



To: Members of the Cabinet

Notice of a Meeting of the Cabinet

Tuesday, 18 June 2019 at 2.00 pm

Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND

A handwritten signature in blue ink, appearing to read 'Yvonne Rees'.

Yvonne Rees
Chief Executive

June 2019

Committee Officer: **Sue Whitehead**
Tel: 07393 001213; E-Mail: sue.whitehead@oxfordshire.gov.uk

Membership

Councillors

Ian Hudspeth	Leader of the Council
Mrs Judith Heathcoat	Deputy Leader
Lawrie Stratford	Cabinet Member for Adult Social Care & Public Health
Ian Corkin	Cabinet Member for Cherwell Partnership
Steve Harrod	Cabinet Member for Children & Family Services
Lorraine Lindsay-Gale	Cabinet Member for Education & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Mark Gray	Cabinet Member for Local Communities
Eddie Reeves	Cabinet Member for Transformation

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 26 June 2019 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 16 July 2019

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 Glenn Watson on **07776 997946** or glenn.watson@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 - 18)

To approve the minutes of the meeting held on 14 May 2019 (**CA3**) 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. Provisional Revenue Outturn Report 2018/19 (Pages 19 - 48)

Cabinet Member: Finance

Forward Plan Ref: 2019/004

Contact: Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

The purpose of this report is to present and provide commentary on the provisional revenue outturn position for 2018/19 prior to the formal closure of the accounts.

The Cabinet is RECOMMENDED to:

- (a) note the provisional revenue outturn for 2018/19 along with the year-end position on general balances and earmarked reserves as set out in the report;**
- (b) approve the transfer of over and under spends to general balances as set out in paragraph 5;**
- (c) agree that the surplus on the On-Street Parking Account at the end of the 2018/19 financial year, so far as not applied to particular eligible purposes in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, be carried forward in the account to the 2019/20 financial year as set out in Annex 3;**
- (d) approve the transfer of the £0.4m underspend relating to the replacement of the Oxfordshire Strategic Model to the Budget Priorities Reserve for use in 2019/20 as set out in the Communities Section below;**
- (e) approve the revised 2019/20 Earmarked Reserve forecast as set out in Annex 5.**

7. Provisional Capital Outturn 2018/19 (Pages 49 - 66)

Cabinet Member: Finance

Forward Plan Ref: 2019/004

Contact: Katy Jurczynszyn, Strategic Finance Manager (Finance, Strategy & Monitoring)

Tel: 07584 909518

Report by Director of Finance (**CA7**).

The report presents the provisional capital outturn for the Council and identifies variations of actual outturn against budgets in 2018/19. Figures shown in the report reflect those included in the Council's Statement of Accounts for 2018/19.

Cabinet is RECOMMENDED to note the provisional capital outturn for 2018/19 as set out in the report.

8. Business Management & Monitoring Report - April 2019 (Pages 67 - 102)

Cabinet Member: Deputy Leader of the Council and Cabinet Member for Finance

Forward Plan Ref: 2019/023

Contact: Steven Fairhurst Jones, Corporate Performance & Risk Manager Tel: 07932

318890/Katy Jurczynszyn, Finance Manager (Finance, Strategy and Monitoring) Tel

07584 909518

Report by Policy & Performance Service Manager (**CA8**)

The report sets out Oxfordshire County Council's progress towards Corporate Plan priorities and provides an update on the delivery of the Medium-Term Financial Plan at the end of April 2019.

The Cabinet is RECOMMENDED to:

(a) note the contents of this report;

(b) approve a temporary virement of £2.2m from the corporate contingency budget to the SEN Home to School Transport budget for 2019/20 as set out in paragraph 21.

9. Joint Municipal Waste Management Strategy for Oxfordshire (Pages 103 - 134)

Cabinet Member: Environment

Forward Plan Ref: 2019/054

Contact: Rachel Burns, Waste Strategy Manager Tel: 07789 877310

Report by Environment & Heritage Manager and Waste Strategy Manager (**CA9**).

The Oxfordshire Environment Partnership (OEP) is a partnership of County, City and District Councils working together on waste management and environmental matters. Our Joint Municipal Waste Management Strategy (JMWMS) is a statutory document that details how we will work together to provide waste and recycling services in the county.

The first JMWMS was agreed in 2007, and it was reviewed in 2012. In 2018/19 OEP carried out a second review of the JMWMS, incorporating the newly published national Resources and Waste Strategy.

The strategy is bold and ambitious, supporting efforts to reduce waste and increase recycling. OEP's vision is for everyone in Oxfordshire, residents and businesses, to take ownership for the waste they generate. OEP wants to work together to ensure items and materials are seen as a valuable resource to be used again, recycled for further manufacturing or sent for energy recovery. OEP will encourage and help residents and businesses to embrace the principles of waste as a resource and be part of our vision to think and act differently from now on.

The strategy is being presented to all partner authorities for adoption.

Cabinet is RECOMMENDED to:

(a) note the contents and challenges of the Joint Municipal Waste Management Strategy for Oxfordshire

(b) adopt the Joint Municipal Waste Management Strategy for Oxfordshire.

10. Review of Oxfordshire Statement of Community Involvement (Pages 135 - 174)

Cabinet Member: Environment

Forward Plan Ref: 2019/072

Contact: Peter Day, Minerals Principal Officer Tel: 07392 318899

Report by Director for Planning & Place (**CA10**).

The County Council is required to prepare, and keep up to date, a Statement of Community Involvement (SCI). The SCI is a statutory planning document that sets out how the Council will involve the community (consultees, stakeholders and other interested parties) in:

- i. preparing and reviewing the Minerals and Waste Local Plan;
- ii. making decisions on planning applications.

The current Oxfordshire SCI was adopted by the Council in March 2015.

The Council must comply with its SCI in preparing local plan documents. The Council is currently preparing the Minerals and Waste Site Allocations Plan and it is important that an up to date SCI is in place when the plan is submitted for examination. There have been some legislative changes affecting SCIs. The current SCI should therefore be reviewed before the Minerals and Waste Site Allocations Plan is published and submitted for examination. A draft revised SCI has been prepared, with a view to carrying out public consultation on it this summer, leading to adoption of a revised SCI in December 2019.

The Cabinet is RECOMMENDED to

- (a) *approve the draft revised Oxfordshire Statement of Community Involvement at Annex 1, subject to final detailed amendment and editing, as a draft for public consultation;***
- (b) *authorise the Director for Planning & Place to:***
 - (i) carry out final detailed amendment and editing of the draft revised Oxfordshire Statement of Community Involvement, in consultation with the Cabinet Member for Environment;***
 - (ii) publish the draft revised Oxfordshire Statement of Community Involvement for public consultation.***

11. Oxford Euro 6 Low Emission Zone for Buses (Pages 175 - 200)

Cabinet Member: Environment

Forward Plan Ref: 2019/058

Contact: Joanne Fellows, Infrastructure Locality Lead – Oxford Tel: 07990 368897/Martin Kraftl, Principal Transport Planner Tel: 07920 084336

Report by Director for Planning & Place (**CA11**).

To seek approval of emissions controls for buses in Oxford and submission of a request to the Traffic Commissioner to introduce a Traffic Regulation Condition (TRC) to enforce these controls.

Cabinet is RECOMMENDED to:

- (a) approve the proposed emissions requirements for buses outlined in the report;***
- (b) authorise officers to make minor changes to the draft Traffic Regulation Condition at Annex 1 if required; and***
- (c) instruct officers to submit a request to the Traffic Commissioner for a Traffic Regulation Condition (TRC) based on the draft at Annex 1***

12. Cherwell District Council Agency Agreement (S101) - Management of Temporary Signs on the Highway (Pages 201 - 204)

Cabinet Member: Environment

Forward Plan Ref: 2019/055

Contact: Paul Fermer, Assistant Director of Community Operations Tel: 07825 273984

Report by Director for Community Operations (**CA12**).

The report seeks approval to delegate the management of temporary signs on the highway to Cherwell District Council. A separate proposal is included in giving the required authorisation to Cherwell to manage and enable the sponsorship of roundabouts in the CDC area (already in progress) and to share any surplus income from the activity.

The Cabinet is RECOMMENDED to:

- (a) note the progress being made regarding partnership opportunities between Cherwell District Council and Oxfordshire County Council Operational Teams;***
- (b) to delegate authority to the Director of Law and Governance, in consultation with the Cabinet Member for Environment, and the Strategic Director of Communities to agree appropriate terms of the agreement.***

13. Forward Plan and Future Business (Pages 205 - 208)

Cabinet Member: All

Contact Officer: Sue Whitehead, Committee Services Manager Tel: 07393 001213

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 **CA13**. 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, 14 May 2019 commencing at 2.00 pm and finishing at 2.57 pm

Present:

Voting Members: Councillor Ian Hudspeth – in the Chair
Councillor Lawrie Stratford
Councillor Ian Corkin
Councillor Steve Harrod
Councillor Lorraine Lindsay-Gale
Councillor Yvonne Constance OBE
Councillor David Bartholomew
Councillor Mark Gray

Other Members in Attendance: Councillor Liz Brighthouse (Agenda Item 6)
Councillor Laura Price (Agenda Item 7)
Councillor John Sanders (Agenda Item 11)

Officers:

Whole of meeting Yvonne Rees (Chief Executive); Lorna Baxter, Director of Finance, Nick Graham, Director of Law & Governance; Sue Whitehead (Resources Directorate)

Part of meeting	Name
Item	
6 & 7	Ben Threadgold, Policy & Performance Service Manager
7	Steven Jones, Corporate Performance and Risk Manager

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

40/19 APOLOGIES FOR ABSENCE

(Agenda Item. 1)

Apologies were received from Councillors Heathcoat and Reeves.

41/19 MINUTES

(Agenda Item. 2)

The Minutes of the meeting held on 23 April 2019 were approved and signed as a correct record.

42/19 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 3)

The Leader of the Council had agreed the following requests to address the meeting: -

Item	Speaker
Item 6 – Measuring Corporate Performance: 2019-20 Outcomes Framework	Councillor Liz Brighthouse, Chairman of Performance Scrutiny Committee
Item 7 Business management & Monitoring Report	Councillor Laura Price, Opposition Deputy Leader
Item 11 – Transfer Operational Management of Oxfordshire County Council Park and Rides to Oxford City Council	Councillor John Sanders, Shadow Cabinet Member for Environment

43/19 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 5)

Councillor Howson had given notice of the following question to Councillor Lindsay-Gale:

‘Could the cabinet member comment on what will happen to the pupils at the Bicester Technology Studio School if the school does not re-open in September?’

Councillor Lindsay-Gale replied:

“Activate Learning Education Trust who run the school have confirmed that this school will be open in September. Like any other school if we are notified that a school is not planning to re-open we would support the pupils to find alternative places as swiftly as possible. “

Supplementary: Asked that should the situation change that everything be done to ensure examination pupils are able to take their exams Councillor Lindsay-Gale stressed that they had had confirmation that the school would be open. She added that should any such situation occur at any school then the Council would support pupils to ensure that their education did not suffer.

44/19 MEASURING CORPORATE PERFORMANCE: DRAFT OUTCOMES FRAMEWORK 2019-20

(Agenda Item. 6)

Cabinet considered a report seeking approval of the Outcomes Framework, the mechanism by which progress towards OCC's Corporate Plan priorities is measured and reported. Cabinet had before them the draft 2019-20 version that had been revised to reflect the year's business activities and to incorporate improvements identified during routine review and engagement with members.

Councillor Brighthouse, Chairman of Performance Scrutiny Committee advised that the Committee had considered and commented on the draft Outcomes Framework but had not had the Business Management and Monitoring report (Agenda Item 7 on this agenda). The Committee had commented that overall there was a need to reconsider the information gathered to focus not on the large amount of information that the Council had but on the information that was needed. Some information was collected for other reasons and although it was right to report such information, it was not collected to ensure the Council was achieving its vision. A more critical approach to outcomes reporting was needed. Councillor Brighthouse highlighted that member engagement with residents was important and should be included in measures in the future. Member engagement, such as with casework could give an indication where things were not working quite right. The Committee had also asked that the 2018/19 target be included. Seeing the Business Management & Monitoring report it was clear that several targets were the same as 2018/19. The Committee had raised queries on individual targets and Councillor Brighthouse referred to the target for % of 5-9 passes in English and maths that was seen by the Committee as lacking ambition. For the Committee it was important that they have all the information at the Committee with the same papers to Cabinet and Performance Scrutiny Committee. This would strengthen the relation between cabinet and scrutiny and avoid councillors feeling disengaged.

Responding to a question Councillor Brighthouse suggested that as the Performance Scrutiny Committee did not meet monthly they would want to receive the most recent monthly business management & monitoring report. They had had a lengthy debate on the outcomes framework at the Committee but had not had the monthly report which would have been helpful.

Responding to a question about capturing member engagement Councillor Brighthouse stated for her it was about recognising that councillors worked in communities all the time. They were able to pick up when things were going wrong, or right. This information was being lost as the Council had not yet found a way to capture it.

Ben Threadgold, Policy and Performance Service Manager, introduced the report noting that it was an evolving process and targets and indicators

would continue to develop. He was working with Directors on the comments around individual targets such as those on attainment.

Councillor Hudspeth, moved the recommendations subject to any comments/amendments. Councillor Hudspeth added that the comments from Performance Scrutiny Committee would be considered and asked that any amendments be circulated to all councillors.

Cabinet generally welcomed the report and the level of transparency it provided. It was a useful framework to the Corporate Plan.

During discussion Cabinet:

- Asked for information on where the low target for increasing cycling had come from.
- Noted the high level of detailed reporting on matters the Council did not control, such as absence rates in primary schools. It was questioned whether this was due to statutory requirements and further information was sought to clarify this.
- Asked that the measure on rates of access to cultural services include the 8,000 children trained on musical instruments each week.
- Queried why the percentage of children with a place at their first preference school and the percentage of children at good schools and settings was 'reporting only' when the Council had all the figures.
- Suggested that given the huge amounts of data it was about how it was presented and to whom and how it was possible to drill down through the information.
- Queried whether there was sufficient ambition given the number of targets the same in the previous and coming year. Ben Threadgold replied that by not stating the current outcome achieved it was difficult to show whether the intended target was ambitious. Directors would be asked to check this.

RESOLVED: to:

- (a) approve the 2019-20 Outcomes Framework for use in monthly corporate reporting subject to amendments based on the comments; and
- (b) agree that the amended framework be circulated to all Councillors.

45/19 BUSINESS MANAGEMENT & MONITORING REPORT - MARCH 2019

(Agenda Item. 7)

Cabinet had before them a report that demonstrated Oxfordshire County Council's (OCC'S) progress towards Corporate Plan priorities and an update on the delivery of the Medium-Term Financial Plan at the end of March 2019. This was not the final financial outturn position as year-end transactions were still being processed at the time of writing. The Provisional

Revenue Outturn 2018/19 Report will be considered by Cabinet on 18 June 2019

The report summarised “what” the Council is doing – progress towards the objectives in the Corporate Plan – and “how” the Council is doing – our organisational health.

The report covered four elements of business management: performance, risk, human resources and finance. The main body of the report summarised these elements to show how they collectively affect progress towards the achievement of outcomes in the Corporate Plan. Further detail is then provided in each of the four annexes:

- Annex A: performance
- Annex B: risk
- Annex C: human resources (HR)
- Annex D: finance

Councillor Laura Price, Opposition Deputy Leader commented that the report following on from the draft Outcomes Framework and gave more information and commentary. She asked how the objectives of the Corporate Plan could be integrated into the report and how there could be an effective conversation about transformation. Transformation had a dedicated budget. Councillor Price highlighted the red status of children’s services but stated that people were enthused and excited to see how the remodelling proposals will effect changes and noting changes were already happening.

On staffing Councillor Price was disappointed that the report seemed to be a backwards step with less detail available. She felt it was very top level and hoped it will improve as she had been told it was getting a rethink. It had been good previously to follow what was happening on agency posts by Directorate. Councillor Price stressed the need to be clear with interim posts. She understood that with the agency contract more data than ever was available and hoped that as the report evolved that detail would be there.

Councillor Hudspeth, on behalf of Councillor Heathcoat introduced the contents of the report in relation to business monitoring and HR matters, noting that Councillor Bartholomew would introduce the finance elements of the report. Councillor Hudspeth noted that the report was the first to be made monthly and would continue to develop. The new method of reporting would enhance clarity in relation to the direction of travel and against corporate objectives and would support reporting towards the transformation plan.

Councillor Hudspeth summarised the progress towards the Corporate Plan outcomes.

Councillor Bartholomew, Cabinet Member for Finance, introduced the contents of the report relating to finance.

Cabinet Members commented on individual items in the report.

RESOLVED: to note the contents of this report.

46/19 APPOINTMENTS 2019/20

(Agenda Item. 8)

Cabinet considered a report on member appointments to a variety of bodies which in different ways support the discharge of the Council's Executive functions.

RESOLVED: to agree appointments to the bodies set out in the Annex to these minutes.

47/19 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 9)

The Cabinet considered a list of items for the immediately forthcoming meetings of the Cabinet together with changes and additions set out in the schedule of addenda.

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

48/19 EXEMPT INFORMATION

(Agenda Item. 10)

RESOLVED: that the public be excluded for the duration of item 11 (since it is likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to that item and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information on the grounds set out in that item.

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

49/19 TRANSFER OPERATIONAL MANAGEMENT OF OXFORDSHIRE COUNTY COUNCIL'S PARK AND RIDE'S TO OXFORD CITY COUNCIL

(Agenda Item. 11)

The report contains exempt information. The information contained in the report is exempt in that it falls within the following prescribed category:

3. *Information relating to the financial or business affairs of any particular person (including the authority holding that information);*

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that disclosure would undermine the process to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority.

The report sought approval to enter into an Agency Agreement that will transfer the operational management of Oxfordshire County Council owned Park and Ride facilities to Oxford City Council these being Thornhill and Water Eaton.

Councillor John Sanders, Shadow Cabinet member for Environment spoke in support of the proposal. He referred to other areas where there could be management co-operation between District and County Councils and suggested consideration of a liaison group to consider such proposals. Councillor Hudspeth highlighted the cross county role of the Oxfordshire Growth Board.

RESOLVED: to:

- (a) agree in principle to enter into an Agency Agreement that will transfer the operational management of Oxfordshire County Council owed Park and Ride facilities to Oxford City Council.
- (b) to delegate authority to the Director of Law and Governance, in consultation with the Cabinet Member for Environment, the Leader and the Strategic Director of Communities to agree appropriate terms of the agreement.

..... in the Chair

Date of signing

APPOINTMENTS SCHEDULE 2017/18

ANNEX

Joint Committees

<u>Joint Committee</u>	Frequency of meetings (FOM)	Places	Appointees for 2019/20
Thames Valley Fire Control Service		2	Deputy Leader Cabinet Member for Local Communities
Traffic Penalty Tribunal - Outside London Adjudication Committee	quarterly	1	Cabinet Member for the Environment
Growth Board		1	Leader (Deputy Leader as named substitute)
Thames Valley Collaboration Group		1	Deputy Leader
Didcot Garden Town Board	quarterly	1	Councillor Ian Hudspeth
Joint Partnership Working Group		5	Councillors Ian Hudspeth, Ted Fenton, Jeannette Matelot, Liz Brighouse and Liz Leffman

Joint Committee Sub-Groups

Sub-Group	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib	Ind
					Dem	
Oxfordshire Growth Board Scrutiny Panel	3	On the nomination of the political groups according to political balance:	1 Carter	1 John Sanders	1 Emily Smith	
OGB JSSP Sub Group		Appointment nominated by the Leader of the Council	1 Fox-Davies (Matelot as Sub)			
OGB Infrastructure Sub-Group	1	Appointment nominated by the Leader of the Council	1 Constance			
OGB Housing Sub-Group		Appointment nominated by the Leader of the Council	1 (Constance Brighouse as Sub)	Brighouse		

		Council				
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Local Statutory Bodies

Statutory Body	FOM	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Adoption & Permanency Panels & Fostering Panels	3 per month 2 per month (occasionally) 3 per month	3 2	On the nomination of the political groups according to political balance: Adoption & Permanency Fostering	2 Cllr Mrs Fitzgerald O'Connor Vacancy 1 Cllr Bulmer	1 Cllr Begum Azad 1 Cllr Gill Sanders		0
Standing Advisory Council for Religious Education (SACRE)		3	On the nomination of the political groups according to political balance	1 Cllr Mathew	1 Cllr Phillips	1 Cllr Bob Johnston	0

SECTION 3

Strategic Partnerships

Partnership	FOM	Appointees for 2019/20
Oxfordshire Partnership Board	2 per annum	Leader of the Council
Thematic Partnerships:		
Health & Well Being Board	3 per annum	Leader of the Council, Cabinet Members responsible for Adult Social Care, Public Health & Children's & Family Services
Children's Trust Board	3 per annum	Cabinet Member for Children & Family Services Cabinet Member for Education & Cultural Services* Cabinet member for Adult Social Care
Health Improvement Partnership Board	3 per annum	Cabinet Member for Adult Social Care & Public Health
Better Care Fund Joint Management Group		Cabinet Member for Adult Social Care & Public Health
Oxfordshire Local Enterprise Partnership	4 per annum	Councillor Ian Hudspeth
Safer Oxfordshire Partnership	3 per annum	Councillor Kieron Mallon in his role as representative on the Thames Valley Police & Crime Panel.
Oxfordshire Stronger Communities Alliance	4 per annum	Cabinet Member for Local Communities
Oxfordshire Environmental Partnership	4 per annum	Cabinet Member for Environment
Skanska Strategic Partnership Board	4 per annum	Cabinet Member for Environment and Leader
Viridor Strategic Partnership Board	annually	Cabinet Member for Environment

SECTION 4

Standing Advisory Bodies

Body	FOM	Places	Basis of Member Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Music House Committee / Music Education Hub (Partnership) for Oxfordshire	3 per annum	3	On the nomination of the political groups according to political balance	2 Cllr Waine Cllr Lindsay-Gale	1 Cllr Phillips	0	0
Outdoor Centres House Committee (under review)		3	On the nomination of the political groups according to political balance	2 Cllr Waine Vacancy	1 Cllr Lygo	0	0
Schools Organisation Stakeholder Group (includes former Oxfordshire School Forum)	quarterly	5 1 observer (with no voting rights)	Non-executive County Council Members On the nomination of the political groups according to political balance Cabinet Member for Education & Cultural Services	3 Cllr Waine Cllr Mrs Fitzgerald-O'Connor Cllr Matelot Cllr Lindsay-Gale	1 Cllr Brighthouse	1 Cllr Howson	
Young People's Well-Being Group	2	5	5 non-executive councillors on the nomination of the political groups according to political balance, to reflect as far as possible the geographic	3 Cllr Mrs Fitzgerald-O'Connor Cllr Mathew Cllr Handley	1 Cllr Turnbull	1 Cllr Emily Smith	0

			<p>areas of the county;</p> <p>the Cabinet Member with responsibility for Children and Young People (ex officio)</p>	Cllr Harrod			
Joint Parking project Group	monthly	2	2 councillors on the nomination of the political group	1 Constance	1 John Sanders		

SECTION 5

Working Group	FOM	Places	Basis of Appointment	Con Ind Alliance	Lab	Lib Dem	Ind
Corporate Parenting Panel	4 per annum	11	On the nomination of the political groups according to political balance, to include the Cabinet Member for Children & Family Services and the three members serving on the Fostering & Adoption Panels Director for Children's Services, and Director for Adult Services or nominees	6 Cllr Waive Cllr Mrs Fitzgerald O'Connor Cllr Billington Cllr Bulmer Cllr Harrod Cllr Gray	3 3 of Cllr Gill Sanders, Cllr Lygo, Cllr McIlveen and Cllr Begum Azad	2 Cllr Roberts vacancy	0
Oxfordshire County Council South Africa Link Group	2/3 per annum	4	<i>On the nomination of the political groups according to political balance</i>	2 Cllr Harrod Cllr Thompson	1 Cllr Brighthouse	1 D. Turner	0
Minority Ethnic Consultative Forum.		3		1 Cllr Gray	1 Cllr Afridi	1 Cllr Buckley	
West End Steering Group	as required	2	Leader of the Council and Deputy Leader or representative	2 Hudspeth Heathcoat		0	0

Informal Member/Officer Working Groups

Member Champions

Cycling: Councillor Bartington

Mental Health & Loneliness: Councillor Stratford

Military: The Leader of the Council acts as Armed Forces Champion on behalf of the county, then each military base has a champion who acts as a point of contact:

Base	OCC Champion
Bicester Garrison	Councillor Sames
RAF Brize Norton	Councillor Handley
Abingdon Station	Councillor Webber
Shrivenham Defence Academy	Councillor Constance
Vauxhall Barracks	Councillor Clarke
RAF Benson	Councillor Atkins

Veterans: Councillor Atkins

Cabinet Advisory Groups:

Minerals and Waste Cabinet Advisory Group:

Councillors: Atkins, Constance (Chair), Fenton, Gray, Johnston, Lindsay-Gale, Mathew, John Sanders and Webber

Transport Cabinet Advisory Group

Councillors: Atkins, Constance (Chair), Fenton, Fox-Davies, Johnston, Matelot, Reynolds, Roberts, John Sanders and Walker

Home to School Transport for SEN Post -16

Councillors: Atkins, Howson, Lindsay-Gale (Chair), Turnbull, Waine and Walker

Co-opted Members: Wendy Cliffe (SENDIASS) Support Service for Children with Special Needs and Disability; John Riches (OASSH) Oxfordshire Association of Special School Headteachers

Transformation

Councillors: Clarke, Haywood, Lygo, Matelot, Reeves (Chair), Roberts and Webber

SECTION 6

Strategic Outside Body	FOM	OCC Entitlement	Appointees for 2017/18
County Councils Network (CCN)	Council - 2 per annum Executive – 3 per annum Annual conference	4 county councillors	Hudspeth Lindsay-Gale Heathcoat Corkin
Local Government Association (LGA)	General Assembly -1 per annum	4 county councillors (* to cast additional OCC vote)	Hudspeth* Corkin Heathcoat Lindsay-Gale
Oxfordshire Association of Local Councils	as required	1 county councillor	Matelot
Oxfordshire Care Partnership Board	as required	1 county councillor	Stratford
Oxfordshire Countryside Access Forum	2/3 per annum	1 county councillor	Vacancy
Community First Oxfordshire (formerly Oxfordshire Rural Community Council)	as required	1 county councillor	Walker

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Division(s):

CABINET – 18 JUNE 2019

PROVISIONAL REVENUE OUTTURN 2018/19

Report by the Director of Finance

RECOMMENDATIONS

1. The Cabinet is **RECOMMENDED** to:
 - (a) note the provisional revenue outturn for 2018/19 along with the year-end position on general balances and earmarked reserves as set out in the report;
 - (b) approve the transfer of over and under spends to general balances as set out in paragraph 5;
 - (c) agree that the surplus on the On-Street Parking Account at the end of the 2018/19 financial year, so far as not applied to particular eligible purposes in accordance with Section 55(4) of the Road Traffic Regulation Act 1984, be carried forward in the account to the 2019/20 financial year as set out in Annex 3;
 - (d) approve the transfer of the £0.4m underspend relating to the replacement for the Oxfordshire Strategic Model to the Budget Priorities Reserve for use in 2019/20 as set out in the Communities Section below;
 - (e) approve the revised 2019/20 Earmarked Reserve forecast as set out in Annex 5.

Executive Summary

2. The purpose of this report is to present and provide commentary on the provisional revenue outturn position for 2018/19 prior to the formal closure of the accounts.
3. Ernst and Young, Oxfordshire County Council's external auditor, will carry out their audit of the Council's 2018/19 Statement of Accounts during June and July, and it is possible that changes may be made to the accounts during this period which may alter the position presented within this report. The results of the external audit will be reported to Audit and Governance Committee on 17 July 2019, at which stage that Committee is expected to approve the 2018/19 Statement of Accounts for publication. The Statement of Accounts will be published on the Council's website.

4. There is an overspend of **£8.6m** by directorate services partially offset by additional interest of **£0.9m**, additional government grant of **£0.4m**, an underspend of **£0.3m** on Capital Financing and additional business rates of **£0.5m** to give an adjusted overspend of **£6.5m**. By using the unallocated corporate contingency of **£7.0m** the overall Council position is reduced to an underspend of **£0.5m**.
5. During 2018/19 it was agreed that an additional **£2.9m** of income relating to divested treasury management funds would be transferred to balances. It was also agreed that **£1.1m** relating to deficit balances of schools converting to academy status would be funded from general balances. It is proposed that all over and under spends totalling **-£0.5m** are transferred into general balances along with the in-year agreed movements on balances totalling **-£1.8m**. After taking this into account general balances at 31 March 2019 were **£28.0m**. This is **£11.7m** above the 2018/19 risk assessed level. As agreed by Council in February 2019, **£6.0m** will be transferred from general balances to the Transformation Reserve on 1 April 2019. This position reinforces the sound financial position the Council is in. The general balances position is set out in Annex 4.

Directorate	Final Budget 2018/19 £m	Outturn 2018/19 £m	Outturn Variance 2018/19 £m	Outturn Variance 2018/19 %
Children's Services	107.6	116.1	+8.5	7.9%
Adult Services	183.7	184.3	+0.6	0.3%
Communities	104.8	104.5	-0.3	-0.3%
Resources	36.2	36.0	-0.2	-0.6%
Total Directorate Position	432.3	440.9	+8.6	2.0%
Strategic Measures	-438.5	-440.6	-2.1	-0.9%
Contingency	7.3	0.3	-7.0	
Total Outturn Position	1.1	0.6	-0.5	

In-Year Agreed Movement on Balances	-1.1	-2.9	-1.8	
Movement on General Balances	0	-2.3	-2.3	

Main variations

6. There is an overspend of **£8.5m** on Children's Services of which **£4.6m** relates to Children's Social Care. This is in the context of an additional **£9.5m** budget in 2018/19 to meet the significant increase in demand. Despite this, demand for Children's Social Care continues to rise beyond expectations, both locally and nationally. In addition, there is a **£3.4m** overspend on Special Educational Needs (SEN) Home to School transport. Student numbers have increased by around 18% in the last 12 months and the number of lone or lower occupancy (5 or less students) has increased significantly. This is due to an increase in the number of

students with higher complex needs who need to travel alone or in small groups. In February 2019, an additional **£1.6m** was agreed for the SEN Home to School Transport 2019/20 budget. As the overspend increased significantly towards the end of the Service & Resource Planning process, corporate contingency was increased by **£2.2m** to meet the increasing demand.

7. There is also a **£5.0m** overspend on the Dedicated School Grant (DSG) – High Needs Block. This is mainly due to increasing demand for special school places and the need to place children at independent non-maintained schools. This overspend will be met by using the DSG reserves.







Introduction

8. The Annexes listed below are attached and referenced in the report:

Annex 1	Revenue Outturn
Annex 2a	2018/19 Reserves
Annex 2b	Schools' Balances
Annex 3	On and Off-Street Parking – Statement of Income and Expenditure for 2017/18
Annex 4	General Balances
Annex 5	Revised 2019/20 Earmarked Reserves Forecast





9. The following tables provide an overview of the provisional outturn positions on the revenue budget, reserves and balances, and investment and borrowing activity.

Key

 Red	 Improving
 Amber	 Stable
 Green	 Worsening

Children's Services

£8.5m (7.9%) overspend

Education & Learning	£3.4m <u>overspend</u> is reported for Special Educational Needs Home to School Transport. Student numbers have increased by around 18% in the last 12 months. The number of lone transport or lower occupancy vehicles (5 or less students) have increased significantly. This is due to an increase in the number of students with higher complex needs who need to travel alone or in small groups.
RAG rating 	
Direction of travel 	
Variation £2.9m (12.4%) overspend	£0.2m <u>underspend</u> is reported on mainstream Home to School Transport due to a reduction in the number of routes.
Action Plan Approved	£0.4m <u>underspend</u> in Access to Learning (excluding Home to School Transport), mainly in relation to an underspend on the academies budget, and sufficiency and access. £0.2m <u>underspend</u> is reported in Learner and School Improvement mainly in relation to Governance and Education Support Services. Earlier in the year, a £1.1m supplementary estimate was approved to meet the deficit balances upon conversion to academy status. A further £0.3m <u>overspend</u> is reported as the deficit balances are higher than previously forecast.
Children's Social Care	£1.0m of the <u>overspend</u> relates to an increase in staffing levels and client spend within the social care teams arising from the increase in demand.
RAG rating 	
Direction of travel 	
Variation £1.7m (5.9%) overspend	£0.5m <u>overspend</u> on Unaccompanied Asylum-Seeking Children due to costs exceeding grant funding received. As this is an unfunded new burden, any shortfall in funding will be met from either balances or contingency. The overspend is lower than previously forecast as a higher number of children were confirmed as meeting the Home Office grant definitions and more recent arrivals attract a higher rate of funding.
Action Plan Approved	£0.1m <u>overspend</u> on management and administration.

Children's Social Care Countywide Services

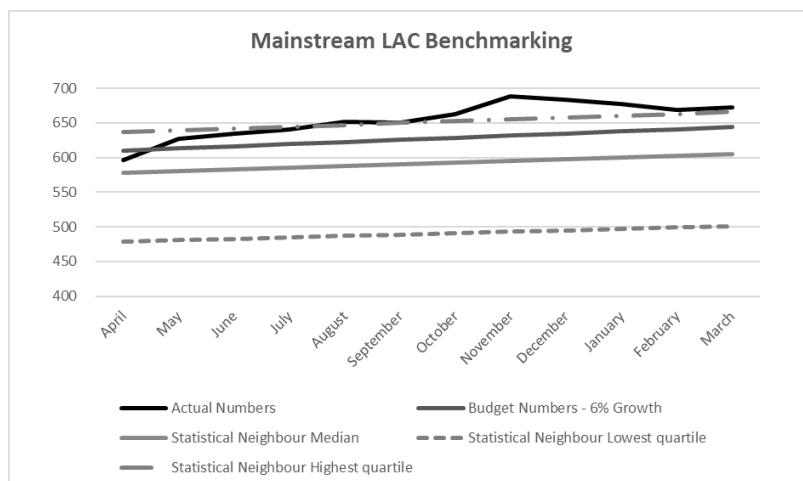
RAG rating ▲

Direction of travel ↔

Variation £3.8m (7.6%) overspend

Action Plan Approved

£3.6m overspend on Corporate Parenting is due to rising demand. An increase of 80 mainstream looked after children from April 2018 to the end of March 2019 takes the number of children looked after to 673, compared to a budgeted number of 610.



£0.3m overspend on Children with Disabilities is due to a small increase in the number of children in care within this team.

£0.1m underspend on Safeguarding, OSCB and Principal Social Worker is due to the delays to the National Assessment and Accreditation System for Social Workers.

Children's Services Central Costs

RAG rating ●

Direction of travel ↓





Variation £0.1m (2.1%) overspend



Action Plan Approved



£0.1m overspend on Children's Services Central costs is made up of a number of small variances within the Director's Office, Projects and Premature Retirement Compensation.

Dedicated Schools Grant (DSG) Funded Services



(the variations on DSG are not included in the overall Council position as it is a ringfenced grant)



Early Years DSG Block	A Contingency budget of £0.4m, to protect against changes in grant income/participation levels, was not used in 2018/19. Excluding the Contingency budget, the 3 and 4-year-old outturn position was in balance in 2018/19 on current published grant income figures. The final 2018/19 grant will not be published by the DfE until July 2019. It is projected that the final 2018/19 grant income will be £0.5m higher than currently published on the basis of January 2019 census data.
RAG rating 	
Direction of travel 	
Variation £1.0m (2.6%) underspend	A net underspend of £0.1m relates to ringfenced elements of the DSG grant and will be carried forward for use in 2019/20.
Action Plan N/A	A decision will be made on how the funding will be utilised once the 2018/19 Early Years DSG grant is finalised by the DfE in July 2019.
Within the Early Years block, the funding received for 2-year-olds was insufficient to cover the payments made. This issue will be discussed with Schools Forum with regard to the rate set for 2-year-olds in 2020/21. There was a fall in the number of two-year olds which was projected to reduce the level of grant income. Any future decline in 2, 3 or 4-year-old numbers would reduce future grant income.	
Schools DSG Block	£0.4m underspend relates to funds released due to schools converting to academy status during the financial year. Legislation prevents the Local Authority from making in year adjustments. This balance will be carried forward to 2019/20 with the use agreed between the council and Schools Forum during the year.
RAG rating 	
Direction of travel 	
Variation £0.4m (0.4%) underspend	
Action Plan N/A	





High Needs DSG Block	£5.0m overspend is reported against the in-year High Needs Block DSG, which has been met from brought forward DSG balances.
RAG rating 	The variation is mainly the result of an increase in Education Health Care Plans, leading to spending pressures in mainstream schools and specialist provision. The increase in spend has been most significant in relation to specialist provision, in particular independent non-maintained special schools.
Direction of travel 	
Variation £5.0m (9.7%) overspend	
Action Plan Approved	

School Balances	Schools' balances were £15.2m at 1 April 2018 and increased to £17.3m at 31 March 2019. As set out in Annex 2b, 142 schools had surplus balances at 31 March 2019, while 12 had deficits.
RAG rating 	The decrease in the number and value of deficits is due to 2 schools converting to academy status with deficits, 7 moving to a surplus position and 3 schools moving to a deficit position, giving an overall reduction in deficit balances of £1.2m .
Direction of travel 	
Variation £8.8m increase in balances	
Action Plan N/A	The decrease in the number of schools with surplus balances during 2018/19 reflects 10 schools converting to academies and the net of 7 moving from deficits to surpluses and 3 moving to deficits. However, surplus balances increased by £1.1m , mainly due to a small number of schools holding capital balances at the end of the year.
	138 schools had converted to academy status up to 31 March 2019. Under the transfer of Balances Regulations, the local authority has, once the closed school accounts have been finalised and agreed, transferred school balances to the successor academy. A total of £0.7m remains to be agreed and passed to academies.

Adult Services**£0.6m** (0.3%) overspend



Better Care Fund Pool	Combines health and social care expenditure on care homes, activity relating to hospital avoidance and prevention and early support activities for older people and adults with physical disabilities.
RAG rating 	
Direction of travel 	After using the £7.5m available through the improved Better Care Fund and £2.3m Winter Pressures grant funding announced in late 2018, the council elements of the pool <u>overspent</u> by £1.6m . The health elements overspent by £2.0m.
Variation £1.6m (2.0%) overspend	
Action Plan Mitigated by underspends in non – pool budgets and on-going pressure considered through 2019/20 Service & Resource Planning Process.	<p>Reablement activity provided through the contract with Oxford University Hospitals NHS Foundation Trust increased during 2018/19 but the number of people discharged from the service remained lower than budgeted. The council's share of the <u>underspend</u> was £0.8m.</p> <p>This was partly offset by an increase in the cost of direct payments for home support, contingency home care, short - term care home beds and planned care within extra care housing, £0.5m.</p> <p>A £0.3m saving was expected to be achieved as a result of a forecast reduction in Adult Social Care debt over six months old. Reflecting an increase in the volume and value of charges for care in 2018/19 the level of bad debt requiring impairment in the council's accounts instead increased by £0.7m at the end of March 2019. Work is continuing to recover the outstanding contributions for care and to address any underlying issues contributing to delays in payment by service users.</p> <p>There was a £1.2m (2.7%) <u>overspend</u> on care home placements.</p> <p>Reflecting the positive outcomes achieved through on-going joint working across health and social care, Oxfordshire Clinical Commissioning Group have increased their Better Care Fund contribution to support adult social care expenditure by £1.6m in 2018/19. The council budget released will be transferred to reserves; £0.7m has been added to the £0.7m held in reserves since the end of 2017/18 creating a total of £1.4m to support winter pressures expenditure in 2019/20. The other £0.9m will be available to support risks across both pools in 2019/20. A further £0.5m held since the end of 2017/18 will be used to manage future pressures.</p>

Adults with Care and Support Needs Pool	Supports a mix of health and social care needs for adults of working age with learning disabilities, acquired brain injury or mental health needs. To enable agreement of the risk share across both pools the council is responsible for all of the variation on this pool in 2018/19.
RAG rating 	
Direction of travel 	An <u>overspend</u> of £2.9m reflects the on-going cost of care packages agreed in 2017/18 as well as new changes in 2018/19. Overall the number of service users is relatively stable but average need has increased, with more care packages costing over £3,000 per week.
Variation £2.9m (3.5%) overspend	
Action Plan Mitigated by underspends in non – pool budgets and on-going pressure considered through 2019/20 Service & Resource Planning Process.	<p>A £1.0m <u>overspend</u> relates to the social care element of placements in out of county schools and colleges for 18 to 23-year olds with Special Educational Needs (SEN); the number of placements has reduced compared to the previous year, but the unit cost has increased by 47%. This is offset by a £0.3m refund of managed direct payment surpluses, external day services costing £0.3m less than forecast, service user income being £0.3m higher than expected and the cost of voids and vacancies for care placements being lower than forecast.</p> <p>Under the Section 75 Provider Pool agreement for mental health, the council contributed £1.8m to support costs of social work activity within the Outcome Based Contract in 2018/19. Oxford Health NHS Foundation Trust (OHFT) overspent by £1.5m (15%) against a total pooled staffing budget of £8.9m. This reflects the use of agency staff to manage staff vacancies during the year. The council agreed to contribute an additional £0.1m towards the overspend in 2018/19 and has requested that an action plan is developed by OHFT to manage the on-going pressure.</p>

Non-Pool Services	Base budget funding of £1.8m was available to fund inflationary increases to care providers in 2018/19, improved Better Care Fund grant has instead been used to fund the increases on a one – off basis. A further £0.7m held outside the pools originally related to Care Act implementation and the withdrawal of the Independent Living Fund.
RAG rating 	
Direction of travel 	
Variation £3.7m (-28.4%) underspend	There were also <u>underspends</u> on Provider & Support Services (£0.6m arising from staffing vacancies and service efficiencies), Adult Protection and Mental Capacity (£0.1m in relation to staffing vacancies within the Deprivation of Liberty Safeguards service), Domestic Violence & Abuse Support Services (£0.2m arising from a new joint service delivery approach) and Adult Social Care Staffing & Infrastructure, (£0.3m due to staffing vacancies throughout the year).
Action Plan Not required	The combined <u>underspend</u> of £3.7m on non – pool budgets has been used to mitigate the pressure on the Adults with Care & Support Needs and Better Care Fund Pooled Budgets.
Commissioning	£0.3m <u>underspend</u> reflects staffing vacancies during the implementation of the new Commissioning structure in 2018/19.
RAG rating 	
Direction of travel 	
Variation £0.3m (-4.1%) underspend	
Action Plan Not required	



Public Health



£0m (0%) breakeven position after transfer of £0.5m to Public Health reserve

RAG rating		Costs relating to the implementation of the new sexual health contract and the testing and treatment of sexually transmitted infections were £0.3m lower than expected.
		
Direction of travel		£0.2m reflecting staff vacancies and reduced out of area placements for drug and alcohol treatment and detoxification.
Variation £0.0m (0%) Breakeven against £30.5m ringfenced grant		The underspend will be held in the Public Health reserve in line with the conditions of the Public Health Grant.
Action Plan Not required		

Communities

£0.3m (0.2%) underspend



Planning & Place		£0.0m <u>variance</u> overall. However, delays in the procurement process for the Next Generation Oxfordshire Mobility Model (OMM) – replacing the existing Oxfordshire Strategic Model (OSM) – mean that the £0.4m one-off budget allocated for this procurement is requested to be transferred to the Budget Priorities Reserve to be utilised in 2019/20.
RAG rating		
Direction of travel		
Variation £0.0m breakeven		The new model is needed to enable the delivery of future savings and income targets in the MTFP.



Community Operations	£3.0m overspend for Infrastructure Operations relates to £0.9m from increased volume of Defect repairs, price and maintenance cost increases on our Street Lights of £0.5m , the £0.9m deficit in running our ITU service resulting from the change in customer base and £0.7m additional staffing costs.
RAG rating 	
Direction of travel 	
Variation £1.4m (2.0%) underspend	£4.0m underspend for Commissioning realised mainly through the Waste Management service due to savings from the Household Waste Recycling Centres (HWRC) contract of £0.6m and £1.7m from the Energy Recovery Facility (ERF) contract, the latter through planned renegotiation. £0.9m from a reduction in waste tonnage being disposed (as outlined in the table below) and a balance of £0.8m through other activities.
Action Plan agreed	

Waste Stream	Disposal 2018/19		Variation	
	K/Tonnes	%	%	£'m
Recycling	80	30%	-7%	-0.3
Compositing	75	29%	-3%	-0.3
Sub-total	155	59%		
Energy Recovery	100	38%	-2%	-0.2
Landfill	8	3%	-17%	-0.1
TOTAL	263	100%		-0.9

Note. OEP Waste Strategy proposed targets of 65% for Recycling/Composting by 2025 and 3% Landfill by 2030.



£0.4m underspend on Community Facilities is due to Corporate FM staffing vacancies of **£0.6m**, offset by an overspend on central printing of **£0.1m** and area offices of **£0.1m**. The Catering service broke even following a drawdown from the Catering Investment Fund reserve, however, the service made an in-year deficit of **£0.4m** and work is needed to move the service to a self-funding position going forward.

Property & Investment	£1.6m overspend relates to an increase in building utility costs (electric has increased by 17% and gas by 24%) of £0.4m , the £0.7m net increase in staffing costs, due mainly to the cost of interim arrangements and an increase in legal and property disposal costs of £0.5m .
RAG rating 	
Direction of travel 	
Variation £1.6m (21.6%) overspend	

Community Safety	£0.5m underspend relates primarily to the on-call fire fighter budget of £0.3m ; in addition, the service received £0.1m of income relating to previous years and the remainder was made up of non-essential expenditure being deferred to help support the overall Council position.
RAG rating 	
Direction of travel 	
Variation £0.5m (2.0%) underspend	

Resources

£0.2m (0.6%) underspend

Resources	£0.3m of the <u>overspend</u> relates to the statutory entitled costs associated with making the previous C.E. redundant.
RAG rating 	
Direction of travel 	£0.2m of the <u>overspend</u> relates to the underfunded pressure of a Human Resources BP, cost of the Shared Services partnership and statutory entitled exits costs associated with the Director of HR post.
Variation £0.2m (0.6%) underspend	<p>-£0.2m of the <u>underspend</u> reflects the increase in chargeable services delivered by the Legal Services team in quarter 4 and the efficiencies delivered in the Registration service throughout the year.</p> <p>-£0.2m of the <u>underspend</u> relates to vacant posts being held within the PMO team (under Transformation).</p> <p>-£0.1m of the <u>underspend</u> relates to one-off cost reductions in Cultural Services to support the council position.</p> <p>-£0.2m of the <u>underspend</u> relates to vacant posts being held within the ICT team.</p>

Corporate Measures

General Balances

RAG rating



Direction of travel

General balances at 31 March 2019 were **£28.0m**. This is **£11.7m** higher than the risk assessed level of **£16.3m** as set out in the Medium-Term Financial Plan (MTFP) approved by Council in February 2018. In February 2019, Council approved the transfer of **£6.0m** from General Balances to the Transformation Reserve on 1 April 2019. Following this, the level of General Balances will be **£22.0m** compared to the risk assessed level for 2019/20 of **£19.3m**.

		£'000
General Balances at 1 April 2018		25,718
Calls on balances		
Deficit balances on schs converting to academies	-1,100	
Total Calls on balances		-1,100
Additions to balances :		
Divested treasury management funds released	+2,940	
Underspend	+413	
		+3,353
Projected level of General Balances 31 March 2019		+27,971
Agreed transfer to Transformation Fund 1 April 2019		-6,000
Projected level of General Balances 1 April 2019		+21,971
RISKED ASSESSED LEVEL OF BALANCES 2018/19		+16,300
Level of surplus General Balances		+5,671

Reserves

RAG rating



Direction of travel

% of Planned Use 52.4%

As set out in Annex 2a earmarked reserves totalled **£92.3m** at 31 March 2019. Reserves (excluding schools) reduced by **£6.4m** this was less than the planned reduction of **£12.2m** agreed by Council in February 2018. As the level of reserves are higher than expected it is proposed Cabinet approve a revised forecast earmarked reserve movement for 2019/20. This is set out in Annex 5.

Medium Term Financial Plan Savings

RAG rating 

Direction of travel 

% of savings expected to be achieved
90%

90% of the planned savings of **£41.0m** have been delivered. Within the total, savings of 4.9m are under the remit of the Transformation Board, and of these, 93% have been delivered.

Summary of Savings Delivery Progress		
Total Directorate Savings	-25,306	
Corporate Savings	-15,743	
Total savings for 2018/19 Budget	-41,049	
Directorate Savings		
Delivered & Green	-21,160	84%
Amber Savings	0	0%
Red Savings	-4,146	16%
	-25,306	
Directorate Delivered & Green Savings		
	-21,160	
Corporate Savings - all delivered	-15,743	
	-36,903	
Percentage Delivered & Green of 18/19 total		
	90%	

Strategic Measures

RAG rating 

Direction of travel 

An underspend of **£2.1m** is reported on Strategic Measures. Capital Financing underspent by **£0.3m** due to use of other capital funding sources delaying the need to borrow. An additional **£0.4m** of unringfenced government grants were received during the year due to changes in business rate reliefs during 2017/18 and 2018/19 resulting in additional Section 31 grant. **£0.5m** of business rates income was received from the Council's share of the pooling gain. Additional interest on balances of **£0.9m** is due to higher than forecast average cash balances and the in-year increase in the Bank of England base rate being earlier than forecast in the budget.

The Treasury Management Outturn report for 2018/19, which covers all of the related activities in detail, will be considered by Cabinet on 16 July 2019.

£1.9m of government grants allocated for 2019/20 were received in advance at the end of 2018/19. These have been transferred to reserves for use in the correct financial year.

In addition, the **£7.0m** corporate contingency budget was left unallocated to offset the directorate overspend position, as reported throughout the year.

**Debt and Loan
Write Offs &
Impairments**
RAG rating 
**Direction of
travel** 
Income collection & recovery activity

Collection rates have maintained the levels achieved during the previous financial year, this is despite an increase of over 10% in the value of charges raised in each area.

In relation to income collection, more of our customers paid earlier this year and less errors were made by officers when raising invoices; there was a 25% reduction in cancellations compared with 2017-18.

In relation to debt recovery there was a net increase of **£0.6m** to the council's impairment; the increase relates wholly to adult social care contributions and was forecast throughout the year.

Debtor write offs

For the year ended 31 March 2019 there were 169 general debt write offs which totalled **£0.152m**. Adult social care client contributions wrote off 191 debts totalling **£0.331m**. There was a one-off impairment.

Over 50% of the corporate write offs related to two write off that were approved by Cabinet during the year. Approximately a fifth of the Adult Social Care debt written off relates to balances owed by insolvent estates, and a third is linked to financial mismanagement by debtors or representatives.

There was a 25% reduction in the value of debt written off compared with last financial year.

LORNA BAXTER
Director of Finance

Contact Officers:

Katy Jurczynszyn, Strategic Finance Manager
07584 909518

June 2019

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

Directorate	BUDGET 2018/19		Final Budget	Outturn Year end Spend/Income	Year end Variation to Budget	Year end Variance Traffic Light Indicator
	Original Budget	Movement				
	£000	£000	£000	£000	underspend - overspend + £000	
People						
Gross Expenditure	628,461	-28,944	599,517	637,495	37,978	R
Gross Income	-312,944	4,748	-308,196	-337,093	-28,897	R
	315,517	-24,196	291,321	300,402	9,081	R
Resources						
Gross Expenditure	65,015	-11,765	53,250	54,518	1,268	R
Gross Income	-45,952	28,936	-17,016	-18,502	-1,486	R
	19,063	17,170	36,233	36,016	-217	G
Communities						
Gross Expenditure	170,097	-14,941	155,156	162,816	7,660	R
Gross Income	-71,117	20,764	-50,353	-58,263	-7,910	R
	98,980	5,824	104,804	104,553	-251	G
Directorate Expenditure Total	863,573	-55,650	807,923	854,829	46,906	R
Directorate Income Total	-430,013	54,448	-375,565	-413,858	-38,293	R
Directorate Total Net	433,560	-1,202	432,358	440,971	8,613	R

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

Directorate	BUDGET 2018/19		Final Budget	Outturn Year end Spend/Income	Year end Variation to Budget	Year end Variance Traffic Light Indicator
	Original Budget	Movement				
	£000	£000				
					underspend - overspend + £000	
Contributions to (+)/from (-)reserves	-10,090	-28	-10,118	-8,061	2,057	
Contribution to (+)/from(-) balances	0	-1,100	-1,100	0	1,100	
Public Health Saving Recharge	-500	500	0	0	0	
Contingency	7,481	-141	7,340	298	-7,042	
Insurance	0	2,795	2,795	2,795	0	
Capital Financing	24,065	5	24,070	23,810	-260	
Interest on Balances	-6,015	-5	-6,020	-9,887	-3,867	
Strategic Measures Budget	14,941	2,026	16,967	8,955	-8,012	
Unringfenced Government Grants	-13,059	-824	-13,883	-16,248	-2,365	
Council Tax Surpluses	-5,316		-5,316	-5,316	0	
Revenue Support Grant	-5,868		-5,868	-5,868	0	
Business Rates Top-Up	-39,046		-39,046	-39,046	0	
Business Rates From District Councils	-33,170		-33,170	-33,659	-489	
Council Tax Requirement	352,042	0	352,042	349,789	-2,253	

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget
	Estimated outturn showing variance in excess of +/- 1% of year end budget



Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

People Directorate		BUDGET 2018/19		Final Budget	Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
		Original Budget	Movement				
		£000	£000	£000	£000	underspend - overspend + £000	
CEF1	Education & Learning						
	Gross Expenditure	72,563	3,193	75,756	76,640	884	R
	Gross Income	-51,320	-878	-52,198	-50,161	2,037	R
		21,243	2,314	23,557	26,479	2,922	R
CEF2	Children's Social Care						
	Gross Expenditure	31,369	1,350	32,719	34,727	2,008	R
	Gross Income	-3,109	-991	-4,100	-4,430	-330	R
		28,260	359	28,619	30,297	1,678	R
CEF3	Children's Social Care Countywide Services						
	Gross Expenditure	53,465	1,228	54,693	60,396	5,703	R
	Gross Income	-3,856	-522	-4,378	-6,260	-1,882	R
		49,609	705	50,314	54,136	3,822	R
CEF4-1	Delegated Schools						
	Gross Expenditure	166,684	-8,529	158,155	180,547	22,392	R
	Gross Income	-166,684	8,529	-158,155	-180,569	-22,414	R
		0	0	0	-22	-22	G
CEF4	Other Schools						
	Gross Expenditure	39,963	-1,376	38,587	39,134	547	R
	Gross Income	-39,671	1,324	-38,347	-38,901	-554	R
		292	-52	240	233	-7	R
CEF5	Children's Services Central Costs						
	Gross Expenditure	6,271	-880	5,391	5,494	103	R
	Gross Income	-609	90	-519	-519	0	G
		5,662	-790	4,872	4,975	103	R

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

People Directorate		BUDGET 2018/19		Final Budget	Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
		Original Budget	Movement				
		£000	£000	£000	£000	underspend - overspend + £000	
CEF	Non Negotiable Support Service Recharges						
	Gross Expenditure	12,175	-12,175	0	0	0	G
	Gross Income	0	0	0	0	0	G
		12,175	-12,175	0	0	0	G
SCS1	Adult Social Care						
	Gross Expenditure	195,184	570	195,754	202,466	6,712	R
	Gross Income	-16,108	-2,348	-18,456	-24,318	-5,862	R
		179,076	-1,778	177,299	178,148	850	G
SCS2	Joint Commissioning						
	Gross Expenditure	6,291	1,415	7,706	7,335	-371	R
	Gross Income	-786	-501	-1,287	-1,179	108	R
		5,505	915	6,420	6,156	-264	R
SCS	Non Negotiable Support Service Recharges						
	Gross Expenditure	13,695	-13,695	0	0	0	G
	Gross Income	0	0	0	0	0	G
		13,695	-13,695	0	0	0	G
PH1	LA Commissioning Responsibilities - Nationally Defined						
	Gross Expenditure	17,630	-229	17,401	17,088	-313	R
	Gross Income	0	0	0	0	0	G
		17,630	-229	17,401	17,088	-313	R

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

		BUDGET 2018/19		Final Budget	Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
People Directorate		Original Budget	Movement				
		£000	£000	£000	£000	underspend - overspend + £000	
PH2	LA Commissioning Responsibilities - Locally Defined						
	Gross Expenditure	12,525	182	12,707	12,482	-225	R
	Gross Income	-273	45	-228	-228	0	G
		12,252	227	12,479	12,254	-225	R
PH3	Public Health Recharges						
	Gross Expenditure	646	2	648	627	-21	R
	Gross Income	0	0	0	0	0	G
		646	2	648	627	-21	R
PH4	Grant Income						
	Gross Expenditure	0	0	0	0	0	G
	Gross Income	-30,528	0	-30,528	-30,528	0	G
		-30,528	0	-30,528	-30,528	0	G
	Transfer to Public Health Reserve	0	0	0	559	559	G
	Directorate Expenditure Total	628,461	-28,944	599,517	637,495	37,978	R
	Directorate Income Total	-312,944	4,748	-308,196	-337,093	-28,897	R
	Directorate Total Net	315,517	-24,196	291,321	300,402	9,081	R

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget	G
	Estimated outturn showing variance in excess of +/- 1% of year end budget	R

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

Communities Directorate		BUDGET 2018/19		Final Budget	Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
		Original Budget	Movement				
		£000	£000	£000	£000	underspend - overspend + £000	
EE1	Planning & Place						
	Gross Expenditure	12,125	-887	11,238	17,782	6,544	R
	Gross Income	-6,519	691	-5,828	-12,391	-6,563	R
		5,606	-196	5,410	5,391	-19	G
EE2	Community Operations						
	Gross Expenditure	59,509	47,692	107,201	107,106	-95	G
	Gross Income	-10,968	-27,422	-38,390	-39,660	-1,270	R
		48,541	20,270	68,811	67,446	-1,365	R
EE3	Property & Investment						
	Gross Expenditure	59,411	-47,484	11,927	13,360	1,433	R
	Gross Income	-30,167	25,678	-4,489	-4,323	166	R
		29,244	-21,806	7,439	9,037	1,599	R
EE4	Community Safety						
	Gross Expenditure	24,809	-19	24,790	24,568	-222	G
	Gross Income	-1,749	103	-1,646	-1,889	-243	R
		23,060	84	23,144	22,679	-465	R
EE9	Recharge Income from Grants and External Organisations						
	Gross Expenditure	0	0	0	0	0	G
	Gross Income	-817	817	0	0	0	G
		-817	817	0	0	0	G

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

Communities Directorate	BUDGET 2018/19			Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
	Original Budget	Movement	Final Budget			
	£000	£000	£000	£000	underspend - overspend + £000	
Non Negotiable Support Service Recharges						
Gross Expenditure	14,243	-14,243	0	0	0	G
Gross Income	-20,897	20,897	0	0	0	G
	-6,654	6,654	0	0	0	G
Directorate Expenditure Total	170,097	-14,941	155,156	162,816	7,660	R
Directorate Income Total	-71,117	20,764	-50,353	-58,263	-7,910	R
Directorate Total Net	98,980	5,824	104,804	104,553	-251	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget
	Estimated outturn showing variance in excess of +/- 1% of year end budget

G
R

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

Resources Directorate	BUDGET 2018/19		Final Budget	Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
	Original Budget	Movement				
	£000	£000	£000	£000	underspend - overspend + £000	
CEO1 Corporate Services						
Gross Expenditure	903	885	1,788	2,070	282	R
Gross Income	0	0	0	-9	-9	G
	903	885	1,788	2,061	273	R
CEO2 Human Resources						
Gross Expenditure	4,649	4	4,653	4,730	77	R
Gross Income	-739	-413	-1,152	-1,050	102	R
	3,910	-409	3,501	3,680	179	R
CEO3 Corporate Finance & Internal Audit						
Gross Expenditure	6,535	984	7,519	8,176	657	R
Gross Income	-1,772	-826	-2,598	-3,301	-703	R
	4,763	157	4,920	4,875	-45	G
CEO4 Law & Governance						
Gross Expenditure	10,800	985	11,785	11,761	-24	G
Gross Income	-8,157	-129	-8,286	-8,503	-217	R
	2,643	856	3,499	3,258	-241	R
CEO5 Policy						
Gross Expenditure	3,574	-484	3,090	3,026	-64	R
Gross Income	-917	-190	-1,107	-1,013	94	R
	2,657	-674	1,983	2,013	30	R
CEO6 Transformation						
Gross Expenditure	0	730	730	812	82	R
Gross Income	0	0	0	-237	-237	G
	0	730	730	575	-155	R

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
Provisional Outturn

Resources Directorate	BUDGET 2018/19			Outturn Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
	Original Budget	Movement	Final Budget			
	£000	£000	£000	£000	underspend - overspend + £000	
CEO7 Customer Experience						
Gross Expenditure	26,042	-15,481	10,562	10,723	162	R
Gross Income	-3,521	-35	-3,556	-3,789	-233	R
	22,521	-15,516	7,005	6,934	-71	R
CEO8 ICT & Digital						
Gross Expenditure	0	13,124	13,124	13,220	96	G
Gross Income	0	-317	-317	-600	-283	R
	0	12,807	12,807	12,620	-187	R
CEO9 Recharge Income from Grants and External Organisations						
Gross Expenditure	0	0	0	0	0	G
Gross Income	-1,912	1,912	0	0	0	G
	-1,912	1,912	0	0	0	G
Non Negotiable Support Service Recharges						
Gross Expenditure	12,512	-12,512	0	0	0	G
Gross Income	-28,934	28,934	0	0	0	G
	-16,422	16,422	0	0	0	G
Directorate Expenditure Total	65,015	-11,765	53,250	54,518	1,268	A
Directorate Income Total	-45,952	28,936	-17,016	-18,502	-1,486	R
Directorate Total Net	19,063	17,170	36,233	36,016	-217	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget	G
	Estimated outturn showing variance in excess of +/- 1% of year end budget	R

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
EARMARKED RESERVES

	2018/19		
	Balance at 1 April 2018 £000	Movement £000	Balance at 31 March 2019 £000
Schools' Reserves	15,177	2,132	17,309
Vehicle and Equipment Reserve	2,760	141	2,901
Grants and Contributions Reserve	13,539	1,165	14,704
Government Initiatives	587	737	1,324
Trading Accounts	658	-333	325
Council Elections	158	170	328
Partnership Reserves	654	2,005	2,659
On Street Car Parking	2,311	-314	1,997
Transformation Reserve	2,482	711	3,193
Budget Prioritisation Reserve	16,966	-12,076	4,890
Insurance Reserve	8,515	2,132	10,647
Business Rates Reserve	150	405	555
Capital Reserves	31,316	-128	31,188
Budget Equalisation Reserve	1,293	-1,013	280
Total Reserves	96,566	-4,266	92,300
Excluding Schools' Reserves	81,389	-6,398	74,991

Commentary
<p>In accordance with the Education Reform Act 1988, the scheme of Local Management of Schools provides for the carry forward of individual schools surpluses and deficits. These reserves are committed to be spent on schools.</p> <p>Other School Reserves cover a number of miscellaneous education activities, including amounts loaned to individual schools against school reserves, and School Partnership Accounts which are operated in respect of inter-school activities, primarily relating to .</p> <p>Includes funding for Fire & Rescue Service vehicles and equipment.</p> <p>Includes £2.4m Dedicated Schools Grant and £1.3m Public Health Grant.</p> <p>Funding for government initiatives, including adoption reform work.</p> <p>Holds surplus funds from self-financing services such as Oxfordshire Safeguarding Children's Board</p> <p>This will be used to fund future elections. In years where no County Elections take place any underspend on the Council Elections budget will be transferred to this reserve.</p> <p>To be spent on LEP related project expenditure and the Growth Deal</p> <p>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.</p> <p>This reserve was established as part of the 2016/17 budget process to utilise one-off grant funding from the Government to fund the Council's Fit for the Future Transformation programme.</p> <p>This reserve is being used to support the implementation of the Council's priorities and the Medium Term Financial Plan.</p> <p>This reserve covers the County Council for insurance claims that, based on the previous experience of the County Council, are likely to be received, as well as a number of insurance related issues.</p> <p>This reserve is to smooth the volatility of Business Rates income.</p> <p>This reserve has been established for the purpose of financing capital expenditure in future years.</p> <p>This reserve is being used to manage the cash flow implications of the variations to the Medium Term Financial Plan.</p>

Provisional Outturn Report 2018/19
Cabinet - 18 June 2019
SCHOOL BALANCES

1. Number of Schools with Deficit/Surplus Budgets

	Number of Schools 31 March 2018		Number of Schools 31 March 2019	
	Deficit Balance	Surplus Balance	Deficit Balance	Surplus Balance
Primary	16	140	10	134
Secondary	2	1	1	0
Special	2	7	1	8
Total	20	148	12	142

2. Balances as at 31 March 2017 and 31 March 2018

	Balances at 31 March 2018			Balances at 31 March 2019		
	Deficit Balance	Surplus Balance	Total Balance	Deficit Balance	Surplus Balance	Total Balance
	£m	£m	£m	£m	£m	£m
Primary	0.593	-10.398	-9.805	0.358	-11.502	-11.144
Secondary	2.239	-0.182	2.057	1.438	0.000	1.438
Special	0.294	-0.979	-0.685	0.112	-1.193	-1.081
Total	3.126	-11.559	-8.433	1.908	-12.695	-10.787
Schools Contingency, Closed Schools and Other Balances			-6.572			-6.376
School Loans and Other School Related Reserves			-0.172			-0.146
Schools Balance as shown in Annex 2a			-15.177			-17.309

	Balances 31 March 2019	
	Largest Individual Surplus	Largest Individual Deficit
	£m	£m
Primary	-0.677	0.091
Secondary		1.438
Special	-0.473	0.112

Provisional Outturn Report 2018/19

Cabinet - 18 June 2019

ON/OFF-STREET CAR PARKING 2018/19 - ACTUAL INCOME / EXPENDITURE AND IMPACT ON PARKING RESERVE

ON - STREET PARKING										OFF - STREET PARKING			
	OXFORD CITY	OXFORD CITY	OXFORD CITY	ABINGDON	HENLEY	WALLINGFORD & FARINGDON	SUBTOTAL	BUS LANE CAMERA ENFORCEMENT	TOTAL ON - STREET PARKING	WATER EATON PARK AND RIDE	THORNHILL PARK AND RIDE	BICESTER PARK AND RIDE	TOTAL OFF-STREET PARKING
	Pay & Display	Parking Contraventions	Designated Parking Places				a	b	a+b	c	d	e	c+d+e
	£	£	£	£	£		£	£	£	£	£	£	£
EXPENDITURE													
PURCHASE EQUIPMENT								-1	-1	1,026	7,627		8,653
MANAGEMENT CONTRACT	628,481	874,942	525,741	33,852	76,216		2,139,231	239,974	2,379,205	167,770	187,779		355,549
STAFF COSTS	59,162	55,539	55,575	7,246	7,246		184,767	141,293	326,060	15,423	15,423		30,846
PARKING SHOP	12,305	24,611	191,962				228,878	12,305	241,183	2,461	2,461		4,922
OTHER	91,811	96,134	58,065	7,073	19,029	3,497	275,608	85,770	361,379	193,062	293,635	175,706	662,403
TOTAL EXPENDITURE	791,759	1,051,225	831,343	48,170	102,490	3,497	2,828,484	479,342	3,307,826	379,742	506,924	175,706	1,062,373
INCOME													
TOTAL	-2,261,116	-784,061	-1,116,229	-41,848	-104,727	-6,456	-4,314,436	-770,382	-5,084,817	-281,104	-609,300		-890,404
TOTAL INCOME	-2,261,116	-784,061	-1,116,229	-41,848	-104,727	-6,456	-4,314,436	-770,382	-5,084,817	-281,104	-609,300	0	-890,404
NET SURPLUS (-) or DEFICIT (+)	-1,469,357	267,165	-284,886	6,322	-2,236	-2,959	-1,485,951	-291,040	-1,776,991	98,638	-102,376	175,706	171,969
		-17,722											

Balance on Parking Reserve as at 1 April 2018 **-2,311,474**

Designated parking places refer to any bay designated to a class of vehicle or specific purpose and include pay & display bays (some enforcement of rather than income from parking charges), resident's bays, business bays, disabled bays, loading bays, doctors bays, ambulance bays, etc. whether they are inside of outside of a controlled parking zone.

Parking contraventions are any other contraventions whether they be inside or outside of controlled parking zones.

On-Street Parking -1,485,951 (a)
Less Net Parking Budget -300 not included in the table above

Surplus from Camera Enforcement -291,040 (b)

Surplus from Thornhill P&R -102,376 (d)

TOTAL CONTRIBUTION TO PARKING RESERVE -1,879,667

Deficit from Water Eaton 98,638 (c)
Deficit from Bicester 175,706 (e)

TOTAL CONTRIBUTION FROM PARKING RESERVE 274,344

Contribution to 2018/19 revenue budget **1,919,300**

Balance on Parking Reserve as at 31 March 2019 **-1,997,497**

Provisional Outturn Report 2018/19
CABINET - 18th June 2019
General Revenue Balances

Date	Forecast 2018/19		Budget 2018/19
	£m	£m	
General Balances: Outturn 2017/18	25.718		16.300
County Fund Balance		25.718	16.300
Planned Contribution to Balances			
Planned Contribution from Balances			
Original forecast outturn position 2018/19		25.718	16.300
Additions			
		0.000	0.000
Calls on balances deducted			
Schools converting to Academies	-1.100		
		-1.100	
Automatic calls on/returns to balances			
		0.000	
Additional Strategic Measures			
Forecast Strategic Measures Overspend /Underpend	0.413		
Divested treasury management funds released	2.940		
		3.353	
Other items			
		0.000	
Net General Balances		27.971	16.300
Total Gross Expenditure Budget		797.065	797.065
Balances as a % of Gross Expenditure		3.51%	2.05%

Provisional Outturn Report 2018/19

Cabinet - 18 June 2019

Earmarked Reserves 2019/20

	2019/20 Budgeted Position		
	Balance at 1 April £000	Movement £000	Forecast Balance at £000
Schools' Reserves	10,651	-4,762	5,889
Vehicle and Equipment Reserve	622	-237	385
Grants and Contributions Reserve	5,160	-9,489	-4,329
Government Initiatives	361	-145	216
Trading Accounts	590	0	590
Council Elections	308	150	458
Partnership Reserves	1,894	187	2,081
On Street Car Parking	1,311	-500	811
Transformation Reserve	2,766	-2,190	576
Demographic Risk Reserve	0	3,000	3,000
Youth Provision Reserve	0	500	500
Budget Prioritisation Reserve	2,503	-1,333	1,170
Insurance Reserve	7,515	-1,000	6,515
Business Rates Reserve	555	494	1,049
Capital Reserves	30,929	1,517	32,446
Budget Equalisation Reserve	280	-280	0
Total Reserves	65,445	-14,088	51,357
Excluding Schools' Reserves	54,794	-9,326	45,468

2019/20 Proposed Updated Position		
Balance at 1 April £000	Movement £000	Forecast Balance at £000
17,309	-4,751	12,558
2,901	-2,102	799
14,704	-16,034	-1,330
1,324	-692	632
325	138	463
328	150	478
2,659	-777	1,882
1,997	250	2,247
3,193	-982	2,211
0	3,000	3,000
0	500	500
4,890	-3,006	1,884
10,647	-1,000	9,647
555	494	1,049
31,188	1,517	32,705
280	-280	0
92,300	-23,575	68,725
74,991	-18,824	56,167

Division(s):

CABINET – 18 JUNE 2019

PROVISIONAL CAPITAL OUTTURN 2018/19

Report by Director of Finance

Recommendation

1. The Cabinet is **RECOMMENDED** to note the provisional capital outturn for 2018/19 as set out in the report.

Executive Summary

2. The total capital programme expenditure for the year 2018/19 was **£102.4m**. The variation between the original programme and the final outturn is **-£17.6m (-15%)** (Annex 1a).
3. The overall variation is adjusted to take into account the impact of changes that have arisen due to factors that do not reflect the performance of the programme (e.g. technical accounting changes and external influences outside of our control). The adjusted variation decreases to **-£6.0m (-5%)**. This represents 95% use of resources compared to the original capital programme (Annex 1b).
4. The table in Annex 1c summarises the outturn financing of the 2018/19 capital programme and compares it to the financing planned in the original and latest capital programme. The Capital Programme expenditure of **£102.4m** was funded by **£89.6m** of capital grants and other external contributions, **£11.2m** of developer contributions, **£1.4m** of revenue contributions and **£0.2m** of prudential borrowing.
5. The level of the un-ringfenced grant balance has increased from **£16.2m** to **£41.9m**. Of this, **£27.2m** relates to the 2020/21 basic need allocation received during 2018/19. As these grants are un-ringfenced and are not time limited, other funding sources are utilised before un-ringfenced grants. The grants are forecast to be spent over the capital programme period.
6. The unapplied ringfenced balance held at the start of the year has decreased by **£0.4m** to **£10.4m** (including Growing Places Fund held on behalf of the LEP of **£1.0m**). There are no issues foreseen with utilising the remaining grants by their deadlines.
7. The capital receipt and reserve balances are **£23.4m** and **£18.9m** respectively. The capital receipt and reserve balances are forecast to be spent over the ten-year capital programme period.

Introduction

8. This report presents the provisional capital outturn for the Council and identifies variations of actual outturn against budgets in 2018/19. Figures shown in the report reflect those included in the Council's Statement of Accounts for 2018/19¹.
9. The capital programme is updated three times each year to reflect the latest forecast profile of expenditure. The original budget for the year is that agreed by Council in the February preceding the start of the financial year (February 2018) as part of the Service and Resource Planning suite of reports. The latest updated programme was agreed by Council in February 2019.
10. The summary outturn position compared to both the original and latest capital programme, and also the latest position forecast at the end of January 2019 (Financial Monitoring Report to Cabinet in March 2019) is shown in Annex 1a. For completeness year end accounting adjustments are included (e.g. capitalisation of revenue expenditure on vehicles and repairs and maintenance).
11. Further comments explaining the key movements within each directorate are set out below. A detailed analysis of the variations by scheme is shown in Annex 1d.

Children's Services

12. The total capital expenditure for the year 2018/19 was **£16.2m** (excluding schools local capital expenditure). This is £14.6m lower than planned against the original capital programme and a reduction of £2.4m against the latest forecast position (January 2019).
13. Expenditure incurred during 2018/19 includes 4 completed basic need projects creating almost 500 additional pupil places across primary, secondary and SEN provision. The completed basic need expansion schemes were at Sutton Courtenay CoE Primary School, Chilton Primary School, Faringdon Community College and Fitzwaryn School. For several projects that were originally planned having completion dates for 2018/19, the pre-agreed contingency plans to accommodate the additional pupils were implemented.
14. The projects delivered as part of the 2018/19 Basic Need programme, including project development fees and work on schemes expected for completion in 2019/20 and beyond total **£10.3m**.
15. The total expenditure was **£0.6m** lower than the latest forecasts for the Basic Need Programme and **£4.7m** lower than the original in-year forecast. Several projects are awaiting Section 77 consent for building on

¹ Due to external accounting requirements the presentation of the figures may vary.

school playing fields. Work is on site for the expansion of two secondary schools, Matthew Arnold in Cumnor and Warriner School in Bloxham, which are forecasted to be completed within 2019/20 and will create 450 additional pupil places.

16. One new primary school was completed during the year; Aureus School in Didcot opened in September 2018. Work on delivering five² new schools for September 2020 continues to progress, through a combination of in-house delivery, Education & Skills Funding Agency (ESFA) and developer build deliveries.
17. A total of **£2.2m** was spent on the annual programmes; Schools Structural Maintenance, Access and Temporary Classroom Programmes (excluding temporary classrooms required to mitigate delays in delivery of basic need projects). While seven Structural Maintenance projects were completed within year, a further seven projects have been rolled forward and will be delivered in 2019/20.
18. Work to refurbish the Northfield Special School was completed within the year to enable the school to reopen in October 2018.
19. A further **£0.8m** was spent on the Early Years Capacity Programme providing additional early years places.

Adult Services

20. The total capital expenditure for the year 2018/19 was **£5.9m**. **£5.4m** of this was Disabled Facilities Grant received as part of the Better Care Fund which was distributed to the five district councils in Oxfordshire.

Communities - Transport

21. Total capital expenditure for the 2018/19 year was **£45.9m** (£40.8m during 2017/18).
22. Expenditure includes **£28.5m** spent on highways structural maintenance. This includes the additional **£10m** funding approved at Cabinet in July 2018. The service delivered double the original budget and outturn was within 1% of the budget allocation.
23. Significant investment spent in year includes **£6.2m** on projects in and around Headington to improve access and 3.8km of towpath improvements from Grandpont Nature Reserve to Hinksey Stream funded through Cycle City Ambition and Oxfordshire Growth Deal. Construction is expected to begin in the summer on the Harwell Campus Entrance.

² Secondary Provision: SW Bicester, The Swan. Primary Provision: Barton Park, Southam Rd Banbury, Crab Hill Wantage.

24. A total of **£1.8m** was spent on development budgets for initial work on the A40 Oxford Science Transit Phase 2 project and **£0.7m** on the development of Housing & Infrastructure Fund (HIF) Bids for Didcot Garden Town and the A40 Smart Corridor.
25. The Council received **£30m** of funding for the Infrastructure element of the Housing & Growth Deal in 2018/19. As some of the schemes were at an early stage of development, **£3.3m** was spent on Housing & Growth Deal schemes in revenue (an element of the grant funding was revenue) and **£14.7m** was spent on schemes in the capital programme. **£12.0m** was used to fund existing schemes in the Council's capital programme with agreement of Homes England, this funding will be recycled back into the Housing & Growth Deal over the remaining years of the programme.

Communities: Other

26. The total capital expenditure for the year 2018/19 was **£11.3m** with the majority spent on the further provision of Broadband within Oxfordshire at **£3m** and a **£5.2m** contribution towards the Oxford Flood Relief Scheme.
27. A new Salt Barn at Drayton has been completed and a new barn at Deddington is planned for 2019/20.

Resources

28. Total capital expenditure for the 2018/19 year was **£21.4m**. Actual expenditure includes **£12.2m** issued through the Local Growth Fund on behalf of the Oxfordshire Local Enterprise Partnership (OxLEP) to deliver major projects within the County and **£6.7m** on the Affordable Housing element of the Housing & Growth Deal to be distributed to District Councils.

LORNA BAXTER

Director of Finance

Contact Officers: Katy Jurczynszyn, Strategic Finance Manager
07584 909518

June 2019

Summary outturn position compared to the original capital programme, latest updated capital programme and latest forecast

Capital Expenditure	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Forecast Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to Original Capital Programme		Variation to Latest Capital Programme		Variation to Latest Reported Position	
					£000	%	£000	%	£000	%
Directorate Programmes										
Children Services	30,800	25,116	18,576	16,182	-14,618	-47%	-8,934	-36%	-2,394	-13%
Adult Services	1,457	6,895	6,895	5,903	4,446	305%	-992	-14%	-992	-14%
Communities: Transport	50,424	59,354	59,482	45,948	-4,476	-9%	-13,406	-23%	-13,534	-23%
Communities: Other	10,328	20,600	20,600	11,294	966	9%	-9,306	-45%	-9,306	-45%
Resources	12,256	15,828	15,828	21,414	9,158	75%	5,586	35%	5,586	35%
Total Directorate Programmes Expenditure	105,265	127,793	121,381	100,741	-4,524	-4%	-27,052	-21%	-20,640	-17%
Schools Local Capital	850	1,154	1,154	1,705	855	101%	551	48%	551	48%
Earmarked Reserves	13,936	10,600	10,600	0	-13,936	100%	-10,600	-100%	-10,600	-100%
Total Capital Programme Expenditure	120,051	139,547	133,135	102,446	-17,605	-15%	-37,101	-27%	-30,689	-23%

Use of Resources Performance

Directorate	Original Capital Programme (Council Feb 2018) £'000s	Actual Expenditure 2018/19 £'000s	Variance to original programme £'000s	Use of Resources %	Grant Reductions / Project removals £'000s	Additional Resources £'000s	Other Technical Changes and Third Party Dependencies £'000s	Cost savings/ contingencies returned £'000s	Adjusted Variation £'000s	Adjusted Use of Resources %
Children Services	30,800	16,182	-14,618	-47%			-13,000		-1,618	-5%
Adult Services	1,457	5,903	4,446	305%		5,438			-992	-68%
Communities: Transport	50,424	45,948	-4,476	-9%					-4,476	-9%
Communities: Other	10,328	11,294	966	9%					966	9%
Resources	12,256	21,414	9,158	75%			9,847		-689	-6%
Total Directorate Programmes	105,265	100,741	-4,524	-4%	0	5,438	-3,153	0	-6,809	-6%
Schools Local Capital	850	1,705	855	101%					855	101%
Earmarked Reserves	13,936	0	-13,936	0%			-13,936		0	0%
Total Capital Programme	120,051	102,446	-17,605	-15%	0	5,438	-17,089	0	-5,954	-5%

Summary Capital Financing Position

Capital Financing	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Actual Financing 2018/19 £000	Variation to Original Capital Programme £000	Variation to Latest Capital Programme £000
SCE(R) Formulaic Capital Allocations - Grant	72,263	102,947	67,878	-4,385	-35,069
Devolved Formula Capital - Grant	850	850	1,067	217	217
Other Grants	6,448	11,444	20,588	14,140	9,144
Developer Contributions	24,082	17,218	11,208	-12,874	-6,010
Other External Contributions	570	329	84	-486	-245
Schools Contributions	0	0	0	0	0
Revenue Funding	150	379	1,400	1,250	1,021
Prudential Borrowing	15,688	6,380	221	-15,467	-6,159
Capital Receipts/Reserves	0	0	0	0	0
Total Capital Programme Financing	120,051	139,547	102,446	-17,605	-37,101
Revenue funding of capitalised revenue expenditure	0	0	0		
Capital Revenue Switches	0	0	0		
Total Capital Financing	120,051	139,547	102,446		

Capital Balances	Balance brought forward at 1 April 2018 £000	Original planned balance carried forward £000	Latest planned balance carried forward £000	Actual balance carried forward at 31 Mar 2019 £000	Variation to Original Capital Programme £000	Variation to Latest Capital Programme £000
Capital Reserve	20,005	20,688	19,703	18,920	-1,768	-783
Capital Receipts Unapplied	22,335	22,346	23,401	23,461	1,115	60
Capital Grants Reserve	16,219	29,194	19,987	41,916	12,722	21,929
Total	58,559	72,228	63,091	84,297	12,069	21,206

Capital Grants (excluding school local balances)	Balance brought forward at 1 April 2018 £000	Balance carried forward at 31 Mar 2019 £000
Receipts in Advance (ringfenced/eligible spend not yet incurred)	10,800	10,359
Total	10,800	10,359

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
1)	King Alfred's (ED928)	0	625	625	627	627	2	2	Delivered via funding agreement.
	<u>Provision of School Places (Basic Need)</u>								
2)	Existing Demographic Pupil Provision (Basic Needs Programme)	10,250	3,027	792	780	-9,470	-2,247	-12	Provision transferred to schemes below. Reprofile to reflect revised delivery timetable .
3)	11/12 - 16/17 Basic Need Programme Completions	725	248	248		-725	-248	-248	Settlement of final accounts.
4)	Sutton Courtenay - Expansion to 1FE (ED883)	50	400	440	517	467	117	77	Complete Sept 2018.
5)	Chilton - Expansion to 1.5FE (ED893)	100	190	190	165	65	-25	-25	Complete April 18.
6)	Matthew Arnold - 1FE Expansion (ED877)	850	2,000	1,600	1,214	364	-786	-386	On-site. Forecast completion August 2019.
7)	Faringdon Community College - 2FE Expansion (ED876)	2,200	2,400	2,400	2,357	157	-43	-43	Complete September 2018.
8)	East Hanney, St James - Expansion to 1FE (ED859)	825	1,600	1,600	1,478	653	-122	-122	Delivered via funding agreement. Forecast completion May 2019.
9)	Fitzwaryn - Expansion (ED900)	0	575	575	596	596	21	21	Completion Aug 18.
10)	Bloxham, Warriner - 2FE Expansion (ED901)	0	3,000	2,250	2,032	2,032	-968	-218	On-site. Forecast completion November 2019. Timeframe extended due to asbestos in ground and gas pipe contract issues.
11)	Marcham - Expansion to 1FE (ED882)	0	550	150	87	87	-463	-63	Awaiting Section 77 consent for building on school playing fields.
12)	John Blandy - Expansion to 1.5FE (ED887)	0	1,200	150	149	149	-1,051	-1	Awaiting Section 77 consent for building on school playing fields.
13)	North Leigh - Repl of Temporary Classroom (ED926)	0	0	5		0	0	-5	Contract let April 19. Delivered via funding agreement. Forecast completion August 2019.
14)	John Watson - Additional Capacity & Improvements (Primary Site) (ED849)	0	0	500	902	902	902	402	Delivery in 4 Phases. Phase 2 on site, overall forecast completion January 2020.
	Basic Need Sub-total	15,000	15,190	10,900	10,277				
	<u>Growth Portfolio - New Schools</u>								
15)	Didcot, Great Western Park - Primary 2 (14 classroom)	1,400	1,100	1,100	874	-526	-226	-226	Complete June 2018.
16)	Bicester - Secondary P1 (incl existing schools)	8,500	500	250	118	-8,382	-382	-132	Contract Let April 2019. Timeframe extended due to ground issues, forecast opening Sept 20.
17)	Oxford - Barton (West)	500	500	500	525	25	25	25	Forecast opening Sept 20.
18)	Banbury, Southam Road	500	500	500	468	-32	-32	-32	Forecast opening Sept 20.

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
19)	The Swan School	700	700	200	39	-661	-661	-161	Delivered by ESFA. Timeframe extended, forecast opening (New Accommodation) Sept 20.
20)	Project Development Budget	100	0	0	2	-98	2	2	
22)	North East Wantage, Crab Hill - 2FE Primary School	0	200	200	22	22	-178	-178	Developer build - forecast opening Sept 20.
21)	West Witney, Curbridge - 1.5FE Primary School	0	150	150	29	29	-121	-121	Developer build - forecast opening Sept 21.
23)	Bicester, Graven Hill - 2FE Primary School	0	200	200	4	4	-196	-196	Developer build - forecast opening Sept 21.
24)	New School Programme Completions	0	0	0	120	120	120	120	
	Growth Portfolio Sub-total	11,700	3,850	3,100	2,201				
	<u>Children's Home Programme</u>								
25)	Re-provision of Maltfield (ED932)	0	0	0	0	0	0	0	
	<u>Annual Programmes</u>								
26)	Schools Access Initiative	400	400	400	346	-54	-54	-54	Programme contingency returned.
27)	Temporary Classrooms - Replacement & Removal	350	230	230	186	-164	-44	-44	
28)	Schools Accommodation Intervention & Support Programme	100	100	100	0	-100	-100	-100	Budget provision returned.
29)	School Structural Maintenance (inc Health & Safety)	2,300	3,111	1,611	979	-1,321	-2,132	-632	7 projects delivered, remaining 7 to be delivered as part of 2019/20 programme.
30)	Northfield Special School - Reinstatement works & Temporary Accommodation at Iffley Academy (ED931)	0	660	660	660	660	0	0	Complete Oct 2018.
	<u>Other Schemes & Programmes</u>								
31)	CEF Transformation Programme - Children & Family Centres	200	200	200	82	-118	-118	-118	
32)	Early Years Entitlement for Disadvantage 2 year olds	500	500	500	751	251	251	251	Delivered via funding agreements.
33)	Free School Meals (ED862)	0	0	0	73	73	73	73	
34)	Loans to Foster/Adoptive Parents (Prudentially Funded)	75	75	75	0	-75	-75	-75	
35)	Small Projects	25	25	25	0	-25	-25	-25	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
36)	<u>Retentions</u> Retentions	150	150	150	0	-150	-150	-150	Additional funding of £1.2m released January 2019.
	Sub-Total Children Services	30,800	25,116	18,576	16,182	-14,618	-8,934	-2,394	
						-47%	-36%	-13%	
37)	<u>School Capital</u> Devolved Formula Capital	850	1,154	1,154	1,705	855	551	551	
	Sub-Total Schools	850	1,154	1,154	1,705	855	551	551	
	Children Services Capital Programme Total	31,650	26,270	19,730	17,887	-13,763	-8,383	-1,843	
						-43%	-32%	-9%	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
1)	Public Health Public Health	0	0	0	0	0	0	0	Funding allocation announced April 2018. Delivered via funding agreement with District Councils.
	Public Health Programme Total	0	0	0	0	0	0	0	
	<u>Social Care for Adults Programme</u> Adult Social Care								
2)	Adult Social Care Programme	300	300	300	0	-300	-300	-300	
	Residential								
3)	Oxfordshire Care Partnership	0	0	0	0	0	0	0	
	Specialist Housing Programme								
4)	ECH - New Schemes and Adaptations to Existing Properties	1,000	1,000	1,000	465	-535	-535	-535	
5)	Deferred Interest Loans (CSDP)	125	125	125	0	-125	-125	-125	
6)	Disabled Facilities Grant	0	5,438	5,438	5,438	5,438	0	0	
	Social Care for Adults Programme Total	1,425	6,863	6,863	5,903	4,478	-960	-960	
	<u>Strategy & Transformation Programme</u>								
	Strategy & Transformation Programme Total	0	0	0	0	0	0	0	
	<u>Retentions & Minor Works</u>								
7)	Retentions & Minor Works	32	32	32	0	-32	-32	-32	
	Adult Services Capital Programme Total	1,457	6,895	6,895	5,903	4,446	-992	-992	
						305%	-14%	-14%	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	<u>HOUSING & GROWTH DEAL INFRASTRUCTURE</u>								
1)	Infrastructure Programme	13,500	9,636	9,636	21	-13,479	-9,615	-9,615	
2)	Oxford, Botley Rd (NPIF-funded)	0	1,005	1,005	552	552	-453	-453	
	GROWTH DEAL PROGRAMME TOTAL	13,500	10,641	10,641	573	-12,927	-10,068	-10,068	
	<u>CITY DEAL PROGRAMME</u>								
	<u>Science Transit</u>								
3)	Kennington & Hinksey Roundabouts	0	15	15	3	3	-12	-12	
4)	Hinskey Hill Northbound Slip Road	372	171	171	29	-343	-142	-142	
	<u>Access to Enterprise Zone</u>								
5)	Harwell Link Rd Section 1 B4493 to A417	59	140	140	103	44	-37	-37	Completed within budget
6)	Harwell Link Rd Section 2 Hagbourne Hill	532	45	45	0	-532	-45	-45	Completed within budget
7)	Featherbed Lane and Steventon Lights	1,000	10	10	9	-991	-1	-1	Land issues causing scheme delays
8)	Harwell, Oxford Entrance	800	773	773	145	-655	-628	-628	Delays to programme delivery
	<u>Northern Gateway</u>								
9)	Cuttesslowe Roundabout	0	50	50	27	27	-23	-23	Completed within budget
10)	Wolvercote Roundabout	0	76	76	51	51	-25	-25	Completed within budget
11)	Loop Farm Link Road	2,500	350	350	49	-2,451	-301	-301	Re-programmed for later delivery
12)	Other City Deal Programme spend	0	0	0	0	0	0	0	
	CITY DEAL PROGRAMME TOTAL	5,263	1,630	1,630	416	-4,847	-1,214	-1,214	
	<u>LOCAL PINCH POINT PROGRAMME</u>								
13)	Milton Interchange	0	0	0	-9	-9	-9	-9	
14)	A34 Chilton Junction Improvements	100	15	15	19	-81	4	4	
	LOCAL PINCH POINT PROGRAMME TOTAL	100	15	15	10	-90	-5	-5	
	<u>LOCAL GROWTH DEAL PROGRAMME</u>								
15)	Eastern Arc Phase 1 Access to Headington	4,784	6,516	6,516	6,152	1,368	-364	-364	
16)	Science Vale Cycle Network Improvements	1,141	430	430	583	-558	153	153	
17)	Oxford Science Transit Phase 2 - A40 Public Transport improvements (project development)	872	475	475	1,840	968	1,365	1,365	In year planned spend was late going through governance process, so budgets could not be amended in time.
18)	Didcot Northern Perimeter Road 3 (project development)	166	16	16	7	-159	-9	-9	
19)	A34 Lodge Hill Slips	3,017	1,300	1,300	338	-2,679	-962	-962	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
20)	Oxford Queen's Street Pedestrianisation (project development)	560	165	165	161	-399	-4	-4	Planned for 19/20
	LOCAL GROWTH DEAL PROGRAMME TOTAL	10,540	8,902	8,902	9,081	-1,459	179	179	
	SCIENCE VALE UK								
21)	Enterprize Harwell Cycle	0	0	0	2	2	2	2	
22)	Milton Park Employment Access Link: Backhill Tunnel	0	231	231	19	19	-212	-212	
23)	Wantage, Crab Hill (Contribution)	0	0	0	0	0	0	0	
24)	HIF Didcot Garden Town	0	500	500	405	405	-95	-95	
	SCIENCE VALE UK LOCALITY PROGRAMME TOTAL	0	731	731	426	426	-305	-305	
	OXFORD								
25)	Oxford, Rising Bollards	0	229	229	8	8	-221	-221	
26)	Iffley Fields Controlled Parking Zone	25	25	25	0	-25	-25	-25	Delayed through consultation process
27)	Old Greyfriars School signal change	0	0	25	51	51	51	26	
28)	Woodstock Rd, ROQ	312	558	558	577	265	19	19	
29)	Riverside routes to Oxford city centre	2,004	1,000	1,000	1,118	-886	118	118	
	OXFORD LOCALITY PROGRAMME TOTAL	2,341	1,812	1,837	1,754	-587	-58	-83	
	BICESTER								
30)	Bicester Park and Ride	0	0	0	8	8	8	8	
31)	Bicester Perimeter Road (Project Development)	250	250	250	0	-250	-250	-250	
	BICESTER LOCALITY PROGRAMME TOTAL	250	250	250	8	-242	-242	-242	
	BANBURY								
32)	A361 Road Safety Improvements	2,177	700	700	619	-1,558	-81	-81	
	BANBURY LOCALITY PROGRAMME TOTAL	2,177	700	700	619	-1,558	-81	-81	
	WITNEY AND CARTERTON								
33)	Witney, A40 Downs Road junction (contribution)	500	1,250	1,250	1,250	750	0	0	
34)	A40 N. G'way Ox N bus lane	0	0	0	7	7	7	7	
35)	HIF 2 A40 Corridor	0	500	500	263	263	-237	-237	
	WITNEY AND CARTERTON LOCALITY PROGRAMME TOTAL	500	1,750	1,750	1,520	1,020	-230	-230	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	COUNTYWIDE AND OTHER								
36)	East-West Rail (contribution)	737	737	737	0	-737	-737	-737	Contribution delayed Projects approved during year, with some delays in delivery. Retentions awaiting release
37)	Small schemes (developer and other funded)	0	886	894	540	540	-346	-354	
38)	Completed schemes	0	28	28	7	7	-21	-21	
	COUNTYWIDE AND OTHER TOTAL	737	1,651	1,659	547	-190	-1,104	-1,112	
	INTEGRATED TRANSPORT STRATEGY TOTAL	35,408	28,082	28,115	14,954	-20,454	-13,128	-13,161	
						-58%	-47%	-47%	
	STRUCTURAL MAINTENANCE PROGRAMME								
39)	Carriageways	1,424	1,850	1,850	1,785	361	-65	-65	Budget more than doubled during the year as part of major investment in to highways maintenance, and more than achieved.
40)	Surface Treatments	6,075	8,563	8,463	8,358	2,283	-205	-105	
41)	Footways	752	760	760	782	30	22	22	
42)	Drainage	900	1,037	1,037	967	67	-70	-70	
43)	Bridges	2,005	1,822	1,822	1,016	-989	-806	-806	
44)	Public Rights of Way Foot Bridges	100	146	161	83	-17	-63	-78	
45)	Street Lighting	890	619	619	480	-410	-139	-139	
46)	Section 42 contributions	555	1,494	1,494	1,499	944	5	5	
47)	Traffic Signals	250	250	250	174	-76	-76	-76	
48)	Highways & Associated Infrastructure	0	11,843	11,943	13,442	13,442	1,599	1,499	
	STRUCTURAL MAINTENANCE ANNUAL PROGRAMMES TOTAL	12,951	28,384	28,399	28,586	15,635	202	187	
49)	CHALLENGE FUND PROGRAMME								
	Challenge Fund Programme	0	0	0	-49	-49	-49	-49	Financing of old projects, and clearance of old accruals.
	CHALLENGE FUND PROGRAMME TOTAL	0	0	0	-49	-49	-49	-49	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	MAJOR SCHEMES AND OTHER PROGRAMMES								
50)	Street Lighting LED replacement	0	0	80	31	31	31	-49	
51)	Tetsworth Embankment	0	0	0	49	49	49	49	
52)	Henley Rd (Flowing Springs)	0	0	0	7	7	7	7	
53)	Kennington Railway Bridge	750	1,350	1,350	1,181	431	-169	-169	
54)	Oxford, Cowley Road	300	53	53	68	-232	15	15	
55)	Network Rail Electrification Bridge Betterment Programme	250	250	250	48	-202	-202	-202	
56)	NPIF Programme 2017-18	765	1,234	1,234	1,073	308	-161	-161	
57)	Completed Major Schemes	0	1	1	0	0	-1	-1	
	STRUCTURAL MAINTENANCE MAJOR SCHEMES & OTHER TOTAL	2,065	2,888	2,968	2,457	392	-431	-511	
	STRUCTURAL MAINTENANCE PROGRAMME TOTAL	15,016	31,272	31,367	30,994	15,978	-278	-373	
						106%	-1%	-1%	
	Transport Capital Programme Total	50,424	59,354	59,482	45,948	-4,476	-13,406	-13,534	
						-9%	-23%	-23%	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	<u>Community Safety Programme</u>								
	<u>Fire & Rescue Service</u>								
1)	Fire Equipment (SC112)	103	103	103	0	-103	-103	-103	
2)	Relocation of Rewley Training Facility	50	50	50	0	-50	-50	-50	
3)	F&RS - replacement Fire Doors	100	100	100	0	-100	-100	-100	
4)	Fire Review Development Budget	250	250	250	120	-130	-130	-130	
	Community Safety Programme Total	503	503	503	120	-383	-383	-383	
	<u>ASSET STRATEGY IMPLEMENTATION</u>								
5)	Asset Strategy Implementation Programme	500	400	400	17	-483	-383	-383	Waiting projects to be submitted to utilise provision.
6)	Didcot Library & Community Hub (CS19)	0	100	100	28	28	-72	-72	
	ASSET STRATEGY IMPLEMENTATION TOTAL	500	500	500	45	-455	-455	-455	
	<u>ENERGY EFFICIENCY IMPROVEMENT PROGRAMME</u>								
7)	SALIX Energy Programme	150	150	150	46	-104	-104	-104	
8)	Electric Vehicles Charging Infrastructure	0	50	50	30	30	-20	-20	
	ENERGY EFFICIENCY IMPROVEMENT PROGRAMME	150	200	200	76	-74	-124	-124	
	<u>ANNUAL PROPERTY PROGRAMMES</u>								
9)	Minor Works Programme	525	525	525	31	-494	-494	-494	Programme deferred till 2019/20
10)	Health & Safety (Non-Schools)	50	100	100	65	15	-35	-35	
11)	Defect Liability Programme	0	430	430	1,121	1,121	691	691	
	ANNUAL PROPERTY PROGRAMMES TOTAL	575	1,055	1,055	1,217	642	162	162	
	<u>NON-SCHOOL Estate</u>								
12)	Non-School Estate	0	5,500	5,500	49	49	-5,451	-5,451	Non-School Estate block included provision for land purchase but transactions not complete by end of financial year
	NON-SCHOOL ESTATE PROGRAMME TOTAL	0	5,500	5,500	49	49	-5,451	-5,451	

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
13)	WASTE MANAGEMENT PROGRAMME								
	Waste Recycling Centre Infrastructure Development	150	150	150	15	-135	-135	-135	
	WASTE MANAGEMENT PROGRAMME TOTAL	150	150	150	15	-135	-135	-135	
	CORPORATE PROPERTY & PARTNERSHIP PROGRAMMES								
14)	Broadband (OXOnline) Project	2,590	3,090	3,090	3,065	475	-25	-25	
15)	Broadband for Businesses in Rural Oxfordshire (BiRO)	0	842	842	0	0	-842	-842	
16)	Oxford Food Relief Scheme	2,500	5,250	5,250	5,252	2,752	2	2	
17)	Cogges Manor Farm	250	250	250	20	-230	-230	-230	
18)	Chipping Norton Access Road, Rockhill Farm (R26)	10	0	0	0	-10	0	0	
19)	New Salt Stores & Accommodation	3,100	3,250	3,250	1,435	-1,665	-1,815	-1,815	
20)	Retentions (Completed Schemes)	0	10	10	0	0	-10	-10	
	WASTE MANAGEMENT PROGRAMME TOTAL	8,450	12,692	12,692	9,772	1,322	-2,920	-2,920	
	Communities - Other Capital Programme Total	10,328	20,600	20,600	11,294	966	-9,306	-9,306	
						9%	-45%	-45%	

Drayton Complete, Deddington to commence in 2019/20.

Ref	Scheme	Original Capital Programme (Council Feb 2018) £000	Latest Capital Programme (Council Feb 2019) £000	Latest Reported Position (as at end of Jan 2019) £000	Actual Expenditure 2018/19 £000	Variation to original Capital Programme £000	Variation to latest Capital Programme £000	Variation to latest Reported Position £000	Comments
	Community Services Programme								
	Libraries								
1)	Bicester Library (CS13)	300	300	300	0	-300	-300	-300	
2)	Westgate Library	300	300	300	137	-163	-163	-163	
3)	Cowley Library (Development Budget)	10	10	10	0	-10	-10	-10	
4)	Barton Library Access (CS20)	0	89	89	2	2	-87	-87	
	Community Services Programme Total	610	699	699	139	-471	-560	-560	
	Operational Assets								
5)	Children Services - ICT	1,500	1,500	1,500	1,138	-362	-362	-362	Original go-live Oct 18, now planned for June 19.
6)	Replacement Vehciles	1,400	1,400	1,400	1,371	-29	-29	-29	
7)	Data Centre	0	0	0	-136	-136	-136	-136	
8)	Organisational Redesign	250	250	250	0	-250	-250	-250	
	Operational Assets Programme Total	3,150	3,150	3,150	2,373	-777	-777	-777	
	Oxfordshire Local Enterprise Partnership								
9)	Didcot Station Car Park Expansion (contribution)	1,846	2,216	2,216	2,217	371	1	1	External delivery
10)	Advanced Engineering & Technical Skills Centre	150	263	263	123	-27	-140	-140	External delivery
11)	LGF Disc Project	0	1,500	1,500	2,543	2,543	1,043	1,043	External delivery
12)	Smart Oxford Culham City	0	1,000	1,000	1,173	1,173	173	173	External delivery
13)	LGF3 Agritech Centre	0	500	500	1,136	1,136	636	636	External delivery
14)	LGF3 Prodrive	0	0	0	495	495	495	495	External delivery
15)	Osney Mead Innovation	0	0	0	4,500	4,500	4,500	4,500	External delivery
	Housing & Growth Deal								
16)	Affordable Housing	6,500	6,500	6,500	6,715	215	215	215	Accountable body for Housing & Growth Deal, funding passed to District Councils
	Partnerships Programme Total	8,496	11,979	11,979	18,902	10,406	6,923	6,923	
17)	Retentions	0	0	0	0	0	0	0	
	Resources Capital Programme Total	12,256	15,828	15,828	21,414	9,158	5,586	5,586	
						75%	35%	35%	

Division(s): All

CABINET – 18 JUNE 2019

BUSINESS MANAGEMENT AND MONITORING REPORT

April 2019

Report by Assistant Chief Executive and Director of Finance

RECOMMENDATIONS

1. The Cabinet is **RECOMMENDED** to:
 - a) note the contents of this report;
 - b) approve a temporary virement of £2.2m from the corporate contingency budget to the SEN Home to School Transport budget for 2019/20 as set out in paragraph 22.

Executive Summary

2. This report sets out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities and provides an update on the delivery of the Medium-Term Financial Plan at the end of April 2019.

Introduction

3. The Council recognises the importance of timely, accurate and accessible performance and budget management information as part of its commitment to both transparency and demonstrating efficiency and effectiveness. This report sets out the council's activities in the month ending 30 April 2019.
4. These monthly business management reports are part of a suite of performance and budget documents which set out our ambitions, priorities and financial performance. The Corporate Plan sets out the council's ambitions for the next 3 years, under our vision for Thriving Communities. It also shows our priority activities for the current business year. An accompanying 'Outcomes Framework' sets out the way we measure progress towards those ambitions and priorities and forms the basis of the performance information included within this report.
5. Our Corporate Plan, Medium-Term Financial Plan, Outcomes Framework and previous business management reports, can be found on the council's website.¹

¹ Corporate Plan and Medium-Term Financial Plan: <https://www.oxfordshire.gov.uk/council/our-vision/corporate-plan>

Outcomes Framework and previous reports: <https://www.oxfordshire.gov.uk/council/about-your-council/plans-performance-and-policies/performance-reports>

6. This month's report is the first to use the new 2019-20 suite of outcomes, indicators and measures (the 'Outcomes Framework'). The report summarises performance, risk, human resources and finance. This reflects the move to monthly reporting for the council and a commitment to transparency and improved performance management, which is a work in progress and will continue to develop and be refined over the coming year.
7. Further performance information is provided in four annexes:
 - Annex A: performance
 - Annex B: risk
 - Annex C: human resources (HR)
 - Annex D: finance

Progress towards delivery of Oxfordshire County Council's Corporate Plan

8. Oxfordshire County Council's vision for Oxfordshire has 6 priorities which show our ambitions for the county. Our Corporate Plan sets out 13 outcomes which describe the changes we expect to see as a result of the council's actions. 48 performance indicators show whether or not the outcomes are being achieved. In turn, measures and targets show progress towards the indicators. Collectively, this arrangement of ambitions, and ways of measuring progress towards those ambitions, is called the Outcomes Framework.
9. The Outcomes Framework is the tool which enables us to regularly assess and report on progress towards our ambitions. Every month, each outcome and indicator is given a Red, Amber or Green (RAG) rating, signifying whether or not progress is on track and showing how confident we are that outcomes will be achieved. We consider both firm data and our own judgement in deciding RAG ratings.
10. The table below provides a snapshot of progress towards Corporate Plan outcomes in April 2019.

Corporate Plan Outcomes – Snapshot for April 2019

PRIORITY: WE LISTEN TO RESIDENTS SO WE CAN CONTINUOUSLY IMPROVE OUR SERVICES AND PROVIDE VALUE FOR MONEY		
OUTCOMES	INDICATORS	RAG
Residents feel engaged with the county council	Number and value of opportunities for public engagement	Amber
	Rates of customer satisfaction	Amber
Our services improve and deliver value for money	Value for money through effective use of resources	Amber
	Improvement following external inspection/audit	Green
The use of our assets is maximised	Progress with One Public Estate Programme	Green

PRIORITY: WE HELP PEOPLE LIVE SAFE AND HEALTHY LIVES AND PLAY AN ACTIVE PART IN THEIR COMMUNITY		
OUTCOMES	INDICATORS	RAG
People are helped to live safe and healthy lives	Number of people helped to live "safe and well"	Green
	Emergency response times	Green
	Prevalence of healthy lifestyles	Green
	Numbers of people receiving support for drug and alcohol dependency	Green
	Proportion of people walking & cycling	Green
People play an active part in their communities	Rates of volunteering	Green
	Prevalence of services provided by communities	Green
PRIORITY: WE PROVIDE SERVICES THAT ENHANCE THE QUALITY OF LIFE AND PROTECT THE LOCAL ENVIRONMENT		
OUTCOMES	INDICATORS	RAG
Our quality of life in Oxfordshire is enhanced	Condition of highways	Green
	Funding secured through planning obligations	Green
	Levels of public transport use	Green
	Rates of access to cultural services	Green
Our local environment is protected	Percentage of planning decisions on time	Amber
	Levels of carbon emissions	Green
	Levels of energy use	Green
	Air quality	Amber
	Proportion of household waste re-used, recycled or composted	Green
PRIORITY: WE STRIVE TO GIVE EVERY CHILD A GOOD START IN LIFE AND PROTECT EVERYONE FROM NEGLECT		
OUTCOMES	INDICATORS	RAG
Children are given a good start in life	Prevalence of healthy children	Amber
	Sufficiency of early years places	Green
	Number of looked after children	Amber
	Numbers of children's social care assessments	Green
	Number of children the subject of protection plans	Green
	Number of children's cases held by permanent staff	Green
Children are able to achieve their potential	% of children with a place at their first preference school	n/a
	Percentage of children at good schools / settings	n/a
	Children missing education	Amber
	Levels of educational attainment	Green
	Meeting the needs of young people with Special Educational Needs and Disabilities	Amber
PRIORITY: WE ENABLE OLDER AND DISABLED PEOPLE TO LIVE INDEPENDENTLY AND CARE FOR THOSE IN GREATEST NEED		
OUTCOMES	INDICATORS	RAG
Care services support independent living	Number of home care hours purchased	Amber
	Number of hours of reablement delivered	Green
	Number of people with control over their care	Green
	Number of people delayed leaving hospital awaiting social care	Green
	Proportion of older people supported in the community	Amber
Homes and places support independent living	Percentage of people living in safe and suitable housing	Green
PRIORITY: WE SUPPORT A THRIVING LOCAL ECONOMY BY IMPROVING TRANSPORT LINKS TO CREATE JOBS & HOMES FOR THE FUTURE		
OUTCOMES	INDICATORS	RAG
Strong investment and infrastructure are secured	Level of investment attracted	Amber
	Level of infrastructure investment required	Green
	Number of new homes	Green
	Levels of disruption to journeys	Amber
	Level of transport connectivity	Amber
	Level of access to online and digital services	Green
Local businesses grow and provide employment	Employment rates	Green
	Business numbers	Green
	Numbers of apprenticeships	Green
	Levels of workforce	Green

11. In this report all outcomes and indicators are rated either Green or Amber, which means they are on track. This is a positive start to the year. No outcomes are considered at risk of becoming Red in the next reporting period (May). A full account of progress towards our Corporate Plan priorities is at Annex A.
12. This month's performance highlights for each theme in the Corporate Plan are:

We listen to residents so we can continuously improve our services and provide value for money

- Residents' Survey rates improved towards the end of 2018-19: this is positive and we will continue to focus on listening to residents and addressing their needs in 2019-20.

We help people live safe and healthy lives and play an active part in their community

- We responded to emergencies within target times more frequently during April than in any month over the past year.
- In April we made over 4 times the targeted number of Safe and Well visits to residents' homes. During Safe and Well visits our firefighters can provide advice and support to reduce the immediate risk of falls, fire, flood or power cuts, and can offer advice on issues such as health or crime.
- All indicators under the 'people are helped to live safe and healthy lives' and 'quality of life is enhanced' outcomes are rated Green.

We provide services that enhance the quality of life and protect the local environment

- The overall recycling rate for 2018/19 was at 58.62% and is slightly higher than was projected. This is expected to maintain Oxfordshire amongst the top performing county councils.
- The 'condition of highways' indicator has been assessed as Green on the basis of positive performance data and confidence of progress towards the outcome.

We strive to give every child a good start in life and protect everyone from neglect

- The number of children needing a formal social care assessment, becoming the subject of a child protection plan or being looked after are all decreasing as levels of early help increase.
- More pupils in Oxfordshire were offered their first preference schools this year than in the previous academic year.

We enable older and disabled people to live independently and care for those in greatest need

- The quality of our adult social care providers remains higher than elsewhere, with 90% of providers good or outstanding.

- We support people to live independently and to have control over their own care. Over a third of people receive a direct payment to organise their own care compared to 28% nationally.
- Oxfordshire is considered a national leader in adult safeguarding, through the Making Safeguarding Personal agenda. This involves working with people to understand the outcomes they want following a safeguarding concern. Over 90% of people are defining the outcomes they want, which we are working to satisfy.
- The numbers of people delayed in hospital awaiting social care continue to be very low.

<p>We support a thriving local economy by improving transport links to create jobs and homes for the future</p>
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- Our Better Broadband for Oxfordshire work continues to make strong progress. The programme installs fibre broadband infrastructure, giving some 80,000 homes and businesses access superfast broadband where this would never otherwise have been possible. This is a significant enabler for growth in the Oxfordshire economy, boosting business efficiency and reducing the cost of providing the council's customer services.

13. Areas for action and improvement:

- Despite the decrease in the numbers of looked after children, figures remain higher than similar areas, creating pressures on budget and workloads. Our continuing focus on increasing early help will further reduce demand on services. The development of a family safeguarding model within children's services has, in other parts of the country, led to a reduction in looked after children. Oxfordshire is developing such a model this year.
- Our performance on waste management remains strong but has fallen slightly short of our headline target (in line with national trends). We are working with our partner organisations and our Household Waste Recycling Centres to increase recycling and reduce residual waste.

Managing risk

14. OCC manages risk at operational (i.e. service-specific) and strategic levels. The latest Strategic Risk Register is summarised at Annex B. No strategic risks have been closed, or new risks added, over the last month.
15. The council's new Risk Management Strategy is due for approval in June. This will support our ongoing work to improve risk management activities.

Human resources (HR) data

16. In each monthly business report a snapshot of human resource data is provided. It is important to note that this information provides an overview of the organisation

at a point in time and that whilst the council collects and reviews a range of HR data it will not publish data where individuals may be identified.

17. Information about the size of the organisation is important, as a local authority staff are our biggest asset, cost and essential to the delivery of service. The data does not however set out the council's long-term workforce strategy or reflect other HR matters such as the level of case work currently underway.
18. OCC's staffing number at 31 March 2019 (including retained fire-fighters but excluding schools) was 4956 employees, equivalent to 4023.7 FTE. This compares with 4926 employees, equivalent to 3994.9 FTE for the period ending 31 December 2018.
19. A detailed breakdown of information by Directorate is included at Annex C.
20. During 2019 the council will be undertaking a full review of the HR function and how it works to support the long-term workforce requirements of the organisation. HR data and performance measures will also be included within this review. The ambition is to provide a quarterly HR update setting out progress against the delivery of the councils HR strategy and workforce plans. This will also provide year-on-year comparative information to provide greater context and trends over time.

Summary of the Council's financial position

21. There is a forecast directorate overspend of **£3.4m**. It may be possible to reduce the overspend further by using the unallocated corporate contingency of **£7.4m**.

Directorate	Latest Budget 2019/20	Forecast Outturn 2019/20	Forecast Outturn Variance 2019/20	Forecast Outturn Variance 2019/20
	£m	£m	£m	%
Children's Services	113.7	116.9	+3.2	2.8%
Adult Services	184.0	184.0	0.0	0.0%
Communities	113.5	113.5	0.0	0.0%
Resources	28.9	29.1	+0.2	0.7%
Total Directorate Position	440.1	443.5	+3.4	0.8%
Strategic Measures	-440.1	-440.1	0.0	0.0%
Overall Surplus/Deficit	0	3.4	+3.4	

Main variations

22. An overspend of £2.5m is being reported for Special Educational Needs (SEN) Home to School Transport. An overspend of £3.4m was reported for 2018/19. £1.6m was added to the budget agreed by Council in February 2019 and as the overspend increased significantly towards the end of the Service & Resource Planning process last year, corporate contingency was also increased by £2.2m to meet the increasing demand in this area. To ensure the budget reflects a reasonable baseline and allow time for savings to be implemented and costs to be reduced, it is recommended that a temporary virement of £2.2m from the corporate contingency budget is made to the SEN Home to School Transport budget for 2019/20.
23. There is also a £9.7m overspend forecast on the Dedicated School Grant (DSG) – High Needs Block. This is mainly due to increasing demand for special school places and the need to place children at independent non-maintained schools. The forecast includes the effect of a temporary additional allocation to be received in 2019/20 of £1.5m and a one-off transfer from the Schools DSG block of £1.8m.
24. See Annex D for further details and commentary

CLAIRE TAYLOR

Assistant Chief Executive

LORNA BAXTER

Director of Finance

Contact Officers:

Steven Fairhurst Jones, Corporate Performance and Risk Manager - 07392 318 890

Katy Jurczynszyn, Finance Manager (Finance, Strategy and Monitoring) - 07584 909518

Georgina Crean, HR Business Partner - 07393 001244

3 June 2019

ANNEX A – PERFORMANCE DASHBOARDS – to 30 APRIL 2019

PRIORITY: WE LISTEN TO RESIDENTS SO WE CAN CONTINUOUSLY IMPROVE OUR SERVICES AND PROVIDE VALUE FOR MONEY						
OUTCOME	INDICATOR	OUT-LOOK	MEASURE	TARGET	RATE / LEVEL	COMMENTARY
Residents feel engaged with the county council	Number and value of opportunities for public engagement	↑	% of Residents' Survey respondents who say local people can influence us	Increase on 18-19 average	38% (Feb '19)	-
			% of Residents' Survey respondents who say we act on residents' concerns			
			To keep within the lower quartile of comparable authorities of upheld Local Government & Social Care Ombudsman complaints	Lower quartile	38% (Feb '19)	-
	Rates of customer satisfaction	↔	% of Residents' Survey respondents satisfied with the way we run things	>55%	45% (Feb '19)	-
Our services improve and deliver value for money	Value for money through effective use of resources	↔	Achievement of planned savings	95%	79%	79% of the planned savings of £36.8m are expected to be delivered.
			General balance outturn at the risk assessed level	>=100%	134.7%	The current forecast for general balances at 31 March 2020 is £26.0m. This is £6.7m higher than the risk assessed level of £19.3m as set out in the Medium-Term Financial Plan (MTFP) approved by Council in February
			Unplanned use of earmarked reserves	< £250k	<£250k	Reserves were £92.3m at 1 April 2019. As part of the Provisional Revenue Outturn Report, Cabinet has been asked to approve a revised use of reserves for 2019/20
			Total Directorate outturn variation	=< 1% variation	0.8%	There is a forecast directorate overspend of £3.4m or 0.8%. This mainly relates to SEN Home to School Transport. Demand for this service continues to grow above expected levels.
			Total outturn variation	0%	0.0%	£7.4m of the Corporate Contingency is currently unallocated. It may be possible to use this to offset the directorate forecast overspend of £3.4m.
			Capital programme: average cost variation from Concept Design (Gate 1) to Practical Completion (Gate 3)	<=2%	0.0%	There are no cost variations to report in the first month of the year.
	Improvement following external inspection/audit	↔	Proportion of post-inspection/audit actions dealt with on time	100%	n/a	Her Majesty's Inspectorate of Constabulary and Fire & Rescue completed their inspection of the service in November 2018. We expect to receive the report in June 2019 in order to formalise our action plans
			The proportion of social care providers rated as 'outstanding' or 'good' by the Care Quality Commission in Oxfordshire remains above the (monthly) national average	Nat. average (84% Apr 19)	90%	The quality of social care providers in Oxfordshire remains consistently above the national average. This is supported by robust commissioning and contract management arrangements in the council
The use of our assets is maximised	Progress with One Public Estate Programme	↔	One Public Estate projects progress in line with project plans	In line with individual project timescales	On track	-

PRIORITY: WE HELP PEOPLE LIVE SAFE AND HEALTHY LIVES AND PLAY AN ACTIVE PART IN THEIR COMMUNITY						
OUTCOME	INDICATOR	OUT-LOOK	MEASURE	TARGET	RATE / LEVEL	COMMENTARY
<div> <div>People are helped to live safe and healthy lives</div> <div>Page 75</div> </div>	Number of people helped to live “safe and well”	↔	Number of vulnerable children and adults helped to live more secure and independent lives, supported by safe and well visits	6,248	See right	<ul style="list-style-type: none"> Safe & well visits: April target – 305, actual as at 30 April – 1,415 Trading Standards programmes for vulnerable adults & children: Q4 target – 2,500, actual as at 30 April – 2,383 Gypsy & traveller site fire safety visits: Annual target – 90, 0 completed in April
			Number of children better educated to live safer and healthier lives	14,168	See right	<ul style="list-style-type: none"> Work experience placements: Q4 target – 4, actual as at 30 April – 7 Fire cadets: Q4 target – 3,040, actual as at 30 April – 2,742 Trading Standards risk reduction activities for children & young adults: Q4 target – 650, actual as at 30 April – 250 Fire prevention campaigns: April target – 913, actual as at 30 April – 133
	Emergency response times	↔	More people alive as a result of our prevention, protection and emergency response activities	1,000	See right	<ul style="list-style-type: none"> Fatalities from primary fires: April target – 1, actual as at 30 April – 0 Special service rescues: April target – 18, actual as at 30 April – 32 Rescues from primary fires: April target – 1, actual as at 30 April – 2 Co-responding calls: April target – 72, actual as at 30 April – 12. Co-responding ceased in all but one of our stations (Thame) from Sept 2017 due to National pay negotiations and the National position is still not clear.
			% of emergency call attendances made within 11 minutes	80%	92.12%	Our response rates within target time are higher this month than any month over the past year.
			% of emergency call attendances made within 14 minutes	95%	98.77%	
	Prevalence of healthy lifestyles	↑	% of eligible population 40-74 who have been invited for NHS Health Check since Apr ‘15	97%	99%	Our local targets have been exceeded. Quarterly benchmarking shows that Oxfordshire has exceeded South-East and England performance levels
			% of eligible population 40-74 who have received a NHS Health Check since Apr ‘15	49%	51%	
	Numbers of people receiving support for drug and alcohol dependency	↔	Rate of successful quitters per 100,000 smokers 18+ (reported a quarter in arrears)	> 2,338	2929	We have exceeded our local target. We are targeting those most at risk.
			Number of users of OPIATES that left drug treatment successfully (free of drug(s) of dependence) who do not then re-present to treatment again within 6 months as a percentage of the total number of opiate users in treatment.	>6.6%	9.7%	We have exceeded local targets and England averages through 2018/19
			Number of users of NON-OPIATES that left drug treatment successfully (free of drug(s) of dependence) who do not then re-present to treatment again within 6 months as a percentage of the total number of non-opiate users in treatment.	>36.6%	49.4%	We have exceeded local targets and England averages through 2018/19
			Number of users of ALCOHOL ONLY that left treatment successfully (free of alcohol dependence) who do not then re-present to treatment again within 6 months as a percentage of the total number of ALCOHOL ONLY users in treatment.	>38.6%	55.6%	We have exceeded local targets and England averages through 2018/19
	Proportion of people walking & cycling	↔	Numbers of people walking or cycling increase, based on the baseline for Oxfordshire in the government’s Active Lives Survey	Cycling 634,000	604,000	The cycling target represents a 5% annual increase over the baseline
				Walking 3,000,000	2,941,000	The walking target represents a 2% annual increase over the baseline
People play an active part in their communities	Rates of volunteering	↔	Number of environmental volunteer hours generated through county council activities (this is an annual measure, next due to be reported on in April 2020)	Reporting only	1784 hours (18-19)	In 2018/19 TVERC (Thames Valley Environmental Records Centre) activities generated 1264 hours of volunteer time (worth £17,064) and the Lower Windrush Valley Project 520 hours.
			Number of volunteer hours contributed to library, museum & history services		3,154 hours in total	<ul style="list-style-type: none"> <u>Library volunteer hours</u>: 2,634 hours contributed (decrease compared to previous month takes closed days for Easter holidays into account). <u>History Centre</u> volunteer hours: 139 hours contributed <u>Museum Service</u> volunteer hours: 381 hours contributed
	Prevalence of services provided by communities	↑	Number of town or parish councils with devolved service responsibilities	Reporting only	129	129 councils had devolved service responsibilities at 31 March
			% of Councillor Priority Fund monies allocated to a) Community Groups, b) town or parish councils, c) direct services		See right	April: 44% of £1.89m allocated = £834,26, of which: <ul style="list-style-type: none"> 65% to Community Groups = £536,702 12% to direct services = £105,225 23% to Town/Parish councils = £192,862

PRIORITY: WE PROVIDE SERVICES THAT ENHANCE THE QUALITY OF LIFE AND PROTECT THE LOCAL ENVIRONMENT						
OUTCOME	INDICATOR	OUT-LOOK	MEASURE	TARGET	RATE / LEVEL	COMMENTARY
Our quality of life in Oxfordshire is enhanced Page 76	Condition of highways	↑	A and B Classified road network where carriageway maintenance should be considered	33%	Not yet available	This figure is collected on an annual basis. The 2019/20 result will be available on completion of the 2019/20 condition survey (estimated completion is in July / August 2019).
			Defects posing immediate risk of injury are repaired within 24 hours	100%	Not yet available	This information will be reported from next month.
			Defects creating potential risk of injury repaired within 28 calendar days	90%	Not yet available	This information will be reported from next month.
			Current status of pothole enquiries reported on FixMyStreet during the calendar month prior to reporting date	Reporting only	Closed: 91.3% Open: 8.2%	91.3% = 2593 enquiries. 8.2% = 213 enquiries. This information is reported in arrears to enable inclusion of full month activity. This report provides the available March 2019 enquiries.
			Km of highway resurfaced as % of total	0.6%	2.18%	The target is due to be reviewed to account for additional investment into the county's Highways
			% of highway maintenance construction, demolition and excavation waste diverted from landfill	90%	Not yet available	This information will be reported from next month.
	Funding secured through planning obligations	↔	A minimum of 70% of S106 agreements involving contributions to county council infrastructure are completed within 6 months of District Committee resolutions	70%	80% (31 March)	There were only 2 new agreements for April, excluded from this report as: <ul style="list-style-type: none"> One is a unilateral agreement: OCC is the planning authority, however a decision has not yet been agreed. The second is a deed of variation for an existing agreement therefore no new decision or monies secured for KPI inclusion.
			Monies secured in S106 agreements represent at least 85% of the sums identified as necessary through the corresponding Single Response process	>85%	64% (31 March)	
	Levels of public transport use	↔	Increase use of public transport in Oxfordshire over baseline as follows: Bus: DfT annual statistics for bus use in Oxfordshire: <ul style="list-style-type: none"> Bus journeys Bus use per head 	34.8m	34.5m	Targets represent a 1% annual increase
				36.2	35.8	
			Bus: Transport Focus Autumn 2018 Bus Passenger Survey for Oxfordshire <ul style="list-style-type: none"> Satisfaction with overall journey Rail: Dec 2018 Oxfordshire Rail Station use as the Office of Rail & Road statistics	93%	92%	-
	Rates of access to cultural services	↔	Increase in the number of community and cultural programs/events/attendees at events/activities hosted by Cultural Services (Museums, History, Archives and Library Services)	5% annual increase	Not yet available	<u>Library programs:</u> 682 programs targeting adults, children and class visits were presented. <u>Museums Service programs:</u> 136 School children engaged in outreach and 236 adults reached through reminiscence sessions. 12 collections loaned out. <u>History Service activities:</u> 419 remote enquiries. This data forms the baseline for year-end comparisons and information for this report moving forward.
			Reach the upper quartile in the CIPFA (Chartered Institute of Public Finance and Accountancy) benchmarking comparison group for active library users, website visits, book issues and physical visits	Upper quartile	Not yet available	-
-Our local environment is protected	Percentage of planning decisions on time	↔	80% of District Council planning applications are responded to by us within the agreed deadline	80%	58%	-
			50% of Mineral and Waste applications are determined within 13 weeks	50%	100%	3 out of 3 applications were determined within target in April.

	Levels of carbon emissions	↔	Average 3% year on year reduction in carbon equivalent emissions from county council estates and activities	3%	Not yet available	2018/19 annual emissions data is being processed. We expect the figures to be published in September.
	Levels of energy use	↑	% of streetlights fitted with LED lanterns by March 2020	22%	Not yet available	-
	Air quality	↔	% rate of delivery against the Zero Emission Zone programme	80%	Not yet available	-
	Proportion of household waste re-used, recycled or composted	↔	% of house hold waste a) recycled, b) composted and c) re-used (and total %)	a) 30% b) 29.5% c) 0.5% Total 60%	Not yet available	This information will be reported from next month.
			% of household waste sent to landfill	5%	Not yet available	This information will be reported from next month.
			% of household waste recycled, composted and re-used at Oxfordshire Household Waste Recycling Centres	59%	Not yet available	This information will be reported from next month.
			% of people satisfied with Oxfordshire Household Waste Recycling Centres	95%	96.3%	

PRIORITY: WE STRIVE TO GIVE EVERY CHILD A GOOD START IN LIFE AND PROTECT EVERYONE FROM NEGLECT						
OUTCOME	INDICATOR	OUT-LOOK	MEASURE	TARGET	RATE / LEVEL	COMMENTARY
Children are given a good start in life	Prevalence of healthy children	↑	Number of expectant mothers who receive a universal face to face contact at 28 weeks	78%	72.20%	Many factors have impacted negatively on this measure including missing midwifery notifications, patient choice, staff vacancies and babies being born early. An Action plan in is in place with the provider.
			Percentage of births that have received a face to face New Birth Visit	95%	98.40%	This indicator continues to perform well.
			Percentage of children who received a 12-month review	93%	93.40%	This indicator continues to perform well.
			Percentage of children who received a 2-2½ year review	93%	89.90%	Performance against this indicator has dropped: this is being actively reviewed at contract meetings.
			Babies breastfed at 6-8 weeks of age	60%	61.40%	Performance remains strong and significantly above the England average
			% of Mothers who received a Maternal Mood Review in line with the local pathway by the time the infant is aged 8 weeks.	95%	98.00%	Performance remains strong against this local priority target
	Sufficiency of early years places		To provide sufficiency of early education placements for children aged 3 and 4 better than England average.	95%	95%	Data to term 4 (Easter 2019): 10,357 places taken up, out of forecast number of 10,864 3 and 4 year olds.
	Number of looked after children	↑	Reduce the number of looked after children by 50 to bring it nearer to the average of our statistical neighbours during 2019/2020	750	771	The number has reduced by 9 in the month – so would more than hit the target to reduce by 50 – but is rated Amber because of the extent to which the number can vary and its impact on budget and workload
	Numbers of children's social care assessments	↔	Increase the number of early help assessments to 1,500 during 2019-20	1,500	1431	The figure is based on a rolling year. Rate continues to rise month on month and is expected to hit 1500 for 2019-20 by March 2020
			Not to exceed the level of social care assessments in 2018-19	6,250	5,208	Figure is based on projected figure for the year, based on April figure.
	Number of children the subject of protection plans	↑	Maintain the number of children who are the subject of a child protection plan to the average of our statistical neighbours during 2019/2020	Under 620	591	After 10 years of continued growth the number of children the subject of a child protection plan in Oxfordshire continues to fall. This is linked to greater and more effective early help being provided.
	Number of children's cases held by permanent staff	↔	Reduce caseloads so that by March 2020 over 80% of staff have caseloads at or below the agreed target level	80%	74%	The latest figure is for 31 March. Figures reflect workload pressures and reduction in use of agency staff
			Invest in the workforce so that by March 2020 80% of cases are held by permanent staff	80%	91%	The latest figure is for the end of March. Reduction in agency staff has a direct impact on caseloads for permanent staff.
Children are able to reach their potential	% of children with a place at their first preference school	↔	% of children offered a place at their first preference primary school	Reporting only	93.1%	Although not rated, performance on these measures is high compared to elsewhere
			% of children offered a place at their first preference secondary school		85.8%	
	Percentage of children at good schools / settings	↔	% of children attending primary schools rated good/outstanding by Ofsted	Reporting only	83.8%	Following the launch of the Learner Engagement services in October, the education service are actively working with schools within a new Learner Engagement strategy overseen by the Learner Engagement Board. The Board has focused on persistent absence through the introduction of a behavior and attendance helpline for schools and are working in partnership with CAMHS (Children and Adolescent Mental Health Services) on their Oxford City pilot.
			% of children attending secondary schools rated good/outstanding by Ofsted		84.4%	
	Children missing education	↔	Persistent absence rates in primary schools (%)	6.8%	7.2%	
			Persistent absence rates in secondary schools (%)	12.2%	7.2%	
			Reduction in permanent exclusions to 44 or fewer	< 44	55	
	Levels of educational attainment		KS2: % of pupils reaching expected standard in reading, writing, maths	65%		Annual only measures. The 43% target for KS4 5-9 pass for English and Maths is being reviewed
			KS2: progress scores for (i) reading (ii) writing (iii) maths remain at least in line with the national average i.e. greater than '0'	> 0		
			KS4: average attainment 8 score per pupil	48.2		
			KS4: average progress score	0.07		
			KS4: % of pupils achieving a 5-9 pass in English & maths remains at least in line with the national average	43%		
			16-18: average point score per pupil (A level)	Reporting only		
			16-18: average point score per pupil (Tech level)			
			16-18: average point score per pupil (Applied General students)			
	Meeting the needs of young people with Special Educational Needs and Disabilities	↑	Increase the proportion of Education Health and Care Plans that are completed within 20 weeks to be above the national average by March 2020	75%	55%	An action plan is in place and overseen by the SEND performance board. The action plan has been shared and signed off by the Department for Education and the Care quality Commission

PRIORITY: WE ENABLE OLDER AND DISABLED PEOPLE TO LIVE INDEPENDENTLY AND CARE FOR THOSE IN GREATEST NEED						
OUTCOME	INDICATOR	OUT-LOOK	MEASURE	TARGET	RATE / LEVEL	COMMENTARY
Care services support independent living Page 79	Number of home care hours purchased	↔	Maintain the number of home care hours purchased per week	21,779 hours per week	21,237	After years of growth, home care hours have not risen for the last 2 years, due to market constraints. This is partly offset by the high levels of direct payments, but does have a potential knock on impact to care home admissions
	Number of hours of reablement delivered	↑	Maintain the number of hours of reablement delivered to 5750 per month	5750 hours per month	5,944	-
	Number of people with control over their care	↔	Number of people with personal budgets remains above the national average	17-18 nat. av. 89.7%	92%	Over 90% of people are given control over the way they want their care and support needs to be met
			% of people with safeguarding concerns who define the outcomes they want	> 90%	95.7%	
			% of people using Adult Social Care services who receive a direct payment remains above the national average	17-18 nat. av. 28.5%	35%	Over a third of people who live at home take their care in the form of a cash payment. This gives them greater choice and control over their care.
	Number of people delayed leaving hospital awaiting social care	↔	Reduce the number of people delayed in hospital awaiting social care	Tbc – Awaiting agreement with NHS England	2.5	Targets for each area are agreed with the NHS but have yet to be agreed for 2019-20. However Social care delays have reduced significantly in the last 2 years and are below the national rate
			Reduce the number of people delayed in hospital awaiting both health and social care	Tbc – Awaiting agreement with NHS England	33	People awaiting ‘both health and social care’ are primarily awaiting reablement. Rates of reablement in Oxfordshire are lower than elsewhere
	Proportion of older people supported in the community	↑	Increase from 57% the percentage of older people in long term care who are supported to live in their own home	>57%	56.8	There has been an increase in the proportion of people supported in care homes, with constraints in home care supply as noted above
Homes and places support independent living	Percentage of people living in safe and suitable housing	↔	Increase Extra Care Housing capacity to 4,500 flats by 2026	4,500 by 2026		The new Joint Assistant Director for Social Care and Housing is validating supply information with District councils. This will feed into the Market Position Statement and subsequently also revised targets for new Extra Care Housing developments
			Ensure the % of working age (18-64) service users with a learning disability support, who are living on their own or with their family, remains above the national average (76%)	>76%	92%	Oxfordshire supports many more adults with a learning disability to live in their own home, than other areas of the country. This is sustained with high levels of supported living

PRIORITY: WE SUPPORT A THRIVING LOCAL ECONOMY BY IMPROVING TRANSPORT LINKS TO CREATE JOBS & HOMES FOR THE FUTURE						
OUTCOME	INDICATOR	OUT-LOOK	MEASURE	TARGET	RATE / LEVEL	COMMENTARY
Strong Investment and Infrastructure are secured	Level of investment attracted	↑	Funding secured as % of yearly investment required to bring the condition of all assets into good condition (identified in the Highway Investment Business Case)	95%	89.4%	Financial modelling has identified that £35.5M is required annually to maintain the carriageway asset in a “good” condition over the next 10 year period (2018/19 to 2027/28). £31.725M is 89.4% of the £35.5M target Initial investment is lower than expected due to slower growth within the County.
			We participate in 20 innovation funding bids to support the Smart Oxford programme	20	2	Projects successfully bid for in 18-19 are being developed now.
			Businesses given support by Trading Standards interventions/fire risk inspections	3,332	See right	<ul style="list-style-type: none"> • Fire safety audits completed: April target – 29, actual at 30 April – 132 • Trading Standards business interventions: Q4 target – 750, actual as at 30 April: 1,814 • Trading Standards business advice given: Q4 target – 640, actual as at 30 April: 476 • Building Regulations consultations responded to: April target – 132, actual as at 30 April: 98. This measure is demand led. We deal with this in the statutory timescales of 15 working days. • Trading Standards business newsletter recipients: Q4 target – 100, actual as at 30 April: 0. No newsletters were published last year, but we have now reached a working agreement for content to be provided for a joint newsletter with Cherwell regulatory services.
			% rate of delivery against the Growth Deal infrastructure programme	80%	Not yet available	Data and commentary against this measure will be available in the next monthly report, in line with the Partnership Reporting process
	Level of infrastructure investment required	↔	Identification of investment levels required in new/improved infrastructure to 2050 (updated from Oxfordshire Infrastructure Strategy 2040)	Reporting only	See right	We have initiated development of the scope of work relating to this measure.
	Number of new homes	↔	We enable the construction of 100,000 new homes by 2031	1,215 homes in 2019/20 accelerated	Not yet available	Data and commentary against this measure will be available in the next monthly report, in line with the Partnership Reporting process
			We support the delivery of 464 new affordable housing starts by March 2020	464	Not yet available	Data and commentary against this measure will be available in the next monthly report, in line with the Partnership Reporting process
	Levels of disruption to journeys	↔	Failed utility inspections no higher than 15%	<15%	29%	The failure rate at 29% is higher than anticipated and has been highlighted with the utility works promoters. We are investigating becoming a permitting authority and resourcing additional capacity in the inspection of utility company work. The Network Management Team will continue to monitor all works promoted and take steps to drive the required improvements from utility companies.
	Level of transport connectivity	↔	Improve connectedness of all transport modes in priority corridors in Oxfordshire	TBC	Not yet available	We will report on this subject in 2019-20 but need to determine the correct measure, which needs to be broken down into specific transport corridors and include measures for (i) journey time and (ii) reliability / punctuality. We intend to be ready to report on this in the June report.
	Level of access to online and digital services	↑	The absolute number of premises we have enabled to have access to superfast broadband within Oxfordshire, via our contract with BT	77,500	77,114	-
			The % of premises in Oxfordshire with access (via either our contract or commercial providers) to superfast/ultrafast/full fibre broadband	97.5%	97%	-
			The % of premises in Oxfordshire without access to: <ul style="list-style-type: none"> • At least Basic Broadband (at least 2Mb/s) • OFCOM ‘acceptable’ broadband (10Mb/s) 	<0.3% <1.2%	0.3% 1.23%	-

Local businesses grow and provide employment	Employment rates	↔	% of Oxfordshire residents aged 16-64 in employment (against GB rate Jul 17 to Jun 18 of 75%)	Reporting only	See right	Jan-Dec 2018: 81.3% of Oxfordshire residents aged 16-64 in employment vs Jan-Dec 2018 GB rate of 75.1%
	Business numbers	↔	Numbers of births, deaths and survivals of businesses in Oxfordshire (annual ONS data)		See right	Dec 2018 figures (next ONS update due in November 2019): Business births: 3,450 in 2017 (down 4% on 2016); business deaths: 3,130 in 2017 (down 2% on 2016). Business survivals: 48.7% surviving 5 years later (was 49.3%).
	Numbers of apprenticeships	↔	Number of apprenticeships employed by the county council and maintained schools	80	See right	The tally at the end of March was 121 apprentices. Data for April will be reported in the next monthly report.
	Levels of workforce	↔	Oxfordshire County Council Full-Time Equivalent (FTE), excluding schools	Reporting only	See right	End of March 2019: 4023.7 FTE
			Total spend on agency staff as proportion of our annual salary budget		See right	End of March 2019: 2.76% of annual salary budget.

ANNEX B – RISK

The table below summarises the council's current assessment of our key Strategic Risks. These risks are being actively managed to reduce their potential impact.

Summary of Strategic Risks

Risk Ref	Risk Title	Current rating
1	Workforce for the future - county	High
2	Council Workforce - Internal	Medium
3	Environmental sustainability and quality of life	Medium
4	Growth and infrastructure investment	Medium
8	Demand Management	High
9	Safeguarding	High
11	Influencing on behalf of Oxfordshire	Low
12	Community cohesion	Low
13	Health and Safety	Medium
TP1	Transformation does not deliver sufficient value for money for our residents	High
TP2	Transformation does not improve the quality of services for our residents and businesses	High
TP3	Transformation costs our residents and businesses more money than it should	Low
CSC9	Children's Services activity levels	High

ANNEX C – HUMAN RESOURCES (HR)

Workforce data contained in this Annex replaces the quarterly Staffing Report presented to Cabinet. The data below provides a directorate by directorate breakdown, as in previous reports.

Workforce data contained in this Annex provides a snapshot of our workforce. It does not constitute 'performance' in the sense that it sets out delivery against targets. It aims to provide an overview of workforce data. The council is set to review its workforce plan and HR strategy during 2019 and HR data and reporting will be refined as part of this process.

Full-time equivalent (FTE), headcount and turnover

DIRECTORATE	FTE Employed at 31 March 2019 (Q4)	FTE Employed at 31 Dec 2018 (Q3)	Headcount at 31 March 2019 (Q4)	Headcount at 31 Dec 2018 (Q3)	Turnover (Q4)	Turnover (Q3)
ADULTS	746.4	734.7	875	860	2.40	
Adult Social Care	623.14	619.64	735	729	2.60	2.60
Joint Commissioning	123.29	115.02	140	131	1.40	3.80
CHILDREN	1225.5	1221.6	1504	1496	2.50	
Children's Social Care (inc ATV)	411.43	425.85	481	498	3.30	1.20
Safeguarding	355.72	348.62	426	413	1.20	1.90
Education	280.14	276.22	385	382	1.80	2.90
Admin and Director's Office	178.25	170.87	212	203	4.70	3.90
PUBLIC HEALTH	20.94	23.54	22	25	9.10	0.00
COMMUNITIES	1282.7	1263.8	1586	1572	2.40	
Planning and Place	144.71	138.34	155	149	1.30	3.40
Infrastructure	475.93	469.32	688	683	2.50	4.70
Capital Investment & Major Infrastructure Delivery	55.19	52.85	61	58	8.20	1.70
FRS and Community Safety (inc Retained)	606.89	603.24	682	682	2.10	2.60
RESOURCES	748.03	751.24	969	973	2.80	
Finance	110.42	112.42	122	124	2.50	0.80
HR	35.19	36.88	40	42	2.50	2.40
Law and Governance	206.65	207.30	264	265	6.10	1.90
Policy	47.75	49.94	50	53	4.20	1.90
Customer Experience	225.86	225.54	366	365	1.60	1.60
Digital and ICT	122.16	119.16	127	124	2.40	4.80
TOTAL	4023.7	3994.9	4956	4926	2.50	5.60

Please note: where employees are absent (e.g. on maternity leave or sickness), and have been temporarily replaced, both the absent employee and the temporary employee will have been counted.

Headcount refers to the workforce including full time, part time, temporary and permanent but excluding casual, external managers or contractors. Those with more than one job are counted for each job they occupy.

Turnover rate measures the number of leavers during a period divided by the headcount figure at the end of that period.

Agency staff and costs







DIRECTORATE	Cost of Agency Staff £ (Q4)	Cost of Agency Staff £ (Q3)
ADULTS	£1,135,362	£788,306
Adult Social Care	£471,720	£572,688
Joint Commissioning	£663,642	£215,618
CHILDREN	£956,999	£1,112,035
Children's Social Care (inc ATV)	£699,310	£704,924
Safeguarding	£104,559	£209,986
Education	£133,352	£94,520
Admin and Director's Office	£19,778	£102,605
PUBLIC HEALTH	£3,448	£0
COMMUNITIES	£1,441,313	£1,396,911
Planning and Place	£529,901	£359,320
Infrastructure	£131,344	£443,388
Capital Investment & Major Infrastructure Delivery	£709,038	£535,306
FRS and Community Safety (inc Retained)	£71,030	£58,897
RESOURCES	£502,613	£397,141
Finance	£131,945	£141,002
HR	£0	£0
Law and Governance	£61,688	£55,687
Policy	£147,562	£55,095
Customer Experience	£103,054	£93,700
Digital and ICT	£58,364	£51,657
TOTAL	4,039,735	3,694,393

Top five reasons for using agency workers				
Reason	Q1	Q2	Q3	Q4
Covering a vacancy	52.30%	47.80%	42.76%	61.22
Interim Cover pending recruitment	15.50%	15.72%	11.72%	Inc in above
Unplanned demand	8%	7.55%	11.03%	13.26
Project work	5.75%	9.43%	8.97%	12.24
Sickness	5.17%	6.29%	5.52%	8.16
Most frequent job categories of agency staff (98 orders in Q4)				
Job Category	Q1	Q2	Q3	Q4
Manager, Admin and clerical	22.99%	37.03%	22.08%	7%
Social Care qualified	21.84%	29.63%	32.50%	70%
Engineering and surveying	7.47%	7.41%	8.75%	
Interim	-	-	5.83%	
Catering and hospitality	23.56%	5.55%	5.42%	
Procurement & Logistical	-	4.63%	-	
Manual / Passenger assistant	9.77%	-		7%

ANNEX D – FINANCE

Forecast outturn 2019/20 at April 2019

Key

 Red	 Improving
 Amber	 Stable
 Green	 Worsening

Children's Services

£3.2m (2.8%) forecast overspend

Education & Learning

RAG rating 

Direction of travel 

Variation £2.5m
(10.1%) overspend

£2.5m overspend forecast in relation to SEN Home to School Transport. This forecast is based on current demand along with average growth seen in recent years. There remains a risk that demand will remain high in 2019/20 and increase the forecast spend in this area.

There is a potential pressure due to deficit balances in a school which has converted to academy status. The value is currently estimated at £0.1m and it is unlikely that this can be met from existing resources at this time.

Action Plan

Children's Social Care

RAG rating 

Direction of travel 



Variation £0.6m
(2.0%) overspend

£0.6m overspend on Unaccompanied Asylum-Seeking Children due to costs exceeding grant funding received. As this is an unfunded new burden, any shortfall in funding will be met from either balances or contingency. The Council has recently been informed of an increase in the funding rate for Unaccompanied Asylum-Seeking Children under 18 effective from 1 April 2019. However, the detail of this needs to be fully calculated and the forecast will be updated once the impact is clear.



Action Plan

As in previous years there remains a risk around use of agency staff in front line social worker teams due to ongoing issues in recruitment of experienced staff exceeding the available budget set aside for this purpose.

There is a proposal to move to a new model of service delivery for Children's Social Care, which will require Cabinet approval. The savings associated with this are at risk until such time that the project proceeds.

Children's Social Care Countywide Services	£0.1m <u>overspend</u> on Safeguarding as a result of the use of agency staff within the team to cover staff absence.
RAG rating 	At present there is no pressure identified in Corporate Parenting, with demand having been relatively stable and within the assumed budget for a number of months.
Direction of travel 	Savings in this area, placement mix, and demand need to be monitored carefully to identify any pressures as the year progresses.
Variation £0.1m (0.2%) overspend	
Action Plan	

Dedicated Schools Grant (DSG) Funded Services

High Needs DSG Block	£9.7m <u>overspend</u> against the in year High Needs Block Dedicated Schools Grant. This includes the effect of a temporary additional allocation to be received in 2019/20 of £1.5m and a one-off transfer from the Schools DSG block of £1.8m.
RAG rating 	
Direction of travel 	The variation is mainly the result of an increase in Education Health Care Plans, leading to spending pressures for mainstream schools and specialist provision. The increase in spend has been most significant in relation to specialist provision, in particular independent non-maintained special schools.
Variation £9.7m (18.4%) overspend	
Action Plan	

Adult Services

£0.0m (0.0%) break-even

Better Care Fund Pool

RAG rating



Direction of travel



Variation Break-even

Action Plan

No action plan required

Combines health and social care expenditure on care homes, activity relating to hospital avoidance and prevention and early support activities for older people and adults with physical disabilities.

The budget contributions and arrangements for managing variations to the pooled budgets in 2019/20 are expected to be agreed by the Joint Management Group for the Better Care Fund Pool in late May 2019. This report assumes aligned ownership of any under or overspends within the pool and does not include any variations against the health elements.

National priorities for the improved Better Care Fund (iBCF) are to support the following areas:

- Meeting adult social care needs
- Reducing pressures on the NHS
- Ensuring the local social care provider market is supported

The council will receive £10.4m iBCF grant in 2019/20 including £2.3m funding to support winter pressures. As agreed by the Joint Management Group in March 2019, £7.0m will be used to support demographic growth, inflationary increases in fees paid to providers, plus the on-going cost of additional social work capacity to support hospital discharges. £3.4m will be used to support and develop local market capacity through the development of technological and innovation pilots, support for local providers, and to develop and strengthen the local care workforce.

Subject to agreement by the Joint Management Group the council's share of the Better Care Fund held within the pool is expected to increase from £21.940m in 2018/19 to £22.510m in 2019/20.

£1.4m one – off funding for projects and activity to support hospital discharges and flow over the winter is available in reserves. The use of this funding will be agreed in June 2019 and will reflect learning and outcomes from the 2018/19 winter plan.

Adults with Care and Support Needs Pool**RAG rating** **Direction of travel** **Variation** £0.7m
(0.8%) overspend**Action Plan**

Mitigated by underspends in non – pool budgets.

Supports a mix of health and social care needs for adults of working age with learning disabilities, acquired brain injury or mental health needs. Ahead of the agreement of contributions and the risk share arrangements for 2019/20 by the Joint Management Group, this report assumes the council is responsible for all the variation on this pool in 2019/20.

A forecast overspend of **£0.7m** relates to the social care element of placements in out of county schools and colleges for 18 to 23 year olds with Special Educational Needs (SEN). This is the estimated on-going effect of an increase in the average cost of placements in 2018/19.

Savings totalling £2.4m are built into the council's contribution to the pool in 2019/20. Work to implement these is progressing but there is a risk that an element may slip to 2020/21. An update will be included in the next report.

Non-Pool Services**RAG rating** **Direction of travel** **Variation** £0.7m
(5.1%) underspend**Action Plan**

Not required

Unallocated on-going base budget of **£2.4m** is currently being held outside the pooled budgets. **£1.7m** is funding built into the Medium Term Financial Plan for the on-going effect of inflationary pressures agreed in 2018/19. However, as in 2018/19, these costs will again be met from the iBCF grant funding, releasing the equivalent base budget to support other pressures.

A further **£0.7m** originally related to Care Act implementation and the withdrawal of the Independent Living Fund. This has been used to manage a range of demand led pressures in the pools in the last two years and continues to be available in 2019/20.

£0.7m of this is offsetting the forecast pressure within the Adults with Care & Support Needs pooled budget. Since the spend within the pools is unpredictable, as it is largely demand led, any remaining balance is expected to be required to manage risks and pressures arising as the year progresses.

All other areas are currently reporting a breakeven position noting that there are on-going challenges around the recruitment and sustainability of social work capacity required to support the implementation of the Medium Term Financial Plan and on-going work.

Commissioning

The service is currently reporting a breakeven position.

RAG rating



Direction of travel



Variation £0.0m

Breakeven

Action Plan

Not required

Public Health

£0m (0%) breakeven position

RAG rating



The service is currently reporting a breakeven position.

Direction of travel



Variation £0.0m (0%)

Breakeven against
£29.9m ringfenced
grant

Action Plan

Not required

Communities

£0.0m (0.0%) forecast variance

Planning & Place

The service is currently reporting a breakeven position.

RAG rating



Direction of travel



Variation £0.0m

(0.0%) variance

**Community
Operations**

The service is currently reporting a breakeven position.

RAG rating 

Direction of travel 

Variation £0.0m
(0.0%) variance

**Property &
Investment**

Although a nil variance is reported at present, the plans for reshaping the service continues post Carilion and although this should bring about long-term savings and opportunities, there is a short term risk of financial pressures.

RAG rating 

Direction of travel 

Variation £0.0m
(0.0%) variance

Community Safety

The service is currently reporting a breakeven position.

RAG rating 

Direction of travel 

Variation £0.0m
(0.0%) variance

Resources

£0.2m (0.8%) forecast overspend

Resources

£0.1m Senior Management Review savings will be achieved by the savings from the shared OCC and CDC CE and Assistant CE posts.

RAG rating



Direction of travel



£0.05m of the overspend relates to the unfunded pressure of a Human Resources Business Partner.

Variation

£0.2m (0.8%)
overspend

£0.1m of the overspend relates to the unfunded costs of the interim Procurement team. The ongoing pressure will be addressed as part of Provision Cycle service redesign.

£0.05m of the overspend relates to insufficient funding to meet current activity within the Customer Service Centre following a recent budget adjustment with the Library Service.

Corporate Measures

General Balances

The current forecast for general balances at 31 March 2020 is **£26.0m**. This is **£6.7m** higher than the risk assessed level of **£19.3m** as set out in the Medium-Term Financial Plan (MTFP) approved by Council in February 2019. As part of this, it was agreed to transfer **£6.0m** from balances at the start of the 2019/20 financial year to the Transformation Reserve.

RAG rating



Direction of travel



		£'000
General Balances at 1 April 2019		27,971
<u>Calls on balances</u>		
Agreed Transfer to Transformation Fund	-6,000	
Total Calls on balances		-6,000
<u>Additions to balances :</u>		
Underspend	+3,989	
		+3,989
Projected level of General Balances 31 March 2019		+25,960
RISKED ASSESSED LEVEL OF BALANCES 2019/20		+19,300
Level of surplus General Balances		+6,660

Reserves

Reserves were £92.3m at 1 April 2019. As part of the Provisional Revenue Outturn Report elsewhere on the agenda, Cabinet have been asked to approve a revised use of reserves for 2019/20.

RAG rating**Direction of travel**

Unplanned Use >£250k

Medium Term Financial Plan Savings

At least 79% of the planned savings of **£36.8m** are expected to be delivered.

RAG rating**Direction of travel**

% of savings expected to be achieved
95%

Summary of Savings Delivery Progress		
Total Directorate Savings	-21,672	
Corporate Savings	-15,157	
Total savings for 2019/20 Budget	-36,829	
Directorate Savings		
Delivered & Green	-14,036	65%
Amber Savings	-4,946	23%
Red Savings	-2,690	12%
	-21,672	
Directorate Delivered & Green Savings	-14,036	
Corporate Savings - all green	-15,157	
	-29,193	
Percentage Delivered & Green of 19/20 total	79%	

The table below shows what percentage of the savings are expected to be delivered compared to the original RAG status set out in the budget agreed by Council in February 2019.

Original RAG Status	Percentage Green/Delivered	Target
Red	11%	70%
Amber	34%	90%
Green	100%	100%

Grants

The council receives ringfenced and un-ringfenced government grants totalling **£337.9m**. Of this total **£63.7m** relate to ring-fenced grants (excluding DSG). It is expected that 100% of these grants will be used during 2019/20.

RAG rating**Direction of travel**

Strategic Measures**RAG rating****Direction of travel**

The following table sets out average in-house cash balances and average rates of return for April 2019. The current forecast outturn position for in house interest receivable is **£2.5m**, which is in line with budget.

Month	Average cash balance	Average rate of return
April	£350.13m	0.913%

External Fund dividends are paid quarterly. The forecast outturn position for external fund returns is **£3.8m**, which in line with budget.

Interest Payable is forecast to be in line with the budgeted figure of **£15.2m**.

Performance Indicator	Actual	Target
Average interest rate achieved in-house compared to treasury Management Budgeted Rate	0.91%	>=0.98%
Average Annualised Return achieved compared to Benchmark Rate* (Pooled Fund)	3.75%	>=3.75%

Debt and Loan Write Offs & Impairments – Corporate Debtors**RAG rating****Direction of travel**

Overall the indicators for collection of non-social care invoiced charges show good performance; all measures apart from collection rate exceed targets. The collection rate is lower this month due to the Music Service's January invoice run which is a high volume run and dropped into the 120 period this month; there have been some delays in this area due to need to recruit new staff.

	Target	April 19
Invoice collection rate	97.5%	95.73%
Avg. days outstanding	35	33
Debt requiring impairment	<£0.30m	£0.26m
Unsecure debt over 1 year	<£0.50m	£0.49m
Write offs as % of income Year to Date	<0.10%	0.00%

**Debt and
Loan Write
Offs &
Impairments
– Adult
Contribution
Charges**

All indicators for social contributions do not meet the current targets. These targets are intended to be stretch targets with objectives set to achieve by year end. This area of collection is challenging with increasing volumes of charges and complexity of work. There are several factors contributing to the increasing debt levels and work is underway across social care process to improve systems and pathways. Locally ASC Income objectives have been defined to improve efficiency & effectiveness.

RAG rating



**Direction of
travel** ↓

	Target	April 19
Invoice collection rate	92%	89.42%
Avg. days outstanding	100	101
Debt requiring impairment	<£2.00m	£2.80m
Unsecure debt over 1 year	<£1.60m	£2.65m
Write offs as % of income Year to Date	<1.0%	0.47%

Business Management Report
Position to the end of April 2019
Budget Monitoring

Directorate	BUDGET 2019/20			Outturn Forecast Year end Spend/Income	Projected Year end Variation to Budget underspend - overspend + £000	Projected Year end Variance Traffic Light
	Original Budget	Movement to Date	Latest Budget			
	£000	£000	£000	£000	£000	
Childrens						
Gross Expenditure	368,782	355,800	369,137	372,338	3,200	G
Gross Income	-255,037	-414,700	-255,452	-255,452	0	G
	113,745	-58,900	113,686	116,886	3,200	R
Resources						
Gross Expenditure	40,330	58,200	40,388	40,638	250	G
Gross Income	-11,487	700	-11,486	-11,505	-19	G
	28,843	58,900	28,902	29,133	231	G
Communities						
Gross Expenditure	175,434	-162,800	175,271	175,271	0	G
Gross Income	-61,968	162,800	-61,805	-61,805	0	G
	113,466	0	113,466	113,466	0	G
Adults						
Gross Expenditure	204,376	-600	204,376	204,376	0	G
Gross Income	-20,349	600	-20,348	-20,348	0	G
	184,027	0	184,027	184,027	0	G
Public Health						
Gross Expenditure	29,950	100	29,950	29,950	0	G
Gross Income	-29,950	-100	-29,950	-29,950	0	G
	0	0	0	0	0	
Directorate Expenditure Total	818,872	250,700	819,122	822,573	3,450	G
Directorate Income Total	-378,791	-250,700	-379,042	-379,061	-19	G
Directorate Total Net	440,081	0	440,081	443,512	3,431	G

Business Management Report
Position to the end of April 2019
Budget Monitoring

Directorate	BUDGET 2019/20			Outturn Forecast Year end Spend/Income	Projected Year end Variation to Budget underspend - overspend +	Projected Year end Variance Traffic Light
	Original Budget	Movement to Date	Latest Budget			
	£000	£000	£000	£000	£000	
Contributions to (+)/from (-)reserves	11,160		11,160	11,160	0	
Contribution to (+)/from(-) balances	-6,000		-6,000	-2,011	3,989	
Public Health Saving Recharge	-250		-250	-250	0	
Transformaton Savings	-1,500		-1,500	-1,500	0	
Contingency	7,629		7,629	209	-7,420	
Insurance	2,897		2,897	2,897	0	
Capital Financing	23,691		23,691	23,691	0	
Interest on Balances	-8,419		-8,419	-8,419	0	
Strategic Measures Budget	29,208	0	29,208	25,777	-3,431	
Unringfenced Government Grants	-18,743		-18,743	-18,743	0	
Council Tax Surpluses	-7,306		-7,306	-7,306	0	
Revenue Support Grant	0		0	0	0	
Business Rates Top-Up	-39,896		-39,896	-39,896	0	
Business Rates From District Councils	-34,279		-34,279	-34,279	0	
Council Tax Requirement	369,065	0	369,065	369,065	0	

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget
	Estimated outturn showing variance in excess of +/- 1% of year end budget

G
R

Business Management Report
Position to the end of April 2019
Budget Monitoring

Children Directorate		BUDGET 2019/20			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
		Original Budget	Movement to Date	Latest Estimate			
		£000	£000	£000	£000	underspend - overspend + £000	
CEF1	Education & Learning						
	Gross Expenditure	79,259	197,800	79,457	81,957	2,500	R
	Gross Income	-54,797	-90,900	-54,888	-54,888	0	G
		24,462	106,900	24,569	27,069	2,500	R
CEF2	Children's Social Care						
	Gross Expenditure	34,717	-1,265,600	33,451	34,051	600	R
	Gross Income	-3,352	-91,000	-3,443	-3,443	0	G
		31,365	-1,356,600	30,008	30,608	600	R
CEF3	Children's Social Care Countywide Services						
	Gross Expenditure	55,690	1,640,300	57,330	57,430	100	G
	Gross Income	-3,882	-325,800	-4,208	-4,208	0	G
		51,808	1,314,500	53,123	53,223	100	G
CEF4-1	Delegated Schools						
	Gross Expenditure	154,133	-93,000	154,040	154,040	0	G
	Gross Income	-154,133	93,000	-154,040	-154,040	0	G
		0	0	0	0	0	G
CEF4	Other Schools						
	Gross Expenditure	38,570	-600	38,569	38,569	0	G
	Gross Income	-38,354	100	-38,354	-38,354	0	G

Business Management Report
Position to the end of April 2019
Budget Monitoring

		BUDGET 2019/20			Outturn	Projected	Projected
Children		Original	Movement	Latest	Forecast	Year end	Year end
Directorate		Budget	to Date	Estimate	Year end	Variation	Variance
					Spend/Income		Traffic Light
						underspend - overspend +	Indicator
		£000	£000	£000	£000	£000	
		216	-500	216	216	0	G
CEF5	Children's Services Central Costs						
	Gross Expenditure	6,413	-123,100	6,290	6,290	0	G
	Gross Income	-519	-100	-519	-519	0	G
		5,894	-123,200	5,771	5,771	0	G
Directorate Expenditure Total		368,782	355,800	369,138	372,338	3,200	G
Directorate Income Total		-255,037	-414,700	-255,452	-255,452	0	G
Directorate Total Net		113,745	-58,900	113,686	116,886	3,200	R

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget
	Estimated outturn showing variance in excess of +/- 1% of year end budget

G
R

Business Management Report
Position to the end of April 2019
Budget Monitoring

		BUDGET 2019/20			Outturn	Projected	Projected
Communities Directorate		Original Budget	Movement to Date	Latest Estimate	Forecast Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
		£000	£000	£000	£000	underspend - overspend + £000	
EE1	Planning & Place						
	Gross Expenditure	11,862	-166,200	11,696	11,696	0	G
	Gross Income	-6,577	166,200	-6,411	-6,411	0	G
		5,285	0	5,285	5,285	0	G
EE2	Community Operations						
	Gross Expenditure	124,284	0	124,284	124,284	0	G
	Gross Income	-48,224	0	-48,224	-48,224	0	G
		76,060	0	76,060	76,060	0	G
EE3	Property & Investment						
	Gross Expenditure	12,822	0	12,822	12,822	0	G
	Gross Income	-4,324	0	-4,324	-4,324	0	G
		8,498	0	8,498	8,498	0	G
EE4	Community Safety						
	Gross Expenditure	26,466	3,400	26,469	26,469	0	G
	Gross Income	-2,843	-3,400	-2,846	-2,846	0	G
		23,623	0	23,623	23,623	0	G
	Directorate Expenditure Total	175,434	-162,800	175,271	175,271	0	G
	Directorate Income Total	-61,968	162,800	-61,805	-61,805	0	G
	Directorate Total Net	113,466	0	113,466	113,466	0	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget
	Estimated outturn showing variance in excess of +/- 1% of year end budget

G
R

Business Management Report
Position to the end of April 2019
Budget Monitoring

Resources Directorate	BUDGET 2019/20			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
	Original Budget	Movement to Date	Latest Estimate			
	£000	£000	£000			
CEO1 Corporate Services						
Gross Expenditure	2,298	0	2,298	2,298	0	G
Gross Income	0	0	0	0	0	G
	2,298	0	2,298	2,298	0	G
CEO2 Law & Governance and Human Resources						
Gross Expenditure	11,223	44	11,267	11,317	50	G
Gross Income	-5,070	1	-5,069	-5,069	0	G
	6,153	45	6,198	6,248	50	G
CEO3 Corporate Finance & Internal Audit						
Gross Expenditure	7,388	1	7,389	7,539	150	R
Gross Income	-2,599	0	-2,599	-2,618	-19	G
	4,789	1	4,790	4,921	131	R
CEO4 Assistant Chief Executives						
Gross Expenditure	19,421	13	19,434	19,484	50	G
Gross Income	-3,818	0	-3,818	-3,818	0	G
	15,603	13	15,616	15,666	50	G
Directorate Expenditure Total	40,330	58	40,388	40,638	250	G
Directorate Income Total	-11,487	1	-11,486	-11,505	-19	G
Directorate Total Net	28,843	59	28,902	29,133	231	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget	G
	Estimated outturn showing variance in excess of +/- 1% of year end budget	R

Business Management Report
Position to the end of April 2019
Budget Monitoring

		BUDGET 2019/20			Outturn	Projected	Projected
Adults Directorate		Original Budget	Movement to Date	Latest Estimate	Forecast Year end Spend/Income	Year end Variation	Year end Variance Traffic Light Indicator
		£000	£000	£000	£000	underspend - overspend +	
SCS1	Adult Social Care						
	Gross Expenditure	196,700	-600	196,699	196,699	0	G
	Gross Income	-18,999	600	-18,998	-18,998	0	G
		177,701	0	177,701	177,701	0	G
SCS2	Joint Commissioning						
	Gross Expenditure	7,676	0	7,676	7,676	0	G
	Gross Income	-1,350	0	-1,350	-1,350	0	G
		6,326	0	6,326	6,326	0	G
Directorate Expenditure Total		204,376	-600	204,376	204,376	0	G
Directorate Income Total		-20,349	600	-20,348	-20,348	0	G
Directorate Total Net		184,027	0	184,027	184,027	0	G

KEY TO TRAFFIC LIGHTS

Balanced Scorecard Type of Indicator

Budget	On track to be within +/- 1% of year end budget
	Estimated outturn showing variance in excess of +/- 1% of year end budget

G
R

Business Management Report
Position to the end of April 2019
Budget Monitoring

Public Health Directorate		BUDGET 2019/20			Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
		Original Budget	Movement to Date	Latest Estimate			
		£000	£000	£000	£000	underspend - overspend +	£000
PH1	LA Commissioning Responsibilities - Nationally Defined						
	Gross Expenditure	16,352	1	16,353	16,353	0	G
	Gross Income	0	0	0	0	0	G
		16,352	1	16,353	16,353	0	G
PH2	LA Commissioning Responsibilities - Locally Defined						
	Gross Expenditure	12,965	0	12,965	12,965	0	G
	Gross Income	-228	0	-228	-228	0	G
		12,737	-1	12,737	12,737	0	G
PH3	Public Health Recharges						
	Gross Expenditure	633	0	633	633	0	G
	Gross Income	0	0	0	0	0	G
		633	0	633	633	0	G
PH4	Grant Income						
	Gross Expenditure	0	0	0	0	0	G
	Gross Income	-29,722	0	-29,722	-29,722	0	G
		-29,722	0	-29,722	-29,722	0	G
	Transfer to Public Health Reserve	0	0	0	0	0	G
	Directorate Expenditure Total	29,950	0	29,950	29,950	0	G
	Directorate Income Total	-29,950	0	-29,950	-29,950	0	G
	Directorate Total Net	0	0	0	0	0	

Division(s):All

CABINET - 18 JUNE 2019 JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY FOR OXFORDSHIRE

Report by Director – Planning and Place

RECOMMENDATION

Cabinet is RECOMMENDED to:

- (a) note the contents and challenges of the Joint Municipal Waste Management Strategy for Oxfordshire**
- (b) adopt the Joint Municipal Waste Management Strategy for Oxfordshire.**

Executive Summary

1. Oxfordshire Environment Partnership represents the City, District and County Council's in Oxfordshire and works with other groups with responsibility for the environment to share best practice and ideas and discuss policy.
2. Between April 2007 and March 2014, the partnership operated as the Oxfordshire Waste Partnership and agreed the first Joint Municipal Waste Management Strategy (JMWMS) for Oxfordshire in 2007. The strategy is updated every 5 years and is due for its second review.
3. The JMWMS for Oxfordshire (Appendix 1) sets out how the Council's will work together to deliver sustainable waste management services. It runs from 2018-2023 and focuses on local authority collected waste.
4. OEP wants to continue to be amongst the very best in the country at waste reduction, reuse and recycling, helping economic and population growth while using our resources sustainably. Some targets in the JMWMS are aspirational and may be challenging to achieve. Its overarching aims are:
 - Keep household waste growth to zero (per person per year)
 - Increase the amount of household waste we recycle to 70% by 2030
 - Send less than 3% of our household rubbish to landfill by 2020

Introduction

5. Under the Waste and Emissions Trading Act 2003, authorities in two tier areas have a duty to create and update a shared waste strategy. In 2007 the Oxfordshire Waste Partnership (OWP), the forerunner of the Oxfordshire Environment Partnership (OEP) agreed the first Joint Municipal Waste Management Strategy (JMWMS). The strategy set out the steps that the

Partnership wished to take to move from a recycling rate of around 33% to 55% in 2020 and detailed the infrastructure and collection changes that were needed. The strategy was highly successful, and Oxfordshire reached a recycling rate of over 60% in 2011/12 - one of the best in England.

6. The strategy is updated every five years and is due for its second review. Changes in legislation, along with public confusion and apathy means recycling rates have slipped to around 57% (this slip is in line with national trends but is still one of the highest rates in England.) In early 2018 the public was consulted to determine their priorities for the service, and this fed into a draft Strategy discussed by OEP Members in July 2018. It was then announced that the National Resources and Waste Strategy was due to be published that autumn, sign off and adoption was delayed in order to ensure it did not contradict any of Oxfordshire's proposed policies.
7. The national strategy was published on 18 December 2018 and the potential implications of this were presented at the last OEP meeting in late January 2019. At that meeting OEP agreed Oxfordshire's JMWMS as presented in Appendix 1, and this is now being presented to all partners for adoption.
8. Cherwell District Council adopted Oxfordshire's JMWMS on 4 March 2019. The other councils have it scheduled for after Purdah.

National Resources and Waste Strategy

9. The National Resources and Waste Strategy is bold and ambitious and has the potential to transform the waste industry. Government is keen to preserve our stock of material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. The Strategy addresses some well-known issues in the waste industry and embraces the circular economy approach of keeping products in use for as long as possible, and making it easier to reuse, repair, refurbish, or recycle them.
10. Subject to consultation there are several policies within the strategy that have the potential to impact the types and quantities of materials Local Authorities (LA) collect and change how they are funded for the waste management services provided. It is proposed that:
 - a. producers of packaging will need to pay the full net cost of managing the products that they place on the market. LAs will receive funding to manage packaging through a central body (Extended Producer Responsibility)
 - b. a deposit recovery scheme is introduced for drinks containers so residents will need to return them to a specific location rather than place them in their kerbside bin;
 - c. service standards will be set for LA waste services, detailing what materials are collected, how and how often.

It has been stated that the net cost of any new burdens on LA will be met by Government. These policies in their infancy and will be developed through consultation over 2019/20. Once developed, implementation dates stretch through to 2023.

11. Oxfordshire's ability to reach the recycling targets proposed in the JMWMS may be affected by the national changes. Oxfordshire's JMWMS proposes a 65% recycling rate by 2025, but national changes are not set to be implemented until 2023 and there may be a time lag before recycling rates rise. Alternatively, new policies and legislation may remove recyclable material from local authority control, and while more material will be recycled nationally, it may no longer count towards our figures and therefore lower Oxfordshire LA recycling rates.
12. Our ability to reach the less than 3% to landfill target is currently being impacted by several external factors, including Brexit, the global commodities markets, and the appetite for cost effective waste contracts in the industry. A recent contract to provide a bulky waste shredding service that would have reduced our landfill to less than 1% was not awarded following a change in risk profile and cost increases that rendered it undeliverable. We are continuing to explore other avenues and monitoring market developments and may revisit this contract in due course.
13. OEP has stated that they wish Oxfordshire's strategy to be ambitious, helping economic and population growth while using our resources sustainably. The targets in the JMWMS have been set to demonstrate Oxfordshire's commitment to reducing waste arisings and increasing recycling, but it should be noted that the JMWMS will be reviewed in 2023/2024 (in accordance with the 5-year review cycle), and that targets may be adjusted then to reflect the changing situation.

Financial and Staff Implications

14. There are no direct immediate financial implications with adopting this strategy. The legislative and policy changes proposed (subject to consultation) in the National Resources and Waste Strategy will be considered in future business planning cycles when further detail is known.
15. Recycling and composting materials costs around half the price of disposing of it at the EfW plant or landfill. We know that if all of the recyclable materials in the residual bin were recycled then we could save around £3million/year. As the county's population grows the waste bill for all authorities will increase and keeping that as low as possible will help to fund other essential services.

Equalities Implications

16. There are no direct immediate equalities implications with adopting this strategy. Any changes in the collection services which result from the new waste strategy, or changes in national policy/legislation will be considered at the time.

SUE HALLIWELL
Director – Planning and Place

Background papers: Oxfordshire's Joint Municipal Waste Management Strategy

Contact Officer: Rachel Burns, Waste Strategy Manager,
Rachel.burns@oxfordshire.gov.uk 07789 877310

May 2019

Oxfordshire's Resources and Waste Strategy



2018-2023

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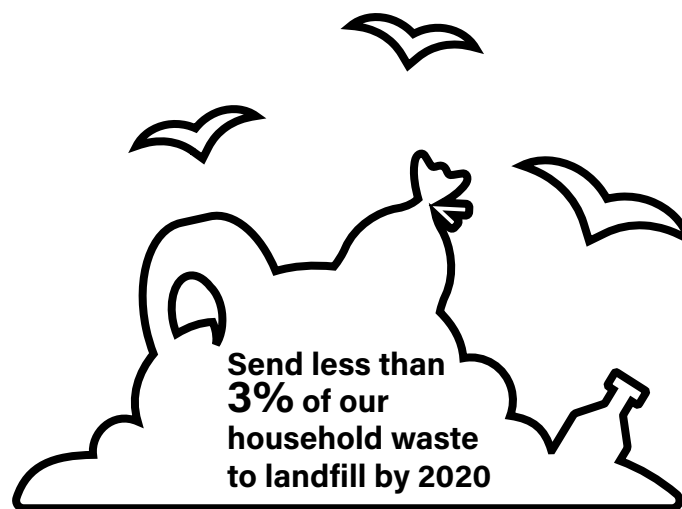
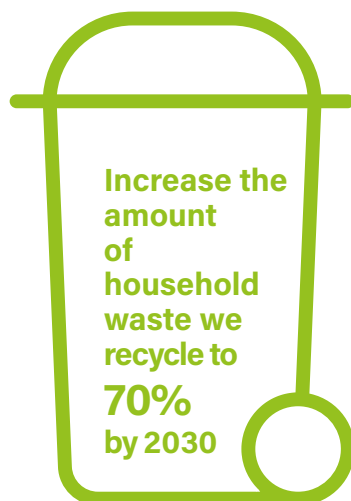
Summary

Oxfordshire's Resources and Waste strategy has been developed on behalf of all Oxfordshire local authorities through the Oxfordshire Environment Partnership (OEP). It runs from 2018-2023 and focuses on Local Authority Collected Waste.

The next 25 years will see rapid change for Oxfordshire in population and housing growth. The types of waste and the way in which we collect and manage waste are expected to change over time as technology innovation transforms society and organisations. Attitudes towards global and local waste issues will evolve and manufacturers will adapt by seeking to make their products more sustainable.

OEP has agreed a strategy which is bold and ambitious. We want to continue to be amongst the very best in the country, helping economic and population growth while using our resources sustainably. We realise that some targets are aspirational and may be challenging to achieve, but we want to push for the change, working with Government, our contractors, manufactures, retailers and residents to make it as easy as possible to produce less waste and recycle more.

We aim to:



This strategy helps us all put in place some objectives, targets and practical measures to show how we will deliver our strategy. These will be further developed into a yearly action plan that will available on our website.

What is meant by waste?

Within this document we use several terms:

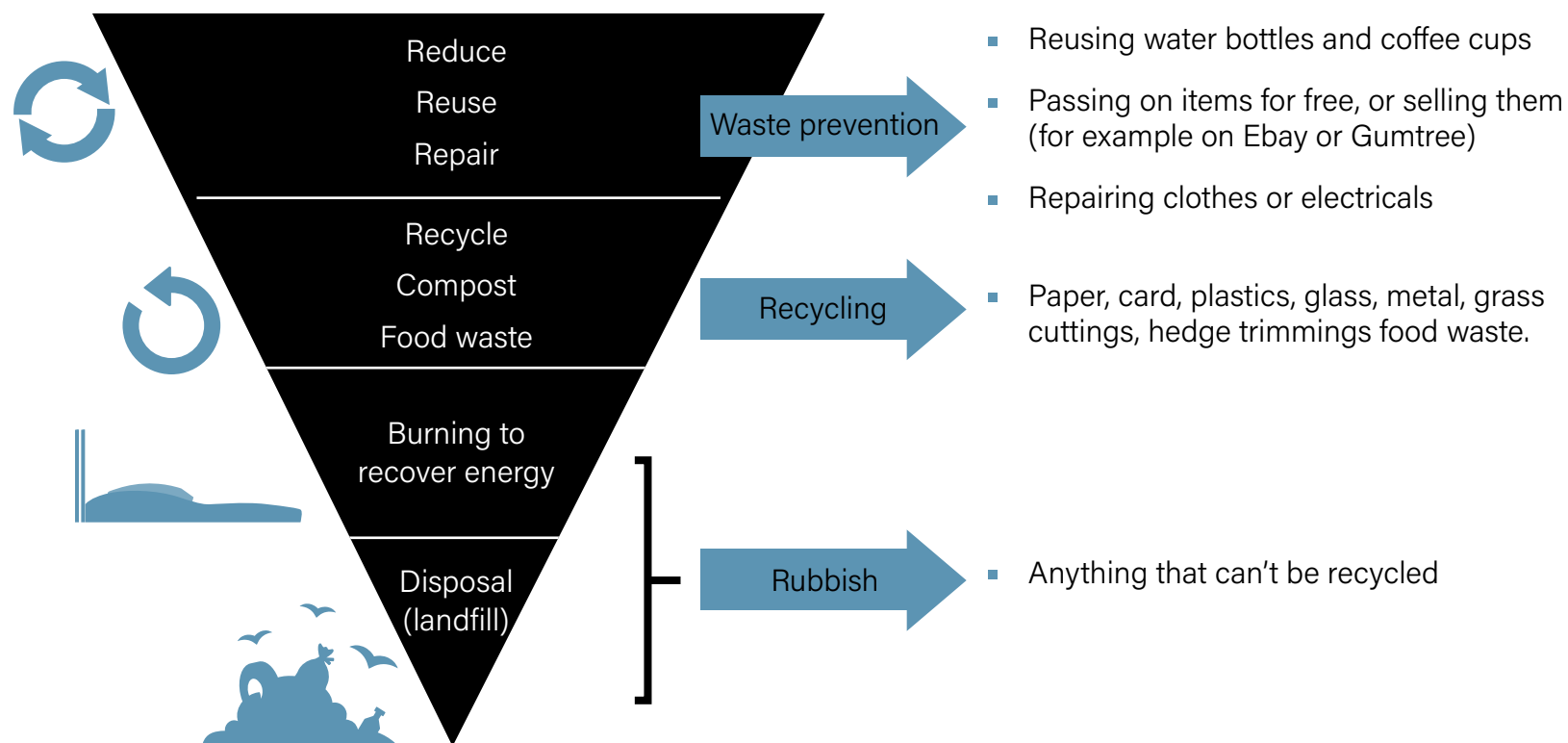
- **Anaerobic Digestion (AD)** – the process by which food waste is broken down to produce biogas for electricity and digestate, a fertiliser.
- **Circular Economy** – a concept which aims to keep resources in use for much longer, extracting the maximum value from them whilst in use, and ensuring that they can be recovered and recycled easily at the end of life.
- **Commercial waste** – waste generated by businesses who need to pay for collection and management
- **Composting** – the process by which garden waste is broken down to create a soil fertiliser
- **Deposit Return Scheme (DRS)** – where customers pay an upfront deposit on a product (such as a drinks bottle) which can be redeemed on return of the product.
- **Extended Producer Responsibility (EPR)** – where producers are given significant responsibility (financial or physical) for the recycling or disposal of products at the end of their life
- **Household waste** – waste generated by householders, of which the cost of disposal or reprocessing is included within council tax payments
- **InVessel Composting (IVC)** – the enclosed process by which garden and food waste can be broken down to create a soil fertiliser. Temperature and air flow are monitored to ensure complete degradation
- **Local Authority Collected Waste (LACW)** – waste produced within Oxfordshire by householders, commercial waste collected by district councils, waste deposited at HWRCs, street sweepings, litter and fly tipped materials.
- **Municipal solid waste (MSW)** – Household waste, and waste from other sources, such as businesses, whose waste is similar in nature and composition to household waste (ie paper, card, plastic, glass, food waste etc) (MSW does not include liquid waste)
- **Recycling** – everything that needs reprocessing before it can be used again, for example glass, paper, card, plastics, food waste, garden waste, and metals
- **Resources** – a new way of looking at waste, not as something that we no longer need, but as resources for other processes.



- **Rubbish** – anything that cannot be recycled. In Oxfordshire this can be managed in one of two ways:
 - **Energy Recovery** – Burnt to generate energy which is fed back in to the National Grid
 - **Landfill** – buried in the ground
- **Single use** - any disposable item which is designed to be used only once
- **Waste** – refers to everything that is thrown away, recyclables and rubbish
- **Waste Collection Authority (WCA)** – Responsible for collecting all household waste and arranging for the recyclables to be processed. Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council.
- **Waste Disposal Authority (WDA)** – responsible for providing Household Waste Recycling Centres (HWRCs), and managing any rubbish collected. Oxfordshire County Council holds contracts for processing food waste, garden waste, hazardous waste, rubbish for energy recovery and landfill.
- **Waste prevention** – activity that minimises the amount thrown away, including
 - **Reduction** – Changing behaviour so waste isn't generated in the first place – for example buying loose fruit and veg rather than packaged,
 - **Reuse** – using an item straight away without any processing - for example refilling a water bottle, using a bag for life, or passing on items when you have finished with them.
 - **Repair** – mending items such as clothes or electricals so that they can continue to be used



Waste hierarchy



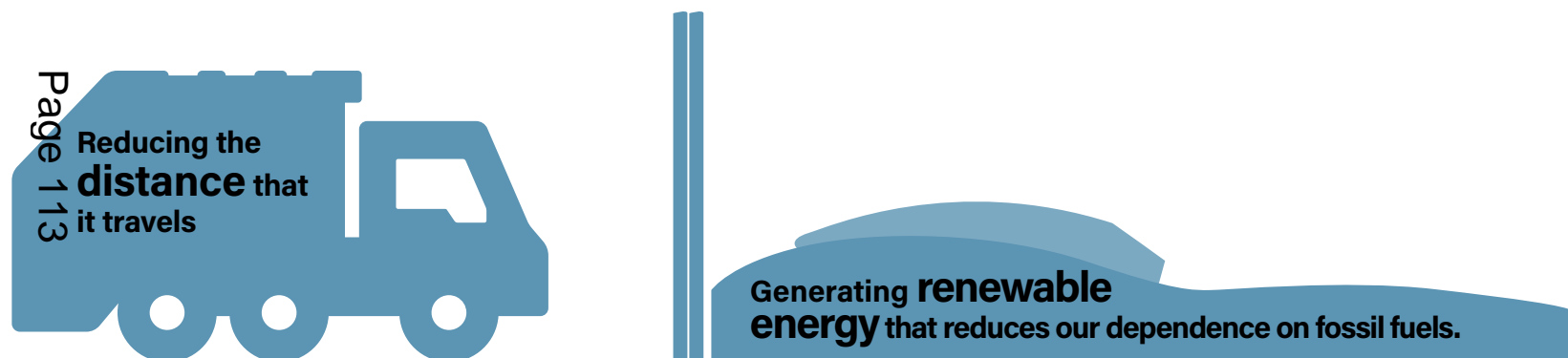
Waste is managed in accordance with the waste hierarchy; top priority is given to preventing waste, and when waste is created, it gives priority to preparing it for re-use, then recycling, then recovery and last of all disposal.

Introduction

Oxfordshire has made great improvements in waste reduction and recycling since its first joint strategy in 2007. The County is one of the best at recycling in England, recycling around 58% of household waste, exceeding the current English Government target of 50% by 2020. In addition, residents produce around 1 tonne of waste per household each year, one of the lowest in the country, but still equivalent in weight to a small family car.

The County, City and District Councils have worked together through OEP to improve kerbside collection services for residents, ensuring that all householders have access to a kerbside service that collects a wide range of materials.

We have developed comprehensive local infrastructure so that where possible, waste is managed within county:



Page 113

Reducing the
distance that
it travels

Generating **renewable**
energy that reduces our dependence on fossil fuels.

Our vision is for everyone in Oxfordshire, residents and businesses, to take ownership for the waste they generate. We want to work together to ensure items and materials are seen as a valuable resource to be used again, recycled for further manufacturing or sent for energy recovery.

As local authorities we will encourage and help residents and businesses to embrace the principles of waste as a resource and be part of our vision to think and act differently.

We want to help residents to reduce the amount of waste that they produce and will develop a Waste Prevention Strategy identifying the key areas we will focus on.

Activities may include:



Promotion of **alternatives** to single use plastics



Tips for **careful** shopping and meal planning



supporting local **'libraries of things'**



Detail on how to **repair** rather than replace items







SHARE Oxford repair cafe Credit: Mark A Phillips

We want to make it as easy as possible for residents to recycle, providing a comprehensive, accessible service for a wide range of materials. We will ensure that we recover energy from non-recyclable materials, landfilling as little as possible.

Why is waste important?

Reducing rubbish and increasing recycling benefits the environment; less raw materials are required, saving energy, emissions and protecting natural resources. On a local scale, waste collection, management and disposal is a universal service used, and paid for, by all residents. Around £42million/year is spent on collecting, managing and processing waste county wide. By increasing the amount we reuse and recycle we could reduce the amount spent on disposing of waste by millions of pounds which could then be spent on other council services. It is easy to 'get rid' of things that we no longer want, but many things that are thrown away could be reused or repaired to be used again. As consumers and producers of waste we need to challenge our attitudes and change behaviours.

National policy

The Government has set national recycling targets of 50% by 2020 for household waste, and 65% by 2035 for municipal solid waste in the Resources and Waste Strategy (December 18). The national strategy sets out Government plans to minimise waste, promote resource efficiency and protect the natural environment by managing waste safely. It addresses some well-known issues in the waste industry and embraces the circular economy approach of keeping products in use for as long as possible, and making it easier to reuse, repair, refurbish, or recycle them.

It also embraces circular economy principals throughout and proposes:

- Renewed action on plastics including ensuring that producers pay the full costs of disposal for packaging that they place on the market, a tax on plastic packaging that contains less than 30% recycled plastic, the phasing out of single use unrecyclable packaging and bans on other items such as drinking straws

- Incentivised recycling through the introduction of deposit return schemes
- Standardising recycling collections from businesses and households, including ensuring that each household and business has a weekly separate food waste collection
- Improving working arrangements and performance between local authorities
- A focus on the quality of material collected for recycling to ensure it can be used in the manufacture of new products
- Develop the UK reprocessing industry to reduce the amount of recyclables sent abroad
- Increased producer responsibility - requiring manufacturers and producers to consider what will happen to their product at the end of its life at design stage
- A change on how performance is measured, possibly moving away from weight based targets that incentivise collection of heavier materials
- Mandatory food waste prevention targets for food businesses and ensuring that surplus food is redistributed to those who need it before it goes to waste

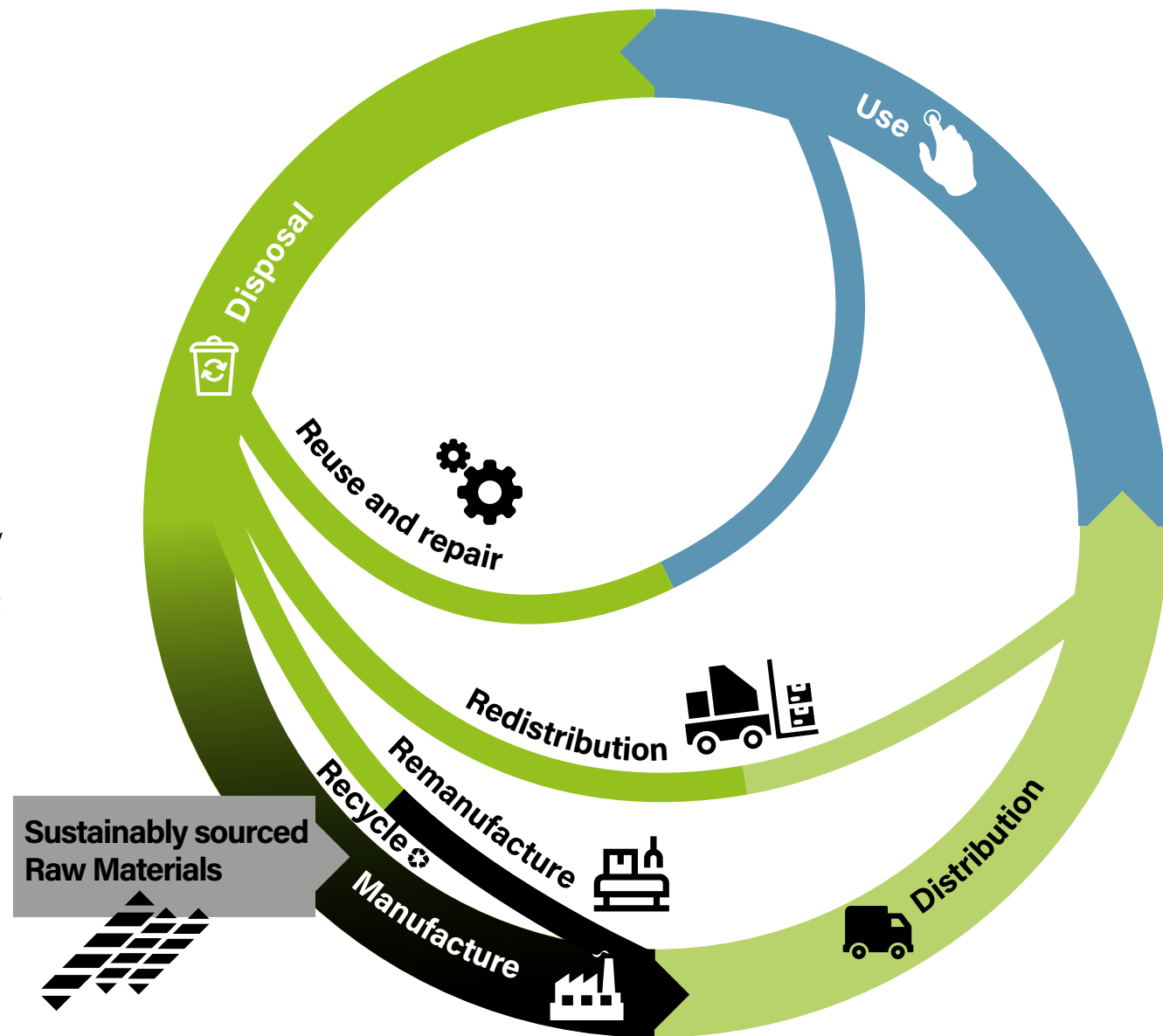
These proposals have the potential to fundamentally change how Local Authorities collect and manage waste. OEP councils will proactively engage with Government through industry bodies and consultations to ensure our voice is heard as the detail of these changes are established.

The circular economy

The circular economy is a new way of thinking that is being increasingly adopted by Governments and organisations across the world. It aims to keep resources in use for much longer, extracting the maximum value from them whilst in use, and ensuring that they can be recovered and recycled easily at the end of life.

The circular economy creates opportunities for growth and jobs, whilst also reducing waste, saving natural resources, protecting the UK from resource scarcity/security issues, and reducing the environmental impacts of our activities. By embedding circular economy principles into council activities (such as specifying recycled goods in our procurement strategies and ensuring that goods are reused and repaired where possible), and helping residents make changes in their lives (such as repairing broken items, donating and buying second hand) we can assist in the transition to the new model.

OEP welcomes national action and policy on the circular economy and waste reduction and recycling initiatives. Behaviour change on a large scale is needed to address the issues that we all face, and only by working together with manufactures, retailers and residents will we view waste as a resource and not as a problem.



As well as national policy changes, there are other factors that may influence our activities over the next few years:

- Recyclables are traded on a global market and China's decision in 2017 to reduce the amount of contaminated recycling arriving in the country has put pressure on the UK, and other countries, to seek new markets. This infrastructure gap is yet to be fully filled.
- Changing shopping habits are altering the waste that people are looking to dispose of. The decline of newsprint and rise of online shopping is altering the amount of paper and card collected. Home delivery of groceries and menu boxes open up opportunities for 'take back schemes' where reusable and refillable packaging is used rather than disposable. Deposit return schemes for bottles and other packaging may reduce the amount placed in household bins. This is a rapid growth area, and it is possible that the composition of both recycling and rubbish bins will look quite different in a few years' time. This would be excellent progress towards the circular economy and reducing the amount of waste, and is fully supported by OEP. However the changing composition of waste will impact the reprocessing contracts we have in place, potentially leading to increased contract costs.
- There are several changes to legislation that have been raised, including the potential of an incineration tax, and a tightening of the standards that composted green waste needs to meet. These would have an operational and budgetary impact on the way that waste is managed within Oxfordshire.

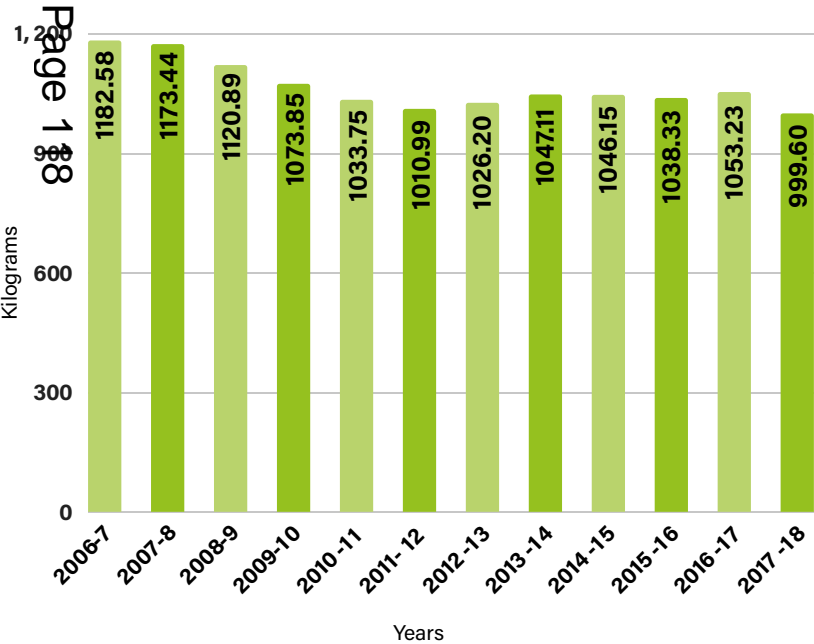


Materials Recycling Facility

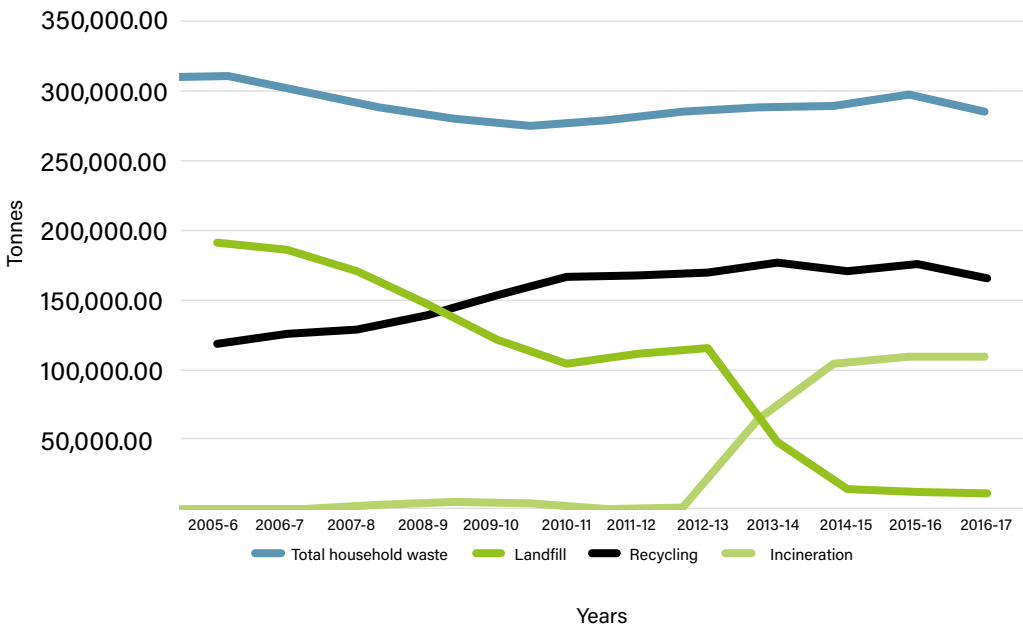
What we are currently doing with our waste

The good news is that countywide the amount of waste we produce has gone down per person (Graph 1) and the proportion that is recycled has gone up (Graph 2).

Graph 1 HOUSEHOLD WASTE PER HOUSEHOLD 2006-07 to 2017-18



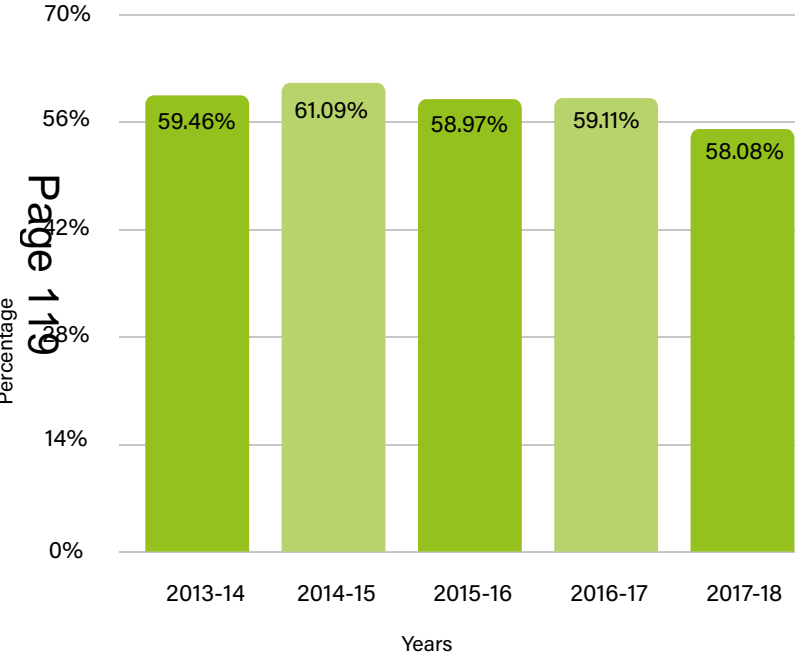
Graph 2 TONNAGE RECYCLED, RECOVERED, AND LANDFILLED 2006-2018



We send less to landfill and generate energy from what we can; however, our recycling levels in recent years have started to fall (Graph 3). This follows the national trend of stagnating recycling rates.

OXFORDSHIRE RECYCLING RATE

Graph 3



There are several reasons suggested for this;

Standards have tightened impacting on our ability to **recycle** materials such as street sweepings and wood

Reprocessors are focused on **quality**, not quantity, and are demanding material with less contamination;

Changing habits, such as accessing news and information online rather than through print media

Improvements in technology mean that materials such as packaging or glass bottles are lighter.

What happens to your rubbish and recycling?



% of waste processed in:

Page 120		Oxfordshire	69.0%
		UK	80.5%
		Netherlands	3.0%
		India	5.3%
		Indonesia	5.3%
		China	5.3%
		France	0.4%
		Turkey	0.4%
		Germany	0.1%

Waste also processed in: ▪ Thailand ▪ Vietnam ▪ Italy ▪ Taiwan ▪ Norway ▪ Portugal

This is a snapshot based upon data gathered October to December 2018.
Materials are sent to different destinations each month based upon market forces

How we compare with other areas?

OEP was one of the first partnerships to introduce such comprehensive kerbside collection schemes, and as such has had one of the best recycling and composting rates in England for a number of years. Other counties are now catching us up and we can learn from them to improve our services to residents.

Despite having such historically good recycling rates, there is still a lot more that we can do. Although residents in Oxfordshire can recycle a wide range of materials at the kerbside, analysis shows that not all waste generated is separated for reuse and recycling. Authorities in Scotland and Wales have been set ambitious targets by their devolved administrations and are starting to pull away from England. In Oxfordshire we could achieve recycling rates of up to 80% by ensuring our current systems are properly used, and bigger increases may be achieved by looking at further collection changes.

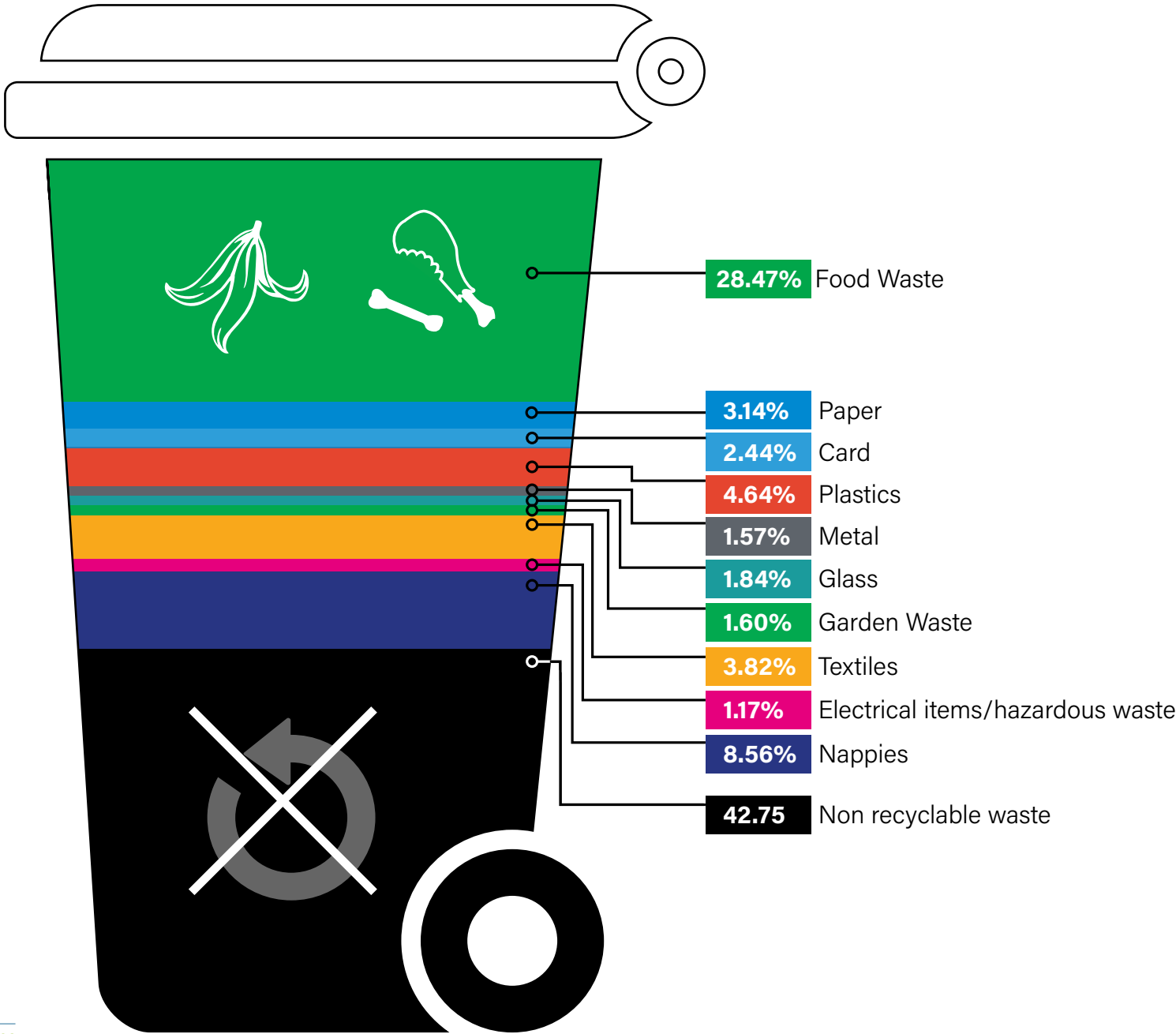
Authority	% Reuse, recycling or composting rate	Position in league table 2017/18	Position in league table 2016/17
Disposal Only Authorities			
Oxfordshire County Council	57.2%	1	1
Collection Only Authorities			
Cherwell District Council	55.60%	25	23
Oxford City District Council	50.80%	50	66
South Oxfordshire District Council	63%	1 (joint)	2
Vale of White Horse District Council	60.40%	7	4
West Oxfordshire District Council	59.60%	10	3



What's left in Oxfordshire's rubbish bins?

The image below shows what's in an average Oxfordshire rubbish bin. Much of this could have been recycled instead of disposed of.

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Why change is needed

We must rethink how we prevent and deal with waste in the long term to minimise the environmental and financial costs of waste and move towards sustainability. A change in attitudes is needed across the whole of the country so that we consider our purchases, making smarter choices of products that have been responsibly made, and that will last longer. Amongst local authorities we may need to consider greater alignment of our services and how and when we collect rubbish if more recycling is to be achieved. Higher recycling rates may be able to be achieved by retaining weekly and fortnightly recycling collections, whilst reducing the frequency of rubbish collections.

There is a lot more recycling that we could collect. As well as being better for the environment, this would help save around £3 million each year, money that could be spent on other council services. Helping residents to make the most of existing services will be key to achieving our goals.

We want to improve the quality of the material we collect, reducing unwanted materials in the recycling, increasing the quality of acceptable materials and thus providing a better quality of feedstock to producers making new products from recycled materials. In 2017/18 4,500 tonnes material sent for recycling in Oxfordshire were deemed unrecyclable by the processor and rejected.

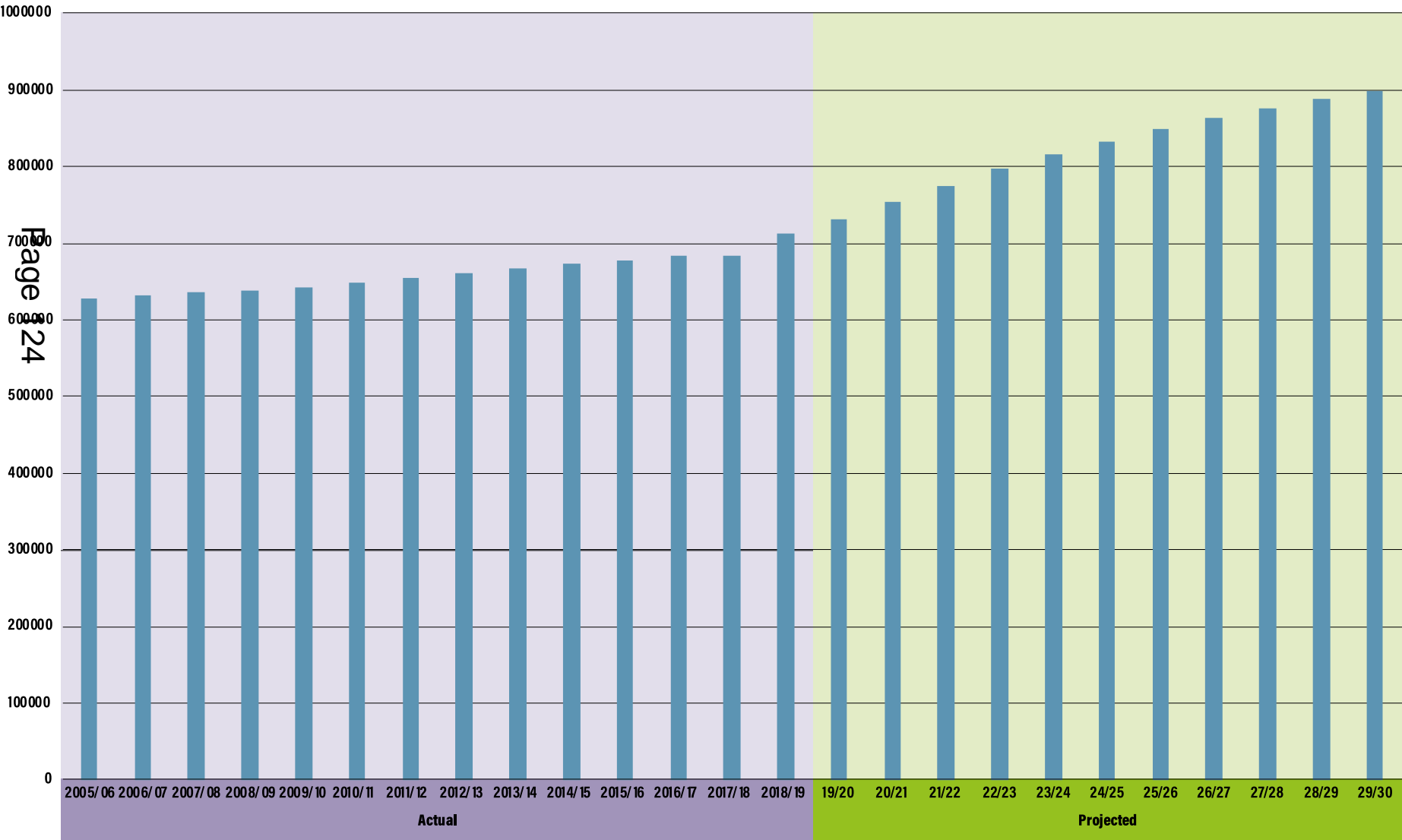
Oxfordshire is growing and pressure for housing growth creates additional demands for waste collection and street cleansing services. Oxfordshire currently has a population of around 677,000.

By 2040 Oxfordshire's population is expected to grow to 944,700 with over 123,500 new houses constructed. This will mean around 130,000 tonnes more waste generated from residents, at an additional cost of £16 million/year to collect, recycle, compost and dispose of the waste generated (see Graph 5 on page 20)

We need to:

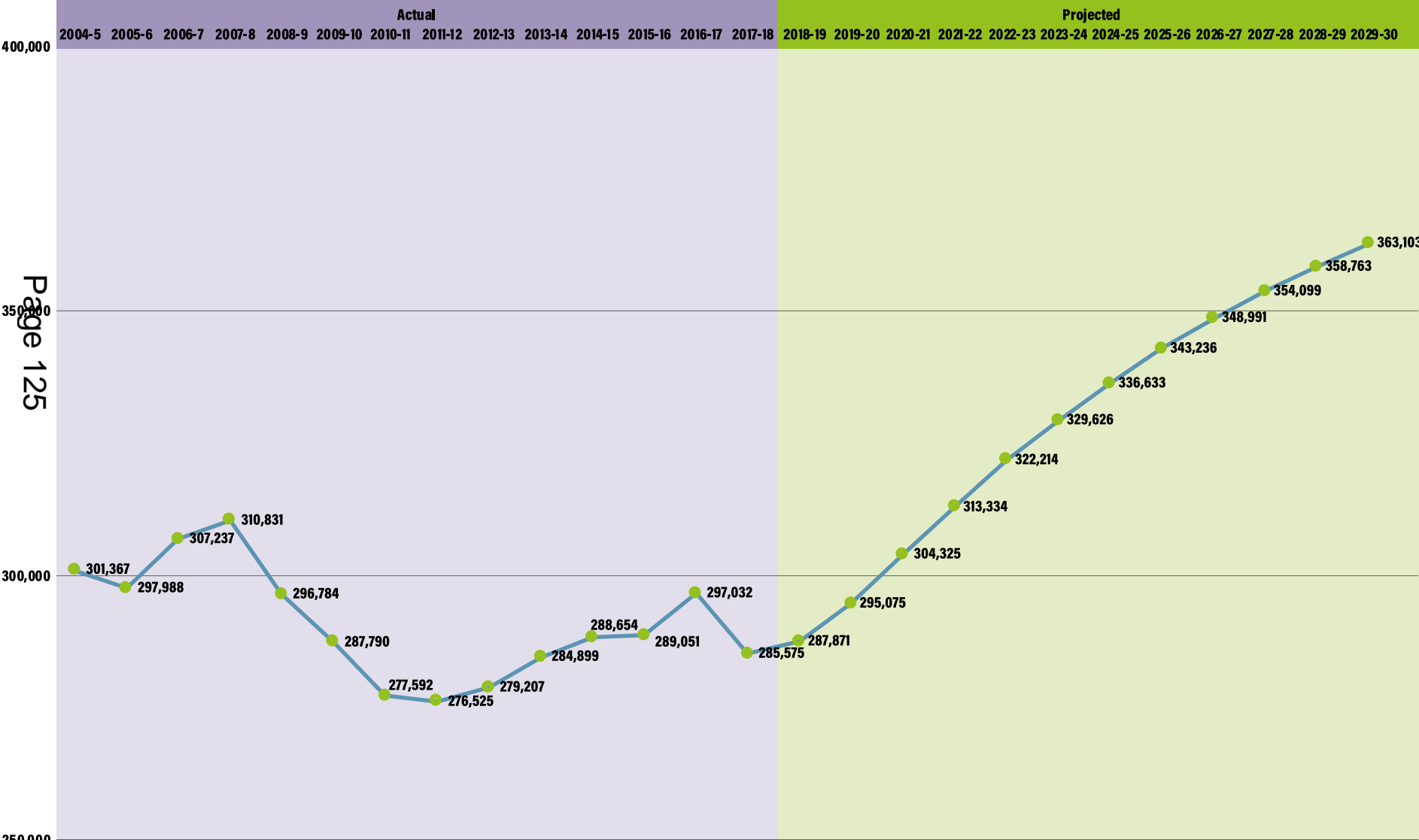
- ensure that new households have easy access to information and services to minimise waste generation and increase recycling
- be adaptable to reflect changes in national policy and wider changes in governance such as the introduction of deposit recovery schemes, Extended producer responsibility, Brexit and Chinese import decisions,
- respond to public pressure on issues such as single use plastic.
- ensure waste collection and disposal services are efficient to reflect increasing financial pressure on councils and any changes surrounding available funding in the future. Funding provided to local government has changed and reduced over recent years, the Capitalise National Audit Office found that local authorities experienced a 49.1% real term reduction in funding between 2010/11 and 2017/18.





TOTAL HOUSEHOLD WASTE ARISING 2005-2030

Graph 5



What we have done since 2013

OEP's last strategy was published in 2013. Since then we have:

- **Improved recycling collections so residents can recycle more** – batteries, textiles and small electricals can now be collected at kerbside for recycling.
- **Invested in new contracts, fleet, and technology** – to improve the service to residents and help increase recycling as well as reducing the costs and impacts of transport on the local environment.
- **Made it easier to recycle food waste** – including collections from flats in most districts. Where food waste is processed at an anaerobic digestion plant, residents can dispose of cooking oil and line their food waste caddy with plastic bags rather than compostable liners making it easier, cheaper and cleaner for residents to recycle their food waste. We have stickered thousands of rubbish bins to remind residents that food waste can be recycled in their food caddy, and delivered Love Food Hate Waste training to interested residents across the County.

- **Supported around 60 community groups** – to take local action on environmental issues, helping residents to save waste and energy in their homes, improve the natural environment, tackle fuel and food poverty and raised over £800,000 funding for various projects across the county.
- **Procured a new Household Waste Recycling Centre (HWRC) contract** that allows us to keep as many sites open as possible. Despite budget cuts, in 2017 we were successful in procuring a HWRC contract that keeps all sites open at the existing opening days and times. The new contract also allows hard plastics to be recycled at all sites for the first time.
- **Charging for some waste streams** – local authorities are not obliged to accept all waste streams for free, however we understand that residents want a quick and easy way to dispose of their materials. Charging a small amount for the collection of garden waste, or for disposing of DIY waste at the HWRCs allows us to cover the costs of providing these services, and ensure that residents still have easy access to disposal routes.

- The Community Action Group (CAG) Project Oxfordshire consists of over **65 groups across Oxfordshire**, at the forefront of community-led climate change action, organising events and projects on issues including waste, transport, food, energy, biodiversity and social justice.

Initiated in 2001 by Resource Futures and funded by Oxfordshire County Council, **the network is the largest of its kind in the UK**, running 3,200 events per year, attended by around 105,000 local residents and contributing over 32,000 volunteer hours to the county.

The CAG Project team provide free support to the network members, including mentoring and expertise to set up and maintain groups, develop projects, events and activities, free insurance, fundraising support, training, skill sharing events and collaborative networking opportunities.

- **Trialed a recycling reward scheme** – Oxford City’s scheme offers a reward to communities who improve their recycling rates to identify if this results in sustained increases in recycling rates.
- **Taken enforcement action against flytippers** – working closely with enforcement and environmental health teams to prosecute offenders who flytip, drop litter, graffiti or do not remove their dog foul from the streets
- **Reduced the amount of waste landfilled to less than 5%** – the Ardley Energy Recovery Facility began operations in 2014 and now takes almost all of Oxfordshire’s rubbish (non-recyclable waste), burning it to create enough energy to power over 54,000 homes.

- Page 127
- **Increased recycling rates by reducing contamination** – The wrong materials in the wrong bins can cause whole loads of recycling to be rejected. Batteries and gas bottles placed in the wrong bins can cause fires and explosions. All councils have improved their communication and education programmes to help residents, and South and Vale recently introduced a clear sack policy, enabling collection crews to better see what they are collecting to avoid contamination.



Oxford City Council's mascot Felicity Food Caddy

- **Published a list of where all our recycling goes** – making it easier for residents to find out what happens to their waste after it is picked up (Infographic/link to webpage?)
- **Increased the number of commercial collection services** – providing a cost-effective service to local businesses with recycling and rubbish collections that match those from residential sites.
- **Improved our own waste management** – introduced better recycling systems at all council offices, including food waste, to help people recycle as well at work as they do at home. We also encourage the reuse of furniture and electricals to reduce the number of new products bought.



Oakley Wood Household Waste Recycling Centre

What residents say

To find out what residents thought about their waste services, and to explore thoughts on how we could help them to reduce waste and recycle more, we ran a consultation in January and February 2018, and held 3 focus groups. Over 2,200 people replied to the consultation, and 30 people attended the focus groups.

Respondents wanted to recycle more and waste less, but felt we needed to be realistic about people's busy lifestyles and make it as easy as possible to 'do the right thing.'

Consider providing bigger recycling bins or more frequent recycling collections

Provide frequent, easy to understand, communications telling residents what can and can't be recycled and why, using leaflets, social media, and other forms of communication.

Increase the number of materials recycled at the kerbside and the HWRCs

Promote places where second hand furniture can be bought and donated

Work with schools and other groups to develop skills and reduce waste.

Provide more information on what types of plastic are recyclable

Catch and prosecute those caught flytipping, littering or allowing their dog to foul the area

Provide information on where waste goes

Improve the reuse facilities available at the HWRCs

Work with government and manufacturers to reduce the amount of packaging used, and to make it more easily recyclable.

Provide information, hints and tips on

- Home composting
- Repairing electrical items
- Cooking to reduce waste and save money
- Repairing clothing

Our strategy

OEP's strategy is ambitious; some targets are aspirational and will be challenging to achieve. However we believe it is crucial that we continue to work together to reduce the amount of waste we generate and manage resources sustainably.

1. We will work with residents to reduce the waste produced by each household and maximise the amount of waste reused

Reduce

Our aim: to stop waste growth per person per year by encouraging people to think about the products that they buy and how materials can be reused, recycled and composted.

We will:

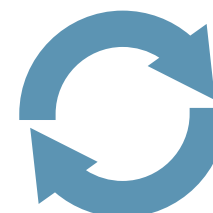


- 1.1** work with residents to reduce the amount of food waste generated; making the most of the food they buy, encouraging smarter shopping, planning meals and using up leftovers
- 1.2** support efforts to reduce the amount of single use packaging produced and used by retailers
- 1.3** promote activity and provide advice and support to those composting at home, repairing electrical items and clothing, and using real nappies

Reuse

We will:

- 1.4** work to increase reuse at the Household Waste Recycling Centres
- 1.5** encourage and promote the donation and purchase of reusable items across the county.
- 1.6** continue to support local community action on waste reduction through the Community Action Group Project.
- 1.7** focus activities on electrical items and bulky waste reuse through an A-Z listing of all the goods and materials that can be reused and recycled in Oxfordshire.



2. We will maximise the amount of waste that is recycled or composted and we will recover energy from the remainder in order to minimise the amount sent to landfill

Recycle

Our aim:

- Recycle or compost at least 65% of household waste by 31 March 2025
- Recycle or compost at least 70% of household waste by 31 March 2030

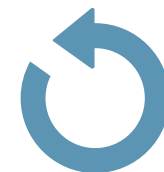
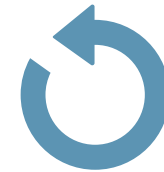
We will:

- 2.1** ensure that recycling facilities and services are available to all residents
- 2.2** monitor recycling rates and target communications on areas where additional support would be beneficial
- 2.3** work with our reprocessors to ensure we have secure markets for the materials we collect.
- 2.4** promote what can and can't be accepted for recycling; reducing contamination and increasing the amount of materials recycled
- 2.5** work to increase the amount and quality of recycling collected through litter bins
- 2.6** keep residents informed of our recycling performance and where their waste goes
- 2.7** promote and encourage food waste recycling collections
- 2.8** continue to investigate recycling opportunities for new material streams, both at the Household Waste Recycling Centres and the kerbside where reliable markets are available
- 2.9** recycle more waste from council offices

Compost

We will:

- 2.10** continue to provide advice and support to those composting at home to reduce the amount of garden waste generated
- 2.11** continue to offer garden waste collections from households
- 2.12** ensure that more of the garden waste from our own operations is composted



Recover and Dispose

Our aim: to landfill no more than 3% of household rubbish

We will:

- 2.13** pick up and dispose of flytipped hazardous waste quickly and in accordance with the waste hierarchy
- 2.14** ensure that all clinical waste produced in homes is correctly segregated for appropriate management
- 2.15** work with residents to ensure batteries and gas bottles are disposed of correctly so that they do not cause fires or explosions
- 2.16** work with contractors and the wider industry to find the best possible practices and technology to collect, manage and process new and existing waste streams

3. We will work together, with local communities and service providers, to improve waste management services across the county ensuring that we become more economic, efficient, effective and that waste is managed in accordance with the waste hierarchy

We will:

- 3.1** work to increase reuse capacity in the county through partnerships
- 3.2** work with the waste planning authority, Oxfordshire County Council, to ensure that waste facilities are suitably sized and distributed with the aim of minimising the transport of waste
- 3.3** Investigate potential new reprocessors for our materials we will encourage local facilities to tender for our business
- 3.4** look to introduce additional material streams to commercial waste collections making it easier for companies to increase their recycling rate and reduce waste that they produce
- 3.5** apply appropriate and affordable charges for household waste in order to ensure sustainability and protect council services where necessary.



4. We will prepare for population growth by embedding circular economy principles into our activities and considering innovative ways of reducing, reusing and recycling more of our waste

We will:

- 4.1** embrace the circular economy, embedding it into council practices and procurements in order to minimise waste generation in the future
- 4.2** promote the circular economy to residents, and lobby Government to make it an essential part of national strategy.
- 4.3** work with OxLep and Growth Board to embed circular economy principles into Oxfordshire's growth agenda
- 4.4** provide a planning guide for architects and property developers to ensure that adequate provision is made for sustainable waste management within new developments
- 4.5** consider new collection systems and technologies that actively encourage residents to segregate more of their waste for recycling

5. We will work to improve the local environment for all residents through effective communications and enforcement activity

We will continue to:

- 5.1** take enforcement action against those caught committing environmental crimes and seek to recover enforcement and clean-up costs through the courts
- 5.2** develop promotional and educational campaigns to promote responsible behaviour and good local environmental quality. Campaign messages will be developed according to local priorities identified through our monitoring data. These will include campaigns to discourage flytipping, littering and dog fouling. These were the top three priorities identified in our 2018 public consultation on this waste strategy.

Oxfordshire Environment Partnership
C/O Oxfordshire County Council
Waste Strategy
County Hall
New Road
Oxford
OX1 1ND

www.oxfordshirerecycles.org.uk

www.twitter.com/OxonRecycles

www.facebook.com/OxfordshireRecycles



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Division(s):

CABINET – 18 JUNE 2019

REVIEW OF OXFORDSHIRE STATEMENT OF COMMUNITY INVOLVEMENT

Report by Director for Planning & Place

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to**
 - (a) **approve the draft revised Oxfordshire Statement of Community Involvement at Annex 1, subject to final detailed amendment and editing, as a draft for public consultation;**
 - (b) **authorise the Director for Planning & Place to:**
 - (i) **carry out final detailed amendment and editing of the draft revised Oxfordshire Statement of Community Involvement, in consultation with the Cabinet Member for Environment;**
 - (ii) **publish the draft revised Oxfordshire Statement of Community Involvement for public consultation.**

Executive Summary

2. The County Council is required to prepare, and keep up to date, a Statement of Community Involvement (SCI). The SCI is a statutory planning document that sets out how the Council will involve the community (consultees, stakeholders and other interested parties) in:
 - i. preparing and reviewing the Minerals and Waste Local Plan;
 - ii. making decisions on planning applications.
3. The Council must comply with its SCI in preparing local plan documents. The Council is currently preparing the Minerals and Waste Site Allocations Plan and it is important that an up to date SCI is in place when the plan is submitted for examination. There have been some legislative changes affecting SCIs. The current SCI (2015) should therefore be reviewed before the Minerals and Waste Site Allocations Plan is published and submitted for examination.

Introduction

4. The Statement of Community Involvement (SCI) is a statutory planning document that sets out how Oxfordshire County Council will involve the community (consultees, stakeholders and other interested parties) in:

- i. preparing and reviewing the Minerals and Waste Local Plan;
- ii. making decisions on planning applications for minerals, waste and County Council developments.

The Council must comply with its SCI in preparing local plan documents.

5. The first Oxfordshire Statement of Community Involvement was adopted by the County Council in November 2006. A revised SCI was adopted at the Full Council meeting on 24 March 2015. Since then there have been some changes in legislation that affect SCIs, including a new requirement for them to be reviewed every five years. In view of these changes, a review of the current adopted SCI should be undertaken. This should be done now, so that an up to date SCI can be put in place before the Minerals and Waste Site Allocations Plan is formally published and submitted to the Secretary of State for examination next year.

Review of the Statement of Community Involvement

6. Amendments made in 2017 to the Town and Country Planning (Local Planning) (England) Regulations 2012 require that SCIs now be reviewed every 5 years. This means the current Oxfordshire SCI will need to be reviewed by March 2020. In addition, there have been other recent legislative changes that affect the content of SCIs and mean that revisions should be made to the existing SCI.
7. The Neighbourhood Planning Act 2017 introduced a requirement for local planning authorities to set out their policies for giving advice or assistance to qualifying bodies to facilitate proposals for neighbourhood plans within their SCI. This requirement includes County Councils in respect of minerals and waste planning, even though neighbourhood plans should not include policies or proposals on minerals or waste.
8. The July 2018 changes to the National Planning Policy Framework brought in a requirement for local planning authorities to prepare Statements of Common Ground in relation to the preparation and review of their local plans. Again, this applies equally to County Councils in respect of minerals and waste local plans. Statements of Common Ground should document the cross-boundary matters being addressed in plan making and progress in cooperation between authorities and other bodies on addressing these. They are a way of demonstrating that plans are deliverable; and they also form part of the evidence required to demonstrate compliance with the duty to cooperate. This new requirement should be referred to in the SCI.
9. Changes to consultation arrangements on planning applications, as now specified in Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, include small amendments to the list of consultees required to be consulted on planning applications. These amendments should be reflected in the SCI.

10. To ensure the SCI is up to date, it should also now include the Oxfordshire Vision and Objectives; and it should make reference the Oxfordshire 2050 Plan which is in preparation.
11. In preparing local plans, local planning authorities must comply with their SCI. Although the current SCI is not required to be reviewed until March 2020, the Minerals and Waste Site Allocations Plan is due to be published and submitted for examination early in 2020. In view of this, the review should be carried out now so that a revised SCI can be adopted before the Site Allocations Plan is published and submitted and it can then be shown at the examination of the Plan that it has been prepared in accordance with an up to date SCI. This is in accordance with the programme for review of the SCI set out in the Council's current Minerals and Waste Development Scheme, which was approved by the Cabinet on 22 January 2019.
12. A draft revision of the SCI was considered by the Minerals & Waste Cabinet Advisory Group on 25 April 2019. Subject to minor amendment of paragraph 6.25, to clarify how the Council will make planning applications available to the public, the Cabinet Advisory Group agreed that the draft revised SCI should be considered by the Cabinet, for approval to publish it for public consultation. The draft revised SCI, including the amendment requested by the Cabinet Advisory Group, is attached at Annex 1.
13. The draft revised SCI closely follows the format of the existing (2015) SCI and covers:
 - i. What the SCI is; why it is being revised; and how to comment on the draft;
 - ii. The Council's vision and values for Oxfordshire;
 - iii. The Council's principles of community involvement;
 - iv. The Council's planning responsibilities;
 - v. The Minerals and Waste Local Plan and how consultees and interested parties will be involved in the preparation of plan documents;
 - vi. Planning applications and how consultees and interested parties will be involved in the determination of applications for minerals, waste and County Council developments;
 - vii. Monitoring and review of the SCI.
14. The main changes from the existing (2015) SCI are:
 - Updates and consequential amendments to section 1 Introduction;
 - A new section 2 on the Council's Vision and Values for Oxfordshire;
 - A new paragraph 4.3 on the Oxfordshire 2050 Plan;
 - A new paragraph 4.12 on the requirement for Statements of Common Ground;
 - A new section at paragraphs 4.14 – 4.17 on Neighbourhood Plans;
 - New paragraphs 5.1 – 5.2 on the Council's Minerals and Waste Development Scheme;
 - Updates to paragraph 5.16 to reflect changes in the Council's methods of communication and engagement; and
 - Updates to Appendix 3 to reflect legislative changes to statutory consultees on planning applications.

15. The draft revised SCI complements the Council's corporate policy on communicating and consulting with the public. Where appropriate, it goes beyond the minimum requirements of the relevant regulations in relation to community involvement in the planning processes, and it seeks to promote best practice and effective partnership working with community and other relevant interest groups.

Next Steps

16. In line with the Minerals and Waste Development Scheme, the following programme for completion of the review of the SCI is proposed:
- | | |
|---|-----------------------|
| Cabinet agree draft revised SCI for consultation | 18 June 2019 |
| Public consultation on draft revised SCI
(approximate dates – 6 weeks, excluding August) | 1 July – 13 Sept 2019 |
| Minerals & Waste Cabinet Advisory Group
consider consultation responses | October 2019 |
| Cabinet consider consultation responses | 19 Nov 2019 |
| County Council adopts revised SCI | 10 Dec 2019 |

Financial and Staff Implications

17. The SCI is integral to the Minerals & Waste Local Plan, which is included within the work priorities of the Communities Directorate and is being progressed within the budget for the Council's minerals and waste policy function. The proposed review of the SCI can be undertaken within existing resources and it does not raise any additional financial or staffing implications.

Equalities Implications

18. The SCI seeks to ensure that all interested or affected individuals and community groups can have appropriate involvement in both the preparation of minerals and waste plan documents and the consideration of planning applications for minerals, waste and County Council developments.

Legal Implications

19. Under the Planning and Compulsory Purchase Act 2004 (as amended) and related Regulations, the County Council is required to prepare a SCI and to regularly review it to keep it up to date.

Risk Management

20. Review of the existing SCI and adoption of a revised, up to date SCI before the Minerals and Waste Site Allocations Plan is published and submitted (early in 2020) will mitigate the risk that the Inspector who examines the Site Allocations Plan finds it to be deficient because it has not been prepared in accordance with an up to date SCI; and the risk of possible judicial review in relation to this.

SUSAN HALLIWELL
Director for Planning & Place

Background papers: None

Contact Officer: Peter Day – Principal Minerals and Waste Policy Officer
June 2019

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Oxfordshire Minerals and Waste Local Plan

REVISED OXFORDSHIRE STATEMENT OF COMMUNITY INVOLVEMENT

**Draft
June 2019**

Strategic Infrastructure and Planning
Oxfordshire County Council
County Hall
New Road
OX1 1ND

www.oxfordshire.gov.uk

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1. Introduction

What is the Statement of Community Involvement?

- 1.1 The effective involvement of the community is an essential part of positive planning for high quality sustainable development in Oxfordshire. The Oxfordshire Statement of Community Involvement sets out the County Council's policy, and the standards it will seek to achieve, to ensure meaningful and effective consultation, engagement and involvement of consultees, stakeholders and other interested members of the community in:
- (i) the preparation, alteration and review of the minerals and waste (local) development documents that make up the Oxfordshire Minerals and Waste Local Plan; and
 - (ii) the consideration of planning applications for mineral, waste and County Council developments that are determined by the County Council.

Why has the Statement of Community Involvement been revised?

- 1.2 The County Council is required by statute¹ to prepare a Statement of Community Involvement, as a statement of the authority's policy on the involvement of interested persons in local planning and the control of development. In preparing local plan documents, the Council must comply with the Statement of Community Involvement (SCI).
- 1.3 The first Oxfordshire Statement of Community Involvement was adopted by the County Council in November 2006 and was revised in 2015. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires SCIs to be reviewed every 5 years.
- 1.4 Therefore in view of these Regulations, and the legislative changes that have been made under the Neighbourhood Planning Act 2017, with respect to plan-making and neighbourhood planning, it is now an appropriate and relevant time to update the Statement of Community Involvement to incorporate these changes. Upon adoption, this revised SCI will replace the adopted County Council Statement of Community Involvement 2015.

Consultation on the Draft SCI – How to get involved?

- 1.5 This document is a draft of the new SCI which is being published for public consultation from [redacted] in order to enable communities and any other stakeholders the opportunity to get involved and have their say on the documents content and the proposed methods of engagement before it is adopted.
- 1.6 All comments can be made via:

¹ Planning and Compulsory Purchase Act 2004 S.18 (as amended)

E-mail: mineralsandwasteplanconsultation@oxfordshire.gov.uk

Post:

FREEPOST OXFORDSHIRE COUNTY COUNCIL

Please ensure you write “MW Plans” in the top left hand corner to make sure it reaches us.

Please ensure your comments reach us by 4pm on

All comments received will be used to inform the final Statement of Community Involvement.

2. Our Vision and Values for Oxfordshire

- 2.1 Oxfordshire County Councils vision and values underpin our Statement of Community Involvement and how we serve the people of Oxfordshire and how we work and behave with each other. Our Vision and Objectives are set out within our Co-operate Plan 2019-2022 - Thriving communities for everyone in Oxfordshire.

2.2 Our Vision

Thriving people

- We strive to give every child a good start in life, and protect everyone from abuse and neglect
- We enable older and disabled people to live independently and care for those in greatest need

Thriving communities

- We help people live safe, healthy lives and play an active part in their community
- We provide services that enhance the quality of life in our communities, and protect the local environment

Thriving economy

- We support a thriving local economy by improving transport links to create jobs and homes for the future
- To achieve our vision, we will listen to residents so we can continuously improve our services and provide value for money.

2.3 Our Values

- We do the best we can for residents
- We work together in a supportive and honest way
- We strive to find the best solutions
- We are open to change and doing things differently

3. Principles of Community Involvement

- 3.1 Oxfordshire County Council believes it is very important that people have a say on how council services are planned and run. Consultation helps us to stay in touch with what people need and want. This is especially important when we need to make difficult decisions that affect the people of Oxfordshire.
- 3.2 The Council follows six key principles of consultation:
- keep an open mind and run consultations in an open and honest way;
 - be clear about what we are consulting on and what we will do with the findings;
 - give all relevant parties the chance to have their say;
 - provide sufficient time and information to enable people to engage;
 - take views expressed in consultations into account when we make decisions;
 - provide effective and timely consultation feedback.
- 3.3 The County Council has adopted the Oxfordshire Compact (September 2004) as its policy for guiding and improving its relationship with the voluntary and community sector. The Compact is a framework against which the relationship between the statutory and the voluntary, community and faith sectors can be monitored and evaluated. It will also assist the development of effective partnerships between statutory, voluntary, community and faith organisations by: providing a context for each to define their needs and expectations and achieve mutually acceptable outcomes; and facilitating the development of a strong and independent voluntary and community sector, including by improving consultation procedures. A code on consultation and policy appraisal has been developed under the Compact. The Council will have due regard to the Oxfordshire Compact in engaging with and involving the voluntary and community sectors on planning issues.
- 3.4 We believe that strong community involvement is a key factor in the preparation of the Minerals and Waste Local Plan. This should strengthen the evidence base for plan and help in producing more robust planning proposals and decisions; increase understanding of the need for and impact of new development; foster community ownership of the plan; and help the delivery of appropriate new developments that are needed by dealing with contentious issues early in the planning process.

4. County Council Planning Responsibilities

Oxfordshire County Council's responsibilities

- 4.1 The County Council is responsible for:
- producing a Minerals and Waste Local Plan, which set policies and proposals for minerals and waste development in Oxfordshire; and
 - determining planning applications for minerals and waste developments and for the Council's own service developments.
- 4.2 Local plans and planning applications for general types of development, such as housing, shops, offices and industry, are the responsibility of the City and District Councils.
- 4.3 The six Oxfordshire authorities, through the Housing and Growth Deal, secured by the Oxfordshire Growth Board are preparing the Oxfordshire Plan 2050. This is a strategic planning document that will collectively consider the needs of the County and align its strategies so that future housing and infrastructure is more joined up. The Plan will not allocate sites for housing and employment, instead it will identify key areas for sustainable growth with associated housing/employment numbers. This will then be used by the Districts to provide a detailed view of how housing and infrastructure will be delivered. For more information on Oxfordshire 2050 please visit www.oxfordshireplan.org.

National Planning System

- 4.4 The County Council must exercise its planning responsibilities within the structure of the national planning system of legislation, policy and guidance. This sets out the planning policy documents that authorities should produce and how this should be done; and how authorities should deal with planning applications and undertake other development management responsibilities within their areas.
- 4.5 A number of changes have been made to the national planning system in recent years with the aims of reducing central government influence, streamlining the amount of legislation, policy and guidance and promoting localism. These changes include the Localism Act 2011, National Planning Policy Framework 2019 and Planning Practice Guidance 2019. This has further emphasised the need for community involvement in planning.
- 4.6 The national system recognises that early engagement with communities during both the preparation of local plans and the determination of planning applications is essential to good planning. This makes local plans more likely to represent a collaborative vision for the area and gives local people the opportunity to influence the shape of development proposals for the benefit of the whole community. Early and continued community involvement is a key element in achieving sustainable development, which is the government's purpose of the planning system. This draft revised SCI takes into account the changes in the national planning system since 2006.

Minerals and Waste Local Plan

- 4.7 The County Council will prepare, and subsequently monitor and review, the local development documents that will make up the Oxfordshire Minerals and Waste Local Plan. These documents will together provide a policy framework to guide the amount, type and location of minerals and waste development in Oxfordshire. They will set the development plan policies against which planning applications will be considered.
- 4.8 The Minerals and Waste Local Plan must be prepared in accordance with relevant planning legislation and national planning policy, and having due regard to national planning guidance. It also needs to take account of relevant strategies and plans produced by other authorities and organisations in and beyond Oxfordshire. These include the Sustainable Community Strategy, Oxfordshire 2030, produced by the Oxfordshire Partnership, and the Oxfordshire Strategic Economic Plan, produced by the Oxfordshire Local Enterprise Partnership and upon adoption, Oxfordshire 2050, produced by the six Oxfordshire Authorities. The Minerals and Waste Local Plan will seek to reflect any aspects of the Sustainable Community Strategy and other relevant strategies and plans that have implications for minerals and waste planning.

County Matter Planning Applications

- 4.9 The County Council processes and determines planning applications for minerals and waste developments and for the Council's own service developments, such as schools, libraries and roads. In determining applications, the Council must take into account all material considerations. In addition to the Minerals and Waste Local Plan and the adopted local plan of the relevant City or District Council, this will include representations made by consultees, local residents and any other interested parties.

Duty to Co-operate

- 4.10 The Localism Act 2011 introduced a duty to co-operate, under which the County Council must work with other local authorities and other prescribed bodies (such as the Environment Agency) on strategic matters in preparing the Minerals and Waste Local Plan. This duty overlaps with the pre-existing requirements for engagement with these bodies in the preparation of the plan.
- 4.11 The Duty to Co-operate will, in effect, formalise many of the Council's existing relationships with other bodies. The County Council has a history of partnership working with the City and District Councils within Oxfordshire; of working with other minerals and waste planning authorities through technical working groups like the South East England Aggregates Working Party and South East Waste Planning Advisory Group; and of working closely with statutory bodies such as the Environment Agency. The duty to co-operate will strengthen these existing relationships and, where appropriate, build new relationships to assist in strategic planning.

- 4.12 The National Planning Policy Framework (NPPF) 2018 introduced Statements of Common Ground as part of the Duty to Co-operate. The County Council now has a requirement to produce, maintain and keep up to date Statement or Statements of Common Ground (SCG) to highlight agreement on cross boundary strategic issues with neighbouring authorities and other relevant organisations. It documents where effective co-operation is and is not happening throughout the plan-making process, and is a way of demonstrating at examination that plans are deliverable over the plan period. The SCG also forms part of the evidence required to demonstrate that the County Council have complied with the Duty to Cooperate.
- 4.13 The County Council will therefore seek to integrate the engagement with other bodies that is necessary to meet the duty to co-operate with the more general need for involvement in the plan preparation process. In doing so, the Council will be mindful of how engagement with specific bodies under the duty to co-operate may be relevant to the involvement of other consultees, stakeholders and interested persons in the plan preparation process.

Neighbourhood Plans

- 4.14 Neighbourhood Planning was introduced by The Localism Act 2011. This gives communities the power to shape their area and deliver sustainable development. Parish/Town Councils or Neighbourhood Forums (authorised groups of local individuals in areas with no parishes) can now prepare statutory Neighbourhood Development Plans/Orders against which planning applications will be assessed.
- 4.15 Neighbourhood plans have to be in general conformity with strategic policies contained within the Development Plan for their area and this included the Minerals and Waste Local Plan as well as those Plans prepared by the Districts.
- 4.16 As Neighbourhood Plans and Orders are not prepared by the County Council, the Oxfordshire Minerals and Waste SCI cannot prescribe what methods of community engagement they must follow. However, we will expect groups preparing Neighbourhood Plans to meet the requirements set out in legislation.
- 4.17 Oxfordshire County Council has a role to play in supporting the preparation of Neighbourhood Plans and can provide strategic advice and comments on any significant potential impacts on our services including Minerals and Waste

5. Community Involvement in the Minerals and Waste Local Plan

- 5.1 The timetable for the Minerals and Waste Local Plan preparation is set out in the County Council's Minerals and Waste Development Scheme (MWDS) which is reviewed regularly and available on our website.
- 5.2 The MWDS sets out when documents will be produced and when people can get involved. Up-to-date information showing the current status of the Plan Preparation against the Local Development Scheme timetable is reported in the Annual Monitoring Reports, which is also available on our website. The MWDS is reviewed and amended as and when required to ensure that the most up to date timetable is available for those who are interested and wish to get involved in the Plans preparation.

Production of Minerals and Waste Plan Documents

- 5.3 The local development documents that the Council produces as part of the Minerals and Waste Local Plan must be prepared in accordance with the requirements of the Planning and Compulsory Purchase Act 2004, as amended by the Planning Act 2008 and the Localism Act 2011; and the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 5.4 The production of local development documents will involve the following stages:
- A. Evidence Gathering – to form the evidence base for the plan – this could include surveys, assessment of need for minerals; assessment of need for waste management; environmental assessment of location strategies and site options; strategic flood risk assessment.
 - B. Regulation 18 Consultation – the Council must notify specific and general consultation bodies and other appropriate persons in the area about the plan they propose to prepare, and invite them to make representations about what the plan ought to contain; this stage may involve more than one phase of consultation and may include consultation on a draft plan.
 - C. Preparing the Plan – the Council must take into account any representations that are made in response to the Regulation 18 consultation.
 - D. Publication and Regulation 19 Consultation – the Council must publish a proposed submission version of the plan for consultation, to enable representations to be made on the soundness and legality of the plan.
 - E. Submission – the Council submits the plan to the Secretary of State, together with representations received in response to the Regulation 19 consultation.

- F. Independent Examination – an independent Planning Inspector appointed by the Secretary of State holds an examination of the plan to consider whether it is sound and legally prepared; the Inspector may hold public hearings where interested parties can speak about the plan; the Inspector may recommend modifications to the plan that have been suggested by the Council, which are subject to consultation.
- G. Adoption – if the Inspector finds the plan legal and sound, the Council can adopt it, subject to any modifications the Inspector recommends.

Who we will Involve in Preparing Plan Documents

- 5.5 The 'community' includes all individuals, groups, organisations and statutory bodies living, working or operating in Oxfordshire, or close to the county boundary, or having a particular interest in minerals and/or waste development in the county. We will consult communities on the development of plan documents at the earliest possible stage to allow meaningful engagement in the process. If difficulties and conflicts are addressed at an early stage, both time and money can be saved in the final stages of plan production.
- 5.6 Legislation requires the Council to consult certain organisations at particular stages in the preparation of local plans. The 2012 Local Planning Regulations set out specific consultation bodies, which must be consulted if the planning authority thinks the plan affects them, and general consultation bodies, to be consulted as the planning authority considers appropriate. These bodies are listed in Appendix 2.
- 5.7 The Council's Duty to Co-operate and Statements of Common Ground with other local authorities will also ensure that the City and District Councils within Oxfordshire and neighbouring and (where relevant) more distant local authorities will be involved throughout the plan preparation process.
- 5.8 Where appropriate we will go beyond the requirements of the Regulations. We will seek to involve all individuals, groups, organisations and bodies that we think have an interest in the minerals and waste development documents being prepared or who have expressed an interest in being involved or consulted. In doing this, as appropriate we will take into account those sections of the community that are more difficult to involve than others, including older people, young people, ethnic minorities, people with disabilities and those who are not connected into local community networks.
- 5.9 Involvement and consultation will be focused on the key target groups listed below. This is not an exclusive list and we may add to it if appropriate. A fuller list of bodies that will be involved and consulted as appropriate is set out in Appendix 2. The County Council will maintain a detailed consultation list of individuals, groups, organisations and bodies to be involved and consulted. People can contact the Council's Minerals and Waste Policy Team to ask to be added or removed from the list at any time.

Key Target Groups to be Involved and Consulted

- Specific interest groups (national, regional and local);
- Environmental groups (national, regional and local);
- Local community, residents and civic groups including community led planning groups;
- Local action groups;
- Minerals and waste management companies and related businesses;
- Developers, agents and landowners;
- The Local Economic Partnership;
- District councils in Oxfordshire;
- Parish and town councils and parish meetings within Oxfordshire;
- County, unitary, district and parish and town councils adjoining Oxfordshire;
- Other relevant minerals and waste planning authorities;
- Government departments and agencies;
- Statutory bodies;
- Service agencies, public utilities and statutory undertakers;
- Relevant members of the Oxfordshire Partnership;
- Other organisations and individuals expressing an interest.

- 5.10 The statutory requirements for consultation on local plans are set out in Appendix 1.

How and When we will Involve People in Preparing Plan Documents

- 5.11 There are three levels at which we will, as appropriate, engage with people in the production of Minerals and Waste Local Plan documents:

- (i) **Informing** – providing relevant information and keeping people up to date on the process of producing minerals and waste plan documents, to enable them to make comments and/or become further involved at appropriate stages.
- (ii) **Consulting** – asking individuals and organisations what they think about particular approaches, options and proposals being considered and put forward in producing minerals and waste plan documents; this is usually done through a formal period of consultation when interested and affected parties are invited to make representations on a draft version of a document.
- (iii) **Involving** (participation) – providing opportunities for and encouraging active involvement from individuals and organisations in the process of producing minerals and waste plan documents, to further the discussion of issues and options and bring forward views and ideas for consideration and debate; parties are encouraged to be involved in making a positive contribution to the debate rather than reacting to particular proposals.

- 5.12 The community involvement process should ensure that people:

- Have access to information;
- Can put forward their own ideas and feel confident that there is a transparent process for considering and responding to ideas;
- Can take an active part in developing proposals and options;
- Can comment on formal proposals;
- Get feedback and are informed about progress and outcomes.

5.13 We will seek to involve and consult people throughout the process of preparing minerals and waste plan documents, including at the early, informal stages of plan preparation. The process of continuous involvement will include:

- Providing regularly updated information about the Minerals and Waste Plan process and making this available to interested people and organisations;
- Maintaining a dialogue with stakeholders and other participants in the Minerals and Waste Plan process;
- Encouraging comments and proposals to be made throughout the formative stages of the plan-making process and at the specific consultation stages;
- Providing feedback on how representations made in response to consultations have been taken into account.

5.14 The Council will use the most appropriate methods of communication and engagement to provide communities and other stakeholders with sufficient opportunities for meaningful involvement in the plan making process before and during preparation of plans, particularly at the Regulation 18 and 19 stages of consultation. In addition, during the independent examination of development plan documents, the Council may decide that changes to plans are needed and that the views of communities and stakeholders on the proposed changes should be obtained. We will draw on a range of techniques to inform, consult and involve people and organisations, and will use those techniques that are considered most appropriate to the stage in the process, the subject matter and the people or organisations involved.

5.15 In undertaking consultations under Regulations 18 and 19, the Council will use the following communication and engagement methods, as appropriate, to ensure as many people as possible can take part:

- a) Maintain a GDPR compliant database of general, specific and other consultees to be consulted at each stage and send notifications of consultations to everyone on the database by email or letter. The database may also be used to send updates or newsletters on the preparation of plan documents and other relevant information at other times.
- b) Run consultations for a minimum of six weeks. This may be extended where it is considered a longer period is appropriate or to allow for holiday periods.

- c) Make consultation documents and other relevant material available for inspection on and downloading from the County Council website throughout the consultation period. Documents will be retained on the website for future reference after the consultation period for as long as they continue to be relevant to preparation of the plan.
- d) Make consultations available through the County Council's consultation portal. People who have registered as being interested in consultations on this topic will be notified.
- e) Make consultation documents and other relevant material available for inspection at County Council offices throughout the consultation period. This may be extended to other locations such as city and district council offices, libraries and parish and town councils where this is considered appropriate.

5.16 Other methods of communication and engagement that may be used, as and when considered appropriate, include:

- a) Maintain up to date information on the preparation of plan documents on a dedicated webpage on the County Council website, including what plan documents are being prepared, the timetable for preparation, the documents and other information available and details of when and how people can engage in the plan preparation process.
- b) Hold stakeholder group meetings or workshops to enable relevant organisations and other interested persons to consider, discuss and debate together issues, options or proposals at appropriate stages in the plan preparation process and provide direct input to the Council's work in preparing plan documents.
- c) Hold face to face meetings with organisations, individually or in sector groups, to discuss specific issues. Meetings with individuals may also be appropriate in certain circumstances.
- d) Attend, by invitation, open meetings organised by parish and town councils or local groups, subject to staff resources.
- e) Provide information about plan proposals and invite participation in consultations through the County Council's digital channels, including e-newsletters and social media.
- f) Place advertisements in local newspapers and through digital channels and issue media packages, targeted at local press radio and television.
- g) Produce and make available leaflets to provide non-technical information for a wider audience.

- h) Hold public exhibitions or roadshows at selected venues, either staffed to enable on-hand explanation, discussion and feedback; or unstaffed small displays to provide general publicity or information.
- 5.17 The Council may use these methods of consultation, as considered appropriate. This will depend on the subject of the proposals, the affected communities, the issues raised, the level of public interest and the resources involved.
- 5.18 Any person may request a copy of a consultation document in a variety of different formats in order to participate. The Council will provide a copy as soon as is reasonably practicable, but may have to make a reasonable charge for the document.
- 5.19 Plain English will be used in all documents to ensure everyone who wishes to engage with the planning process can do so without confusion and misunderstanding. However, in some cases, it will be necessary to use specific or technical terminology or 'jargon'. Where this happens, we will endeavour to provide an easy to understand explanation in the document or on the website. Planning staff will be available by telephone during standard office hours to answer questions and provide relevant information during consultations.

Sustainability Appraisal

- 5.20 The Council will undertake Sustainability Appraisal (SA), where required, at each relevant stage of plan production. This is required by planning legislation and must also incorporate the requirements of the European Strategic Environmental Assessment Directive. SA integrates considerations of social, environmental and economic impacts into the plan preparation process by identifying and reporting on the likely effects of a plan and determining the extent that it will contribute to sustainable development.
- 5.21 Comments will also be invited on the SA process and reports, and SA documents will be made available alongside the related plan consultation documents.

Supplementary Planning Documents

- 5.22 The Council may, if necessary, also produce Supplementary Planning Documents (SPDs) related to the Minerals and Waste Local Plan. SPDs expand on policies or provide greater detail than can be included in a development plan document. Whilst they must undergo public consultation, they do not need to pass through all the stages required for development plan documents.
- 5.23 Prior to adopting an SPD, the Council must:
 - Make relevant documents and material available for inspection at County Council offices and other locations that the local planning

authority consider appropriate for a minimum four weeks consultation period; and

- Make relevant documents and material available for inspection on the County Council website for a minimum four weeks consultation period.

5.24 The County Council will do more than these minimum requirements when it is appropriate. The consultation period may be longer than 4 weeks, for example, where it overlaps with a public holiday or involves a particularly sensitive or controversial issue. The initial consultation on the form of the SPD would be undertaken using appropriate methods from those listed in paragraph 5.15 and 5.16 above.

5.25 The SPD would be adopted by the County Council following any necessary changes identified during the consultation period. SPDs are not subject to independent examination.

Providing feedback

5.24 At each stage of consultation on a local development document, following the consultation the Council will produce and publish a report on the comments and representations received. This may be in the form of a summary of the responses. We will also publish the Council's responses and any changes to be made to the document and/or actions to be taken. The Council will consider all the comments and representations received and will respond on the basis of the merits of the planning arguments and evidence put forward.

5.25 Where stakeholder group or face to face meetings are held, the Council will produce a summary report of the proceedings. This will be made available and will be sent to those who attended the meeting.

5.26 Reports of consultations and meetings will be published and made available on the Council's website and in hard copy (on request). The Council will seek to ensure wide dissemination of this information so that it is available to interested organisations and individuals. The County Council reserves the right to make a charge for copies of reports in appropriate circumstances.

5.27 Where formal decisions have to be taken on a document or other material by the County Council as part of the plan preparation process, a report will be considered and a decision made by the Cabinet Member for Environment, the Cabinet, or the full Council as appropriate. This is in accordance with legal requirements and the County Council's constitution.

6. Community Involvement in Planning Applications

6.1 The types of planning application that Oxfordshire County Council deals with are:

- Minerals development (for example quarrying);
- Waste development (for example landfill and incineration);
- Development which is to be carried out by the County Council itself (known as Regulation 3 development, for example applications relating to schools, libraries, youth centres or highways).

All other planning applications are dealt with by the relevant District or City Council.

6.2 Different methods of engaging local communities will be appropriate depending on the scale and nature of the proposed development. Minerals and waste developments have the potential to affect a large number of people and are often contentious. Regulation 3 developments also have the potential to cause concern locally, although a higher proportion of these applications are small scale and do not provoke high levels of local interest. In all cases efforts will be made to inform, consult and engage the local community in applications which have been submitted to us for determination.

6.3 The appropriate level of notification and consultation will be determined in relation to the characteristics of each planning application and we aim to be flexible in our approach to community involvement in order to ensure that we can involve the public appropriately on the range of different applications which we determine.

6.4 There are minimum statutory requirements for notification and consultation in relation to planning applications, which we will meet in every case. Notwithstanding the need to be flexible to respond to the circumstances of individual applications, we seek to ensure that communities are involved in a consistent and meaningful way on every application and therefore minimum levels of community involvement, which exceed the statutory minimum, will be met for each planning application determined by Oxfordshire County Council. Specifically, we will write to the occupants of any nearby properties for all planning applications, not just in relation to the types of planning applications where this is a requirement. Details of the statutory minimum requirements and our additional commitments in relation to notification and publicity are provided in Table 1 below.

6.5 Each planning application will be assigned to a named case officer and their contact details will appear on consultation letters and on the internet. This will ensure that the local communities know who to speak to about any planning application in their area. The case officer will use the local County Councillor and Parish/Town Councils as appropriate to reach the wider local community; however, they will also be available to respond to individual members of the public throughout the application process.

Table 1: Notification and Publicity for Planning Applications

Planning Application Type	Statutory minimum	What OCC will additionally do
<p>'Major' planning applications:</p> <ul style="list-style-type: none"> – all minerals applications; – all waste applications; – applications with a site area over 1 hectare; – applications to create 1000sq m or more floorspace. 	<p>A notice must be placed in a local newspaper;</p> <p>And either:</p> <ul style="list-style-type: none"> – At least one site notice must be displayed for at least 21 days near the application site; or – Any adjoining owner or occupier should be notified. 	<p>A site notice will be put up for every application to meet the statutory minimum and additionally notifications will be sent to neighbouring properties – usually within 350 metres for minerals and waste development and those considered likely to be affected by the development for other major planning applications.</p>
<p>Planning applications which:</p> <ul style="list-style-type: none"> – are accompanied by an EIA; or – which are a departure from the development plan; or – which would affect a public right of way. 	<p>At least one site notice must be displayed for at least 21 days near the application site; and</p> <p>A notice must be placed in a local newspaper.</p>	<p>Notifications will be sent to neighbouring properties – usually within 350 metres for minerals and waste development and those considered likely to be affected for other planning applications.</p>
<p>Planning applications which would affect the setting of a Listed Building, or the character or appearance of a Conservation Area.</p>	<p>At least one site notice must be displayed for at least 21 days near the application site; and</p> <p>A notice will be placed in a local newspaper.</p>	<p>Notifications will be sent to neighbouring properties – usually within 350 metres for minerals and waste development and those considered likely to be affected for other major planning applications.</p>
<p>All other applications.</p>	<p>Either:</p> <ul style="list-style-type: none"> – At least one site notice must be displayed for at least 21 days near the application site; or – Adjoining owner or occupier to be notified. 	<p>A site notice will be put up for every application to meet the statutory minimum and additionally notifications will be sent to any neighbouring properties considered likely to be affected by the development.</p>

Flexibility in notification and publicity depending on proposals

- 6.6 350 metres is our standard neighbour notification zone. However, this will be increased as considered appropriate for individual applications. A wider area for neighbour notifications may be appropriate depending on the circumstances, for example in order to include a neighbouring property amongst a group of properties when the others are consulted, or when there is a clear line of sight between a property and a proposed development.
- 6.7 Although only one site notice is required, we will increase the number of site notices where appropriate, taking into account the size of the site, any public access to the site and the locations where people are mostly likely to see a site notice.

Consultations

- 6.8 In addition to notifying neighbours and publicising applications through notices on site and in newspapers, we will write directly to consultees to seek their views on planning applications. Some consultees must be consulted as a statutory requirement. However, we will also maintain a list of other bodies and organisations who wish to be consulted on certain applications and consult them as appropriate. We will consult the relevant Parish or Town and District Council on every planning application. Appendix 3 contains a list of consultees who will be consulted as appropriate when considering planning applications.

Other application types

- 6.9 In addition to planning applications, there are a number of other types of application on which we make decisions which can affect local communities. In many cases there is no statutory requirement to notify the public or to hold consultations. However, we will seek the views of the public as appropriate as set out below.

Details Pursuant applications

- 6.10 When planning permission is granted it is usually subject to conditions, some of which may require the submission of further details. These submissions are known as details pursuant applications. There is no statutory requirement to publicise, provide notification or consult on these details before approving them. However, we will seek to engage the local community in the approval of details pursuant in cases where it is considered that their views would be valuable. For example, if a planning condition was added to the consent at the suggestion of a consultation body such as a Parish or Town Council we would usually consult that body on the details once they were submitted. When a details pursuant submission is approved we will publish the submission on our website and anyone who was consulted on the submission will be notified of its approval.

Non-material amendment applications

- 6.11 Planning permissions may be amended by a non-material amendment application, also known as a Section 96a application. By definition this type of application can only be used to approve changes to the development which are not considered to be material in the context of the approved development. If the proposed changes were to lead to a greater impact on neighbours we would request that the changes should be applied for through a planning application rather than a non-material amendment application. Therefore, there are no statutory requirements for notification, publicity or consultation. However, although this is unlikely to be necessary in the majority of cases we will consult Parish and Town Councils and other consultees as considered appropriate in cases where the main development or the part of the development to which the proposed amendment relates was particularly controversial or otherwise likely to generate a high level of interest amongst the public. In all cases Parish and Town Councils and local County Councillors will be notified when non material amendment applications are approved.

Certificate of Lawfulness applications

- 6.12 We also deal with two types applications to determine whether a development is lawful – applications for a Certificate of Lawfulness of Existing Use or Development (CLEUD) and applications for a Certificate of Lawfulness of Proposed Use or Development (CLOPUD.) We are the determining authority when the development in question relates to minerals or waste. There is no statutory requirement to publicise, notify or consult on these applications and they must be determined on the basis of the evidence, rather than the impact they would have on local communities or compliance with planning policy.
- 6.13 CLEUD applications are made when an applicant wishes to establish whether a use or development which they are already carrying out is lawful. Evidence of the existence of the development or continuation of the use for a number of years is often very important to the determination. The applicant will usually submit evidence to demonstrate that the use or development has been ongoing for a number of years. Therefore engagement with the local Parish or Town and District Council can be important as they might have evidence either to support or refute the applicant's claims regarding the length of the use or development. We will therefore usually consult Parish or Town and District Councils on these applications. Other consultees will also be included where they might also have useful evidence.
- 6.14 CLOPUD applications relate to a development or use that has not yet taken place and therefore historical evidence is not required. The decision must be made on the basis of the legal situation. In all cases the Parish or Town Council would be notified of the decision, however in the majority of cases there would be no consultation during the course of processing the application.

Review of Old Mineral Permissions

- 6.15 Mineral permissions with long timescales are subject to a regular review of the conditions to ensure that the site is worked with modern conditions. The timing of this is at our discretion, but is usually every 15 years. Although in these cases the principle of the development has been accepted, it is important to ensure that any new planning conditions which are attached adequately protect communities and the environment. Therefore, although applications for review of old mineral permissions are not applications for planning permission, we will engage the public and consult on them in the same manner as we do for planning applications, seeking the views of all interested parties.

Requests for an EIA Scoping Opinion

- 6.16 Before submitting a planning application an applicant might request a formal scoping opinion from us. This is where we set out what should be covered by an Environmental Impact Assessment to accompany the application. We will consult statutory consultees as required and also extend this to non-statutory consultees as considered appropriate. We will include Parish and Town Councils in consultations on Scoping requests.

Requests for further information to accompany a planning application

- 6.17 During the course of consulting on a planning application it sometimes becomes clear that further information about the proposals, or the effects of the development, is necessary before the application can be determined. Similarly, the applicant may choose to amend their proposals in response to comments made during the consultation period.
- 6.18 In these cases we will re-consult as appropriate, depending on the scale and materiality of any amendments to the proposals. If the further information has been submitted further to a consultation response then the body that provided that information will be consulted on the further information.
- 6.19 If further information is requested in relation to the Environmental Statement, under Environmental Impact Assessment Regulations, then there are statutory requirements for letting people know about the submission of the additional information and we will meet all statutory requirements and also consult all parties who were consulted on the original application or who had responded to the consultation.

Additional methods of community engagement

- 6.20 There are further ways of involving communities which are not necessary for every application, but may be appropriate in certain cases due to the scale and complexity of the proposals or the sensitivity of the site. These may include public meetings, one to one meetings with stakeholders and newsletters sent to properties close to an application site to update on the progress of a high profile planning application. Often this is primarily the responsibility of the applicant, particularly at pre-application stage. However, it is likely that there will be occasions where it is appropriate for the County Council to engage the community in these ways.

- 6.21 It is after a planning application has been determined and the permission implemented that local communities experience the main impacts of a development. In the case of minerals and waste in particular, the impacts may change over time as the development reaches different stages and different parts of the site become operational. On sites where it would be useful we will use informatives on the planning permission to request operators to set up and attend local liaison meetings. These provide a forum for engagement with the community throughout the life of a development. The frequency and attendees for these meetings will depend on the specific details of the development and site, and are usually established at the initial meeting. In most cases it will be appropriate for a representative from the County Council's development management planning team to attend to advise on planning matters and share information with the community about the outcome of ongoing monitoring visits.
- 6.22 Different parts of the community will benefit from different methods of engagement. For example some people may not have internet access, or much spare time, or any pre-existing knowledge of how the planning system works. We will be sensitive to the differing requirements of different groups of people and offer a range of engagement methods to ensure that no groups are discouraged from taking part on the process. Consideration will be given to ensuring that 'hard to reach' groups, who might be difficult to engage using traditional methods, are included.

Information on the website

- 6.23 The Oxfordshire County Council website is an important way of sharing information about planning applications with the public. It allows for large volumes of information to be viewed by anyone who is interested and for new information to be shared quickly. There is a statutory requirement to publish information on the website for all planning applications. However, we will publish additional information on our website for each planning application to allow the public to easily access full application details. Table 2 below sets out the application details which we will publish online.
- 6.24 In addition to using the website to publish information, users are able to use the online system to submit comments on planning applications if they wish, which many find more convenient than posting comments. This ensures that the website facilitates engagement with local communities, as well as simply providing information.
- 6.25 Some people may not be able to access information over the internet, or find it difficult. All information published on the website is available to view using computers at Oxfordshire County Council libraries for those who do not have their own internet access. We will also make a paper copy of applications available at our Oxford offices for public inspection by appointment during office hours, when there is public demand for this, to ensure that people who find using computers difficult can still access information in order to engage with the planning process.

Table 2: Information Available on County Council Website

Statutory minimum requirements	What the County Council will additionally publish on the website for every application
<ul style="list-style-type: none">– the address or location of the proposed development;– a description of the proposed development;– the date by which any representations about the application must be made, which shall not be before the last day of the period of 14 days beginning with the date on which the information is published;– where and when the application may be inspected;– how representations may be made about the application.	<ul style="list-style-type: none">– the application documents and plans;– consultation responses as they are received;– the date the application was received and the date it was validated;– the District and Parish or Town Council area and division which the site is in;– details of the applicant;– a list of those consulted ;– decision notice;– EIA screening and scoping opinions (also online at the pre-application stage, if requested before an application is submitted).

Letting people know how we have taken their views into account

- 6.26 It is important that the public can see how their views have been taken into account in the process of determining a planning application. Where a consultation response has highlighted the need for additional information to support a planning application, this information will be shared with the consultee who requested it once it is received from the applicant. A further period of consultation may be held, as necessary. Either a delegated or committee report is written for each planning application determined and each report will set out a summary of the points raised during the consultation period and will also address those points. If applications are taken to committee for decision, objectors are able to address the meeting. Once a decision is made the decision notice is available on the website. Reports to the Planning and Regulation Committee will be made available on the website one week prior to the meeting at which an application is due to be considered.

Encouraging applicants to engage with communities

- 6.27 We will do what we can to facilitate meaningful public engagement with the planning process. However, the applicant also has an important role, especially at pre-application stage. Where a proposal is likely to have an impact on local communities, we encourage applicants to liaise with those communities as early as possible. By engaging the public prior to formally submitting a planning application, there is more scope for the details of the proposals to be adjusted to take into account local views. The applicant also has a role in helping the public to fully understand proposals, as having a good knowledge of what is being proposed is essential for effective participation in the consultation process.
- 6.28 Our validation requirements for planning applications require that where an application meets the criteria set out in Table 3, developers must submit their own Statement of Community Involvement demonstrating how they have complied with our requirements for pre-application consultation.
- 6.29 For the application types set out in Table 3, applicants must show that they have actively engaged communities which may be affected by the development and how the views emerging from that engagement have affected the final proposals. We do not wish to be prescriptive about the best methods for applicants to use to engage the community as this will vary depending on the proposed development. However, exhibitions and presentations to local meetings can be very effective in explaining a development and sending out written information can be a useful approach in ensuring that a large number of people are aware of a proposal.
- 6.30 Applicants will need to carefully consider the timescales for public engagement to ensure that views and suggestions which emerge from the process can be taken into account in formulating the final design of the development.

Table 3: Developments requiring pre-application engagement by the applicant

Waste Applications	<ul style="list-style-type: none">• Applications for disposal of degradable wastes with a capacity of 500,000 tonnes or more and/or a disposal life of 10 years or more;• Applications for a waste processing plant having a throughput of 100,000 tpa or more;• Applications for the disposal to land of air pollution control residues (APCRs) from the incineration of waste for periods in excess of five years;• Applications for new developments;
Mineral Applications	<ul style="list-style-type: none">• Application for a new quarry ;• Applications for extensions of existing quarries of 25 hectares and/or with a production capacity of 250,000 tpa or more;
Other	<ul style="list-style-type: none">• School or other education establishment with six classes

Applications	<p>per year group on a greenfield site and with significant transport implications;</p> <ul style="list-style-type: none">• Road proposal with a length of 2km or more in an urban environment or a length of 5km or more in a rural environment and all bypasses.
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6. Monitoring and Review of the Statement of Community Involvement

- 6.1 The County Council will monitor the implementation of the Statement of Community Involvement and will include this as part of its Annual Monitoring Report. We will use feedback from stakeholders, community groups and others as well as evidence from consultations and involvement on local plan documents and planning applications. The results will be used to review and where necessary update the methods of community involvement and other procedures.
- 6.2 Monitoring of the Statement of Community Involvement will include assessing:
- Whether it sets out the processes of engagement and consultation in a relevant and accessible way;
 - Whether it ensures effective involvement of the community;
 - Whether it includes appropriate engagement and consultation techniques;
 - Whether there have been significant changes to regulations or guidance; and
 - Whether it accords with the County Council's principles of consultation.
- 6.3 If significant change is needed to the Statement of Community Involvement, a review will be carried out.

Appendix 1: Statutory Requirements for Consultation on Local Plans

A1.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the statutory requirements for consultation on local plans. In particular Regulations 18 and 19 specify what must be done at the plan preparation and plan publication stages.

A1.2 Under **Regulation 18** on preparation of a local plan states that a local planning authority must:

- a) notify each of the following of the subject of a local plan which the local planning authority propose to prepare: specific consultation bodies; general consultation bodies; and such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations; and
- b) invite each of them to make representations to the local planning authority about what a local plan with that subject ought to contain;
- c) in preparing the local plan, take into account any representations made to them in response to those invitations.

Specific and general consultation bodies are defined in the Regulations and are listed in Appendix 2.

A1.3 Under **Regulation 19**, before submitting a local plan to the Secretary of State for independent examination, the local planning authority must:

- a) make a copy of each of the proposed submission documents and a statement of the representations procedure available in accordance with regulation 35; and
- b) ensure that a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under regulation 18.

A1.4 **Regulation 20** on representations relating to a local plan states that:

- a) Any person may make representations to a local planning authority about a local plan which the local planning authority propose to submit to the Secretary of State.
- b) Any such representations must be received by the local planning authority by the date specified in the statement of representations procedure.

Appendix 2: Consultation Bodies and other Consultees in the Preparation of Local Plans

A2.1 The specific and general consultation bodies listed below are drawn from The Town and Country Planning (Local Planning) (England) Regulations 2012. These bodies will, as the Council considers appropriate, be consulted at the different stages in the preparation of the Minerals and Waste Local Plan.

Specific Consultation Bodies

- The Coal Authority;
- The Environment Agency;
- English Heritage;
- The Marine Management Organisation;
- Natural England;
- Network Rail;
- Highways Agency;
- Parish, Town and District Councils within Oxfordshire;
- Parish, Town, District, Unitary and County Councils adjoining Oxfordshire;
- Police and Crime Commissioner within Oxfordshire;
- Police and Crime Commissioner adjoining Oxfordshire;
- Any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003;
- Any person who owns or controls electronic communications apparatus situated in Oxfordshire;
- Oxfordshire Clinical Commissioning Group;
- The National Health Service Commissioning Board;
- Any person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
- Any person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
- Sewerage undertakers;
- Water undertakers;
- Homes and Communities Agency.

General Consultation Bodies

- Voluntary bodies some or all of whose activities benefit any part of Oxfordshire;
- Bodies which represent the interests of different racial, ethnic or national groups in Oxfordshire;
- Bodies which represent the interests of different religious groups in Oxfordshire;
- Bodies which represent the interests of disabled persons in Oxfordshire;
- Bodies which represent the interests of persons carrying on business in Oxfordshire.

A2.2 A more detailed list of these organisations, together with other organisations and groups (see list below) and individuals who have expressed a wish to be kept informed about the preparation of the Minerals and Waste Local Plan, will be maintained and updated by the County Council. This will provide the basis for consultation at the different stages of preparation of the plan.

Other Organisations and Groups that may be Consulted

- Age UK;
- Airport operators;
- Areas of Outstanding Natural Beauty:
 - Chilterns Conservation Board;
 - Cotswold Conservation Board;
 - North Wessex Downs AONB Partnership;
- British Geological Survey;
- Canal and River Trust, canal owners and navigation authorities;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civic Societies;
- Civil Aviation Authority;
- Community Groups;
- Crown Estate;
- Design Council;
- Diocesan Board of Finance;
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- Environmental groups at national, regional and local level, including:
 - Campaign to Protect Rural England;
 - Friends of the Earth;
 - Royal Society for the Protection of Birds; and
 - Berkshire, Buckinghamshire & Oxfordshire Wildlife Trust;
- Equality and Human Rights Commission;
- Fire and Rescue Service;
- Forestry Commission;
- Freight Transport Association;
- Gypsy Council;
- Health and Safety Executive;
- Home Builders Federation;
- Local Liaison and Action Groups;
- Local Transport Authorities and Operators;
- National Playing Fields Association;
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Rail Companies and the Rail Freight Group;
- Residents Associations;
- Road Haulage Association;
- Sport England.

A2.3 The Town and Country Planning (Local Planning) (England) Regulations 2012 also sets out the bodies that are prescribed for the purposes of the duty to co-operate, as listed below.

Duty to Co-operate Prescribed Bodies

- Environment Agency;
- English Heritage;
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes and Communities Agency;
- Clinical Commissioning Group;
- National Health Service Commissioning Board;
- Office of Rail Regulation;
- Transport for London;
- Integrated Transport Authorities;
- Highway Authorities;
- Marine Management Authority;
- Local Enterprise Partnerships;
- Local Nature Partnerships

Appendix 3: Bodies and Persons who will be Consulted as Appropriate in the Consideration of Planning Applications

- A3.1 Consultation arrangements for planning applications are as set out in Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The online Planning Practice Guidance on 'Consultation and pre-decision matters' Table 2 identifies a number of consultees who must be consulted if certain criteria are met. These are set out below and will be consulted in line with the requirements of the legislation.

Statutory Consultees

- Adjoining landowners
- Canal and River Trust
- Coal Authority
- Control of major-accident hazards competent authority
- Crown Estates Commissioners
- Department for Business, Energy and Climate Change
- Designated Neighbourhood Forum
- Environment Agency
- Forestry Commission
- Garden History Society
- Health and Safety Executive;
- Highways Authority
- Highways England;
- Historic England
- City and District Councils
- Natural England
- Parish and Town Councils
- Rail Infrastructure Managers
- Rail Network Operators;
- Sport England
- Theatres Trust
- Toll Road Concessionaries;

- A3.2 Additional consultees for each application will be selected from the lists of bodies in Appendix 2 above, as appropriate.

Alternative Formats of this publication can be made available on request. These include other languages, large print, Easy read, Braille, audio cassette, CD, memory stick or e-mail

FREEPOST OXFORDSHIRE COUNTY COUNCIL

www.oxfordshire.gov.uk

mineralsandwasteplanconsultation@oxfordshire.gov.uk

Tel: 07741607726

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Division(s): All

CABINET – 18 JUNE 2019

OXFORD EURO 6 LOW EMISSION ZONE FOR BUSES

Report by Director for Planning & Place

RECOMMENDATION

1. **Cabinet is RECOMMENDED to:**
 - (a) **approve the proposed emissions requirements for buses outlined in the report;**
 - (b) **authorise officers to make minor changes to the draft Traffic Regulation Condition at Annex 1 if required; AND**
 - (c) **instruct officers to submit a request to the Traffic Commissioner for a Traffic Regulation Condition (TRC) based on the draft at Annex 1**

Executive summary

2. As part of the councils' efforts to improve air quality in Oxford to meet policy and member objectives, the county council is working in partnership with Oxford City Council on proposals to introduce a Zero Emission Zone (ZEZ) in the city. One element of the ZEZ is a scheme to reduce bus emissions, which account for a high proportion of transport emissions in Oxford city centre.
3. Over the next 10 to 15 years the councils intend to work in partnership with bus operators to make the transition to zero emission buses. The first zero emission buses are due to start operating in the city during 2019, and we aim to have a 100% zero emission bus fleet no later than 2037. In the shorter term, cleaner diesel bus engine technology offers major air quality benefits. A "Euro VI" Low Emission Zone (LEZ) for buses is therefore proposed, building on the existing "Euro V" LEZ for buses in Oxford.
4. City council officers will be seeking approval for the Euro VI LEZ from the City Council Executive Board on 12 June 2019.
5. This type of scheme is implemented through a 'Traffic Regulation Condition' which is a legal requirement added to the affected bus operators' operating licences by the Traffic Commissioner, at the request of the county council.

Background and justification for new requirements

6. The county council's fourth Local Transport Plan identifies the need to reduce transport emissions in the county as a key objective and includes as part of the Oxford Transport Strategy a commitment to implement the Oxford ZEZ in phases, starting in 2020. The ZEZ has been strongly supported by the city council, who are responsible for implementing some elements of it.
7. There is no safe level of air pollution. A 2016 report from the Royal College of Physicians and the Royal College of Paediatrics and Child Health found that outside air pollution cuts short 40,000 lives a year in the UK. Transport is by far the most significant source of emissions of oxides of nitrogen (NOx) in the city, accounting for 75% of emissions.
8. Following 15 months of extensive consultation, Oxford City Council and Oxfordshire County Council have set out a vision for zero transport emissions in Oxford by publishing updated proposals for a ZEZ – see www.oxfordshire.gov.uk/zeroemissionzone.
9. The ZEZ aims, in time, to introduce emissions requirements for all vehicle types. New requirements for taxis have already been agreed, and controls on loading and parking by all vehicles are due to be implemented in 2020, with further restrictions across a wider area being considered for 2022.
10. In 2015, buses were the source of 56% of transport NOx emissions in the city centre, and whilst this proportion has been falling in recent years, buses remain a very significant emission source in many city centre streets.
11. Since January 2014, buses operating in Oxford city centre have been required to meet the Euro V standard for NOx. The zone was developed and implemented in partnership with the city council, with the support of bus operators, in 2012/13. The requirement is enforced through a Traffic Regulation Condition (TRC) which was added to all relevant operators' licences by the Traffic Commissioner.
12. In 2017, significant decreases of nitrogen dioxide levels were observed in the city centre, although several monitored locations in the city still registered levels above the legal limit. Nitrogen dioxide pollution levels saw an overall reduction of 23% in the city centre when compared with the figures obtained in 2016. This improvement is thought to be due mostly to the introduction of Euro VI buses on many city centre bus routes during 2016 and 2017.
13. In April 2019 the county council unanimously resolved to call on the Leader to acknowledge a climate emergency and pledge to make the council carbon neutral by 2030.
14. As part of Oxford's 'journey to zero' the two councils want Oxford's public transport network to make the transition to zero emission vehicles in the next 10 to 15 years, with fully zero emission operation by no later than 2037. The

transition will require significant investment in both infrastructure and vehicles. We therefore aim to work in partnership to develop a detailed plan for the transition together with the city's bus operators.

15. In the shorter term, because Euro VI bus engines have been proved to reduce NOx dramatically compared to Euro V, the two councils are proposing to extend the existing Low Emission Zone Euro V to a Euro VI requirement.
16. Although significant improvements have already been achieved as a result of operators voluntarily introducing Euro VI buses in recent years, there is still a need to formalise the Euro VI requirement to 'lock in' the benefits and ensure that bus operators do not:
 - (a) Continue to operate Euro V buses on those routes not already upgraded to Euro VI
 - (b) Regress to older buses on *existing* routes (for example in response to a need to re-deploy Euro VI buses within their groups to other UK cities who are introducing low emission zones)
 - (c) Introduce *new* services using older buses, either covering new routes or in an effort to under-cut competitors on existing routes.

Proposed new requirements

17. The proposed requirements are outlined in detail in the draft TRC (at Annex 1) and are summarised below.
18. As part of the ZEZ scheme officers propose a Euro VI (for NOx) bus LEZ in central Oxford in two phases:

Phase	Date	Services required to comply with Euro VI standard
1	1 December 2020	All registered local bus services* operating within the streets affected except those which serve stops more than 10km from Carfax
2	1 December 2022	All registered local bus services* operating within the streets affected

*Limited exemptions will apply

19. A map of the zone in which these requirements will apply is at Annex 2. The zone covers the busiest bus routes in the city, where emissions from buses are greatest. The zone map is purely illustrative; legally the scheme will apply to the "streets affected" listed in the draft TRC. Only streets suitable for use by buses are listed, not every street within the mapped zone.

20. The phasing is designed to help operators plan investment in new buses or retrofits and focus the improvements on shorter distance routes, which by definition spend a larger proportion of their operating mileage in the city, where pollution from buses is greatest. For guidance, a map showing a 10km radius from Carfax is available in Annex 3.
21. The proposed phasing means that within the zone shown in Annex 2:
 - **73%** of total bus miles driven will be subject to the Euro VI minimum requirement in Phase 1
 - The remaining **27%** of bus miles driven will be subject to the Euro VI minimum requirement in Phase 2
22. However, some operators are expecting to exceed the minimum requirements and upgrade at a faster pace, meaning that, based on current investment plans, **89%** of bus miles driven within the zone will be Euro VI by December 2020.
23. All bus routes in *Oxford*, with the exception of the hospital Park & Ride services serving Headington, come into the city centre and therefore all areas of the city will benefit from the scheme, including those areas not physically within the zone. In particular, some of the more deprived areas of the city (see map at Annex 4) have very frequent bus services, all of which will need to comply from December 2020.
24. Similarly, the vast majority of bus routes in *Oxfordshire* come into the city centre, so the proposed requirements will benefit all parts of the county that are served by these routes. The existing Euro V requirement will continue to apply to those services which fall into Phase 2 until December 2022, so it will not be possible for operators to 'regress' to older polluting buses on those routes.
25. These requirements would be implemented by asking the Traffic Commissioner to apply a Traffic Regulation Condition (TRC) to all affected operators' licences.
26. TRCs cannot be applied to buses and coaches that are not registered as local bus services, so this scheme will **not** affect tourist coaches or other privately hired buses and coaches. It does however affect the London and airport coaches, City Sightseeing and National Express services.
27. The Zero Emission Zone proposals include possible measures from 2022 to apply emissions requirements to those buses and coaches not covered by the TRC. These would be implemented using different powers and would be progressed as a separate scheme.

Next steps

28. Bus operators have been consulted on the proposals informally. Oxford Bus Company and Stagecoach Oxfordshire have responded; a summary of the key points raised is in Annex 5 along with officer responses.
29. If both councils approve the scheme in June, the county council will write to the Traffic Commissioner to ask for a new TRC to be applied to operators' licences.
30. The Traffic Commissioner will then publish the TRC in "Notices and Proceedings", a fortnightly publication in which matters relating to bus operating licences are published. Operators have 28 days from the date of publication to submit an objection to the proposed TRC to the Traffic Commissioner. If an operator objects, the Traffic Commissioner would hold a public inquiry to hear objections and then make a decision about whether to apply the TRC to operators' licences.
31. If no objections are received the Traffic Commissioner would apply the TRC to all relevant operators' licences and the requirements would take effect on the specified dates.

Financial and staff implications

32. Officer time to support the making of the TRC including liaison with bus operators is covered within existing budgets.
33. Whilst in theory the Traffic Commissioner can require costs to be paid for a public inquiry, the Office of the Traffic Commissioner have confirmed that this is not normal practice for TRC inquiries.
34. There are costs associated with the upgrade of the bus fleet which will fall to operators. To assist operators in complying with the new requirements, the city council has secured a total of £2.3 million from the government's Clean Bus Technology Fund to allow operators to retrofit buses to meet the new standard.

Equalities implications

35. A Service and Community Impact Assessment (SCIA) has been completed and is at Annex 6. The assessment identifies a risk of impacts on various groups which could result from changes to bus services made in response to the new emissions requirements (e.g. fare increases, reduced bus frequencies, or withdrawal of bus services).
36. However, there will also be health benefits for individuals and communities. For example, and as highlighted in paragraph 23, bus services tend to be

particularly frequent in areas of higher deprivation, where fewer people have access to a car and therefore use public transport regularly. Even though these areas are outside the zone covered by the scheme, they will benefit from the scheme because all buses serving these areas travel into the zone and will have to comply with the new requirements.

37. The proposals include a number of features to mitigate the risk of negative impacts to an acceptable level, as outlined in the SCIA.

Risk management and legal implications

38. A risk register has been maintained as part of the project planning. The main risk to delivery of the scheme is bus operator objections to the formal publication of the TRC by the Traffic Commissioner, which would lead to a public inquiry and could result in an inspector rejecting the scheme or amending it significantly. This risk has been mitigated by working closely with bus operators to agree a scheme that is challenging but deliverable.
39. The county council would not be legally responsible for implementing and enforcing the scheme; this responsibility sits with the Traffic Commissioner.

Communications

40. A joint city and county council communications campaign for the Zero Emission Zone was carried out in January 2019 to update stakeholders and the public on the latest ZEZ proposals. The Euro VI bus LEZ element was included in this update.
41. Communications with the main bus operators has continued throughout the development of the proposals.
42. Communications will continue to emphasise the benefits both within the city and across the county.

SUSAN HALLIWELL
Director for Planning & Place

Background papers: None

Contact Officer: Martin Kraftl

June 2019

Oxford Low Emission Zone Traffic Regulation Condition

Streets affected

Street names refer to the entire length of the street within the Oxford City Council administrative area unless otherwise stated.

Woodstock Road, Moreton Road, Banbury Road south of Marston Ferry Road, St Giles, Beaumont Street, Hythe Bridge Street, Worcester Street, Walton Street, Kingston Road, St Margaret's Road, Frideswide Square, Botley Road, Becket Street, Hollybush Row, Oxpens Road, Thames Street, Butterwyke Place, Speedwell Street, Castle Street, Norfolk Street, St Aldate's, Abingdon Road north of Weirs Lane, Old Abingdon Road, Iffley Road north of Donnington Bridge Road, Cowley Road, Oxford Road (Cowley) north of Between Towns Road, Warneford Lane, Morrell Avenue, Headington Road west of Gipsy Lane, St Clement's, London Place, High Street, Longwall Street, St Cross Road, South Parks Road, Parks Road, Broad Street, Holywell Street, Mansfield Road, Marston Road, Godstow Road, Mere Road, First Turn, Queen Street, New Road, Park End Street, George Street, Chain Alley, Magdalen Street, Cornmarket Street.

The Traffic Regulation Condition is as follows:

Condition 1 (applicable **immediately**)

All local services which enter, leave or operate within the streets affected must be operated exclusively by buses whose engines have been either:

type approved as meeting at least the **Euro V** standard for all emissions; OR

certified by Oxford City Council as being fitted with a certified emission reduction technology which ensures that, in urban operating conditions, the emissions of NO_x are reduced to a level comparable to a minimum of **Euro V**.

Condition 2 (applicable from **1 December 2020**):

All local services which enter, leave or operate within the streets affected **AND** which do not serve any stops more than 10km in a straight line from Carfax, central Oxford must be operated exclusively by buses whose engines have been either:

type approved as meeting at least the **Euro VI** standard for all emissions; OR

certified by Oxford City Council as being fitted with Clean Vehicle Retrofit Accreditation Scheme (CVRAS) approved emission reduction technology which ensures that, in urban operating conditions, the emissions of NO_x are reduced to a level comparable to at least **Euro VI**.

Condition 3 (applicable from 1 December 2022)

All local services which enter, leave or operate within the streets affected must be operated exclusively by buses whose engines have been either:

type approved as meeting at least the **Euro VI** standard for all emissions; OR

certified by Oxford City Council as being fitted with Clean Vehicle Retrofit Accreditation Scheme (CVRAS) approved emission reduction technology which ensures that, in urban operating conditions, the emissions of NO_x are reduced to a level comparable to at least **Euro VI**.

Conditions 1, 2 & 3: notes

Buses used on services subject to Condition 1 may be monitored – this may include the use of traffic enforcement cameras. This monitoring may lead to enforcement action if a bus is observed, by camera or on-street observation, which does not comply with Condition 1.

Conditions 1, 2 & 3: exemptions

Exemption A (applicable immediately and continues indefinitely):

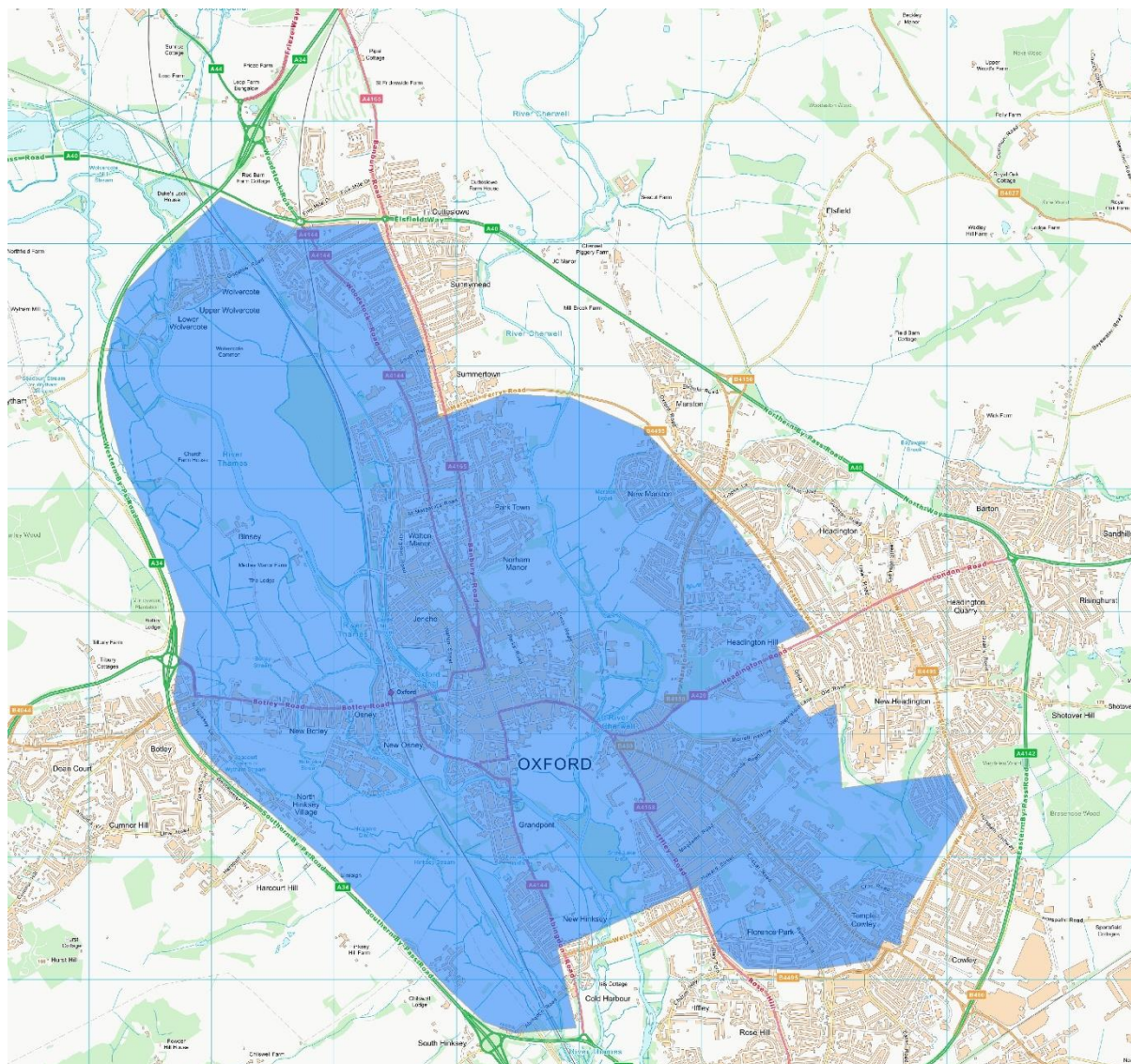
Very low frequency services are exempt. To qualify for this exemption, a service must pass no point in the streets affected more than 25 times a week in any one direction, and must not be a service operated primarily for the purposes of tourism. It must be a genuinely stand-alone service, defined as one on which less than 50% of the operating mileage is over the same roads as another service of the same operator.

Conditions 2 & 3: exemptions

Exemption B (applicable until 150 calendar days after the “applicable from” dates in Conditions 2 & 3):

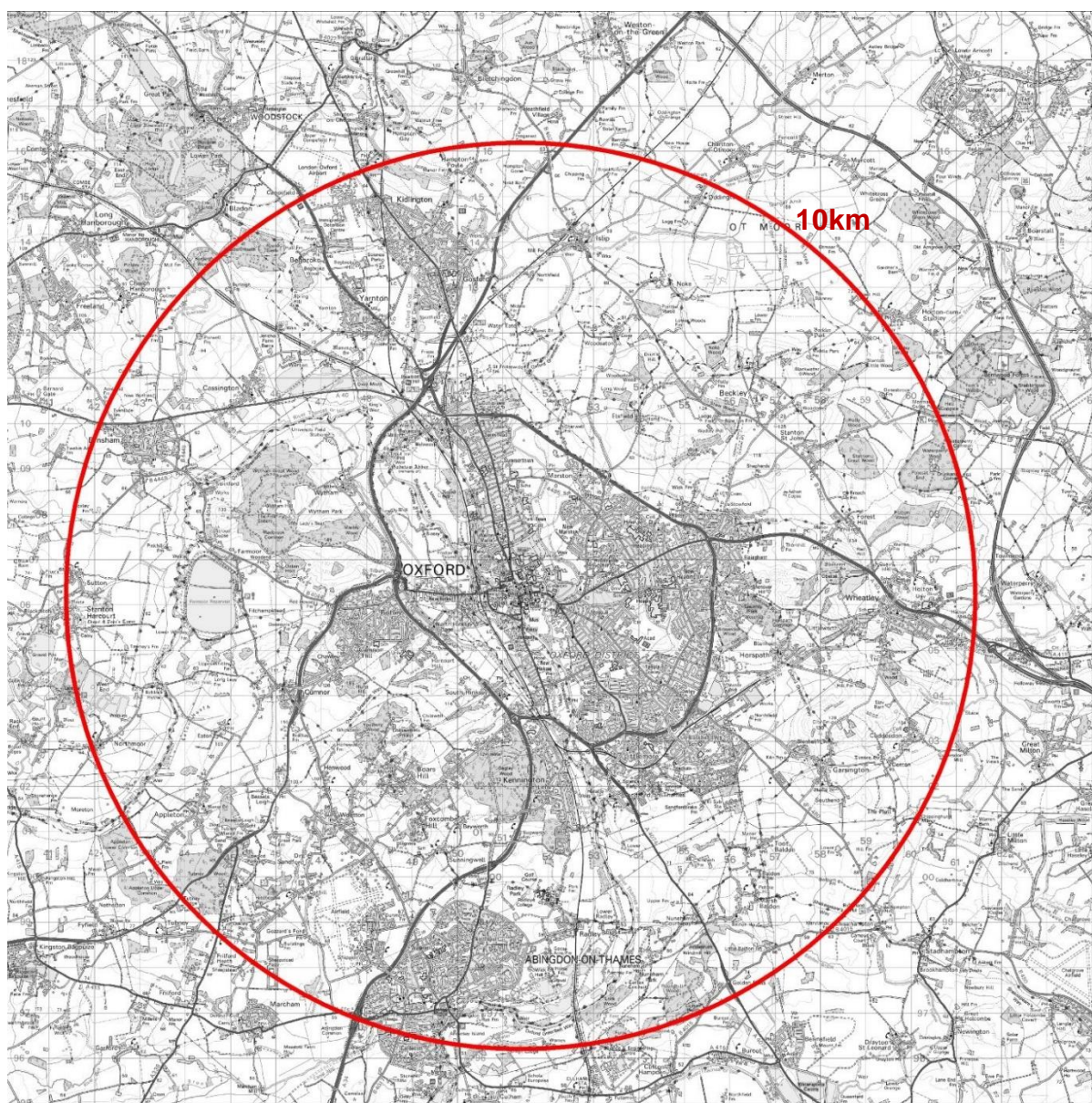
If a service is run commercially during June 2020 (in the case of Condition 2) or June 2022 (in the case of Condition 3) but is then withdrawn before Condition 2 or 3 comes into effect, any subsidised replacement service shall be exempt until 150 calendar days after the relevant “applicable from” date, to allow time for procurement of a minimum of Euro VI vehicles.

Proposed new bus low emission zone



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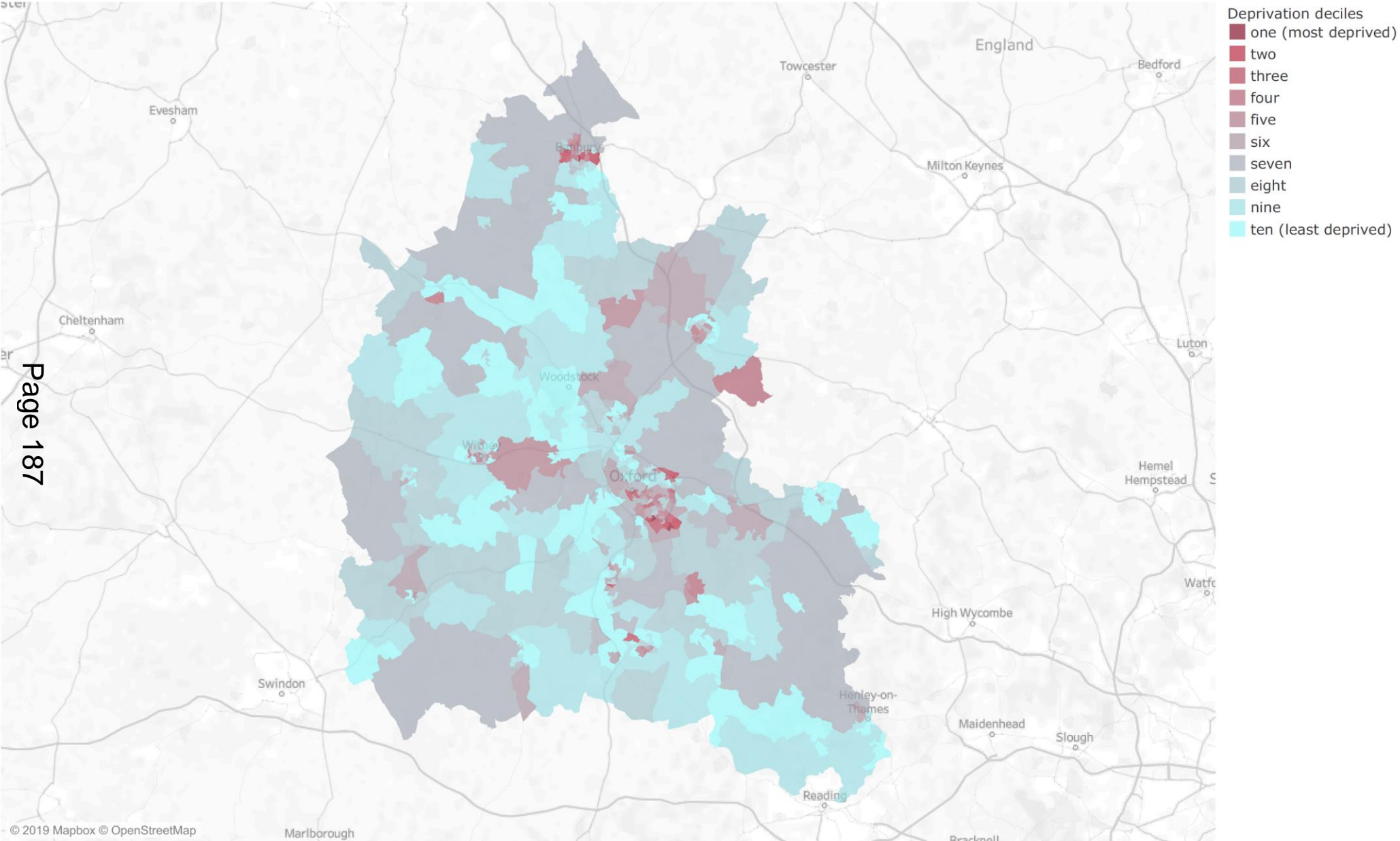
10km radius from Carfax



Phase	Date	Services required to comply with Euro VI standard
1	1 December 2020	All registered local bus services* operating within the streets affected except those which serve stops more than 10km from Carfax
2	1 December 2022	All registered local bus services* operating within the streets affected

*Limited exemptions will apply

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Summary of bus operator responses to informal consultation and officer responses

Comment	Response
<p>Concern that with London and other authorities introducing low emission zones, there could be insufficient capacity for retrofit providers to meet demand in time for the December 2020 deadline</p>	<p>We are not aware of any retrofit capacity issues currently. It is not deemed necessary to write a provision for any such issues into the TRC.</p> <p>Should retrofits be delayed due to circumstances beyond operators' control, the county council would write to the Traffic Commissioner to explain the situation and ensure this is taken into account before an enforcement action is taken against affected operators.</p> <p>Operators will be expected to take all reasonable steps to comply in the shortest possible time.</p>
<p>Retrofits not currently available for certain bus models; if this issue affects routes where buying new vehicles is not economical, routes may have to be withdrawn or cut back if no allowance is made for this.</p>	<p>Again, it is not deemed necessary to make provision for this in the TRC, but should the situation arise where no retrofits are available for certain vehicles and the viability of the services affected is in question the county council will consider this nearer the time and come to a view as to the best way to proceed in consultation with the Traffic Commissioner.</p> <p>In the meantime, the councils will work with operators and retrofit manufacturers to try to ensure suitable retrofits are available, and will continue to seek opportunities to secure government funding to provide financial support for the transition to Euro VI and zero emission buses.</p>
<p>There is a risk that changes may be required to the network to mitigate the costs of compliance – e.g. increased fares or reduced service levels – which could lead to increased car use.</p>	<p>The city and county councils are aware that complying with the latest emissions requirements places means making significant investments, and we acknowledge the investments already made or planned by operators to help ensure Oxfordshire's air is as clean as possible.</p> <p>Oxford City Council has secured a total of £2.3 million from the government's Clean Bus Technology Fund to allow operators to retrofit buses to meet the new standard, and we will continue to look for ways to support financially the transition to Euro VI and zero emission buses.</p>

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Service and Community Impact Assessment (SCIA)

Front Sheet:

Directorate and Service Area:

Communities – Planning & Place – Growth & Place

What is being assessed (e.g. name of policy, procedure, project, service or proposed service change):

Oxford Euro 6 Low Emission Zone for Buses

Responsible owner / senior officer:

Susan Halliwell, Director for Planning & Place

Date of assessment:

May 2019

Summary of judgement:

The proposals will significantly reduce emissions from buses in central Oxford and prevent older, more polluting buses from being used in future. This will be a major health benefit for all those spending time in the city centre, particularly residents.

People suffering from asthma or other respiratory conditions are particularly susceptible to the effects of air pollution and the proposals will therefore be of particular benefit to them.

The proposals are not considered to have any discriminatory effects arising from differences of religion, race, or gender.

The LEZ will increase bus companies' operating costs because newer and less polluting vehicles are more expensive than older more polluting vehicles. This could lead to some bus services being reduced in frequency or withdrawn completely, or increased fares.

If the proposals result in worsened bus services or increased fares, this will have a particularly negative effect on people who are unable to use a car for transport. This includes people with certain disabilities (including older people with disabilities), people below driving age, and people who cannot afford to buy and run a car.

If the proposals result in worsened bus services or increased fares, the most likely services to be affected are less frequent services serving rural areas.

The proposals include a number of features to protect bus services, including:

- Exemption for very low frequency bus services
- Two-stage phasing to allow some Euro V buses to continue to operate on longer distance routes for an additional two years
- Temporary exemption for commercial bus services withdrawn close to the compliance deadline
- Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

These features have been included specifically to minimise or prevent worsening of bus services or increased fares and are considered to mitigate negative impacts to an acceptable level, given the significant wider benefits of the proposals.

Detail of Assessment:

Purpose of assessment:

To support Cabinet paper seeking a decision to implement the scheme

You should also include the following statement to clearly set out the reasons and context for undertaking the assessment:

Section 149 of the Equalities Act 2010 (“the 2010 Act”) imposes a duty on the Council to give due regard to three needs in exercising its functions. This proposal is such a function. The three needs are:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic, and those who do not.

Complying with section 149 may involve treating some people more favourably than others, but only to the extent that that does not amount to conduct which is otherwise unlawful under the new Act.

The need to advance equality of opportunity involves having due regard to the need to:

- remove or minimise disadvantages which are connected to a relevant protected characteristic and which are suffered by persons who share that characteristic,
- take steps to meet the needs of persons who share a relevant protected characteristic and which are different from the needs other people, and
- encourage those who share a relevant characteristic to take part in public life or in any other activity in which participation by such people is disproportionately low.
- take steps to meet the needs of disabled people which are different from the needs of people who are not disabled and include steps to take account of a person’s disabilities.

The need to foster good relations between different groups involves having due regard to the need to tackle prejudice and promote understanding.

These protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief

- sex
- sexual orientation
- marriage and civil partnership

Social Value

Under the Public Services (Social Value Act) 2012 the Council also has an obligation to consider how the procurement of services contracts with a life value of more than £173,934¹¹ might improve the economic, social, and environmental well-being of the area affected by the proposed contract, and how it might act to secure this improvement. However, it is best practice to consider social value for all types of contracts, service delivery decisions and new/updated policies. In this context, 'policy' is a general term that could include a strategy, project or contract.

Context / Background:

As part of the councils' efforts to improve air quality in Oxford to meet policy and member objectives, the county council is working in partnership with Oxford City Council on proposals to introduce a Zero Emission Zone (ZEZ) in the city. One element of the ZEZ is a scheme to reduce bus emissions, which account for a high proportion of transport emissions in Oxford city centre.

Over the next 10 to 15 years the councils aim to make the transition to zero emission buses. In the shorter term, cleaner diesel engine technology in buses offers major air quality benefits. A "Euro VI" Low Emission Zone (LEZ) for buses is therefore proposed, building on the existing "Euro V" LEZ for buses in Oxford.

Proposals:

Please see main Cabinet report

Evidence / Intelligence:

Please see main Cabinet report

Alternatives considered / rejected:

Please see main Cabinet report

¹¹ [EC Procurement Threshold for Services](#)

Impact Assessment:

Identify any potential impacts of the policy or proposed service change on the population as a whole, or on particular groups. It might be helpful to think about the largest impacts or the key parts of the policy or proposed service change first, identifying any risks and actions, before thinking in more detail about particular groups, staff, other Council services, providers etc.

It is worth remembering that 'impact' can mean many things, and can be positive as well as negative. It could for example relate to access to services, the health and wellbeing of individuals or communities, the sustainability of supplier business models, or the training needs of staff.

We assess the impact of decisions on any relevant community, but with particular emphasis on:

- Groups that share the nine protected characteristics
 - age
 - disability
 - gender reassignment
 - pregnancy and maternity
 - race – this includes ethnic or national origins, colour or nationality
 - religion or belief – this includes lack of belief
 - sex
 - sexual orientation
 - marriage and civil partnership
- Rural communities
- Areas of deprivation

We also assess the impact on:

- Staff
- Other council services
- Other providers of council services
- Any other element which is relevant to the policy or proposed service change
- How it might improve the economic, social, and environmental of the area affected by the contract **if** the Public Services (Social Value) Act 2012 applies

For every community or group that you identify a potential impact you should discuss this in detail, using evidence (from data, consultation etc.) where possible to support your judgements. You should then highlight specific risks and any mitigating actions you will take to either lessen the impact, or to address any gaps in understanding you have identified.

If you have not identified an impact on particular groups, staff, other Council services, providers etc. you should indicate this to demonstrate you have considered it.

Impact on Individuals and Communities:

Community / Group being assessed (as per list above – e.g. age, rural communities – do an assessment for each one on the list)

Summarise the specific requirements and/or potential impact on this community / group, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
<p>People with a disability that increases their reliance on public transport may be affected by:</p> <ul style="list-style-type: none"> • Bus fare increases • Reduced bus service frequency • Loss of bus services 	<p>The proposals include a number of features to protect bus services, including:</p> <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Two-stage phasing to allow some Euro V buses to continue to operate on longer distance routes for an additional two years • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles
<p>People below driving age (including children travelling to school) may be affected by:</p> <ul style="list-style-type: none"> • Bus fare increases • Reduced bus service frequency • Loss of bus services 	<p>The proposals include a number of features to protect bus services, including:</p> <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Two-stage phasing to allow some Euro V buses to continue to operate on longer distance routes for an additional two years • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

<p>People living in rural areas – particularly those in one of the groups identified in Tables 1, 3 and 4 may be affected by</p> <ul style="list-style-type: none"> • Bus fare increases • Reduced bus service frequency • Loss of bus services 	<p>The proposals include a number of features to protect bus services, including:</p> <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Two-stage phasing to allow some Euro V buses to continue to operate on longer distance routes for an additional two years • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles
<p>Areas of deprivation may be affected by</p> <ul style="list-style-type: none"> • Bus fare increases • Reduced bus service frequency • Loss of bus services 	<p>The proposals include a number of features to protect bus services, including:</p> <ul style="list-style-type: none"> • Exemption for very low frequency bus services • Two-stage phasing to allow some Euro V buses to continue to operate on longer distance routes for an additional two years • Temporary exemption for commercial bus services withdrawn close to the compliance deadline • Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles

Impact on Staff:

Summarise the specific requirements and/or potential impact on staff, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
No further risks in addition to those highlighted above	

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Impact on other Council services:

Summarise the specific requirements and/or potential impact on other council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
No further risks in addition to those highlighted above	

Impact on providers:

Summarise the specific requirements and/or potential impact on providers of council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

Risks	Mitigations
No further risks in addition to those highlighted above	

Social Value

If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area.

How might the proposal improve the economic well-being of the relevant area?

N/A

How might the proposal improve the environmental well-being of the relevant area?

N/A

Action plan:

Summarise the actions that will be taken as a result of the assessment, including when they will be completed and who will be responsible. It is important that the officer leading on the assessment follows up to make sure the actions are completed, and updates the assessment as appropriate. Any significant risks identified should also be added to the appropriate service or directorate risk register, to ensure they are appropriately managed and reviewed.

Action	By When	Person responsible
Exemption for very low frequency bus services	Applicable throughout life of scheme	Director for Planning & Place and appropriate teams within Planning & Place
Two-stage phasing to allow some Euro V buses to continue to operate on longer distance routes for an additional two years	Applicable until 2022	Director for Planning & Place and appropriate teams within Planning & Place
Temporary exemption for commercial bus services withdrawn close to the compliance deadline	Applicable until 2023	Director for Planning & Place and appropriate teams within Planning & Place
Permission for retrofitted pollution abatement equipment to be used on existing vehicles, rather than purchasing new vehicles	Applicable throughout life of scheme	Director for Planning & Place and appropriate teams within Planning & Place

Monitoring and review:

Try to be as specific as possible about when the assessment will be reviewed and updated, linking to key dates (for example when consultation outcomes will be available, before a Cabinet decision, at a key milestone in implementation)

Person responsible for assessment: Martin Kraftl

Version	Date	Notes (e.g. Initial draft, amended following consultation)
1	22 May 2019	Next review due 1 December 2020

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Division(s):

CABINET – 18 JUNE 2019

CHERWELL DISTRICT COUNCIL AGENCY AGREEMENT – MANAGEMENT OF TEMPORARY SIGNS ON THE HIGHWAY

Report by Director of Community Operations

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to:**
 - (a) **note the progress being made regarding partnership opportunities between Cherwell District Council and Oxfordshire County Council Operational Teams**
 - (b) **to delegate authority to the Director of Law and Governance, in consultation with the Cabinet Member for Environment, and the Strategic Director of Communities to agree appropriate terms of the agreement.**

Executive Summary

2. Officers at Cherwell District Council and Oxfordshire County Council have been jointly exploring opportunities for working more closely together and undertake formal partnership arrangements.
3. Following a joint workshop in December 2018, a programme of initial, low-risk projects was established across several service areas. This is now being progressed with the aim of delivering some tangible benefits for both authorities and customers.
4. One of the initial initiatives identified is temporary signage within Cherwell District Area. This is an area that has caused some local frustration especially relating to the number of illegal signs and is being addressed with an informal joined-up approach at the moment. The proposed Agency Agreement would pass this activity onto Cherwell District Council to manage. It will ensure that any non-approved signage is dealt with locally by one organisation.
5. Another is the formalisation of roundabout and other similar types of highways related sponsorship.

Introduction

6. The driver for this joint programme of work is an ambition to explore the opportunities that are emerging from the joint working arrangements between the Councils. The workshop that took place in December identified a number

of initiatives which all have the potential to create efficiencies and reduce cost, increase partnership working and build on our shared ambitions to provide better services to our customers. These initiatives include:

- Enforcement (development / highway)
 - Highway works activity (signage / vegetation / town centre footpaths / trees)
 - Groundsman activity (Public rights of Way / Parks / Property)
 - DBS checks (single or combined process between councils)
 - Property Utilisation (offices, depots, customer services/information)
 - Waste (opportunities for sharing officer resource)
 - Customer Service (cross-councils ownership, enquiry systems)
7. In addition to the above, the authorities are working together on exploring opportunities for introducing Civil Parking Enforcement. This is being done through a multi-authority working group which Oxfordshire County Council is leading, with a feasibility study currently being commissioned.
8. Oxfordshire County Council already has many agency agreements in place with Oxford City Council, local Town and Parish Councils and District Councils. This proposal is an addition to these and is likely to be followed by others over the coming months/ years.

Scope of Agreement

9. The two authorities already have an existing Agency Agreement which covers grass cutting with a lifetime of 5 years that has been in place since February 2016. The proposal is to extend this agreement to include:
- approval and management of the removal of temporary signs e.g. for housing developers and local events
 - management of the removal of unauthorised signs/banners/posters, currently being undertaken by OCC Highways Maintenance utilising Skanska, (including temporary storage).
 - management of roundabout and other similar highway sponsorship.

Operation & Monitoring

10. This would be a new arrangement for both authorities building on the established grass cutting agency agreement, and as such the success of the arrangement for both authorities will be monitored and kept under review.
11. The income generation from sponsorship will be monitored and managed by the councils. Any surplus income will be used to offset the costs of managing the temporary signs. Any surplus will be shared between authorities.
12. The agreement will require that Oxfordshire County Council policies, specifications and best practice will be adhered to. This will include ensuring required information is uploaded to the county council's asset management systems.

13. The Agency Agreement will detail the escalation process should the need arise through poor performance or other reasons. This will include clauses for termination of the agreement by either party.

Risk Management

14. The risk of including sponsorship within the agency agreement is it may impact on any countywide sponsorship approach. This will be mitigated by each element of delegated functions having a 1-year notice period attached to them in the agreement.

Key Dates

15. It was considered and supported by Cherwell District Council Executive on 3rd June 2019.

Financial and Staff Implications

16. There are no staffing implications. Any additional work will be managed within existing Cherwell District Council resource, but current activity suggests this is minimal.
17. No specific funding is proposed to be provided for this activity as it is currently considered by Cherwell District Council to be self-funding, with income from sponsorship funding the other activity in the agency agreement.
18. It would be operated with open book principles with 50/50 allocation of any surplus income that remains after costs for running the services within the agency agreement have been met.

Equalities Implications

19. None

OWEN JENKINS
(OCC) Director of Community Operations

GRAEME KANE
(CDC) Chief Operating Officer

Background papers:

Contact Officer: Paul Fermer (OCC) Assistant Director of Infrastructure Operations
Ed Potter (CDC) Assistant Director, Environmental Services

May 2019

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Division(s): N/A

CABINET – 18 JUNE 2019

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 16 July 2019	
<ul style="list-style-type: none"> ▪ Delegated Powers - July 2019 To report on a quarterly basis any executive decisions taken under the specific powers and functions delegated under the terms of Part 7.2 (Scheme of Delegation to Officers) of the Council's Constitution – Paragraph 6.3(c)(i). It is not for Scrutiny call-in. 	Cabinet, Leader of the Council 2019/018
<ul style="list-style-type: none"> ▪ Business Management & Monitoring Report - May 2019 To note and seek agreement of the report. 	Cabinet, Deputy Leader of the Council 2019/024
Joint Responsibility: Deputy Leader of the Council and Cabinet Member for Finance.	
<ul style="list-style-type: none"> ▪ Outcomes from the Review of the Innovation and Sustainability Grants To seek approval for reviewed application form, criteria and guidance and the reviewed process for grant funds. 	Cabinet, Adult Social Care & Public Health 2019/056
<ul style="list-style-type: none"> ▪ Family Safeguarding Plus Social Care Model To discuss and consider Children, Education & Families' option and recommendations. 	Cabinet, Children & Family Services 2019/071
<ul style="list-style-type: none"> ▪ Strategy & Plans to Re-Design Oxfordshire's Fostering 'Offer' to become the 'Provider of Choice' To discuss and consider Children, Education & Families' options and recommendations. 	Cabinet, Children & Family Services 2019/064
<ul style="list-style-type: none"> ▪ Re-Commissioning the Young People's Supported Housing Pathway To seek approval to proceed with a co-commissioning approach to the services. 	Cabinet, Children & Family Services 2019/084
<ul style="list-style-type: none"> ▪ SEND Home to School Transport Cabinet Advisory Group To consider the Cabinet Advisory Group recommendations. 	Cabinet, Education & Cultural Services 2019/050

- **Bus Access to Queen Street, Oxford** Cabinet, Environment
 To seek approval to allow up to 30 buses an hour to continue to use Queen Street and therefore agree that in updating the Oxford Transport Strategy as part of developing the Council's new Local Transport & Connectivity Plan (LTP5), the County Council's policy is proposed to be changed so that, subject to the outcome of the LTP update process, it will not be actively pursuing the full pedestrianisation of Queen Street. 2019/070
- **Capital Programme Monitoring Report - May 2019** Cabinet, Finance
 Financial report on capital spending against budget allocations, including any necessary capital programme approvals. 2019/015
- **Treasury Management 2018/19 Outturn** Cabinet, Finance
 To review Treasury Management activity in 2018/19 in accordance with the CIPFA code of practice. 2019/014

Cabinet Member for Education & Cultural Services, 10 July 2019

- **Statutory Notice to Expand and Extend Age Range at Northfield School** Cabinet Member for Education & Cultural Services,
 To seek approval of the statutory notice following Cabinet's approval (18/12/18) for the SEND Sufficiency of Places Strategy, including the rebuilding and expansion of Northfield School. 2019/048
- **Change of Age Range at Valley Road Primary School** Cabinet Member for Education & Cultural Services,
 To seek approval of the change of age range at Valley Road Primary School. 2019/085

Cabinet Member for Environment, 18 July 2019

- **Wallingford: Reading Road - Proposed Waiting Restrictions** Cabinet Member for Environment,
 To seek approval of the proposals. 2019/051
- **Shilton: Hen & Chick Lane - Proposed 40mph Speed Limit and Extension of 30mph Limit** Cabinet Member for Environment,
 To seek approval of the proposal. 2019/068
- **Oxford: Bertie Place - Proposed Access Restrictions** Cabinet Member for Environment,
 To seek approval of the proposals. 2019/043

- **Oxford: North Parade Avenue - Proposed Cycle Parking**

To seek approval of the proposals.

Cabinet Member
for Environment,
2019/080

- **Brize Norton: Carterton Road and Station Road - Proposed Traffic Calming Measures**

To seek approval of the proposed traffic calming measures on Carterton Road and Station Road, Brize Norton.

Cabinet Member
for Environment,
2019/086

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