will take place throughout the rest of this year. The county council will work with the Westgate Oxford Alliance to ensure that the revisions to the library, including the new entrance, will be in line with the quality of the rest of the development.
31. Changes to the location of the library entrance, plus the transport improvements to Castle Street, will provide an opportunity to improve pedestrian links to nearby facilities, such as the Castle site. The county council will work with the developer to bring forward these changes through the reserved matters stage.
32. In addition to this, it will be important to ensure that all works are phased to ensure that safe and convenient access to and from the library are maintained at all times and that suitable and convenient access provisions for deliveries to and from the Central Library are included within the service area at basement level to the satisfaction of the county council.

Economy and Skills

33. Given the significant number of jobs that this proposal will create, the county council requires the developers to prepare a Westgate Skills and Employment Plan, to be implemented and delivered by a dedicated project manager in partnership with the Oxfordshire Skills Board and the city and county councils. The plan will set out how the developers will ensure that local people will have the appropriate skills to access the jobs created by this development. This will ensure that targeted employment and training opportunities are provided to local people to maximise the benefit of local employment opportunities.

Community Infrastructure Levy (CIL)

34. The city council adopted the CIL development funding mechanism in September 2013, so this development will be required to pay the levy. The sum payable will be finalised at the reserved matters stage. Under the terms of the working protocol with the city council the allocation of CIL monies is discussed in advance with the county council.
35. The county council acknowledges the major investment proposed on the transport network, including part of the underground car park, new bus infrastructure, additional cycle parking and public realm improvements. In addition, further infrastructure will be required to mitigate the wider impacts generated by this development. The county council is working to agree, with the city council, the timings and priorities of investment in the context of other developments coming forward.
36. The county council's CIL priorities, in accordance with the approved 123 list, arising from this development are:
- Contribution to primary, secondary and special needs education provision
 - Contribution to the expansion of the Oxford Park & Ride system
 - Reconfiguration of city centre bus & passenger waiting facilities, including real-time information
 - Traffic management schemes, including Frideswide Square and its approaches
 - City-wide parking management system
 - Contribution to public realm enhancements, including wayfinding
 - Contribution to Oxpens cycle/pedestrian bridge
37. The county council will seek agreement with the city council, using the mechanism agreed in the working protocol associated with the CIL regime, to secure funding for these priorities.
38. The city council are in the process of updating their 123 list, as part of this process the county council will be looking to review the list and make amendments. Subject to this being approved later in the year, the county council would add the following as one its priorities for the CIL fund:
- Contribution to freight consolidation network

Financial and staff implications

39. There are financial implications for the county council in its role as owner of the library freehold. Funding to mitigate the impacts of the development will be sought and managed by the city council under the CIL regulations; this is the first opportunity for the county council to test the procedures by which funding can be recovered from the city council to fund the county's infrastructure requirements arising from a strategic site development in Oxford.
40. There are no staff implications arising from the proposed development and any additional costs incurred by the county council which arise from the construction or operation of the development will be funded by the developer and secured through legal agreements.

Equality and Inclusion

41. The development proposals are not considered to have the potential to affect people differently according to their gender, race, religion, beliefs or sexual orientation. The council expects the developers to demonstrate in any reserved matters applications that the proposed development will be fully accessible to all.

RECOMMENDATION

42. **The Cabinet is RECOMMENDED to:**

- Note the issues raised in the responses to this consultation; and
- Approve the county council's single response to the consultation

SUE SCANE

Director of Environment and Economy

Background papers: None

Annex 1: the county council's single response to the consultation

Annex 2: Westgate, Oxford: transport policy and strategy context

Contact Officer: Daniel Round, Locality Manager for Oxford (ext. 5623)

February 2014

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OXFORDSHIRE COUNTY COUNCIL'S RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate Centre re-development

Location: Oxford

This report sets out Oxfordshire County Council's view on the proposal.

Annexes to the report contain officer advice and the comments of local members.

Overall view of Oxfordshire County Council:-

- In the context of the issues below, support subject to the conditions, legal agreement and informatives in the annexes

Comments:

This is an application for redevelopment of the Westgate centre in Oxford. The proposed development is for demolition of the southern part of the Westgate centre, retention of the library, refurbishment of the retained part of the existing Westgate centre, and construction of a retail-led mixed use development with associated car and cycle parking, alterations to the public highway, public realm works and landscaping. The application is outline for all matters except for access. The proposed development represents a potential increase in retail floor-space in Oxford of 50% above the existing provision. A small number of residential units are also proposed as part of the development.

The county council welcomes the opportunity to comment on the proposed development. Extensive pre-application discussions have taken place between the county and city councils and the developers on aspects of this application and the county hopes to continue this constructive dialogue in future months.

Given the scale of this development, the county council's Cabinet were presented with a paper on the 25th February 2014 outlining its strategic response to the application. That paper and this detailed officer comments represent the authority's response to the application.

Officer's Name: Daniel Round

Officer's Title: Locality Manager (Oxford)

Date: 04 February 2014

ANNEX 1
OFFICER ADVICE

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT, 13/02258/FUL, 13/02563/FUL

Proposal: Westgate and associated applications

Location: Westgate shopping centre and car parks, Oxford City

EDUCATION

Recommendation

- No objection subject to the following conditions, legal agreement and informatives

Key issues:

- The application relevant to Education is in outline and proposes between 22 and 127 residential units. The housing will be in one and two bedroomed units. Without a number and mix of dwellings, education infrastructure requirements cannot be quantified, but it is noted that paragraph 8.224 of the Planning Statement notes that the application is expected to result in a net additional increase in up to 8 additional school aged children. Education infrastructure requirements will be reassessed when more detailed information becomes available.
- This development lies within the school planning area of Oxford City and within the current designated areas of St Ebbe's CE (A) Primary School and Cheney School (academy), The Cherwell School (academy) and Oxford Spires Academy, which are all secondary schools.
- Expansion of permanent primary school capacity in the area would be necessary as a direct result of this housing development. The scale of expansion will be determined once the number and nature of dwellings are known.
- Expansion of permanent secondary school capacity in the area would be necessary as a direct result of this housing development. The scale of expansion will be determined once the number and nature of dwellings are known.
- The development would also be expected to result in an increased demand upon special educational needs (SEN) schools, and expansion of permanent school capacity would be necessary as a direct result of this housing development. 1.11% of children across Oxfordshire are educated in SEN schools.

Detailed Comments:

- Para 8.224 of the Planning Statement asserts that there is local provision of primary and secondary schools with adequate surplus capacity. The County Council does not agree with this assertion. Expansion of primary school capacity in the city has been underway for a number of years in response to existing pressures, and will continue in

order to respond to the housing development including in the Oxford City Core Strategy, of which this development forms part. Secondary school capacity will need to expand to meet the needs of children already in primary school, and therefore also needs to expand further to meet the needs of housing development such as this.

- Rising demand for primary school places in Oxford has required a phased strategic programme of primary school capacity across the city through expansion of existing schools and the establishment of new schools where appropriate and feasible. Any housing growth will need to contribute to this programme of expansion in a way that is fairly and reasonably related to the scale of each development's impact. St Ebbe's Primary School is already expanding to 2 form entry as part of this programme.
- The City Council sets out in its Core Strategy (paragraph 3.4.20) the need to make suitable provision for a primary school to meet the need generated by the total number of dwellings planned for the West End at a school in the West End community; the City Council's Sites and Housing Plan allocates a site for a new school in New Hinksey at Bertie Place.
- Through CIL, the Westgate development should therefore expect to contribute towards the land acquisition and construction costs of a new school at Bertie Place at a rate proportionate to its impact. It will also need to contribute funding proportionately towards expanding secondary school and SEN school capacity.
- The impact of the increase in primary rolls since 2008 will start to affect secondary schools in 2015/16, and will gradually remove all currently spare places in the city's secondary schools. The county council has therefore started discussion with the city's schools with a view to commissioning additional places through school expansions. Total admission numbers into Year 7 are expected to need to start increasing in 2015, with an additional 2 forms of entry required on these forecasts. In the first instance this can be accommodated within existing capacity, but overall capacity across the city's schools will need to increase from 2017/18 onwards. As the need for expansion is already being triggered by existing pupil numbers already in primary school, any additional growth from housing development will clearly need to contribute towards further expansion of capacity.

Officer's Name: Diane Cameron/Barbara Chillman

Officer's Title: School Organisation Officer/Place Planning Manager **Date:** 9/10/13

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate demolition and reconstruction

Location: Westgate Centre,

ECONOMY, SKILLS & TRAINING

Recommendation

- Support subject to the following conditions, legal agreement and informatives

Key issues:

- The proposed development could generate around 182 permanent FTE construction jobs during the demolition and construction phase. This could equate to an average of circa 600 jobs annually in the supply chain over the three year construction period
- The total new additional employment created by the operation of the proposed Westgate redevelopment would be between 3,440 and 3,760 FTS. Given that these jobs will be mainly part-time; this could result in up to 5,040 to 5,520 jobs in total.
- 5,498 Oxfordshire residents are currently claiming Job Seekers Allowance, 1.3% of the working age population (aged 16 to 64) as at September 2013. A total of 74,000 residents were 'economically inactive'¹ between July 2012 and June 2013, of which 10,400 are seeking employment.
- The likely number of additional 'head count' new jobs in the centre of Oxford could put significant strain on public transport modes into the city, especially at peak times. Potential employees who live in more remote areas of Oxfordshire will drive into work, therefore adding additional strain on Park and Ride provision on the edge of Oxford, and on car parks within the city boundaries.
- The redevelopment of the Westgate Centre and the new jobs it will create provides an opportunity for local residents to access employment, especially those that are furthest away from the labour market. As much effort as possible must be put into employing local people as opposed to employing people from further afield to avoid adding additional strain on Oxfordshire's congested road network and already very tight housing market.

Conditions:

- 1) The promoters of the proposed development should enter into early discussions with the Oxfordshire Local Enterprise Partnership and two local councils with a view to

¹ Economically inactive residents include: students, those looking after family/home, those who are temporarily sick, the long-term sick, retired and 'other'.

agree the preparation of a **Westgate Skills and Employment Action Plan** that aligns with the vision and priorities of:

- The Oxford Economic Growth Strategy (January 2013)
- The Oxfordshire European Structural Investment Fund (ESIF) Strategy (January 2014)
- The Oxfordshire Strategic Economic Plan (March 2014)
- The Oxfordshire Skills Strategy (November 2013)

The action plan will be commissioned and led by the Oxfordshire Skills Board under the auspices of the Oxfordshire Local Enterprise Partnership. The action plan should be prepared by a suitably qualified person and shall be submitted to and approved in writing by the local planning authority and Oxfordshire County Council. The action plan shall;

- i) address the local employment situation, identify the areas of need and opportunity for the site to address them.
- ii) provide an assessment of the temporary, contract, part-time and full time employment opportunities for the site from the initial constructions phases to the employees that would work within the final development.
- iii) address the City, County and Local Enterprise Partnership economic and employment priorities and the opportunity for the site to contribute to these aims.
- iv) Provide details of the proposed project management plans and timetables for recruitment of local individuals within the Oxfordshire County area in partnership with local employment organisations and providers.
- v) provide a community consultation strategy including the development of internet and website opportunities in order to attract a wide range of individuals and details of projected timetables and local venue locations for recruitment exhibitions

Reason: To secure sustainable economic growth in order to create jobs, reduce unemployment and to increase prosperity within Oxfordshire in accordance with Government advice contained in the National Planning Policy Framework (2012)

- 2) The promoters of the proposed development should liaise with the Oxfordshire Apprenticeship Service to ensure that training and apprenticeship opportunities can be made available to local young people during the demolition and construction phase of the redevelopment.
- 3) The developers should fund a full-time Westgate Skills and Employment project manager on a temporary basis for three years from 2015 to 2018. The project manager will implement the action plan by working closely with a range of partners, including potential retail employers, local training providers, schools, the public and community & voluntary sector and others to ensure that as many local people as possible have the right skills in place to be able to access the job opportunities on offer.

Detailed Comments:

The Economy & Skills team notes the socio-economic section of the Environmental Statement and in particular paragraphs 9.99 and 9.113 where it states that the local benefit of construction and end user jobs could be maximised by targeted employment and training initiatives to increase the number of local people, especially local unemployed people or people with low skills levels, who can access these jobs. The applicants state that they have a proven track record in running successful employment and training schemes in similar project in other locations and would seek to maximise the local employment benefit of the net increase in employment at the Westgate Centre as much as possible.

Given Oxfordshire's tight labour market (unemployment is currently at just 1.3% of the working age population) it is imperative that those not in employment gain the right skills to be able to access the jobs on offer. This would have positive impacts in Oxfordshire's more deprived communities where unemployment is higher than the Oxfordshire average. For example the percentage of working age residents in Blackbird Leys on the edge of Oxford City claiming Job Seekers Allowance is 8.5%.

Emerging strategies related to skills

The Oxfordshire Local Enterprise Partnership is preparing its European Structural Investment Fund (ESIF) Strategy that sets out how it intends to allocate its notional allocation of €19.4 million. Half of this allocation is European Social Fund and the LEP will prioritise the following:

- 4) Using ESF primarily to bring together labour market supply and demand, addressing sectors with the greatest skills shortages and targeting those with the potential to fill them
 - 5) Specific provision for young people at risk of becoming NEET (Not in employment, education or training), focused transitions between different stages in education, training and employment.
- The Oxfordshire Strategic Economic Plan and the Skills Strategy will prioritise using real-time labour market intelligence to understand the needs of Oxfordshire present and future employers and using this to influence education providers to align their courses to what local employers need; and to provide impartial careers information, advice and guidance for young people.

The need for a Westgate Skills and Employment Action Plan

The West End Area Action Plan was adopted by Oxford City Council in 2008. At the same time, the West End Partnership commissioned the Oxford West End Skills Study which was published in October 2008. The Study investigated the likely impact of the West End project (including a redeveloped Westgate centre) in terms of the demand for, and provision of, retail and customer service skills in Oxford. The recommendations of the Study were never implemented due to the economic turndown and its impact on delaying the plans for the West End.

The proposed redevelopment of the Westgate centre and other sites in the western corner of the city centre will bring a range of new commercial, shopping, cultural and leisure offers to the centre of Oxford and is likely to mean a step change in the demand for retail and customer

service skills within Oxford. It will also result in increasing retail competition across Oxfordshire as a whole, and indeed in some surrounding areas such as Swindon, Reading and Milton Keynes.

The proposed redevelopment of the Westgate centre means that there is a need now to review a strategic approach to addressing retail and customer service skills within a changed policy environment. The strategic direction for this is provided in the emerging strategies outlined above, and these will form the framework for a more detailed Westgate Skills and Employment Action Plan, to be implemented via the Oxfordshire Skills Board and the Oxfordshire Local Enterprise Partnership by a dedicated project manager on a three year contract from 2015 to 2018. This would ensure a robust and joined up approach to skills and employment provision centred on hugely important development in Oxford city.

Officer's Name: Dawn Pettis

Officer's Title: Economic Development Strategy Officer

Date: 18 October 2013

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate demolition and reconstruction

Location: Westgate Centre, Bonn Square.

TRANSPORT

Recommendation

- No objection subject to the following conditions, legal agreement and informatives

Key issues:

- Outline application with all matters reserved except access.
- The development generates a significant increase in trips to the city centre however the majority of these will be by non-car modes. The county council is satisfied that the additional vehicular traffic can be accommodated by the proposed highway layout and the wider road network, though Community Infrastructure Levy funds may be sought for improvements to roads and junctions affected by the development, including Frideswide Square and its approaches.
- Existing road network will be reconfigured in order for the site to be redeveloped. A Highways Layout Plan has been submitted for approval, which officers support.
- The proposals include major investment in the transport network around the site including public realm improvements, new bus infrastructure, additional cycle parking and cycle routes, improved pedestrian permeability and a new underground car park.
- Between 900 and 1100 car parking spaces will be provided – a reduction of at least 100 spaces when compared with existing provision. The county council considers 900 spaces to be acceptable as an absolute minimum because the site is considered to be easy to reach by other modes, but has a strong preference for at least 1000 spaces to be provided.
- Demand for car parking will frequently exceed supply. The developer must develop and implement a car parking management system, which will be part of a citywide parking management system.
- The closure of Queen Street to buses is not part of the development proposals but the proposals take account of the county council's aspiration for this and are future-proofed for this.
- Construction period will last approximately 3 years and during this time there will be no on-site car parking provision. However alternative city centre parking is being proposed (through separate applications) as part of an overall city centre access strategy for the construction phase.
- The interim car park must be fully operational *before* car parking levels are reduced in the existing on-site car park at Westgate and Abbey Place.

Legal Agreement required to secure:

- 1) Section 106 Agreement – to include private structures under the highway (Trill Mill Stream and underground car park), permissive path agreements, contributions towards public transport infrastructure (if not delivered as part of section 278 works) and securing appropriate levels of car parking during the construction phase.
- 2) Section 278 Agreements for alterations to the existing public highway.
- 3) Section 38 Agreements for the adoption of new highway land.
- 4) Cycle access times for east-west route at Turn Again Lane;

CIL Requests:

- Contribution to primary, secondary and special needs education provision
- Contribution to the expansion of the Oxford Park & Ride system
- Reconfiguration of city centre bus & passenger waiting facilities, including real-time information
- Traffic management schemes, including Frideswide Square and its approaches
- Contribution to a city-wide parking management system
- Contribution to public realm enhancements, including wayfinding
- Contribution to Oxpens cycle/pedestrian bridge
- Contribution to a freight consolidation network

Conditions:

- 1) Pennyfarthing Place proposals (if not resolved);
- 2) Car parking layout;
- 3) Car Park Management System Plan– to include details of the use of variable messaging systems (VMS);
- 4) Details of Car Park Management System
- 5) Cycle parking provision and cycle hub;
- 6) Design of pedestrian crossings;
- 7) Facilities for the mobility impaired;
- 8) Details of northern servicing area access arrangements;
- 9) Servicing Area Management Plan;
- 10) Demolition Management Plan;
- 11) Construction Management Plan to be linked to an overarching Framework Construction Management Plan (FCMP) covering Westgate, Oxpens and Redbridge;

Informatives:

- Stopping Up Orders (Section 247 Agreements);
- Alterations to existing Traffic Regulation Orders (TROs);
- Creation of new TROs

Detailed Comments:

Location

The Westgate Centre is in a highly accessible location in the centre of Oxford, with excellent access by non-car modes.

The site benefits from an extant planning permission for the redevelopment of the Westgate centre (application reference 06/01211/FUL) which was approved in 2007 (and renewed in 2013) subject to a number of conditions.

Public realm and highway works

Public realm and highway works in the vicinity of the site are required to provide accessibility to the site for all modes and to integrate the site with the rest of the city centre. The county council requires a detailed schedule of the proposed works to be carried out at the developer's expense.

The application site boundary excludes some of these works from the application site. Whether inside the application site boundary or not, these improvements must be designed and built wholly at the developer's expense and delivered as part of the development so they are fully available before completion. This requirement will be enforced through a S106 and S278 agreement.

It is vital that the quality of public spaces outside the development matches the quality of the spaces "within" the site (e.g. Middle Square and South Square). This will help ensure the development enhances its immediate surroundings and integrates well with the rest of the city centre. In this context, it is disappointing that Pennyfarthing Place is still missing from the proposed list of highway and public realm works. Pennyfarthing Place is a key arrival point to the Westgate centre for pedestrians and cyclists and must therefore be improved to a similar standard to the other site entrances (e.g. the Bonn Square entrance). The county council requires proposals to be submitted for Pennyfarthing Place; a condition should be applied requiring this..

Access and highway proposals are submitted in full for detailed approval, whereas the public realm and landscaping (which is vital to the success of the development) is a reserved matter. This approach is acceptable but it should be noted that the county council may require changes to the submitted highway layouts if needed to implement a high standard of public realm and landscaping design.

Parameter Plans

Parameter plans were submitted as part of the application. Revised parameter plans were submitted in January 2014, addressing a number of points raised in the consultation.

The revised parameter plans improve the level of active frontage on some of the key elevations. The proposals are acceptable (with one exception – see below), but the county council will continue to push for active frontages to be further improved as the scheme develops to reserved matters.

The maximum footprint of Block 1a has been altered since the original submission. If this building were built to the maximum footprint, it would meet the western edge of the loading bay, leaving no usable footway when a vehicle is using the loading bay. This is not acceptable. The county council requests that a condition is applied requiring the developer to address this.

Elsewhere, if the maximum building footprints are applied, the remaining footway width is acceptable although narrower than ideal in places. It is vital that the block architects' proposals and the public realm and landscaping proposals are developed jointly to ensure

there is sufficient footway width to accommodate the required planting, street furniture, cycle parking and other features. The county council will need to see these proposals together to ensure the design is acceptable and reserves the right to object to a building footprint at the reserved matters stage (even within the parameters approved at the outline stage) if that footprint will not subsequently accommodate the required public realm and landscaping features.

Highways Layout Plans

The submitted Transport Assessment indicates that in order to redevelop the site it will be necessary to reconfigure the existing road network, by stopping up sections of existing public highway and creating new sections of adoptable highway.

A Highways Layout Plan has been submitted for approval.

Thames Street design

The application as originally submitted included a coach link as part of the car park access junction, and coach stops on Speedwell Street and Thames Street. Although these facilities may have given some benefit to coach passengers, they resulted in a complex and unusual highway layout which compromised the quality of pedestrian routes and the urban environment at this important arrival point to the development.

A simplified plan has now been submitted, which the county council supports. The coach link at the car park access junction has been removed, and the coach stops have been relocated to Oxpens Road, adjacent to the Ice Rink. Coaches will access Thames Street via the existing link between Speedwell Street and Thames Street next to the former Wharf House pub.

Although the revised plan is a great improvement, Thames Street remains a challenging area to get right. It is encouraging that the revised parameter plans specify a higher level of active frontage on Thames Street than originally proposed, but the level is still low and the county council will continue to push the Westgate Oxford Alliance and potential future retailers to maximise active frontage on Thames Street.

Pedestrian crossings

It is noted that the proposed pedestrian crossings in Castle Street, Norfolk Street and Abbey Place have not been designed in detail. The detailed design of these crossings will need to be agreed with the county council as part of the public realm and landscaping design..

Road Safety Audit (RSA)

A Stage 1 RSA was undertaken on the preliminary design of highway works as indicated on the initial highways layout drawing. This audit examined the safety implications of the proposals as indicated on the drawing and also as observed on site. Observations from the auditors and recommendations for improvements were identified where appropriate. Whilst the highway authority is satisfied with this initial audit, it is noted that a further Stage 1 audit has not been undertaken of the revised highways layout. As the revisions propose a more simplified highways layout scheme to that originally submitted (following the removal of the coach link at the car park access junction), the highway authority is satisfied that these changes can be considered in the Stage 2 audit.

Stopping Up and TROs

The Highways Adoptions/ Stopping Up Plan is included in the submitted Transport Assessment (Figure 4.3). The county council is aware that further minor alterations to this drawing are likely as part of the ongoing design process. The proposed stopping up of existing public highway will require separate Stopping Up Orders (Section 247 Agreements). These are separate applications to the planning application process. It should be noted that Stopping Up Orders cannot be made retrospectively. Section 38 Agreements will be required for the adoption of new highway land and Section 278 Agreements will be required for any works undertaken on the public highway. The requirement for these agreements should be secured either by legal agreement or through the use of conditions as appropriate. The highway authority is aware that the applicants have already begun the process of applying for Stopping Up Orders and have been in discussion with the highway authority 's Road Agreement Team to discuss S.278 agreement.

In addition to the above, the TA indicates that TRO changes will also be required to make Paradise Street and Abbey Place 2-way and also to extinguish vehicle rights to exit from Abbey Place to Norfolk Street. The process of changing a TRO is separate to the planning application process.

Further TROs may also be required during the process of the application. Any applications must be at the applicant's expense.

Transport Assessment

The Transport Assessment (TA) submitted in support of the application was scoped and agreed in advance with the county council. This outlines national and local policy considerations, considers the site's location, accessibility and existing transport infrastructure, describes the proposed development, general site layout, access strategy and car and cycle parking, describes the estimated trip generation associated with the proposed development and distribution profile of these trips; describes the traffic assessment methodology, outlines the results of junction assessments, provides an assessment of public transport and the P&R network, provides details on the site access, layout and servicing and summarises the likely construction activity required.

Car Parking

The existing 1200 space Westgate Shopping Centre multi-storey car park and surface car parks (including Abbey Place) will be replaced with a new basement car park over two levels providing up to 1100 spaces. The new car park will include provision for disabled and parent and child parking and also designated 'click and collect' spaces. The exact details of the parking layout including parking space dimensions will be assessed as part of future reserved matters applications and a condition should be added to secure this.

The Transport Assessment does not specify a minimum number of parking spaces, but the Design and Access Statement refers to a minimum of 900 spaces. At least 1000 spaces must be achieved if at all possible; the county council considers that 900 spaces is the absolute minimum acceptable, and is only acceptable because of the site is so easy to reach by non-car modes. The condition relating to the detailed parking layout should specify the minimum (900) and maximum (1100) number of car parking spaces to be provided.

The Westgate centre is in a highly accessible location, with excellent access by non-car modes. The county council therefore considers that the level of car parking proposed is appropriate for the site and helps minimise traffic generation and congestion.

There will be an overall reduction in public city centre car parking spaces as a result of this development. The county council, working with the city council, may seek to replace these lost spaces at other city centre car parks and on-street locations in the longer term.

The car park will need to be carefully managed as an integral part of the city's overall car parking stock to achieve a "smart" parking system that provides live car park occupancy information and guides visitors to available spaces. This system will need to demonstrate how periods of very high demand will be managed to minimise traffic congestion. It is recommended that a condition be added requiring the preparation of a car parking management plan and providing details of a car park management system for the Westgate car park to be implemented at the developer's expense.

Car parking during construction is dealt with below under 'Demolition and Construction'.

The proposed car park access barriers are acceptable.

Cycle Facilities

The TA suggests that a total of 1,528 cycle parking spaces (764 stands) may be required as part of the proposals (based on the City Council's existing cycle parking standards and the proposed floor areas). These spaces are to be provided both on and off site. The county council supports the developer's proposed approach to the provision of cycle parking – i.e. to disperse the provision around the site close to the main entrances and attractions. Further details are not provided in the current application and therefore a condition should be added requiring cycle parking provision to be considered at the reserved matters stage.

The TA states that there is an aspiration to create an integrated cycle facility which could comprise a cycle shop, cycle parking and other facilities. The county council strongly supports this aspiration. The purpose and role of any such facility would need to be clearly defined in relation to other similar facilities provided elsewhere in the city centre – for example at Oxford station. Further details on this are to be provided at the detailed design stage and it is recommended that a condition be added to secure this.

In addition the TA suggests that there is an aspiration to create an off peak (outside core retailing hours) east-west cycle route along the section of Old Greyfriars Street that is proposed to be stopped up. This is welcomed by the county council however the proposed times of cycle access (before 9am and after 8pm) seem unnecessarily restrictive. The county council would like to see cycle access between before 10am and after 6pm and will continue to push for this as more details of the design of Turn Again Lane and Middle Square emerge at the reserved matters stage.

Further details on the legal procedures that will need to be followed to secure cycle access must be provided and agreed with the county council at the detailed design stage. It should be noted that TROs may also be required to secure this.

The county council may seek funding from Oxford City Council's Community Infrastructure Levy fund for cycle route improvements outside the application boundary.

Pedestrian Improvements

The proposal includes the creation of a number of new public spaces and pedestrian routes. The routes have been created to improve pedestrian permeability through the site to other areas of the city centre. All publicly accessible routes will need to be covered by permissive path agreements.

It is noted that the proposed pedestrian crossings in Castle Street, Norfolk Street and Abbey Place have not been designed in detail. The exact location, type and design of these crossings will need to be agreed with the county council as part of the landscaping and public realm design at reserved matters stage..

The city centre pedestrian wayfinding system will need to be updated to include the new centre; some additional signs may be needed. The county council may seek funding from Oxford City Council's Community Infrastructure Levy fund for these changes and other improvements to pedestrian routes outside the application boundary.

Queen Street pedestrianisation

The county council supports the objective to pedestrianize Queen Street, but as stated in the TA, this is not part of the development proposals. However the proposals take account of the county council's aspiration for this are suitably 'future-proofed' for this.

The county council will develop detailed proposals for the closure of Queen Street to buses, and consult on these proposals in due course. Additional infrastructure for bus turning, stopping and layover will be required away from the site. The county council may seek funding from Oxford City Council's Community Infrastructure Levy fund for these changes.

Facilities for the Mobility Impaired

The proposed development will be fully accessible. Disabled parking spaces are proposed in the new car park and a replacement Shopmobility facility will also be provided to replace that which exists in the existing multi-storey car park. Further details of these facilities are to be provided at the reserved matters stage and it is recommended that a condition be added to secure this.

Servicing and Access Arrangements

Two servicing areas are proposed to be integrated with the new development, a northern servicing area which comprises the existing Westgate Centre servicing area which will be retained and rationalised, and a new southern servicing area accessed off Speedwell Street. The northern servicing area will be accessed from Old Greyfriars Street. It is noted that some management of vehicle movements will be required at the narrow section close to the service yard. This will either be through priority signing or a form of signal control. Further details must be provided at the reserved matters stage and it is recommended that a condition be added to secure this. The southern servicing area will be accessed from the new signalised junction on Speedwell Street. Further information on the service yard operations are to be provided at the reserved matters stage and it is recommended that a condition be added to secure this.

Limited servicing and refuse vehicles will be permitted to make use of the bus only link outside peak hours to service the proposed residential block (Block 1A) as well as the commercial units on the ground floor of this block. A loading bay has been incorporated into the design of this bus link. A TRO will be required for this.

Taxis

The proposed taxi provision in Old Greyfriars Street is acceptable.

Trip Generation & Traffic Distribution

Section 5 of the TA sets out the methodology used to assess future trip generation. Traffic surveys were carried out on the highway network around and adjacent to the proposed development site and questionnaire surveys were undertaken in the city centre in order to establish baseline data. The scope of these surveys was agreed in advance with the developer. In addition to this data from Automated Traffic Counts (ATCs) was also reviewed along with ticket sales data from the existing Westgate car park. The county council is satisfied with the methodology.

The anticipated future trip rates for network peak periods have been assessed using a 'first principles approach' and also using traffic generation estimates derived from the TRICS database. The following are considered:

- The anticipated additional visitors likely to use the retail and leisure facilities;
- The anticipated staff employed at the proposed development
- The new residents
- Anticipated servicing trips
- Anticipated taxi trips.

The results indicate that the proposals are likely to give rise to an increase in the number of trips to and from the City Centre during the weekday peak periods. It is anticipated that the vast majority of these new trips will be by non-car modes. In the AM peak, 24% of all trips arriving and leaving the city centre are by car (including passengers) with 76% being by non-car modes. In the inter peak period, 17% of all trips arriving and leaving the city centre are by car (including passenger) with 83% being by non-car modes. In the PM peak 18% of all trips arriving and leaving the city centre are by car (including passengers) with 82% being by non-car modes. These results are to be expected given the existing parking restraints in the city centre and also given that the number of parking spaces available on the Westgate site will be reduced as a result of the proposed development.

At the weekend, due to constraints on car parking and occupancy, it is assumed that there will be no further car trips into the Westgate car park. There is however likely to be an increase in the number of additional trips into the city centre by local bus or by Park & Ride. The TA estimates that during the Saturday inter peak period 95% of all new trips arriving and leaving the city centre will be by non-car modes. The remaining extra trips are assumed to be as passengers in cars.

Vehicle trips

The county council has agreed the methodology for the traffic assessment included within the TA. As noted above, the limited capacity of the car park means the traffic generated by the development is limited. The following points should be noted:

Following analysis of this chapter and Appendices 14, 16 & 17 the county council is satisfied that the modelling has been carried out correctly.

- The roads and junctions immediately adjacent to the site – with the proposed improvements – will be able to accommodate the predicted additional traffic
- The county council has assessed the traffic impact of the scheme with the Oxpens and Frideswide Square developments also included: again, the extra traffic can be accommodated. However it should be noted that the Oxpens development *removes* existing trips from the network which offsets some of the effects of the Westgate development.
- The increases in traffic on the radial routes are acceptable given the size of the development and its strategic economic and transport benefits. However they may nevertheless require mitigation, so the county council may seek to use Community Infrastructure Levy funding to improve roads or junctions affected, including Frideswide Square and its approaches.
- The traffic effects of the development will be greatest during peak shopping times, such as Saturdays in December. As stated above, the developer will be required to produce a car park management plan to show how traffic congestion will be avoided at peak times and must implement a car park management system for the Westgate car park. We will seek Community Infrastructure Levy funds to deliver a citywide parking management system of which the Westgate car park will be part.

Public Transport trips

The Transport Assessment shows there will be a substantial increase in the number of Park & Ride, regional and local bus trips to the city centre as a result of the development. The addendum to the transport assessment provides additional information on this in response to queries raised by the county council and other consultees. The analysis is considered to be robust and the county council is satisfied with the conclusions reached for the reasons below.

The county council considers that the proposed highway layout provides an appropriate level of bus stop provision, both to meet the demands of the development itself and to future-proof it for the closure of Queen Street. Indeed, the bus stopping space proposed is considered to be the maximum that can reasonably be provided as part of the development.

Changes to bus services are largely commercial decisions and will be influenced by additional demands arising from other developments in Oxford and outside the city.

Additional bus infrastructure (including new stops) are likely to be required elsewhere in the city centre to help accommodate future growth in bus usage arising from Westgate and other

developments and to allow Queen Street to be pedestrianised. The county council will seek funding from Oxford City Council's CIL fund for these changes.

Bus real-time information and bus shelters are provided through (separate) long-term contracts. These facilities will be required as part of the highway works delivered at the developer's expense, but the contractual arrangements may mean these works cannot form part of the S278 agreement. If this is the case, the county council may need to seek a specific S106 contribution for these items.

The increase in the use of Park & Ride will use up capacity in the city's five Park & Ride car parks, adding substantially to cumulative growth pressures that will require extra car parking spaces to be provided in future. The county council will seek funding from Oxford City Council's CIL fund for improvements to Park & Ride car parks and facilities.

Oxford's thriving bus market and recently introduced Low Emission Zone have given the city one of the cleanest bus fleets in the country, and the high level of investment seen in recent years will continue as the bus market expands further. The county council will continue to work with the city council and bus operators to explore new initiatives and technologies to reduce emissions further.

Demolition & Construction

The TA indicates that the construction period is expected to last between 30 – 36 months. It is noted that a preliminary construction programme has been prepared which identifies indicative construction access points, anticipated vehicle movements, hours of work and mitigation measures. Further details of the construction (and demolition) works must be provided and it is recommended that a condition be added to secure this. As part of the construction management strategy, the developer must nominate a network manager to take overall responsibility for managing movement to, from and near the site during the construction phase and to liaise with the county council's network management team.

It is noted that there will be no car parking facilities for construction workers during the construction phase with an expectation that these workers will be transported into the site from satellite car parks outside the city centre. It is also noted that pedestrian and cycle routes are to be maintained throughout the construction period. These routes are likely to change during the phasing of works and therefore these routes may need to be secured via a legal agreement.

It is important that access to the city centre is maintained during the construction phase. The car parks on the Westgate site will be closed throughout the construction phase, so the two councils, Westgate Oxford Alliance and transport providers will need to put in place a strategy to maintain accessibility and ensure visitors know that the city centre remains open for business as usual.

As part of this strategy, planning applications have been submitted on behalf of the city council for temporary car parking at Oxpens and visitor coach parking at Redbridge Park & Ride. The county council has responded separately to these applications.

The council's policy is not to increase city centre public car parking provision. Any temporary parking must not result in the overall level of city centre car parking exceeding the current provision, even for a short period. Legal agreements may be required to enforce this.

Travel Plan (TP)

An outline TP has been submitted in support of the application. This sets the framework under which a full Travel Plan (or Travel Plans) will be developed making reference to interim modal shift targets and providing details of the measures that future occupiers will undertake. Whilst reference is made to the residential element of the development, the targets focus primarily on the two main groups of people that will travel to and from the proposed development: the workforce and retail and leisure customers.

The outline TP indicates that A Travel Plan Co-ordinator will be responsible for the management of the TP and a working group established which will include representatives from different site occupiers. In addition to those based on the site, there is also reference to the involvement of other key stakeholders (including both councils and the bus operators) in the implementation of the TP.

Given the submitted TP is outline the county council recommends the inclusion of a condition requiring submission of a full travel plan (s) prior to the opening of the new development. The submitted Travel Plan(s) should cover the residential, retail and leisure elements of the proposal.

Flood risk and Drainage

The underground car park raises the ground water up to 480mm above the current level, which is 1.8m below the surface. The Developer has checked for basements upstream of the underground car park, which may be susceptible for ground water flooding, four basements have been located, one of which is the existing car park. The Ground Water Model shows a potential rise of between 100 – 200mm in the ground water at these locations which is acceptable within the parameters of the model, therefore the Developer believes the development is unlikely to affect the basements of any existing neighbouring properties. Although the Developer has located existing basements in the area they have not indicated whether these basements flood at the present time in high ground water.

The surface water discharges from the development will discharge to the Castle Mill Stream and the Trill Mill Stream but at reduced rates.

The diversion of the Trill Mill Culvert will be an improvement as the new culvert will have better flow characteristics and be generally larger than the existing culvert.

The county council and Oxford City Council will be discussing the improvement of the Trill Mill outfall in Christ Church Meadows with Christ Church College as part of general works to improve the flow through the culvert.

The county council recommends the use of Sustainable Urban Drainage techniques where possible.

Basement Car Park and Trill Mill Stream

The new basement car park and Trill Mill Stream will be major private structures under the highway. The county council has already outlined the implications of this and legal agreements will be required as previously identified.

Officer's Names: Rachel Nixon & Martin Kraftl
Officer's Title: Senior Transport Planners
Date: 28 January 2014

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate demolition and reconstruction

Location: Westgate Centre, Bonn Square.

PROPERTY

Recommendation

- Support subject to the following conditions, legal agreement and informatives

Key issues and conditions

The Central Library is an essential community facility that is located in the centre of Oxford City and currently forms part of the main primary entrance to the Westgate Centre. The library also functions as an essential strategic facility serving the whole county and beyond. The library is accessed via this ground floor entrance and the main library is located on the upper floors of the building.

As owner of the freehold of the library, the county council is continuing to have discussions with the developer as to the impact of the development on the county council's freehold interest in the central library and the operation of library services. These discussions are on-going. Whilst they do not need to be completed at this stage (as they relate to matters for the reserved matters planning application) the developer is looking for certainty as soon as possible in order to fix costs.

Conditions

- Development must ensure that suitable and convenient access provisions for deliveries to and from the Central Library are included within the service area at basement level to the satisfaction of the County Council. The need to include storage provisions in the immediate vicinity of the storage bay must be addressed.
- All works must be phased to ensure that safe and convenient access to and from the library are maintained at all times.

Key Issues

The planning statement (paragraph 4.1 and paragraph 8.39) proposes demolition of the existing entrance to Central Library facing on to Bonn Square.

The library is the second busiest library in terms of number of books issued in the country. The library is one of the key focal points of the city centre and generates a high footfall to the city centre and therefore would be a complementary facility to the proposed new Westgate development. The existing presence of the Central library facing Bonn Square reinforces the vitality of the immediate public space.

The county council would not agree to the demolition of the library facade unless satisfactory alternative provisions are included as part of the development that continue to maintain a strong public presence within the frontage and compensatory measures to the satisfaction of the County Council were agreed in recognition of the land / building exchange required

The county council would welcome the provision of a high quality replacement facade to improve the aesthetic appearance of the entrance to the Library and the wider Westgate main entrance.

The county council would object to the relocation of the library entrance to Castle Street as the quality of the public realm is significantly lower to that on Bonn Square. It is of paramount importance that the library maintains a central position in the overall development.

Officer's Name: Nigel Cunning
Officer's Title: Property Asset Manager
Date: 31 October 2013

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate demolition and reconstruction

Location: Westgate Centre.

ECOLOGY

Key issues:

- The redevelopment of the Westgate Centre provides an opportunity to enhance the quality of the environment for visitors and local residents and also for biodiversity.
- It is difficult to assess the full impacts on ecology at this stage and there will be a site meeting with the City Council's ecologist and the applicant's ecological consultant to discuss how the ecological value of the Castle Mill Stream would be retained.
- There are records of protected species on the site and the City Council will need to assess the impact on protected species that use the site, in particular the Castle Mill Stream and its banks.

Legal Agreement required to secure:

- For the City Council to comment.

Conditions:

- For the City Council to comment.

Informatives:

- For the City Council to comment.

Detailed Comments:

- The proposals would substantially increase the number of visitors to the site and an attractive environment could enhance their experience of the site. Biodiversity enhancements could form part of this and buffer the impact of the increased levels of disturbance on species and habitats on the site.
- As proposed in the Ecology chapter of the EA (Chapter 10), the development should seek to protect valuable habitats and provide enhancements. The recommendations of Chapter 10 of the EA include a suitable buffer zone with dense vegetation adjacent to the Castle Mill Stream, brown and green roofs and bird and bat boxes. In addition, these could include proposals for biodiversity enhancements on the Castle Mill Stream down-stream of the site.
- The City Council should seek to secure long-term management of the habitats and biodiversity features that would be created.
- The City Council's Ecologist will comment on the detail of the planning application.

Officer's Name: Tamsin Atley

Officer's Title: Ecologist Planner

Date: 15 January 2014

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate demolition and reconstruction, temporary use of Oxpens for car parking and temporary use of Redbridge Park and Ride for coach parking.

Location: Westgate Centre, Bonn Square.

ARCHAEOLOGY

Recommendation

- No objection

Key issues:

- The site is located in an area of archaeological interest however archaeological advice will be provided by the Oxford City archaeologist.

Detailed Comments:

We are aware of the archaeological sensitivity of the site however archaeological advice for this development will be provided by the City Archaeologist at Oxford City Council.

Officer's Name: Richard Oram

Officer's Title: Planning Archaeologist

Date: 09 October 2013

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate demolition and reconstruction

Location: Westgate Centre, Bonn Square.

MINERALS & WASTE POLICY**Recommendation**

- No objection

Key issues:

- Sustainable construction and use of materials.
- Sustainable management of waste.

Detailed Comments:

Sustainable construction and use of materials and the sustainable management of waste are addressed in the application, including a commitment to prepare a site waste management plan.

Officer's Name: Peter Day

Officer's Title: Minerals & Waste Policy Team Leader

Date: 30 October 2013

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Oxford City

Application no: 13/02557/OUT

Proposal: Westgate demolition and reconstruction, temporary use of Oxpens for car parking and temporary use of Redbridge Park and Ride for coach parking.

Location: Westgate Centre, Bonn Square.

PLANNING OBLIGATIONS

The city council adopted the CIL development funding mechanism in September 2013, so this development will be required to pay the levy. The sum payable will be finalised at the reserved matters stage. Under the terms of the working protocol with the city council the allocation of CIL monies is discussed in advance with the county council.

The county council acknowledges the major investment proposed on the transport network, including part of the underground car park, new bus infrastructure, additional cycle parking and public realm improvements. In addition, further infrastructure will be required to mitigate the wider impacts generated by this development. The county council is working to agree, with the city council, the timings and priorities of investment in the context of other developments coming forward.

The county council's CIL priorities arising from this development are:

- Contribution to primary, secondary and SEN education provision
- Contribution to the expansion of the Oxford Park & Ride system
- Reconfiguration of city centre bus & passenger waiting facilities, including real-time information
- Traffic management schemes, including Frideswide Square and its approaches
- Contribution to a city-wide parking management system
- Contribution to public realm enhancements, including wayfinding
- Contribution to Oxpens cycle/pedestrian bridge
- Contribution to a freight consolidation network

Officer's Name: Lois Partridge

Officer's Title: Senior Planning Officer

Date: 07 November 2013

Westgate, Oxford: transport policy and strategy context

Adopted policies and strategies

The Westgate site is within the West End area of Oxford, which has been recognised in planning policy as a focus for development since at least 2008. The principle of major redevelopment and expansion of the Westgate centre is established in the Oxford Core Strategy (adopted in 2011) and the West End Area Action Plan (adopted in 2008).

The West End Area Action Plan includes a spatial vision and transport strategy for the West End which identify a number of major transport schemes required to support the development of sites in the West End, including the Westgate centre.

The West End Area Action Plan was produced by Oxford City Council in partnership with the county council. The county council still strongly supports the aims of the plan and has been developing the main transport schemes identified in the AAP since 2008.

The county council's third Local Transport Plan (adopted in 2012) recognises the transport pressures associated with West End and Westgate and identifies schemes to help accommodate these pressures.

The principle of major development on the Westgate site is therefore well-established in planning and transport policies and is strongly supported by the county council.

Existing planning consent

The Westgate site benefits from full planning permission (originally granted in 2007 and renewed in 2013) for a major extension and redevelopment similar to the scheme currently proposed. The consented scheme includes around 5% less floorspace and a significantly larger car park than the scheme now being proposed.

The county council supported the consented scheme and its renewal.

Progress on city centre transport schemes

The county council has been working with the city council and other stakeholders since the West End Area Action Plan was adopted in 2008 to develop detailed proposals for the various elements of the West End transport strategy. Schemes in the city centre but outside the West End are also being developed.

Further details will be published later in 2014 in the context of a transport strategy for the whole city, which will in turn be part of the draft fourth Local Transport Plan (LTP4).

A traffic model is being used to assess the cumulative impacts of developments and infrastructure schemes.

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Division(s): All

CABINET - 25 FEBRUARY 2014

COMMUNITY RISK MANAGEMENT PLAN (CRMP) OXFORDSHIRE FIRE AND RESCUE SERVICE - DRAFT ACTION PLAN 2014-15

Report by the Deputy Chief Fire Officer – Fire & Rescue Service

Introduction

1. The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2012 Framework requires each Fire and Rescue Authority to produce a publicly available Integrated Risk Management Plan (IRMP). Within Oxfordshire Fire and Rescue Service (OFRS) we have called this our Community Risk Management Plan (CRMP) to make it more meaningful to the public. This report proposes a number of projects to be included within the Fire Authority's CRMP for the fiscal year 2014-15.
2. The proposals in this report were agreed for consultation in their entirety by the Delegated Cabinet Member for Policy Coordination, Councillor Louise Chapman, on 9 September 2013.
3. The proposals were also presented to the Performance Scrutiny Committee on 26 September 2013.
4. The agreed proposals within this Action Plan 2014-15 have been subjected to full internal and external consultation for a period of 12 weeks. Cabinet is therefore invited to comment on the proposed Action Plan, consultation responses and management responses to the consultation responses.
5. Our medium term financial plan and supporting business strategy underpin the proposals within our CRMP action plan.
6. The Secretary of State published the latest Fire and Rescue National Framework in July 2012. The purpose of the Framework was to provide strategic direction from central government whilst ensuring that authorities continue to make local decisions. The Framework sets out the Government's objectives for the Fire and Rescue Service and what fire and rescue authorities should do to achieve these objectives.
7. Each Fire and Rescue Authority should ensure that the IRMP:
 - Is regularly reviewed and revised and reflects up-to-date risk information and evaluation of service delivery outcomes
 - Has regard to the risk analyses completed by Local and Regional Resilience Forums including those reported in external Community Risk

- Registers (CRRs) and internal risk registers, to ensure that civil and terrorist contingencies are captured in their IRMP
 - Reflects effective consultation during its development and at all review stages with representatives of all sections of the community and stakeholders
 - Demonstrates how prevention, protection and response activities will be best used to mitigate the impact of risk on communities in a cost effective way
 - Provides details of how Fire and Rescue Authorities deliver their objectives and meet the needs of communities through working with partners
 - Has undergone an effective equality impact assessment process.
8. The framework also states that Fire and Rescue Authorities should review the effectiveness of 'cross-border' integration arrangements with neighbouring authorities and set these out appropriately in their IRMPs.
9. Oxfordshire Fire and Rescue Authority published its strategic CRMP in April 2013 providing the strategic direction for the next five years. This document is subjected to annual review and updated and amended as required. The current strategic IRMP requires no amendment for the fiscal year 2014-15.
10. Senior Management from Oxfordshire Fire and Rescue Service has responded to the comments made during the consultation period and the response summaries are available to Cabinet within this report.

Consultation

11. Consultation on the draft Community Risk Management Action Plan 2014 – 2015 started on 18th October 2013 and concluded on 10th January 2014. In order to try and obtain the widest spectrum of responses, several different means of capturing opinions and ideas were used in this year's consultation process:
- Oxfordshire County Council E Consult – Internet based software to survey a database of interested parties.
 - Letters were sent to all Oxfordshire County Councillors, District, Town and Parish Councils.
 - Letters were sent to representative bodies.
 - Letters were sent to all adjacent Fire & Rescue Services.
 - Focus groups were held with operational firefighters, Wholetime and On-Call.
 - An invite to participate in the consultation was promulgated in Oxfordshire Fire & Rescue Service Routine Orders.
 - All Fire & Rescue staff were emailed with an invite to participate in the consultation.
 - The consultation document was published on the Intranet & Internet.

A total of 57 responses were received and are broken down as follows:

- 25 anonymous responses via E Consult
- 1 response via E Consult from Buckinghamshire Fire & Rescue Service
- 1 external email
- 1 face to face response
- 24 people participated in 3 firefighter focus groups
- 2 internal emails from operational Station Watches
- 1 internal email from an operational Firefighter
- 2 internal emails from OFRS Officers

12. The following section summarises the projects for inclusion in the IRMP Action Plan for the fiscal year 2014-15. These include a consultation response summary & OFRS senior management response summary. A full consultation response report will be available & published in March 2014.

13. **Project 1:** Implement the Training Collaboration Review carried out in 2013
Responsible Manager: Area Manager – Organisational and Technical Support

Objective: Following the review of training across four neighbouring Fire and Rescue Services (Buckinghamshire, Oxfordshire, Royal Berkshire and Warwickshire) a number of options have been identified for consideration. As a consequence, a programme of collaborative projects will be put together and implemented across the services with the aim of delivering further quality and efficiency improvements for all the services involved. Full details of the recommendations will be known later in the year when the initial report has been released and decisions have been made as to which areas to take forward. Any projects that are agreed will be resourced from across the Services within existing budgets, with the majority of work expected to be completed by March 2015.

14. **Consultation Summary:**

Many of the responses indicated that collaboration with regards to training was a good idea and there were no real concerns expressed. With regards to the priority of the project within the service the response was mixed. Some respondents indicated that it should be a low priority, albeit with little justification. Some respondents indicated that it should be a high priority because of the importance of training and the potential benefits with regards to efficiency.

The following bullet points indicate a cross section of consultation responses:

- *Why are we not looking at a Thames Valley approach as this links in with the Thames Valley Fire Control Service?*
- *Will this lead to shared procedures, equipment etc.?*
 - *In instances where these differ, how will this be facilitated?*

- *How does the Fire Service College fit in with this review?*
- *Will this provide good quality training at a good price?*
- *Have alternative solutions been considered?*
- *What subjects will this collaboration cover?*
- *Are we looking at other partner agencies to coordinate training?*

15. **Management Response:**

OFRS will continue to improve its training provision as part of its on-going management of the function. We are committed to ensuring the safety of our firefighters as part of the 'Safe Person' concept. To this end we will engage with colleagues in neighbouring Fire and Rescue Services to provide affordable training that is also fit for purpose.

Many of the points that have been raised during the consultation already form part of our proposed approach including working closely with the Fire Service College as both a training provider and/or via the use of its venue and excellent facilities. We already work closely with our Thames Valley colleagues and will continue to explore options for collaborative working. This will ensure that we are able to provide training and other essential services that are both appropriate and cost effective in order to support the maintenance of our front line services.

16. **Project 2:** Review our aerial appliance capability and implement changes to staffing supported by that review
Responsible Manager: Area Manager – Operations and Resilience

Objective: Oxfordshire Fire and Rescue Service will undertake a review of our current and future need for the provision of high-reach capacity (i.e. a vehicle(s) designed to give safe access at height for rescue and firefighting purposes) to align with the planned replacement of the current vehicle in 2017.

We plan to review both the types of incident and the buildings that the high-reach vehicle is currently sent to, as well as analyse when and how it is being used – in order to ensure that all attendances we make are appropriate for the operational needs of those incidents and any new vehicle(s) is designed to meet the identified risks.

This review will also look at alternative crewing arrangements for the vehicle(s) – as well as their location in the county - to ensure that we can have the appropriate capability to work safely at height, but one that is still effectively and efficiently resourced. This aspect of the project has the potential to release resources to support other priority areas of our frontline service delivery.

This review will be completed jointly by the Organisational Planning and Performance Manager, the Fire Risk Manager for Oxford City (current location of the high-reach vehicle) and the Station Manager for Oxford city – Rewley Road (managing the current workforce).

17. Consultation Summary:

There was an almost unanimous response indicating that an appliance with a high reach capability should be retained within Oxfordshire Fire & Rescue Service. Many of the respondents also used examples of when the use of such an appliance was a contributing factor in the successful conclusion to an incident.

85% of responses indicated that sharing a high reach capability vehicle with a neighbouring Fire & Rescue Service was not a good idea in relation to potential slower response times and the possibility of such an appliance not being available if it was already being used at another incident outside of the county. Some respondents also cited issues of familiarisation and training with the vehicle if it were to be shared.

Many of the respondents were supportive of an alternative crewing approach with regards to this type of vehicle. Some agreed that dedicated staffing of this vehicle was not strictly necessary and that resources could be freed up to provide alternative fire cover in other parts of the county. Buckinghamshire Fire & Rescue Service cited that they had been operating an alternative staffing approach on this type of vehicle for two years without any negative consequences.

The following bullet points indicate a cross section of consultation responses:

- *How will this free up staffing resources?*
 - *What plans would be in place to ensure that this vehicle is covered and that this does not affect the other appliances at Rewley Road Station?*
 - *Have OFRS looked at other services staffing arrangements for high reach vehicles?*
- *Have we looked at aerial provision from neighbouring services?*
- *Have we looked at private provision or sharing with other services of this appliance?*
- *Do OFRS really need a high reach appliance; doesn't modern building construction and the absence of large amounts of high-rise in Oxfordshire negate the need for such a vehicle?*
- *How does the risk assessment process work?*
 - *Are we looking at incident history data*
 - *What are its current and potential uses?*
 - *What are the premises that this is essential for?*
- *What sort of vehicle are we looking for and how will we evaluate this?*
 - *Are OFRS looking at the experiences of other services with regards CARPs? (Combined Aerial Rescue Pumps)*
- *Have OFRS considered rope rescue facilities for the new appliance?*

18. Management Response:

OFRS recognise the need for an appliance with a high reach capability to attend incidents within the county. Travel times and availability make it unlikely that we will rely on other counties to provide this however we will

explore this option with our neighbours. As part of this project, OFRS will look at exactly what incidents this vehicle has attended, how often and for what duration. This will be cross referenced with the risk profile of the County. From this study, we will determine what vehicle would be most suitable for the needs of Oxfordshire.

We will also examine alternative crewing methods as part of this review in order to identify how we can utilise our resources more effectively within the whole County of Oxfordshire.

19. **Project 3:** Review of Light Response Vehicle Capability and implement changes to staffing supported by that review

Responsible Manager: Area Manager – Strategic Risk and Planning

Objective: OFRS will undertake a review of our current emergency fleet (standard fire engines) to consider the introduction of a Light Response Capability.

This will involve analysing the more localised risks across a number of key areas of the county (e.g. restricted vehicle access, road access during periods of poor weather and the benefits of providing a ‘first strike’ emergency response capability where current crewing levels are proving a challenge to maintain at certain times) so that a risk-assessed approach to adapting current working practices and equipment is developed. In other words, we will look to have the right vehicle with the right levels of equipment and crew - in the right place, at the right time - to meet the changing risk profile of our local communities.

The ways these vehicles are staffed will need to be considered against our ‘standard’ arrangements and will need to be flexible to meet the needs of both the on-call and full-time stations across the county. Consideration will need to be given to levels of resilience and business continuity in periods of peak demand.

The introduction of such vehicles will primarily need to be assessed in terms of how they might improve and support our ability to respond to emergencies at any time of the day or night from all of our 24 fire stations – but they also have the potential to reduce the financial burden of renewing all of our fleet with standard fire engines, where the local risks of a community may be effectively met by providing a light response capability in the area. Early trials of the approach will commence in autumn 2013, in order to provide an evidence base on which to make further decisions.

20. Consultation Summary:

In the main there were some positive responses to the introduction of a 'Light Response Vehicle' (LRV) for example, in rural areas and small towns and villages where lanes were narrower. One respondent cited that there would be a case for these vehicles where 'On-Call' crewing was a challenge during certain times of the day. Another respondent cited that it was a great idea and that LRV's should be considered at all stations that have two appliances.

There were however some areas of concern from some respondents citing that it was a dilution of the service and that it would put moral pressure on crews attending an incident as they may feel compelled to "go further" than is safe for a minimal crew to do so.

Buckinghamshire Fire & Rescue Service indicated that they would welcome the sharing of research into alternative vehicles and the potential for joint purchasing.

The following bullet points indicate a cross section of consultation responses:

- *What incidents are being considered for this vehicle?*
- *What are the crewing numbers and arrangements for this vehicle?*
 - *Would this include a level one officer (a supervisory manager)?*
- *What equipment and capability will these vehicles have?*
 - *This could be used as a medical first responder unit?*
 - *Have the limitations been considered against aspects such as the highways procedure?*
 - *Would OFRS consider limiting the equipment to remove the potential for dealing with incidents outside specific safety parameters (i.e. remove BA and RTC equipment)?*
- *If BA and Fire Fighting equipment are used will this not lead to dangerous situations arising where crews are tempted to enter burning buildings without the appropriate means of protection?*
- *Have we looked at alternative vehicles, this vehicle will predominantly be used to transfer personnel to incidents? If so, would a mini bus or a 4x4 be a cheaper and more multi-purpose vehicle leading to a more flexible response?*
- *Have we looked at other services use of these vehicles and was it successful?*

21. Management Response:

OFRS aims are for this project to enhance its current response capability by providing an alternative to the standard fire engine based fleet. We believe that this will improve response standards in some areas particularly where On-Call crewing can be a challenge at certain times of the day. We know through incident data that some incidents do not require the attendance of a fully crewed standard fire engine however we recognise that this must not reduce the safety of our firefighters or members of the public. As such, a full

risk assessment will be carried out detailing the types of incidents an alternative vehicle could attend, how this will be crewed and what support arrangements will be in place.

22. **Project 4:** Review of Prevention, Protection and Response Resources to meet the expansion and changing risk profile of Banbury, Bicester, Carterton, Wantage and the South of the County
Responsible Manager: Deputy Chief Fire Officer

Oxfordshire is the most rural county in the South East with over 50% of the population living in small towns, villages and hamlets of less than 10,000 people. However, the county is prosperous and is set to grow rapidly over the next few years. As a consequence, Oxfordshire Fire & Rescue Service needs to effectively plan ahead for the proposed increase in residential and business development in a number of key areas across the county.

This means that we need to review our current emergency response, prevention and protection arrangements in areas such as Banbury, Bicester, Carterton, Wantage and the South of the County to ensure we continue to effectively:

- Target our community safety advice and education to prevent accidents and injuries in the homes of our most vulnerable citizens, as well as at our places of work, in our schools and on our roads.
- Support and promote fire safety at work – particularly for those of us that are employed in higher risk environments – and help businesses to comply with their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.
- Maintain the appropriate levels for frontline emergency response resources in order to meet the changing and growing risks across Oxfordshire.

23. **Consultation Summary:**

With regards to our prevention work some respondents cited that we could improve our approach by the use of improved data usage i.e. Mosaic lifestyles and Origins data to target particularly vulnerable groups. Others suggested better information exchange with relevant agencies and some cited that we should work closely with key stakeholders with regards to the provision of domestic sprinklers. One respondent cited that we could save money by adopting a means tested approach with regards to smoke alarm provision.

Whilst some respondents suggested a more robust enforcement approach with regards to commercial premises, the majority advocated that we should work more closely with local businesses in a supportive approach.

With regards to our current emergency response resources within Banbury, Bicester, Carterton, Wantage and the South of the County this provided the most number of responses. Whilst some respondents cited that our current resources were sufficient, others felt that we should increase our resources,

particularly Wholetime, and that to do this we should seek more money from central government. There were a particular number of responses that cited that Banbury should remain as it is with regards to its fire crewing model and indeed some cited that it should be increased due to housing developments for the future. Some respondents however recognised that the risk profile of the county is changing considerably and that resources should be placed in areas where they are needed most.

The following bullet points indicate a cross section of consultation responses:

- *How are OFRS going to protect the risks in Banbury (both present and future)?*
 - *Won't new risks in Bicester will be limited due to modern construction and fire safety provision?*
 - *Don't the risks at Banbury warrant a Whole Time station?*
 - *Are On call staff competent, trained and experienced enough to cover this area?*
 - *Shouldn't the growth in Banbury lead to an increase in whole time resources?*
 - *Isn't Whole time resources needed in Banbury to cover the surrounding on call stations?*
 - *Couldn't a whole time resource be positioned between the two (Bicester and Banbury – maybe Adderbury Ambulance station)?*
- *How will OFRS maintain response standards in Banbury?*
- *Will the current proposal add another Enhanced Rescue Vehicle (a vehicle with greater capabilities for rescuing people from car crashes etc) to the fleet?*
- *Would a phased approach be a good idea for this, providing purely day staff at Witney and Bicester for a couple of years in order to provide fire safety advice and therefore lower any potential risks even before they come to fruition?*
- *Are OFRS looking at the Carterton area and the risks associated?*
- *Shouldn't the South of the County have more resources especially during daytime hours when they receive more calls?*
 - *Should stations be amalgamated in the South to save costs and pool resources?*
- *What has the service done in terms of recruitment for stations that struggle to retain enough personnel?*
 - *Are the service looking at why people stay (rather than leave) the employ of the Fire Service?*
- *Has a targeted approach based on sleeping accommodation above commercial premises been considered due to their increased likelihood of unsafe fire safety arrangements?*
 - *Would the service benefit from a historically driven targeted fire safety approach?*
 - *Have OFRS considered a joined approach with neighbouring services for commercial fire safety enforcement?*
- *Are OFRS pushing fire suppression systems in homes and new buildings?*
- *What road safety measures are in place to combat the driving deaths and injuries sustained by young people (18-25)?*

24. Management Response:

OFRS recognises that Oxfordshire is changing in terms of population, demographics, housing developments, industry, traffic volumes etc. and this has to be reflected in future planning for the service. Fire stations and vehicles must be located in the most appropriate locations and staffed by the right people, with the most efficient crewing models in order to effectively respond to areas of greatest risk whilst also maintaining our front line service provision. Prevention activity must be focused on those who are most vulnerable and at risk of being injured in a fire or road traffic collision and protection activity must ensure that the county's commercial and residential buildings provide a safe environment for the people who work and live in them. As a consequence, all of the factors raised during this consultation will be used to inform this project.

Financial and Staff Implications

25. Each project will fully recognise the prevailing economic constraints, delivering efficiencies or allowing existing/additional services to be delivered more effectively. If any budgetary pressures result from the implementation of these projects, they will be managed within existing budgets or highlighted to Cabinet through the annual Service Resource and Planning process.

RECOMMENDATION

26. The Cabinet is recommended to accept all the project proposals within this report for adoption in the final version of the CRMP Action Plan 2014-15.

NATHAN TRAVIS
Deputy Chief Fire Officer – Fire & Rescue

Background papers:

National Framework document for the Fire and Rescue Service
Oxfordshire Fire Authority Integrated Risk Management Plan 2013-18
The Fire and Rescue Service National Framework 2012
Community Risk Management Plan 2014-15 (Consultation Results)

Contact Officer: Nathan Travis 01865 855206
February 2014

CA9

CABINET – 25 FEBRUARY 2014

STAFFING REPORT – QUARTER 3 2013/14

Report by Head of HR

Introduction

1. This report provides an update on staffing numbers and related activity during the period 1 October 2013 to 31 December 2013. Progress is also tracked on staffing numbers since 1 April 2013 as we continue to implement our Business Strategy.

Current numbers

2. The establishment and staffing numbers (FTE) as at 31 December 2013 are 4245.98 Establishment; 3995.64 employed in post. These figures exclude the school bloc.
3. We continue to monitor the balance between full time and part time workers to ensure that the best interests of the Council and the taxpayer are served. For information, the numbers as at 31 December 2013 were as follows - Full time 2882 and Part time 2293. This equates to the total of 3995.64 FTE employed in post.
4. The changes in both establishment and staffing numbers since 31 March 2013 are shown in the table below. A breakdown of movements by directorate for this financial year is provided at Appendix 1.

	FTE Employed	Establishment FTE
Reported Figures at 31 March 2013 – Non-Schools	4042.76	4277.00
Changes	-47.12	-31.02
Reported Figures at 31 December 2013 – Non-Schools	3995.64	4245.98

Quarter 3 Changes

5. There has been a number of structure changes during Q3 which are reflected in Appendix 1:

Chief Executive's Office

The Research and Major Projects Team has been split. The Policy and Performance Officers remain in the Chief Executive's Office and are now counted under the Policy service area along with the Chief Executive's Personal Office and Policy and Public Affairs. The remainder of the team have been moved to Business Development within Oxfordshire Customer Services.

Environment & Economy

The Business Support Team has moved to the Business Development Team within Oxfordshire Customer Services.

Oxfordshire Customer Services

A new Business Development Team has been established which consists of Business Support which has moved from Environment & Economy, the Project Officers from Research & Major Projects within the Chief Executive's Office, and the Programme Team previously part of the Customer Service Centre.

6. We remain committed to redeploying displaced staff wherever possible via our Career Transitions Service but this is getting more difficult as staffing numbers reduce across the Council. There were 3 successful redeployments this quarter.
7. We recognise that operational services are critical and cannot be left without any cover. Prudent use of agency staff is therefore deployed to ensure continuity of service. In common with all employers, the council deploys agency staff as cover for instances of maternity leave, illness and short-term gaps in recruitment when a permanent member of staff has left the council and their permanent replacement is not due to arrive until sometime after. The cost of agency staff this quarter has gone down to £1,383,351. Total spend on agency staff so far for 2013/14 represents approximately 2.4% of the council's overall salary budget. A breakdown of spend on agency staff by service area is attached at Appendix 2.
8. A vacancy freeze has been implemented from Q3 to assist with redeployment for those who are at risk of redundancy given the potential for significant job losses due to the impact of the cuts.
9. We will track progress from 1 April 2013 during the year. As at 31 December 2013 the position is as below:
 - **Establishment FTE** down from 4277 to 4246 – 0.73% reduction
 - **Staff employed FTE** down from 4042 to 3996 – 1.17% reduction

Accountability

10. Staffing numbers continue to be monitored rigorously. All new posts are reviewed by the Head of HR on a weekly basis and Deputy Directors are required to check and confirm staffing data for their services on a quarterly basis with appropriate challenge provided by the relevant HR Business Partner.

Recommendation

The Cabinet is **RECOMMENDED** to:

- (a) note the report; and
- (b) confirm that the Staffing Report meets the requirements in reporting and managing staffing numbers.

STEVE MUNN
Head of HR

Contact Officer: Sue James, Strategic HR Officer, 01865 815465.

21 January 2014

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DIRECTORATE	Total Established Posts at 31 December 2013	Changes to Establishment since 31 March 2013	FTE Employed at 31 December 2013	Changes in FTE Employed since 31 March 2013	Vacancies at 31 December 2013	Cost of Agency Staff * £
CHILDREN, EDUCATION & FAMILIES	1391.64	-32.20	1294.61	-50.06	56.25	278,621
PUBLIC HEALTH	23.88	23.88	17.91	17.91	5.00	7,660
SOCIAL & COMMUNITY SERVICES	776.80	11.89	728.82	6.85	24.93	351,087
COMMUNITY SAFETY	399.73	1.78	389.68	-2.79	10.00	15,654
ENVIRONMENT & ECONOMY	506.63	-5.25	490.09	5.81	11.77	464,639
OXFORDSHIRE CUSTOMER SERVICES	688.66	-31.51	642.33	-25.65	16.60	224,124
CHIEF EXECUTIVE'S OFFICE	219.39	0.55	205.74	3.12	9.41	39,207
CULTURAL SERVICES	239.25	-0.16	226.46	-2.31	9.15	2,359
TOTAL	4245.98	-31.02	3995.64	-47.12	143.11	1,383,351

Please note: The vacancies plus the FTE employed will not always be equivalent to the Establishment. Where employees are absent eg on maternity leave or long term sick and have been temporarily replaced, both the absent employee and the temporary employee will have been counted.

* This figure does not necessarily bear a direct relationship with vacant posts.

Adjustments have been made back to 31 March 2013 where restructures have taken place.

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Agency Staff Q3 2013-14		
Directorate	Service	Spend £
Children Education & Families	Education & Early Intervention	41,437
Children Education & Families	Children's Social Care	237,184
Total Children Education & Families		278,621
Public Health	Other Public Health Services	7,660
Total Public Health		7,660
Social & Community Services	Learning Disabilities	73,550
Social & Community Services	A S I Board	44,403
Social & Community Services	Emergency Duty	944
Social & Community Services	Leadership Team	16,492
Social & Community Services	Strategy & Performance & Public Engagement	9,510
Social & Community Services	Older People Pooled Budget	206,189
Total Social & Community Services		351,087
Community Safety	Fire & Rescue	8,042
Community Safety	Trading Standards	7,612
Total Community Safety		15,654
Environment & Economy	EE1 Strategy & Infrastructure Planning	169,540
Environment & Economy	EE2 Commercial	295,099
Total Environment & Economy		464,639
Oxfordshire Customer Services	Educational Support Services	10,223
Oxfordshire Customer Services	ICT	40,510
Oxfordshire Customer Services	Customer Service Centre	100,869
Oxfordshire Customer Services	HR	-335
Oxfordshire Customer Services	E&E Business Support	38,125
Oxfordshire Customer Services	Pensions, Insurance & Money Mgmt	3,214
Oxfordshire Customer Services	Operational Finance	31,519
Total Oxfordshire Customer Services		224,124
Chief Executive's office	Democractic Services	1,314
Chief Executive's office	Legal Services	209
Chief Executive's office	Strategy & Communications	20,034
Chief Executive's office	Corporate Finance & Internal Audit	17,650
Total Chief Executive's Office		39,207
Cultural Services	Library Services	2,359
Total Cultural Services		2,359
Grand Total All Directorates		1,383,351.00

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Division(s): N/A

CABINET – 25 FEBRUARY 2013

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 18 March 2014	
<ul style="list-style-type: none"> ▪ Oxfordshire Strategic Economic Plan To endorse and sign off the final Oxfordshire Strategic Economic Plan prior to its submission to the Government at the end of March 2014. 	Cabinet, Leader 2013/182
<ul style="list-style-type: none"> ▪ Care Home Fees 2014 To determine changes to the Council's Target Banding Rates for the 2014/15 financial year. 	Cabinet, Adult Social Care 2014/010
<ul style="list-style-type: none"> ▪ Better Care Fund To approve the plan for how the fund will be spent in Oxfordshire in 2014/15 and 2015/16. 	Cabinet, Adult Social Care 2014/012
<ul style="list-style-type: none"> ▪ Section 75 Agreement To approve amendments to the agreement that governs the pooled budget arrangements between health and social care. 	Cabinet, Adult Social Care 2014/013
<ul style="list-style-type: none"> ▪ Carterton Community College Extension of Upper Age Limit to Establish Post-16 Education Whether to support the Governing Body of Carterton Community College in their proposal to become 11-19 age range. 	Cabinet, Children, Education & Families 2013/178
<ul style="list-style-type: none"> ▪ Local Transport Plan : Update To seek approval of updates of LTP3 including area strategies for Bicester, Science Vale, Witney, Carterton and Banbury. 	Cabinet, Environment 2013/019
<ul style="list-style-type: none"> ▪ Travel Plans To seek approval to the proposed fee charging schedule for Travel Plans associated with new development proposals and a supporting Technical Guidance document. 	Cabinet, Environment 2014/011
<ul style="list-style-type: none"> ▪ Oxfordshire County Council Corporate Plan - 2014/15 - 2017/18 To sign off the Council Corporate Plan 2013/14 – 2017/18 in advance of consideration by Council. 	Cabinet, Policy Co-ordination 2013/127

Cabinet Member for Environment, 27 March 2014

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| <p>▪ Consideration of Objections to Experimental Traffic Regulation Order - Parking in Shiplake
To seek approval to proceed.</p> | <p>Cabinet Member for Environment, 2013/068</p> |
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| <p>▪ The Plain, Oxford - Department for Transport Funded Cycle Improvement Scheme
To present the response to the public consultation.</p> | <p>Cabinet Member for Environment, 2013/179</p> |
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| <p>▪ Proposed Disabled Persons Parking Places, Various Locations
To seek approval to proceed.</p> | <p>Cabinet Member for Environment, 2013/166</p> |
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| <p>▪ Proposed Parking Restrictions - Burford Road/Moor Avenue, Witney
To seek approval to proceed.</p> | <p>Cabinet Member for Environment, 2013/070</p> |
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| <p>▪ Proposed Parking Restrictions - Shilton Park, Carterton
To seek approval to proceed.</p> | <p>Cabinet Member for Environment, 2014/007</p> |
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| <p>▪ Proposed Revised Speed Limit B4477, Filkins
To seek approval to proceed.</p> | <p>Cabinet Member for Environment, 2014/008</p> |
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| <p>▪ Proposed Pelican Crossing - Marsham Road and Oak Street, Abingdon
To seek approval to proceed.</p> | <p>Cabinet Member for Environment, 2014/009</p> |
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| <p>▪ Proposed 40mph Speed Limit - Oxford Road, Kennington (through Bagley Wood)
To seek approval to proceed.</p> | <p>Cabinet Member for Environment, 2014/014</p> |
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Cabinet Member for Public Health & the Voluntary Sector, 12 March 2014

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| <p>▪ Commissioning of Services through Public Health Contracts
To seek approval to the incurring of expenditure for the commissioning of Public Health Services and to delegate to the Director of Public Health, following consultation with the Cabinet Member for Public Health & the Voluntary Sector, the authority to determine tenders and contracts in order to secure provision of services.</p> | <p>Cabinet Member for Public Health & the Voluntary Sector, 2014/024</p> |
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