

Public Document Pack

To: **Members of the Cabinet**

Notice of a Meeting of the Cabinet

Tuesday, 17 March 2020 at 2.00 pm

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



Yvonne Rees
Chief Executive

March 2020

Committee Officer: **Colm Ó Caomhánaigh** Tel: 07393 001096; E-Mail:
colm.oacaomhanaigh@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
Steve Harrod	Cabinet Member for Children & Family Services
Ian Corkin	Cabinet Member for Council Business & Partnerships
Lorraine Lindsay-Gale	Cabinet Member for Education & Cultural Services
Yvonne Constance OBE	Cabinet Member for Environment
David Bartholomew	Cabinet Member for Finance
Liam Walker	Cabinet Member for Highways Delivery & Operations
Mark Gray	Cabinet Member for Local Communities

The Agenda is attached. Decisions taken at the meeting will become effective at the end of the working day on Wednesday 25 March 2020 unless called in by that date for review by the appropriate Scrutiny Committee. Copies of this Notice, Agenda and supporting papers are circulated to all Members of the County Council.

Date of next meeting: 21 April 2020

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 - 14)

To approve the minutes of the meeting held on 25 February 2020 (**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. Armed Forces Support (Pages 15 - 32)

Cabinet Member: Leader

Forward Plan Ref: 2020/004

Contact: Samantha Shepherd, Senior Policy Officer Tel: 07789 088173

Report by Corporate Director for Communities (**CA6**).

Oxfordshire County Council was the first local authority to sign a local Armed Forces Covenant in 2011; committing, alongside our partners to ensuring members of the

Armed Forces community are treated fairly and not disadvantaged in their day-to-day lives. In partnership, we re-signed a refreshed covenant in June 2018 and in 2019, the Council began a programme of work to re-energise the commitments made. This item for Cabinet highlights the main achievements over the period September 2019 to March 2020, including points for a gold award application in the MoD's Employer Recognition Scheme.

The work supports delivery of the Council's 'Thriving Communities' vision; due to the size and nature of our armed forces in Oxfordshire, the work cuts across the themes of thriving communities, people and economy. The approach seeks to improve how the Council works in partnership on armed forces issues, how it delivers services for our armed forces community and how armed forces friendly Oxfordshire County Council is as an employer.

The Cabinet is RECOMMENDED to:

- a) note the development and progress of actions to strengthen the Oxfordshire Armed Forces Covenant commitments; and***
- b) agree the application in pursuit of a gold award in the national Employer Recognition Scheme.***

7. Business Management & Monitoring Report - January 2020 (Pages 33 - 84)

Cabinet Member: Deputy Leader of the Council and Cabinet Member for Finance
Forward Plan Ref: 2019/

Contact: Steven Fairhurst Jones, Corporate Performance & Risk Manager Tel: 07932 318890/ Hannah Doney, Strategic Finance Manager (Assurance & Reporting) Tel: 07584 174654

Report by Corporate Director Customers & Organisational Development and Director of Finance (**CA7**).

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 31 January 2020. A summary of overall performance and description of change is contained within the report. The report contains three annexes:

- Annex A shows our current performance against targets and summarises progress towards overall outcomes set out in our Corporate Plan.
- Annex B sets out the Leadership Risk Register which has been developed as part of the Council's work to strengthen risk and opportunities management
- Annex C sets out the current financial position, providing detailed explanations of significant budget variations and an update on the Medium-Term Financial Plan including the delivery of savings agreed by Council in February 2019

The Cabinet is RECOMMENDED to:

- a) note the contents of this report;***
- b) note the virements set out in Annex C – 2b.***

8. Capital Programme Monitoring Report - January 2020 (Pages 85 - 92)

Cabinet Member: Finance

Forward Plan Ref: 2019/168

Contact: Hannah Doney, Strategic Finance Manager (Assurance & Reporting) Tel: 07584 174654

Report by Director of Finance (**CA8**).

The report is the forth capital programme update and monitoring report for the 2019/20 financial year and focuses on the delivery of the capital programme based on projections at the end of January 2020 and new inclusions within the overall ten-year capital programme.

The Cabinet is RECOMMENDED:

- a) to approve the changes to the programme in Annex 1c;***
- b) to agree to continue to report the Growth Deal at programme level to enable resources to be moved between schemes (as set out in annex 2) but within the overall programme total of £143m.***

9. Oxford Local Cycling & Walking Infrastructure Plan (Pages 93 - 182)

Cabinet Member: Environment

Forward Plan Ref: 2020/023

Contact: Patrick Lingwood, Active & Healthy Travel Officer, Tel: 07741 607835

Report by Infrastructure Strategy & Policy Manager (**CA9**).

The Oxford Local Cycling and Walking Infrastructure Plan (LCWIP) is a detailed 10-year plan which sets out how to improve cycling and walking in Oxford. The plan includes a target to increase cycling in Oxford by 50% by 2031 and the evidence of how this is to be achieved. There are 28 supplementary plans with walking and cycling schemes provisionally costed at £300 million. The LCWIP fits in with and directly supports the Connecting Oxford proposals. The LCWIP will be a subsidiary document of the new Local Transport and Connectivity Plan, currently being developed. The document was submitted to the DfT in December and we now have DfT feedback comments. As well as cycling and walking schemes, the LCWIP includes policies which will impact on Council transport policy and procedures and future scheme design and prioritisation.

The Cabinet is RECOMMENDED to approve the Oxford Local Cycling & Walking Infrastructure Plan (LCWIP), including the Oxford cycle network plan.

10. Digital Infrastructure Strategy (Pages 183 - 232)

Cabinet Member: Council Business & Partnerships

Forward Plan Ref: 2020/001

Contact: Craig Bower, Digital Infrastructure Programme Director Tel: 07711 411744

Report by Corporate Director – Place & Growth (**CA10**).

The council's Better Broadband programme has been instrumental in enabling 97.5% of Oxfordshire residential and business premises to have access to superfast broadband. This has made a significant contribution to the lives of our residents, provided the means for schools to have affordable fast internet access, students to access education content from home, SME's to prosper, and by enabling people to work from home has reduced the volume of traffic on our roads. The fact that 70% of premises enabled with superfast broadband under the programme have upgraded to use the service means that over 100,000 Oxfordshire residents are using a service that would not have been otherwise available, evidences the demand for good digital connectivity.

The rapid growth in internet traffic means that the main technology deployed (Fibre to the Cabinet) under the programme will be sufficient until the middle of this decade, but beyond that, will require extending fibre from the cabinet directly into premises. This technology (Fibre to the Premises) is completely future-proof allowing speeds now of 1Gb/s, and fibre can run at much higher speeds just by changing the connected equipment.

The HMG publication 'Future Telecoms Infrastructure Review' sets out a national ambition for the UK to have 100% coverage of full fibre broadband, and close to 100% coverage of fast mobile coverage.

The county council Digital Infrastructure Strategy & Delivery Plan sets out how our programme can support delivery of this objective in Oxfordshire, and the role of the MoU between the County Council, Oxford City Council, OxLep, and Oxfordshire District Councils.

The Cabinet is RECOMMENDED to approve:

(a) the Digital Infrastructure & Delivery Plan; and

(b) the associated Memorandum of Understanding forming a Digital Infrastructure Partnership between Oxfordshire Local Authorities and OxLEP

11. Oxfordshire Minerals and Waste Local Development Scheme (Pages 233 - 270)

Cabinet Member: Environment

Forward Plan Ref: 2020/024

Contact: Kevin Broughton, Principal Minerals Officer Tel: 07979 704458

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

The County Council must prepare and maintain a Minerals and Waste Development Scheme (MWDS), which sets out the programme for production of the Oxfordshire Minerals and Waste Local Plan. The most recent revision of the Oxfordshire Minerals and Waste Development Scheme was approved in February 2019. The Cabinet is asked to consider a revised programme following delays to the previously advised timetable and ultimately the proposed timetable for adoption of the Minerals and Waste Local Plan. This is needed because the timetable for the preparation of the Minerals and Waste Local Plan Part 2 - Sites Allocation Plan is now out of date. The proposed programme has a revised target for adoption by February 2022 which involves the following key stages: consultation on Preferred Site Options in January - March 2020; publication of the pre-submission Draft Plan in September 2020; and submission to the Planning Inspectorate for independent examination in January 2021.

The Cabinet is RECOMMENDED to approve the Oxfordshire Minerals and Waste Development Scheme (Tenth Revision) 2020 at Annex 1, in order to have effect from 17 March 2020 and to delegate final detailed amendment and editing to the Corporate Director of Place and Growth in consultation with the Cabinet Member for Environment.

12. Oxfordshire Minerals and Waste Statement of Community Involvement (Pages 271 - 312)

Cabinet Member: Environment

Forward Plan Ref: 2020/042

Contact: Charlotte Simms, Senior Policy Officer – Development Management Tel: 07741 607726

Report by Director for Planning & Place (**CA12**).

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 preparing and reviewing the Minerals and Waste Local Plan and making decisions on planning applications for minerals, waste and County Council developments. The Council must comply with its SCI in preparing local plan documents.

The current SCI was adopted by the Council in March 2015. The Town and Country Planning (Local Planning) (England) Regulations 2012(as amended) requires SCI's to be reviewed every 5 years. In view of these Regulations, and the legislative changes that have been made under the Neighbourhood Planning Act 2017, it is now an appropriate and relevant time to update the Statement of Community Involvement to incorporate these changes.

The Cabinet is RECOMMENDED to RECOMMEND to Council to:

- (a) adopt the Oxfordshire Statement of Community Involvement with the amendments as shown in Annex 1; and**
- (b) to delegate to the Corporate Director for Place and Growth the approval of the Oxfordshire Minerals and Waste Statement of Community Involvement at Annex 1, subject to any further minor changes to be**

made in consultation with the Cabinet Member for Environment.

13. Forward Plan and Future Business (Pages 313 - 316)

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, 25 February 2020 commencing at 2.00 pm and finishing at 3.15 pm

Present:

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

Other Members in Attendance: Councillor Sobia Afridi (Agenda 6)
Councillor Liz Brighthouse (Agenda Item 9)
Councillor Glynis Phillips (Agenda Item 7)
Councillor Laura Price (Agenda Item 8)
Councillor Gill Sanders (Agenda Item 9)
Councillor Richard Webber (Agenda Item 9)

Officers:

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

Part of meeting	Name
Item	
6	Rachel Pirie, Lead for Older People Commissioning Markets
9	Karen Kuehne, Strategic Commissioning 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.

12/20 DECLARATIONS OF INTEREST

(Agenda Item. 2)

Councillor Hudspeth declared a non-pecuniary interest in Item 9 Youth Opportunity Fund as a Trustee of the Oxford United Community Trust.

13/20 MINUTES

(Agenda Item. 3)

The Minutes of the Meeting held on 21 January 2020 were approved and signed as a correct record.

14/20 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda Item. 4)

Councillor Nicholas Field-Johnson had given written notice of the following question to Councillor Yvonne Constance:

‘I have been asked by the St. Johns Street Resident Association to put forward their case re: the exclusion zone.

These residents are among the worst and most directly affected by the congestion and poor air quality in Oxford city centre. As such, they welcome serious efforts by the City and County Councils to tackle both problems.

They are however concerned that the following aspects of the current proposals will have a disproportionately disadvantageous effect on their members:

1. The Worcester Street “bus gate” would mean that St John Street Area residents needing to travel west or south by car would have no option but to drive a long way north to join the southbound A34 at the Pear Tree interchange. To give one practical example: the Botley Road Retail Park and our nearest large supermarket are currently just over a mile away; that journey would become seven miles via the proposed detour. Adding 12 miles to the round trip would increase rather than decrease congestion and air pollution.

2. The Marston Ferry Road and South Parks Road “bus gates” would also lengthen our residents’ eastbound routes by forcing them north to join the ring road at Cutteslowe. The journey to the Headington roundabout for the southbound M40 would be about 20% longer, but of greater concern is the doubling of the distance to the hospitals, to which bus travel is not always appropriate

What appropriate help is being given to those residents living inside the exclusion zone?’

Councillor Constance replied:

‘Connecting Oxford could deliver many benefits for residents and businesses including reduced congestion and improved public transport connectivity, better air quality and reduced carbon emissions, and more people participating in active and healthy travel.

It is however fully acknowledged that the proposals, including a further “bus gate” in the city centre and Oxford’s Eastern Arc, will need to be carefully designed and assessed to ensure any adverse impacts are mitigated and those directly affected, whether residents, employers or businesses, also benefit.

Proposals are still at a relatively early stage with more detailed feasibility work and consultation required before any decisions to implement them can be made.

The feasibility work will however consider when the “bus gates” should operate (days of the week and times of day) and whether there should be exemptions and how these would be administered in practice, with the supporting transport improvements required to maintain accessibility and connectivity also being developed.’

And before carrying out any consultation, the above will be informed by engaging directly with those affected including St. Johns Street Residents Association, with details of this to be announced once plans for engagement have been sufficiently developed.

Supplementary question: When will the consultation process start and end?

The intention was that the consultation would take place in late Summer. This was to give time to analyse the findings of the first engagement at the end of 2019 where 300 replies had been received and to work on the business case.

Councillor Field-Johnson had also given written notice of the following question to Councillor Liam Walker:

‘The County Council has some rising bollards installed in the highway at locations in Oxford City, where they are old, time-expired and hence unreliable or broken. This causes considerable nuisance to some businesses and residents. What has been holding up their replacement, and when will they be replaced by new and properly functioning bollards?’

Councillor Walker replied:

‘The rising bollards in Oxford will be replaced and operational by 31 March 2020. We are working with our various suppliers to ensure that the new

ANPR (Automatic Number Plate Recognition) system will be fully tested and operational so that the rising bollards can go back online and provide the road space protection authorised by the Traffic Regulation Orders.'

15/20 PETITIONS AND PUBLIC ADDRESS

(Agenda Item. 5)

The Chairman had agreed the following requests to speak:

Item	Speaker
Item 6 – Becoming a Dementia Friendly Council	Councillor Sobia Afridi – Shadow Cabinet Member for Adult Social Care
Item 7 – Business Management & Monitoring Report	Councillor Glynis Phillips, Shadow Cabinet Member for Finance
Item 8 – Staffing Report	Councillor Laura Price, Opposition Deputy Leader
Item 9 – Youth Opportunity Fund	Councillor Gill Sanders, local councillor for Rose Hill & Littlemore Councillor Liz Brighthouse, local councillor for Churchill & Ley Valley Councillor Richard Webber, local councillor for Sutton Courtenay & Marcham Mrs Atkinson, Trustee Abingdon DAMASCUS Youth Project

16/20 BECOMING A DEMENTIA FRIENDLY COUNCIL

(Agenda Item. 6)

Cabinet considered a report proposing that the council considers working towards becoming a dementia friendly organisation and helping to create and support dementia friendly communities. The report set out the stages recommended by Alzheimer's Society and the Local Government Association that the council needs to complete in order to become more dementia friendly.

Councillor Sobia Afridi, Shadow Cabinet Member for Adult Social Care spoke in support of the proposals, commenting that dementia was an umbrella term covering over 200 types of dementia. From personal experience of a family member Councillor Afridi highlighted the importance of raising awareness particularly in the BAME community as people often lived with the condition for some years before diagnosis. Councillor Afridi welcomed that there were

27 dementia friendly members of staff and queried whether there were any dementia friendly councillors, commenting that this would be helpful.

In response to a question from Councillor Afridi, Councillor Lawrie Stratford, Cabinet Member for Adult Social Care and Public Health explained that in setting out measures of success it would be important to engage with people living with dementia, to identify their needs and to use these as a benchmark for measurement. Councillor Ian Corkin, Cabinet Member for Partnerships and Council Business referred to the ongoing significant redesign of communications that was in part to allow the Council to be more proactive in its messages. He would be happy to discuss with Councillor Afridi ways of improving the reach and content of messaging around this matter.

Councillor Stratford welcomed the proposals and moved the recommendations.

Rachel Pirie, Lead for Older People Commissioning Markets, responding to the comments from Councillor Afridi agreed that it was important to capture measures of success in the action plan and explained that a number of measures already existed such as NHS diagnostic rates and those available through the work of the Health & Wellbeing Board and Health Improvement Board.

Councillor Stratford highlighted that part of the challenge would be identifying people isolated in their own homes who may be unknown to the Council and the Council's partners. The work on awareness was not necessarily big changes– it could be about being patient and ensuring there were safe places in our buildings. He added that Witney was a dementia friendly town and could provide a role model for taking this work forward.

During discussion Cabinet unanimously supported the proposals making the following points:

- Young carers were a hidden group, often going unnoticed. It was important to highlight the plight of carers as well as sufferers from dementia.
- Acceptance of the need for a diagnosis was a challenge with family members often unwilling to recognise that a loved one had a problem.
- People were living longer but the average age to which people were living well rather than in ill health had not changed. This meant people were living with illnesses such as dementia for longer.

RESOLVED: to:

- (a) approve the council working towards becoming a dementia friendly organisation and developing dementia friendly communities; and
- (b) endorse the funding for Dementia Friendly Community Coordinators to develop and deliver a programme for dementia friendly communities.

17/20 BUSINESS MANAGEMENT & MONITORING REPORT - DECEMBER 2019

(Agenda Item. 7)

Cabinet had before them a report that set out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities and that provided an update on the delivery of the Medium-Term Financial Plan, at 31 December 2019.

Councillor Glynis Phillips, Shadow Cabinet Member for Finance highlighted the following areas which had moved from green to amber.:

- Funding secured through planning obligations which requires a minimum of 70% of S106 agreements are completed with 6 months of District Committee resolutions - Councillor Phillips was satisfied with the commentary so, this was not an area of concern for her.
- The amount of household waste which is recycled, composted and reused - Councillor Phillips noted that the commentary referred to the change in behaviour and asked what the change was.
- The level of educational attainment was also of concern (maths was at red) and Councillor Phillips asked for an explanation for this statistic?
- The percentage of completed Education, Health and Care Plans in December was referred to as an anomaly and Councillor Phillips questioned what the anomaly was and sought an explanation for the monthly variations.

Councillor Phillips noted that on page 63 under performance highlights it was acknowledged that the rate of conversion from existing street lights to LED lanterns was not enough to deliver the energy saving financial commitments required and a greater rate of conversion was now being planned. She asked for further information.

Councillor Phillips referred to the red indicator - the 'Number of people delayed leaving hospital awaiting social care' and queried when the promised improvement would be delivered. Linked to this issue Councillor Phillips queried why reablement was the preferred pathway out of hospital for people needing care when the service was performing below contract levels and other more successful areas had found more effective methods to address it.

Councillor Phillips commented on the financial aspects of the report noting that Children's Services continued to be a red indicator with a £2.8m overspend because of an increase in demand for higher cost placements impacting the Corporate Parenting budget this year. She noted the analysis taking place but thought it would be useful to see a Business Case as to whether the Council could provide in-house care for this small number of children with significant and specialised needs.

Finally, Councillor Phillips asked whether information about the Public Health Grant had been received?

Cabinet Members responded to the comments made:

- The changes in behaviour impacting on household waste recycling were explained. Weight was a determining factor and people were using much less paper and plastic and that affected weight. In addition, District Councils were responsible for collecting waste and for example West Oxfordshire was now charging for garden waste. She noted that the County was still a leader in recycling and outlined some of the current initiatives.
- Maths attainment was impacted by the chronic shortage of maths teachers. It was a priority area.
- The reason for the anomaly in the percentage of completed Education, Health and Care Plans was being investigated. The expectation was that the trend would be improving.
- Work continued on delayed transfers of care but there was no quick win and progress would be reported in a subsequent report.
- On the overspend in children's services due to increase in demand for higher cost placements impacting the Corporate Parenting budget the context was that a child with complex needs, including a 2:1 staff ratio and 24-hour care could cost up to £10,500/week. A few such cases could have a huge impact on budgets. Looking at this was high on the Council agenda but there were no easy answers. All aspects were being looked at in the round.
- Information on the Public Health grant was still awaited.

Councillor Judith Heathcoat, Deputy Leader of the Council introduced the performance and risk elements of the report. She highlighted a number of successes including the large numbers of vulnerable adults and children that continued to be supported by a range of activities from electric blanket testing to Junior Friends of Scams (an initiative which aims to prevent people from becoming victims of scams). The Council was not complacent and understood the challenges faced. The report was somewhat retrospective, and she expected that many indicators would be green by the end of the last quarter.

Councillor David Bartholomew, Cabinet Member for Finance introduced the finance elements of the report.

During discussion Councillor Steve Harrod, Shadow Cabinet Member for Children & Family Services acknowledged the negative comments surrounding the CEF overspend but repeated Councillor Bartholomew's comments that there was a full review being carried out on children's placements. Councillor Harrod went on to highlight a number of positives in Children's Services including a reduction in the number of child protection cases and the positive impact likely from the implementation of the Family Safeguarding Plus model.

RESOLVED: to:

- (a) note the contents of this report; and
- (b) note the virements set out in Annex C – 2b.

18/20 STAFFING REPORT - QUARTER 3 - OCTOBER-DECEMBER 2019

(Agenda Item. 8)

Cabinet considered a report that gave a snapshot of the workforce profile including headcount and full-time equivalent comparison, equality, apprenticeships, sickness, turnover and agency spend for the quarter ending 31 December 2019. In addition, the report provided information on the cost of posts being covered by agency staff and a 4-year agency trend analysis.

Councillor Laura Price, Opposition Deputy Leader welcomed the way that the presentation and information provided was evolving.

Councillor Price thanked HR for their sensitive work on the service redesigns taking place. Their efforts were appreciated at a difficult time.

Referring to agency staff Councillor Phillips was pleased to see that the Comensura contract was saving money. There was an ongoing issue around CEF agency spend and she queried whether this was a sustainable solution in the longer term. Councillor Price noted the off contract spend and asked whether future reports could contain greater clarity about the specific posts concerned. Referring to the workforce profile information Councillor Price queried whether it would be possible to see pay analysis by BAME community as well as by gender.

Councillor Judith Heathcoat, Deputy Leader of the Council thanked Councillor Price and understood the request for greater identification of posts but would not put anything in to the public domain that identified individuals.

Councillor Heathcoat introduced the report and in moving the recommendations thanked Karen Edwards and her team for the improved format.

RESOLVED: to note the report.

19/20 YOUTH OPPORTUNITY FUND

(Agenda Item. 9)

The Youth Opportunity Fund was introduced by Cabinet in 2019 to increase opportunities for young people across Oxfordshire. Following the application process, as per the agreed cross-party decision-making process, the cross-party panel reviewed the applications and assessed them against grant criteria.

Cabinet had before them a report that set out the final cross-party panel recommendations for allocation of the Youth Opportunity Fund for decision by Cabinet.

Councillor Gill Sanders, local councillor for Rose Hill & Littlemore, thanked the cross-party panel for their work and for supporting the bid from the Rose Hill Junior Youth Club. The funding to this Group and other successful groups would be put to good use. She sympathised with the unsuccessful bidders and referred to the funding agreed at full Council in February to develop an up to date assessment of need and of the services young people in Oxfordshire want and need; to identify whether these services are currently being delivered and to investigate future service delivery options to meet that need. She hoped that this might be a start to replace those services lost as a result of cuts to local government funding.

Councillor Liz Brighouse, speaking as the Opposition Leader and local councillor for Churchill & Ley Valley thanked all those on the cross-party working panel for sifting through all the 95 applications. The volume of applications was an indication of the need to recognise that youth work in Oxfordshire needed to be funded. Organisations were struggling and the grant funding would make a difference.

Referring to her local project it was recommended for funding. In the past her area had had a full-time youth worker who had supported a number of volunteers in addition to young people on the street. There was a video available of the work done. She hoped that some of that legacy could be picked up again.

In thanking Cabinet for the money, she stressed that it was important to learn from how the money was used, with schemes being well evaluated.

Councillor Richard Webber, local councillor for Sutton Courtenay & Marcham, spoke as someone who had served on other panels and was fully aware of the difficult task they faced and the heavy time commitment. There were 71 unsuccessful bids, almost all doing wonderful work. Many of these groups did not understand why they were falling short. No one had heard why they were unsuccessful. In his area the DAMASCUS Youth Project was unsuccessful, but he was speaking for all those unsuccessful groups. Lack of funding could damage groups' further opportunities to attract funding as they would be unable to demonstrate council support.

Councillor Webber added that the fund seemed to be about innovation with no support for sustainability. He hoped that the Council budget decision referred to by Councillor Sanders would be carried out to understand sustainability issues.

Councillor Webber suggested that Cabinet was being asked to ratify the decisions without all the information in front of them. He also queried why the Fund had taken so long to get underway from the February 2019

decision. The scheme was not opened to bids until 8 October with a relatively narrow window to submit a bid to 22 November.

Councillor Ian Corkin, Cabinet Member for Partnership and Council Business responding commented that he had taken away from this process the sheer scale of volunteering that went on and thanked all involved. He agreed that council endorsement could be important in securing other funding and suggested that councillors could use the Councillor Priority Fund to help in a small way.

Councillor Mark Gray, Cabinet Member for Local Communities, explained that the funding was not available until April 2019 and that it took time to get the scheme in place. Referring to the comments around innovation and sustainability the aim had been to promote innovation and to galvanise the sector.

Mrs Atkinson, Trustee of Abingdon DAMASCUS Youth Project spoke as one of the bids not recommended for funding. The refusal sounded the death knell for the wholly registered charity. She outlined the valuable work undertaken by the Project and the close partnerships formed with agencies responsible for safeguarding children. She urged Cabinet to reconsider how the money was allocated suggesting that each of the bidders could receive a lesser amount enabling all groups to seek further outside funding.

Councillor Gray commented that youth clubs were a strong way to deliver services to young people and may provide the only positive adult experience for some young people. The reason for not splitting the funding further was that it would have made individual bids untenable.

Councillor Gray, in introducing the report and moving the recommendations thanked all involved in the work of the panel. He commented that the criteria had been kept deliberately wide to attract bids from across the County and. The panel had carried out an evaluation against set criteria in a fair way. The successful bids were distributed throughout the County area. Karen Kuehne added her thanks to James Fawcett, from Voice of Oxfordshire's Youth (VOXY). They had very much wanted to involve young people and had been lucky that James had been able to be involved.

RESOLVED: to:

- (a) award a total of £999,800 (details can be found at the Annex to the Minutes); and
- (b) close the Youth Opportunity Fund.

20/20 FORWARD PLAN AND FUTURE BUSINESS

(Agenda Item. 10)

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

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

..... in the Chair

Date of signing

Youth Opportunity Fund Awards

Ref	Organisation	Name of the Project	Location	District	Funds Awarded
1	South Oxford Adventure Playground (SOAP)	Second Step: South Oxford Community Youth Project	Hinksey Park and Carfax ward	City	£16,015.29
2	Rose Hill Junior Youth Club	RH&L Creative Connections	Rose Hill and Littlemore	City	£69,050.00
3	Barton Community Association	Barton Pathways	Barton	City	£58,839.25
4	Wood Farm Youth Centre	Wood Farm Outreach Project	Oxford	City	£35,620.00
5	EMBS Community College Ltd	Take2	East Oxford	City	£70,000.00
6	Blackbird Leys Adventure Playground	Growing Young Leaders	Blackbird Leys	City	£16,740.00
7	Leys Community Development Initiative	Glow-on Leys Youth Opportunities	Blackbird Leys and Northfield Brook	City	£63,500.00
8	Asylum Welcome	Youth Support Programme	Oxford	City	£30,230.00
9	Tackley Youth Café	The YP Café Tackley	Tackley (Woodstock)	West Oxon	£5,500.00
10	Chipping Norton Town Council	Youth Engagement and Empowerment Project (YEPP!)	Chipping Norton	West Oxon	£25,620.00
11	Chipping Norton Town Council	Chipping Norton 12-18s Youth Club	Chipping Norton	West Oxon	£14,200.00
12	Got2B	Got2B Youth Work Witney	Witney	West Oxon	£42,369.94

13	Sunrise Multicultural Project	Youthie	Banbury	Cherwell	£43,839.08
14	Kingsmere Community Centre (KCC)	Active Kingsmere Youth	Kingsmere (Bicester)	Cherwell	£44,416.00
15	The Sweatbox Youth Centre	The Out of the Box Project	Wantage, Grove and surrounding villages	Vale	£54,927.48
16	The Abingdon Bridge (TAB)	The Youth Intervention Programme	Abingdon	Vale	£69,569.00
17	Cholsey Youth Club	Drop-in Sessions and 1:1 Youth Support	Cholsey and surrounding villages	South Oxon	£22,000.00
18	Berry Youth Centre	Beat the Streets!	Berinsfield and surrounding wards	South Oxon	£33,500.00
19	Thame Youth Projects Group	Detached Community Youth Work for Thame and surrounding district	Thame and surrounding district	South Oxon	£35,000.00
20	Didcot TRAIN - Inspiring Young People	Didcot Youth Club	Didcot and its immediate surroundings	South Oxon	£44,048.00
21	Nomad Detached Youth and Community Project	NOMAD Targeted Activity Programme for 11-18 year olds	Henley and surrounding villages	South Oxon	£29,000.00
22	Oxfordshire Youth	Youth Work Apprentices	Across Oxfordshire	Across	£64,058.00
23	Yellow Submarine	BEAM	Across Oxfordshire	Across	£63,207.96
24	KEEN Oxford	Community Buddies	All Oxfordshire, from 'hubs' in Banbury, Oxford, Abingdon,	Across	£48,550.00

			and Witney		
Total					£999,800.000

Division(s): ALL

CABINET – 16 MARCH 2020

ARMED FORCES SUPPORT

Report by Corporate Director for Communities

RECOMMENDATION

1. The Cabinet is RECOMMENDED to:
 - a) note the development and progress of actions to strengthen the Oxfordshire Armed Forces Covenant commitments; and
 - b) agree the application in pursuit of a gold award in the national Employer Recognition Scheme.

Executive Summary

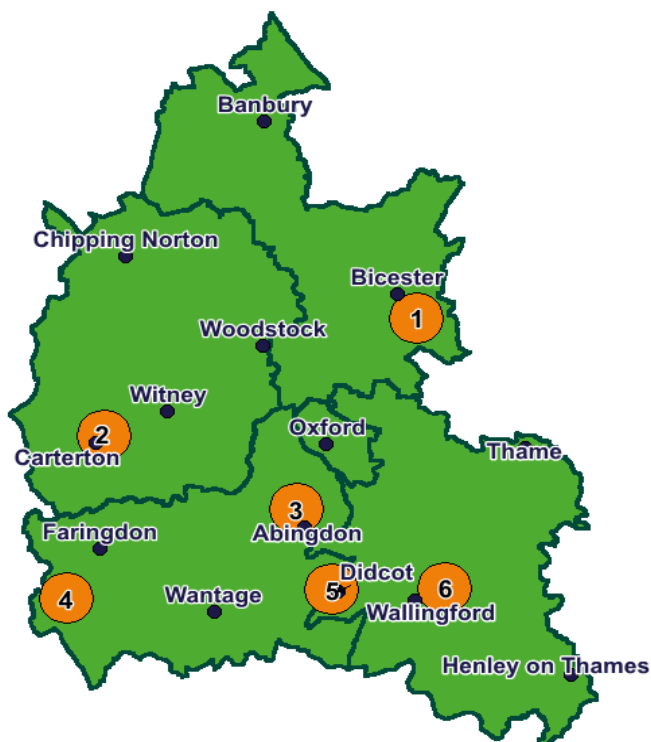
2. Oxfordshire County Council was the first local authority to sign a local Armed Forces Covenant in 2011; committing, alongside our partners to ensuring members of the Armed Forces community are treated fairly and not disadvantaged in their day-to-day lives. In partnership, we re-signed a refreshed covenant in June 2018 and in August of 2019, the Council's senior officers agreed an approach to re-energise our commitment. The work supports delivery of the Council's 'Thriving Communities' vision; due to the size and nature of our armed forces in Oxfordshire, the work cuts across the themes of thriving communities, people and economy.
3. The approach improves how we work in partnership on armed forces issues, service delivery for armed forces families and how armed forces friendly Oxfordshire County Council is as an employer.
4. This report highlights the main achievements over the period September 2019 to March 2020. It contains an Annex (A) with the detail of progress being made against all actions. It also sets out the headlines that we intend to submit in our bid for a gold award in the MoD's Employer Recognition Scheme and includes a letter of endorsement (Annex B) submitted by Col Simon Browne, Deputy Commander of 11th Infantry Brigade (Army Headquarters for the South East).

Background and key issues

Armed Forces in Oxfordshire

5. There are more than 11,000 military personnel and their families alongside contractors in Oxfordshire. Two thirds of these are members from the Royal Air Force (RAF) which has expanded since the growth of RAF Brize Norton (this has become UK's primary RAF station). 21% of the country's RAF personnel are located in Oxfordshire. In March 2018 there were 6,536 residents in Oxfordshire Armed Forces Pension, War pension and Armed forces compensation scheme. We therefore have a significant armed forces community in the county.

Bases in Oxfordshire



- 1) Bicester Garrison
- 2) RAF Brize Norton
- 3) Abingdon Station
- 4) Shrivenham
- 5) Vauxhall Barracks
- 6) RAF Benson

6. The armed forces community is different from the rest of society in that they are often required to move around the country/abroad and often at short notice, making local knowledge, connection and integration more challenging. This also means that service families are often isolated from their support networks; living at a distance from family and friends. The location of service stations mean that military bases are often geographically isolated and even if they are within an urban area, the nature of the security means that there is a physical barrier between the armed forces and civilian communities.

7. The nature of organisational cultures within the armed forces means that service personnel have a strong sense of pride and often do not want to ask for help. This combined with the fact that service families often get many of their services (e.g. medical, housing) provided through the Ministry of Defence, can make providing local services a challenge; particularly in helping people early. Service access is further challenged through a lack of postcode when residing on bases.

Armed Forces Covenant (AFC)

8. Having refreshed our Oxfordshire Armed Forces Covenant in 2018, we aim to deliver on the four aims outlined in the Government's covenant guidelines:
 - Community engagement
 - Community integration
 - Encouraging support
 - Recognition and remembrance

Civilian Military Partnership (CMP)

9. To deliver the commitments in our AFC we work with our partners through the Oxfordshire Civilian Military Partnership (CMP). Oxfordshire County Council (OCC) is a leading and facilitating organisation within the CMP which is currently made up of representatives of the armed forces, county Councillor Military Champions, service charities and senior officers in the Council.

Employer Recognition Scheme (ERS)

10. The Ministry of Defence (MoD), through the Defence Relationship Management (DRM) arm, partners with employers throughout the UK. It runs an Employer Recognition Scheme (ERS) which awards a status of bronze, silver or gold depending upon how armed forces friendly employers are. Oxfordshire County Council has made a commitment to work from silver, towards a gold award in 2020.

Update on progress

Partnership

11. A workshop was held with the CMP on the 12th of September 2019 which began a conversation about bringing the collective strength of partners to identifying and tackling issues within Oxfordshire. The workshop was well attended with 25 representatives, from the armed forces, service charities and Council officers. Action taken in response to the discussions at the CMP have included the following:

- a) **Convening of a Steering Group** from the members of the CMP to oversee development work. Members include;
- Corporate Director of Communities, Simon Furlong (SRO)
 - Military Champion, Cllr Dr Simon Clarke
 - Deputy Lieutenant, Lynda Atkins
 - Chair of SSAFA Oxfordshire (and VAPC representative) Ian Talbot
- b) **Conduct of an Armed Forces Needs Assessment** to give a better understanding of the armed forces profile and lived-experience in the county. Some key messages from this are:
- There is scope to improve the availability of data on the armed forces community which could better inform identification of priorities.
 - The majority of service personnel and their families transition relatively well into civilian life, however those that do require help often have complex, multiple needs. A co-ordinated approach for support services is needed, with targeted support to those with multiple needs.
 - It is extremely difficult to accurately predict unit movements into and out of the county. Timelier communication by Armed Forces on movements to local public services would benefit military families and service providers by enhancing planning and preparation.
 - There is expected to be an increase in the number of Ghurkha and soldiers with Nepalese heritage in the county. Further work is needed to understand the needs of this particular group including translating signposting and information material.
 - Lobbying is needed to ensure unit moves are better communicated to service providers. Lobbying is also needed to increase the transition period for ex-service personnel from one to four years in accessing specialist mental health services. Work is also needed to understand and raise awareness of the impact the MoD's 'Future Accommodation Model'¹ would have in Oxfordshire.
- c) **Expansion and refocus of the CMP.** The CMP needs to expand and refocus to involve all relevant partners in addressing priorities for Oxfordshire. A meeting of the CMP was held on the 2nd of March 2020 with an expanded set of partners. The partners considered messages from the Needs Assessment and worked to identify appropriate actions (including NHS, District Councils, Thames Valley Police). The outputs of this will inform a revised Terms of Reference, membership and work programme for the CMP.

¹ <https://www.gov.uk/government/publications/future-accommodation-model-what-you-need-to-know>

Service delivery

12. Oxfordshire County Council delivers a number of services which influence the experience of service families when navigating the unique circumstances created by service life. This includes for example school admissions and education services. By re-energising our commitment to ensuring those in the armed forces community are not disadvantaged in accessing services, we have:
 - Updated the role description for Armed Forces Member Champions to clarify the representative role Councillors play for our armed forces community.
 - Introduced Armed Forces Service Champions to provide a liaison and promotion role across the Council's services and employees
 - Provided Armed Forces Awareness Training for more than 60 staff and Councillors
 - Consulted on ensuring the needs of service children are prioritised through our school admissions process
 - Producing a guide to assist service families in understanding the school admissions process and where it diverts for service families
 - Uploaded contact information for support services in Oxfordshire on the 'Forces Connect' app, to signpost any member of the armed forces community
 - Planned the introduction of a question in Safe and Well visits to identify whether a person has served, to enable signposting to support services.

Armed Forces Employer Recognition Scheme

13. The Council has held a silver award in the MoD's ERS for its armed forces friendly approach to employment for a number of years. The ambition was set to enhance the Council's commitment and strive for gold. A 'Gold Project Group' with HR, Organisational Development, Communications and Policy representation has overseen this work.
14. The Project Group has drawn in advice from our nominated Regional Employer Engagement Director and from other gold award holders. It has been clear that advocacy and promotion of armed forces employment will be a key part of the assessment of our application. All activity in pursuit of gold has been logged to create the evidence base and we have sought endorsement of our application from the Lord Lieutenant and local senior military figures. The first endorsement letter received is included in Annex B, from Col Simon Browne, Deputy Commander of 11th Infantry Brigade (Army HQ in the South east); more letters of its kind are anticipated.
15. An application for a gold award requires basic criteria to be met (such as having paid leave for reservists); Oxfordshire County Council meets all basic criteria, but our application will be judged on the extent to which our support and advocacy for the armed forces is 'above and beyond'.

16. Cabinet are asked to **AGREE** the following points for inclusion in our gold application:

Section 1: Examples of how Oxfordshire County Council (OCC) supports Defence and the Armed Forces community and advocates for others to do the same (500 word limit).

- a) HR policies support staff across the armed forces community. Our 'Armed Forces Employment Offer' includes paid leave and support for reservist deployments, guaranteed interview scheme for leavers and veterans (that meet essential criteria), work experience for service leavers, paid leave for Cadet Force Adult Volunteers and flexible working for military spouses. With the addition of the AFC logo, we promote this through our Manager network, intranet, staff magazine, external website, recruitment portal, through the Career Transition Partnership and Forces Families Jobs.
- b) A network of 14 staff are armed forces 'buddies'. They offer support and advice to veterans, service leavers, spouses and/or the children of service personnel to assist with integration into the civilian workforce. We also have 'Wellbeing Champions' who are trained to offer peer to peer support for staff in the armed forces.
- c) Make exceptions for service spouses to repay Discretionary Maternity Pay when a return to work is prevented by a service posting.
- d) Offer work experience placements to service leavers in the transition process.
- e) Trained 61 staff, champions and Councillors from OCC, the NHS, district and third-sector partners in Armed Forces Awareness (delivered by Forces Connect South East).
- f) Promote the AFC and ERS through our 4,500 strong supply chain. We have written to all suppliers to encourage them to sign up to the AFC. We use a statement of AFC support and promotion of ERS on our website, use of case studies and through encouragement in our tender documentation.
- g) Promote the benefits of being a reservist through armed forces 'Lunch and Learn' events. RAF and Army reserve units outline opportunities and OCC armed forces staff give examples of skills they have gained. First event attended by 16 staff. Reserve units stated: *'I would be very happy with my employer's support if I lived in Oxford and worked for the County Council'*. Events are scheduled for more OCC locations and will be annual.
- h) Promoted the AFC through all our partner networks, towns and parishes, schools, our Local Enterprise Partnership and local 'Peace Groups and through a media campaign, both internal and external.
- i) Elected Military Champions are attached to each of our six military stations. They have a new role description which includes the responsibility to: 'raise the profile and needs of the Armed Forces community and 'Champion the Oxfordshire AFC and ERS and encourage organisations to sign up and support these'.

Section 2: Additional information (250 word limit).

- a) 10 years promotion of Armed Forces and Reserves Day through an annual flag raising event. Reservists, local dignitaries and senior military officers attend. The parade is conducted by 3 Regiment Royal Logistics Core (based at Dalton Barracks, Abingdon) which draws in more than 100 members of the public.
- b) Partnered with Headteachers to hold a first Service Children's Conference in September 2019, where 150 students and 50 Heads and Governors focused on how to improve support for service children. Included promotion of support for employees from the armed forces community. Now an annual event and has resulted in grant bids for schools Covenant projects (e.g. a dedicated space and military-inspired learning programmes).
- c) Brokering opportunities for schools to get support with STEM subjects from defence suppliers (e.g. funding, use of the conference facilities and careers day in national science week).
- d) Responded to the identified need from armed forces families and Federations to prioritise service children in the school admission process and produced a guide for service families to navigate the process.
- e) Signpost to 70 Oxfordshire-based services which support the armed forces community through the free app 'Forces Connect'.
- f) Completed a comprehensive Armed Forces Needs Assessment to identify local need around housing, health, education, employment and welfare. Re-focused and expanded the Civilian Military Partnership to respond to need.
- g) Created a high-impact campaign for the armistice centenary. With the Woodland Trust we distributed 300+ tree saplings and commemorative plaques to towns and parishes. Held a beacon lighting event and had 1000 primary children involved in an aerial photograph of a giant poppy

Next steps

- 17. The timeline for submission of the gold application and anticipated assessments and results are as follows.
 - i. Gold nomination deadline- 25th of March 2020.
 - ii. Initial desk- shift in the week commencing 4th May 2020. This will be a competitive process, with applications benchmarked against one another.
 - iii. One star board (a week later) meets to make initial make judgements.
 - iv. Two star board (two weeks later) meets for a final review and decision.
- 18. The outcome of the application process is anticipated in August 2020.

Implications

19. **Equality, Diversity and Inclusion.** The Armed Forces Covenant work is a strand of equality, diversity and inclusion. There are no legislative requirements or duties related to the armed forces; it is a voluntary commitment to ensure the community is not disadvantaged because of the nature of service life.
20. **Resources.** The activity highlighted in this report has been delivered within the existing policy budgets and with existing staff resource. If in future, the pace or scale of activity is increased significantly, additional budget may be required and the pressure identified as part of the Service and Resource Planning process.

Supporting documents

ANNEX A: Armed Forces Covenant Development Programme Plan
ANNEX B: Letter of endorsement from 11th Infantry Brigade

SIMON FURLONG
Corporate Director for Communities

Contact Officer: Sam Shepherd, Senior Policy Officer
March 2020

Armed Forces Covenant Development Programme 2019/20					
v10 (12/02/20)					
Ref No	Task/Activity	Owner	Due date	Status	Notes
Section A- Civilian Military Partnership Development					
1	Hold a workshop with CMP Partners to explore covenant/CMP priorities and future delivery	Sam Shepherd	12/09/2019	Completed	
2	Convene a CMP Steering group to oversee detailed work on behalf of the partnership	Sam Shepherd	16/10/2019	Completed	
3	Develop Terms of Reference for Covenant Steering Group	Sam Shepherd	21/11/2019	Completed	Agreed 21st Nov 2019
4	Conduct an Armed Forces needs assessment	Covenant Steering Group	31/01/2020	Completed	Needs assessment identified priorities for the CMP to agree.
5	Hold a workshop with expanded group of CMP Partners to agree and take forward CMP priorities	Sam Shepherd	02/03/2020	In progress	March 2nd CMP date booked
Section B- Service Delivery Improvement					
6	Identify Armed Forces Service Champions	CEDR	30/09/2019	In progress	
7	Conduct a detailed assessment of tasks and requirements which OCC has as a result of the Covenant	Sam Shepherd	01/10/2019	Completed	Outcomes being fed into Going for Gold Project Group
8	Agenda an item at Oxfordshire Leaders to discuss county-wide AF Champion engagement	Sam Shepherd/ Ian Hudspeth	TBC		To follow from CMP meeting
9	Establish a county-wide AF lead Officers network, including regular meetings with Welfare officers and transition leads	Sam Shepherd	TBC		To follow from CMP meeting
10	Annual Civilian Military Partnership event for all AF champions, leaders and officers for Oxfordshire	Sam Shepherd	TBC		To follow from CMP meeting
11	Incorporate AF questions into carers assessments and customer service contacts ('have you served?') to identify AF carers and additional support customers could access	Mark Peet	01/12/2019	In progress	Questions included in Safe and Well visits. Package being developed to signpost by customer services
12	Senior Managers training on AFC and AF in Oxfordshire: - ELT (9th Oct) - Senior Managers Conference	Sam Shepherd	01/12/2019	Completed	ELT Session on 9th of Oct began awareness raising, further ELT event being planned. Future Senior Management Forum on Inclusion will include a strand on the armed forces.

Armed Forces Covenant Development Programme 2019/20					
v10 (12/02/20)					
Ref No	Task/Activity	Owner	Due date	Status	Notes
13	AFC training packages developed and delivered to: a)All staff as part of induction (brief training) b)Staff in key areas- school admissions, schools with high % of service children, adult social care and adoption teams c)Front-line staff (in-depth training)	Sam Shepherd/Mark Peet/ Karen Hopwood	01/11/2019	Completed	Training event for staff, Cllrs and partner organisations being delivered by Forces Connect SE on the 11th of Nov 2019. Training packages have been given to OCC for delivery in future. Further awareness training will be given to staff and Managers- this is being embedded into the induction process.
14	Deliver an annual Armed Forces Day, Flag Raising Event	Sam Shepherd	01/06/2020	In progress	CMP's Recognise and Remember group working through detail and ensuring lessons from debrief of 2019 Flag Raising are picked up
15	Deliver event(s) to mark VE day anniversary in 2020	Sam Shepherd	01/05/2020	In progress	CMP's Recognise and Remember group working through detail. Event programme will follow the national one set by the Pageant Master. Draft plans include a church service at Christchurch Cathedral on the 10th of May with a theme of International Peace.
16	Support the Oxfordshire Veterans Forum by: -Hosting and inviting public sector colleagues to a meeting to assist the planning of the Veterans Forum Annual Meeting -Attending and encouraging attendance of the Veterans Forum Annual Meeting	Sam Shepherd	01/09/2019	Completed	Veterans Forum 2020- Planning meeting took place at the end of January 2020.
17	Produce a guide and promote information for service families on where the school admissions process diverts for armed forces applications	Neil Darlington	01/03/2020	In progress	In progress
18	Include a proposal for preferential treatment of service children in the school admissions code through the annual consultation on the code	Chris Hilliard/ Neil Darlington	31/03/2020	Completed	Consultation closed on 31st January 2020
19	Hold a Service Children's Conference for children and Heads/Governors	Chris Hilliard/Kim James/ Head Teacher at RAF Benson	11/10/2019	Completed	First Service Children's Conference for children held 27/9/19. First heads/Governors Conference held on the 11/10/19. 2020 venue and date being sought.

Armed Forces Covenant Development Programme 2019/20					
v10 (12/02/20)					
Ref No	Task/Activity	Owner	Due date	Status	Notes
20	Develop a bid to the Covenant Fund for a Commando Joes, military-inspired programme in Carterton and surrounding schools to help increase understanding and awareness of armed forces principles and assist with school improvement	Kim James	02/12/2019	Completed	Bid submitted by Carterton College- with support from school partners and OCC. Statement of support added from AFC Lead Officer and Military Champion.
21	Upload Oxfordshire information on the Forces Connect app to enable members of the armed forces to access information on support in one place	Sam Shepherd	30/11/2019	Completed	Information uploaded- local testing throughout December and 'launch' planned for January
Section C: Going for Gold					
22	Enquiry to staff and Councillors to identify AF reservists, adult volunteers, spouses, ex-spouses and veterans in the OCC staff community	Karen Hopwood	19/11/2019	Completed	Ideas Xchange conducted with with armed-forces staff
23	Establish an OCC AFC network (inc events, communications etc as determined necessary by the network)	Karen Hopwood	19/11/2019	Completed	Ideas Xchange generated a number of actions which are all underway
24	Identify and promote case studies of existing staff who are reservists or veterans and how the council has supported them (through a staff volunteering survey and subsequent work with reservist/veterans)	Karen Hopwood/Sam Shepherd	30/11/2019	Completed	Three stories captured and more being worked on for internal communications- have been in the internal newsletter (the Buzz) in October and December. Articles planned for Dec and Jan.
25	Enhance HR policies and initiatives to better support AFC: <ul style="list-style-type: none"> •Health and Wellbeing policy •Volunteering policy •Positive recruitment for AF- promoting recruitment opportunities (inc apprenticeships and work experience) •Guaranteed interview scheme (as exists at Cherwell District Council) •Develop a separate policy for special leave for reservists, for CFAVs (Cadet Forces Volunteers) and spouses •Promote new policies 	Karen Hopwood and Amy Trarieux	01/12/2019	Completed	Armed Forces Employment Offer is complete and has had feedback from staff (from Ideas Xchange and Lunch and Learn session, including from reserve units)
26	Develop a relationship with the Career Transition Partnership to offer OCC as an AF friendly employer	Natasha Meadows	01/12/2019	Completed	Contact made with the CTP and with Aspire who have an ex-military pathway.

Armed Forces Covenant Development Programme 2019/20					
v10 (12/02/20)					
Ref No	Task/Activity	Owner	Due date	Status	Notes
27	Promote OCC as an AF friendly organisation: •Advertise OCC as an Armed Forces friendly organisation- Amend recruitment pages/process to demonstrate OCC support for reservists and ex-services personnel •Advertise jobs on Forces Families Jobs •Provide employment opportunities direct to AF community	Natasha Meadows	01/12/2019	In progress	Work being undertaken to determine how to ensure appropriate jobs are advertised (without a manual screening process taking place)
28	Host a Reserve recruiting event in partnership with a local Reserve Unit/local services (through a lunch and learn event)	Sam Shepherd	31/01/2020	Completed	Contact made with Employer Engagement Director on Units to attend a 'lunch and learn' event for staff on the armed forces. Date planned for 23rd January 2020. More dates planned.
29	Promote work experience opportunities within OCC for service-leavers	HR	31/01/2020	In progress	OCC placements are already available. Case studies being written to illustrate this work and promote through our armed forces employment offer.
30	Present and promote the benefits of armed forces employment (with partners in the LEP)	Simon Furlong	31/12/2019	In progress	Initial meeting with LEP CEO held. Meetings with Diamond Light Source planned.
31	Refresh the intranet and website content to promote OCC as an Armed Forces Friendly Employer	Sam Shepherd	31/12/2019	Completed	Ongoing work to update and refresh as more information and updates become available

Armed Forces Covenant Development Programme 2019/20					
v10 (12/02/20)					
Ref No	Task/Activity	Owner	Due date	Status	Notes
32	Undertake the following actions to advocate being an armed forces friendly employer through the OCC supplier-base: <ul style="list-style-type: none"> • Include a statement in our tender documents that the council is an armed forces friendly employer and that we encourage/support suppliers to do the same (including a link to where to find additional information). • Disseminate information to suppliers on the benefits of being an armed forces friendly employer (telling the positive human story) • Include a post on our procurement portal alerting all supplier categories of opportunities to be an armed forces friendly employer (through the Defence Relationship Management arm of the MoD) 	Wayne Welsby	31/01/2019	Completed	Will in future; consider promoting armed forces employment through 'meet the buyer' events.
Staff support ideas (from Staff Ideas Xchange held on 19th Nov 2019)					
33	Investigate options for advertising posts on AF career websites (CTP, officer association). Attend AF career fairs and family days	HR – Natasha Meadows		Completed	Being progressed as part of gold action plan
34	Include information and examples in recruitment guidance and training	HR – Natasha Meadows and Sarah Sutton		In progress	Informed by Employment Offer and Case Studies
35	Contact AF Career Transition services to offer OCC support	Sam Shepherd, Natasha Meadows, Karen Hopwood		Completed	Being progressed as part of gold action plan
36	Include information in application packs on possible career pathways for successful candidate	HR – HRBPs, Natasha Meadows,		Completed	Career pathways being developed as part of transformation for all staff.
37	Investigate advanced apprenticeship opportunities with services	Karen Hopwood and Service		Completed	Career pathways being developed as part of transformation for all staff.
38	Incorporate into Recruitment guidelines and procedures	Natasha Meadows		Completed	

Armed Forces Covenant Development Programme 2019/20					
v10 (12/02/20)					
Ref No	Task/Activity	Owner	Due date	Status	Notes
39	Develop list of veterans and spouses willing to be a buddy to new starters with an AF background.	Karen Hopwood		Completed	14 buddies volunteered- buddies will be paired according to background (i.e. veteran/spouse etc)
40	Promote list of buddies as part of induction guidance	Karen Hopwood		Completed	
41	Incorporate examples and scenarios into bitesize development sessions that cover policy application -eg manager induction, flexible working and agile policies, managing induction, Repayment of additional MAT pay, training costs	HRBPs, HR Advisors, OD Consultants.		Completed	
42	Develop a communication plan – stories and volunteers willing to tell their stories	Internal Comms - Lisa Bergin.		Completed	Being progressed as part of gold action plan
43	Networking meeting support- OD to support with advice if required	Ideas X-Change attendees		Completed	Staff to lead based upon need
44	Ensure access and time is given to champions with senior managers to raise awareness and discuss ideas for support	Sam Shepherd		In progress	In progress- role description drafted and awaiting final nominations
45	Develop an AF Yammer page	Ideas X-Change attendees		Completed	Staff to lead based upon need- support has been offered
46	Develop and promote an intranet / internet page signposting to all pages offering advice for veterans and families – no new info is required but needs to be in one place	Sam Shepherd and Communications		Completed	
47	Promote the counselling service offered by PAM re: PTSD	Paul Lundy		Completed	
48	Clarify that the counsellors at PAM understand military language	Paul Lundy		Completed	
49	Investigate whether any MH Champions have an AF background and would be willing to be point of contact for veterans and spouses	Vanessa Poole		Completed	
50	Link with SOLACE and large employers in Oxfordshire	Sam Shepherd		In progress	Meeting with Dimond Light Source established to discuss mutual support. Link with SOLACE to be

Armed Forces Covenant Development Programme 2019/20					
v10 (12/02/20)					
Ref No	Task/Activity	Owner	Due date	Status	Notes
51	Start with our top 10 suppliers; actively work with them to promote the AF	Wayne Welsby		Completed	All supplier received a letter to encourage them to sign the Covenant
Section D: Communications					
54	Develop a Communications Plan to accompany Armed Forces Covenant development work	Sam Shepherd/ Lisa Bergin	01/10/2019	Completed	Comms Plan drafted, developed and agreed with Communications. Focus particularly on internal comms and is linked to Inclusion work/Comms. Communications Plan will evolve and be amended as programme progresses.

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17 February 2020

OXFORDSHIRE COUNTY COUNCIL APPLICATION FOR ERS GOLD

As Deputy Commander of 11 Infantry Brigade, I work extensively with Local Authorities, businesses and third sector organisations, encouraging them in their support of the Armed Forces in the South East. I have worked in partnership with Oxfordshire County Council for nearly 3 years and have always found them to be not only particularly supportive but also highly motivated to improve the way in which they implement the Armed Forces Covenant in the county. They were the first County Council to sign an Armed Forces Covenant back in 2011, but the main purpose of this letter is to emphasise their recent work and efforts not to rest on the laurels of this fact. The main purpose of this letter is to bring attention to and endorse the work I have seen recently being conducted by the Council, particularly in their policies related to the employment of armed forces personnel, their families and volunteers.

I jointly Chair the Oxfordshire Civilian Military Partnership so I gain true, and total insight of Oxfordshire County Council understanding of all the issues which arise from the Armed Forces Covenant and how they interact with the service community as a very large employer. Their level of understanding of the experience of service personnel and their families, of which there are a large number in their county is exemplary, and from my perspective crucially built on empathy, not sympathy. As an employer, and crucial to the ERS, the Council has clearly demonstrated its forces-friendly credentials through offering a guaranteed interview scheme for service leavers and veterans. They also offer work placements for those in transition, paid leave for reservists and CFAVs. An excellent example of their truly innovative approach which is beyond the 'norm' is they demonstrate their commitment to armed forces employment through having an armed forces buddy system, promoting reservist opportunities and identification of the needs and skills of service spouses. The latter an area I am particularly keen our partners focus on. Not many do. Their Armed Forces Employment Offer makes it clear to anyone from an armed forces background, just how strong the commitment the Council makes to them is. Consequently, I would, in many ways hold them up as exemplar Public Sector Armed Forces employers in our area.

I have also been impressed with the wider activity Oxfordshire Council have undertaken to encourage others to sign the Covenant and crucially explore signing up to the Employer recognition Scheme, making them serious advocates of the scheme. They have promoted it amongst schools, with Peace Groups, with local employers of different sizes and partners across the public sector.

I would, therefore, wish to offer very public support and endorsement of the Oxfordshire County Council bid for an ERS gold award. As an organisation they are truly motivated to really go above and beyond in support the Armed Forces, and to advocate the benefit which can be gained from employing people from every part of the wider military community.

Colonel S J R BROWNE OBE

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Division(s): All

Cabinet – 17 MARCH 2020

BUSINESS MANAGEMENT & MONITORING REPORT

January 2020

**Report by Corporate Director for Customers and Organisational Development
and Director of Finance**

RECOMMENDATION

1. The Cabinet is **RECOMMENDED** to:
 - (a) note the contents of this report;
 - (b) note the virements set out in Annex C – 2b.

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 January 2020.

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 from 1–31 January 2020.
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 three 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 report summarises performance, risk and finance. This reflects the Council's commitment to transparency and improved performance management. Further information is provided in three annexes:
 - a. Annex A: performance
 - b. Annex B: risk
 - c. Annex C: finance
7. This report also helps to demonstrate some of the ways in which the Council is taking climate action for a thriving Oxfordshire. In April 2019, councillors unanimously agreed to take greater action on carbon emissions, including calling on the Leader to set an ambitious target to become carbon neutral by 2030 for our own estate and activities. As reported to Council in November 2019, we have committed to that target and to taking action across all our main areas of influence: our schools, our supply chain, our policy-making and our partnerships. This report shows progress towards our ambitions to reduce carbon emissions, improve transport networks and support healthy communities as part of our commitment to tackle climate change.

Progress towards delivery of Oxfordshire County Council's Corporate Plan

8. Oxfordshire County Council's vision for Oxfordshire has six 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.
9. 48 performance indicators show the extent to which the outcomes are being achieved – see Annex A. In turn, measures and targets show progress towards the indicators. Collectively, this arrangement of ambitions, and ways of measuring progress towards our ambitions, is called the Outcomes Framework.
10. The Outcomes Framework enables us to regularly assess and report on progress towards our ambitions. Every month, most outcomes and indicators are given a Red, Amber or Green (RAG) rating, signifying whether or not progress is on track. In deciding RAG ratings we consider data on current performance and an assessment of progress.
11. The exceptions are a small number of indicators and outcomes for which a performance target is not appropriate, but which are included in the Outcomes Framework because they help us to provide updates on activity in these important areas. These outcomes and indicators are not given a RAG rating but are shaded grey, and the measures which support them are marked as "no target set".
12. Each month we use snapshot tables (below) to indicate the main areas of change since the previous report. In this report there are two significant changes to highlight:
 - a. The indicator "Funding secured through planning obligations" has been assessed as Green, having been assessed as Amber for the first time in December's report. For both measures supporting this indicator, rates of performance in January were above targets.

- b. The indicator “Timeliness of producing Education and Health Care Plans” has been assessed as Red this month, having been Amber in last month’s report. 43% of plans have been produced within 20 weeks in the financial year. Performance in both of the last two months has dropped and returned the measure to a red rating (it was last red in September). The service is facing high demand, with a third more requests in 2019 than the previous year and is embedding a new structure. A performance recovery plan is in place and is reporting to the Directorate Leadership Team. Further commentary can be found in Annex A of this report.
13. The information below provides a snapshot of progress towards Corporate Plan outcomes in January 2020, including some of our performance highlights. A full account of progress towards our Corporate Plan priorities is at Annex A.



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

Performance highlights

- 91% of social care providers in Oxfordshire are rated Good or Outstanding by the Care Quality Commission. This remains higher than the national rate of 84%.

PERFORMANCE SUMMARY			
OUTCOMES	INDICATORS	RAG	Change since last month
Residents feel engaged with the County Council	Number and value of opportunities for public engagement	Amber	No change
	Rates of customer satisfaction	Amber	No change
Our services improve and deliver value for money	Value for money through effective use of resources	Amber	No change
	Improvement following external inspection/audit	Green	No change
The use of our assets is maximised	Progress with One Public Estate Programme	Green	No change



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

Performance highlights

- To date, Oxfordshire Fire and Rescue Service has rescued 361 people from non-fire incidents. These include people trapped in cars at road traffic collisions, and people either locked in or out of a building. This is more than double our expected rate.

- By the end of January 87% of the £1.89m Councillor Priority Fund had been allocated. The Fund supports community groups, town and parish councils and direct provision of services, as selected by each county councillor in support of local priorities. Applications continue to be processed until the fund closes at the end of 2019/20.
- The Councillor Priority Fund has contributed towards a wide variety of local initiatives including: 68 minor highways projects (road signs, line painting or traffic calming measures for example), 85 health and wellbeing projects (defibrillators, outdoor gym or playground equipment, sport and leisure facilitates/classes) and 45 community events.

PERFORMANCE SUMMARY			
OUTCOMES	INDICATORS	RAG	Change since last month
People are helped to live safe and healthy lives	Number of people helped to live "safe and well"	Green	No change
	Emergency response times	Green	No change
	Prevalence of healthy lifestyles	Green	No change
	Numbers of people receiving support for drug and alcohol dependency	Green	No change
	Proportion of people walking & cycling	Amber	No change
People play an active part in their communities	Rates of volunteering	n/a	No change
	Prevalence of services provided by communities	n/a	No change



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

Performance highlights

- Our work to secure funding and positive outcomes for residents through s.106 agreements with developers has strengthened during January.
- On 21 January 2020 Councillors agreed to proceed with the Connecting Oxford transport proposals in partnership with Oxford City Council. The goal of Connecting Oxford is to make real improvements to journey times for commuters, other travellers and quality of life for residents and visitors, including improved air quality, by reducing the number of cars travelling into and around the city and encouraging more people to travel by public transport, walking and cycling. Proposals will also significantly reduce carbon emissions from transport, which accounts for 17% of annual greenhouse gas emissions in Oxford.

Areas for improvement

- Household waste performance is being addressed via a new waste partnership with the District and City councils, which will focus on driving up recycling rates.

PERFORMANCE SUMMARY			
OUTCOMES	INDICATORS	RAG	Change since last month
Our quality of life in Oxfordshire is enhanced	Condition of highways	Green	No change
	Funding secured through planning obligations	Green	Was Amber
	Levels of public transport use	Green	No change

PERFORMANCE SUMMARY			
OUTCOMES	INDICATORS	RAG	Change since last month
	Rates of access to cultural services	Green	No change
Our local environment is protected	Percentage of planning decisions on time	Amber	No change
	Levels of carbon emissions	Green	No change
	Levels of energy use	Amber	No change
	Air quality	Amber	No change
	Proportion of household waste re-used, recycled or composted	Amber	No change



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

Performance highlights

- Key Stage 4 and Key Stage 5 education data was published by the Department for Education in early February. GCSE performance in Oxfordshire remains in line or above the national averages in all key performance measures. Oxfordshire pupils made significantly more progress than other pupils nationally
- Early help services continue to meet the needs of families and to remove the need for escalation to social care. The reduction in child protection cases seen last year (a 15% drop in Oxfordshire compared to a 4% drop nationally) is continuing. All child protection work is allocated to appropriately qualified and experienced staff and there are no unallocated child protection cases.
- Following a focused visit to review children's social care, Ofsted noted effective practice across all functions visited, with committed, experienced and well supported staff in a department that understands itself and has identified where it needs to improve further.

Areas for improvement

- The timeliness of producing Education and Health Care Plans has fallen in the past two months. Details of this are included in paragraph 12 and Annex A.
- Although overall performance at Key Stage 4 and Key Stage 5 is positive, performance in the combined measure of English and maths (% attaining grades 5 or above in both subjects) has decreased from 2018 (47%) to 43%.
- Performance across all key stages for disadvantaged pupils and pupils with special education needs, in terms of both progress and attainment, remains below the national level.
- The proportion (and number) of pupils educated in secondary schools that are judged good or outstanding by Ofsted fell from 87.9% to 83.6%. This is due to two secondary schools being reported as inadequate in January – taking the total number of secondaries judged as inadequate to three this academic year (a total of four inadequate secondaries in total)
- The number of permanent exclusions (49 at the end of December 2019) is more than double the number at the same point last academic year (23). The education service is actively providing support and challenge to schools on this.

PERFORMANCE SUMMARY			
OUTCOMES	INDICATORS	RAG	Change since last month
Children are given a good start in life	Prevalence of healthy children	Amber	No change
	Sufficiency of early years places	Green	No change
	Number of looked after children	Amber	No change
	Numbers of children's social care assessments	Green	No change
	Number of children the subject of protection plans	Green	No change
	Number of children's cases held by permanent staff	Amber	No change
Children are able to achieve their potential	% of children with a place at their first preference school	n/a	No change
	Percentage of children at good schools / settings	Green	No change
	Children missing education	n/a	No change
	Levels of educational attainment	Amber	No change
	Timeliness of completing Education, Health and Care Plans	Red	Was Amber



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

Performance highlights

- We are the 5th most productive council for older people in the country according to an independent consultancy report by iMPOWER.
- The quality of care for adults in Oxfordshire is consistently higher than the national average. 90% of all providers are rated as good or outstanding in Oxfordshire, compared with 84%.
- More people are given control over how they receive their care in Oxfordshire, as a greater proportion of people have a personal budget and receive a direct payment, allowing them to organise their own care.

Areas for improvement

- Delayed transfers of care remain high and Oxfordshire's system is currently rated 146th out of 149 upper tier and unitary councils. A detailed report on the issues and action was presented to Performance Scrutiny on 4 February. The key issues included the availability of care and seasonal variance in need, and specific issues around the reablement pathway. We are changing the way we commission care, implementing a strength-based approach to all care where we look to maximise people's strengths, making better use of care homes, particularly for short stays, ensuring services help avoid unnecessary hospital admissions and making changes to improve the performance of the reablement pathway.

PERFORMANCE SUMMARY			
OUTCOMES	INDICATORS	RAG	Change since last month
Care services support independent living	Number of home care hours purchased	Amber	No change
	Number of hours of reablement delivered	Amber	No change
	Number of people with control over their care	Green	No change
	Number of people delayed leaving hospital awaiting social care	Red	No change
	Proportion of older people supported in the community	Amber	No change
Homes and places support independent living	Percentage of people living in safe and suitable housing	Green	No change



We support a thriving local economy by improving transport links to create jobs and homes for the future

Performance highlights

- Our targets to increase the level of access to online services, through our support for access to broadband across the county, have been met. The percentage of premises who cannot access the OFCOM acceptable broadband speed of 10m/s is 0.9% against a target of 1.2%. Having met the targets for the year we are now setting stretching targets, which will include a target for full-fibre broadband provision.

PERFORMANCE SUMMARY			
OUTCOMES	INDICATORS	RAG	Change since last month
Strong investment and infrastructure are secured	Level of investment attracted	Green	No change
	Level of infrastructure investment required	Green	No change
	Number of new homes	Amber	No change
	Levels of disruption to journeys	Amber	No change
	Level of access to online and digital services	Green	No change
Local businesses grow and provide employment	Employment rates	n/a	No change
	Business numbers	n/a	No change
	Numbers of apprenticeships	n/a	No change
	Levels of workforce	n/a	No change

Managing risk

- The table below provides a summary of the Council's "leadership risks". Leadership risks are risks that are significant in size and duration and could impact on the performance of the Council as a whole, and in particular on its ability to deliver its strategic priorities. This may include operational risks escalated from particular services to the leadership level due to the potential scale of their impact.
- There are no new or closed leadership risks to report this month. No risk's score has changed since the previous report.
- In this table, the "residual score" is the most significant. The residual score is our assessment of a risk's likelihood and potential impact once all existing controls have been taken into account. Higher scores indicate more significant risks.

Risk Ref	Risk Title	Inherent Risk Score	Residual Risk Score
LR1	Demand management	10	10
LR2	Safeguarding of vulnerable adults and children	15	10
LR3	Growth Deal	15	15
LR4	Local resilience, community resilience, cohesion	4	2
LR5	Management of partnerships (non-commercial)	8	6
LR6	Supply chain management	8	8

Risk Ref	Risk Title	Inherent Risk Score	Residual Risk Score
LR7	Delivery of statutory duties	12	4
LR8	Corporate governance	4	2
LR9	Workforce management	12	6
LR10	Organisational Change and Service Design	16	8
LR11	Financial resilience	15	10
LR12	Property and assets (maintenance cost)	12	8
LR13	Health and safety	12	8
LR14	Business continuity and recovery	6	4
LR15	Cyber security	16	12
LR16	ICT Infrastructure	12	8

17. The full Leadership Risk Register is attached in Annex B

Summary of the Council's financial position

18. Based on expenditure to the end of January 2019, there is a forecast directorate overspend of £6.2m. This is partly offset by a net underspend on Corporate Measures, including interest earned, of -£0.4m. The £5.8m overspend will be reduced by the use of £3.5m unallocated contingency, resulting in a forecast overall overspend of £2.3m.

Directorate	Latest Budget 2019/20 £m	Forecast Outturn 2019/20 £m	Forecast Outturn Variance January 2020 £m	Forecast Outturn Variance 2019/20 %	Forecast Outturn Variance December 2019
Children's Services	117.9	123.5	+5.6	4.7%	+6.1
Adult Services	184.0	185.1	+1.1	0.6%	+1.1
Communities	113.1	112.9	-0.2	-0.2%	-0.6
Resources	28.8	28.5	-0.3	-1.0%	-0.2
Total Directorate Position	443.8	450.0	+6.2	1.4%	+6.4
Strategic Measures	-443.8	-444.2	-0.4	-0.1%	-0.4
Overall Surplus/Deficit	0.0	5.8	+5.8		+6.0

19. £4.5m of the overspend in Children's Services relates to an increase in demand within the Corporate Parenting budget for higher cost placements for children with complex needs. The average costs of provision for children whose needs and risk presentations require small group living are high and a small change in numbers of young people can create a significant change in overall spend.

20. 81% of planned savings totalling £36.8m are on track to be delivered in 2019/20. £5.8m of savings that are not expected to be achieved in year are reflected in the Directorate forecast outturn position. These will either be delivered in 2020/21, or where they can no longer be achieved, they have been addressed as part of the budget for 2020/21 and Medium Term Financial Plan to 2023/24 agreed by Council on 11th February 2020.

21. See Annex C for further details and commentary.

CLAIRE TAYLOR

Corporate Director for Customers and
Organisational Development

LORNA BAXTER

Director of Finance

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ANNEX A – PERFORMANCE DASHBOARDS – to 31 JANUARY 2020

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	AMBER	↑	To keep within the lower quartile of comparable authorities of upheld Local Government & Social Care Ombudsman complaints	Lower quartile	50% (Sep '19)	The Ombudsman’s annual report (Sept 2019) showed that the Council is still the fifth lowest of all County Councils as regards the number of upheld complaints in the period April 2018 – March 2019.
				% of Residents’ Survey respondents who say local people can influence us	Increase on 18-19 average	36% (Nov '19)	The figure for Aug-Nov 2019 is 36%. This is lower than the Summer '18 to Summer '19 average (46.5%) and lower than the figure most recently reported (41% for Feb-May 2019).
				% of Residents’ Survey respondents who say we act on residents’ concerns	Increase on 18-19 average	56% (Nov '19)	The figure (for Aug-Nov 2019 is 56%. This is higher than the Summer '18 to Summer '19 average (55%) but lower than the figure most recently reported (61% for Feb-May 2019).
	Rates of customer satisfaction	AMBER	↔	% of Residents’ Survey respondents satisfied with the way we run things	>55%	59% (Nov '19)	The figure for Aug-Nov 2019 is 59%. This is above our target and higher than both the Summer '18 to Summer '19 average (34.5%) and the figure most recently reported (51% for Feb-May 2019).
Our services improve and deliver value for money	Value for money through effective use of resources	AMBER	↔	Achievement of planned savings	95%	80%	80% of the planned savings of £36.8m are expected to be delivered.
				General balance outturn at the risk assessed level	>=100%	98%	98% - The current forecast for general balances at 31 March 2020 is £19.0m. This is £0.3m lower than the risk assessed level of £19.3m as set out in the Medium Term Financial Plan (MTFP) approved by Council in February 2019.
				Unplanned use of earmarked reserves	< £250k	£0.0m	Reserves are forecast to be £64.2m at 31 March 2020, a decrease of £1.9m . This relates to £2.0m increase in the deficit on the High Needs DSG grant reserve which is offset by an increase in the contribution to the Public Health Reserve from £0.5m to £0.6m.
				Total Directorate outturn variation	=< 1% variation	1.4%	Based on expenditure to the end of January 2020, there is a forecast directorate overspend of £6.2m. This is partly offset by a net underspend on Corporate Measures, including interest earned, of -£0.4m. The £5.8m overspend will be further reduced by the use of the £3.5m unallocated contingency budget.
				Total outturn variation	0%	0.5%	£3.5m unallocated Corporate Contingency will be used to offset the £6.2m directorate overspend. There is also an underspend of -£0.4m on Strategic Measures.
				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 this month.
	Improvement following external inspection/audit	GREEN	↔	Proportion of post-inspection/audit actions dealt with on time	100%	100%	We continue to work through the actions agreed from our last HMICFRS inspection report. These have now been prioritised in light of our next inspection which has been confirmed as June 2020. This will ensure that those of the highest priority will either be completed or will have improvement plans in place in time for the next inspection.
				The proportion of social care providers rated as 'outstanding' or 'good' by the Care Quality Commission in Oxfordshire remains above the (monthly) national average	National average (84% Apr 19)	90%	90% of social care providers in Oxfordshire are rated ‘good’ or outstanding compared to 84% nationally. 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	GREEN	↔	One Public Estate projects progress in line with project plans	In line with individual project timescales	On track

Indicators marked as 'Grey' are those for which a performance target is not appropriate. They are included here so that we can provide updates on activity in these important areas.

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
People are helped to live safe and healthy lives	Number of people helped to live “safe and well”	GREEN	↔	Number of vulnerable children and adults helped to live more secure and independent lives, supported by safe and well visits	5,164	6,996	The Trading Standards team have carried out further successful electric blanket testing and there has been a high demand for scams and prevention of financial abuse talks and presentations.
				Number of children better educated to live safer and healthier lives	12,012	74,397	We achieved our annual target for Work Experience placements in Q3 and are expecting more by the end of March. This measure is currently being reviewed due to the exceptional reach through our prevention campaigns to ensure we are measuring the programmes being undertaken effectively and have the right target. We expect this review to be completed in Q1 of 2020 and any change to the target to be confirmed after this review in 2020/21 performance reporting.
	Emergency response times	GREEN	↔	More people alive as a result of our prevention, protection and emergency response activities	883	585	Our low numbers of Co-responding calls continue to affect the overall performance of this measure. However, OFRS have rescued 361 people to date from non-fire incidents (mostly from people trapped in cars at road traffic collisions, and people either locked in or out of a building), over doubling our expectations. A contributor to ‘persons locked in’ is our arrangement with South Central Ambulance Service to effect entry on their behalf to those requiring medical assistance.
				% of emergency call attendances made within 11 minutes	80%	90.5%	We have continued to meet our targets for these measures. For the attendances within 11 minutes we are 13% above target which is consistent for this year.
				% of emergency call attendances made within 14 minutes	95%	97.39%	
	Prevalence of healthy lifestyles	GREEN	↑	% of eligible population 40-74 who have been invited for NHS Health Check since Apr ‘15	94%	95.7%	Our third quarter target has been exceeded. Quarter 4 2019/20 data available 5 June 2020.
				% of eligible population 40-74 who have received a NHS Health Check since Apr ‘15	47.1%	47.1%	Our third quarter target has been met. Quarter 4 2019/20 data available 5 June 2020.
	Numbers of people receiving support for drug and alcohol dependency	GREEN	↔	Rate of successful quitters per 100,000 smokers 18+ (reported a quarter in arrears)	> 3468	3317	Although the current figure shows a rate of 3,317 quitters per 100,000, we expect an increase in activity in Q3 and Q4 which would correlate to patterns in previous years. Q3 2019/20 data available: 9 March 2020.
				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 % of the total number of opiate users in treatment.	>6.6%	9.8%	We continue to exceed local targets and England averages
				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 % of the total number of non-opiate users in treatment.	>36.6%	45.5%	We continue to exceed local targets and England averages
				Number of users of ALCOHOL ONLY that left treatment successfully (free of alcohol dependence) who do not re-present to treatment again within 6 months as a % of the total number of ALCOHOL ONLY users in treatment.	>42.8%	55.2%	We continue to exceed local targets and England averages
	Proportion of people walking & cycling	AMBER	↔	Numbers of people walking or cycling increase, based on the baseline for Oxfordshire in the government’s Active Lives Survey. The targets are for annual increases over the baseline of 5% (cycling) and 2% (walking).	Cycling 634,000 Walking 3,000,000	591,000 2,941,000	Comparing the 2016-18 average with the 2015-17 average has seen a slight drop in overall cycling levels. Rates have dropped significantly in specific district areas over others. Having reviewed data collection, given it is based on random sampling (and that only 500 people are asked in each district each year), the risk is that low levels of cycling are more likely to give a random fluctuation, which is the likely scenario here. We have been combining three years data to smooth out fluctuations, but now have the option to pay for increasing the sample to 1000, to provide more confidence in the figures, which we are pursuing.
People play an active	Rates of volunteering	GREY	-	Number of environmental volunteer hours generated through County Council activities	Reporting only	52,850 hours (18-19)	Annual measure, next due to report in April 2020. Volunteer hours generated in 2018-19: Thames Valley Environmental Records Centre (1,264

Indicators marked as 'Grey' are those for which a performance target is not appropriate. They are included here so that we can provide updates on activity in these important areas.

part in their communities							hours), Lower Windrush Valley Project (520 hours), events and activities run by the groups in Oxfordshire's Community Action Groups (51,066 hours)
				Number of volunteer hours contributed to library, museum & history services		Jan 3,654 hours	<ul style="list-style-type: none"> Library volunteer hours: 2,987 hours contributed in January. Museum Service volunteer hours: 527 hours contributed in January. History Centre volunteer hours: 139 hours contributed in January. The trend for increased volunteer hours remains a positive one.
	Prevalence of services provided by communities	GREY	-	Number of town or parish councils with devolved service responsibilities	Reporting only	127	As at 31 Jan there are 127 agreements with town or parish councils and four with district councils. Devolution of services is proactively being promoted.
				% of Councillor Priority Fund monies allocated to a) Community Groups, b) town or parish councils, c) direct services	Reporting only	See right	January: 87% of £1.89m allocated = £1,650,794 of which: <ul style="list-style-type: none"> 57% to Community Groups = £944,541 24% to Town/Parish councils = £401,262 19% to direct services = £304,991 Officers are working with Councillors to ensure that grant allocation is maximised in 2019/20

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	Condition of highways	GREEN ↔	A and B Classified road network where carriageway maintenance should be considered	33%	33.72%	There is no new update in January. The programme is complete and will start again in Spring 2020. November position: slightly over target but Oxfordshire's network condition is broadly becoming stable with additional investment. There has been a slight change (+1.24%, or 25Km) from 32.48% in 2018 to 33.72% in 2019. This could be due to a change in survey provider where a +/-variance of 2% was a known risk.
			Defects posing immediate risk of injury are repaired within 24 hours	100%	99.76%	Cumulative rate and covers all defects April to December. (Data is reported one month in arrears.)
			Defects creating potential risk of injury repaired within 28 calendar days	90%	99.74%	
			Current status of pothole enquiries reported on FixMyStreet during the calendar month prior to reporting date	No target set	Repaired: 24% Closed without action: 65% Remaining open: 11%	Total public enquiries recorded on FixMyStreet in relation to pothole and other carriageway issues in December was 1,279. Of these: <ul style="list-style-type: none"> 303 (24%) are now repaired. 830 (65%) were closed without action. This may be because the fault was below our intervention threshold, or the reported issue was not the responsibility of the council. 104 (8%) are still awaiting a decision from officers. 42 (3%) are waiting for Skanska to repair. Data is reported in arrears to enable inclusion of full month activity.
			Km of total highway network resurfaced as % of total	0.6%	2.18%	As at 31 January the programme for this work has delivered a total value of 2.18% of the whole network. This increased rate is due to an accelerated programme as part of the Capital Investment Programme. The target of 0.6% was set before the investment injection and will need to be reviewed in light of the expected budget for the coming years.
			% of highway maintenance construction, demolition and excavation waste diverted from landfill	90%	98.02%	Rate is the average for April to December (data is reported one month in arrears.)
	Funding secured through planning obligations	AMBER ↑	A minimum of 70% of S106 agreements involving contributions to County Council infrastructure are completed within 6 months of District Committee resolutions	70%	75%	There were four agreements completed in January; three of which were within the six months target. One agreement was completed just outside the six months target for a strategic site at Drayton Lodge, Banbury.
			Monies secured in S106 agreements represent at least 85% of the sums identified as necessary through the corresponding Single Response process	>85%	96.5%	The Banbury, Drayton Lodge site secured £156k less than requested. This was mainly in relation to the secondary school contribution. Overall, funding secured through planning obligations has moved from amber to green this month.
	Levels of public transport use	GREEN ↔	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 Bus: Transport Focus Autumn 2018 Bus Passenger Survey for Oxfordshire <ul style="list-style-type: none"> Satisfaction with overall journey 	34.8m	34.5m	Bus targets represent a 1% annual increase in journeys taken. The rail target represents a 5% annual increase in journeys taken (based on 10% increase between 2017 and 2018) The most recent bus and rail surveys took place in December. Outcomes will be known in Spring 2020
				36.2	35.8	
			Rail: Dec 2018 Oxfordshire Station use, per Office of Rail & Road statistics	93%	tbc	
				21.6m	tbc	

Page 47 Our local environment is protected	Rates of access to cultural services	GREEN	↔	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	See right	On track to achieve 5% annual increase. Attendance at: <u>Library Services</u> 2019/20 quarter 3 (Oct-Dec) programmes increased by 7% compared to same period in 2018. <u>History Service</u> 2019/20 quarter 3 (Oct-Dec) programmes increased by 12% compared to same period in 2018. <u>Museum Service</u> 2019/20 quarter 3 (Oct-Dec) programmes increased by over 35% compared to same period in 2018.
				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	The 2018/19 CIPFA benchmarking comparison data is due to be available in February 2020.
	Percentage of planning decisions on time	AMBER	↔	80% of District Council planning applications are responded to by us within the agreed deadline	80%	64%	108 Major Planning applications were received in January, of which 58 responses were sent back. Additionally, 28 responses were sent back for Discharge of Conditions applications to Major Planning Applications. Percentage is down again due to capacity.
				50% of Mineral and Waste applications are determined within 13 weeks	50%	100%	Four Minerals and Waste planning applications were determined in January, all four were within target. Year to date: 29 out of 30 on target.
	Levels of carbon emissions	GREEN	↔	Average 3% year on year reduction in carbon equivalent emissions from County Council estates and activities	3%	17%	The Greenhouse Gas report for 18/19 shows emissions fell by 17% compared to 17/18. This equates to emissions from our corporate estate having reduced by 56.18% since 2010/11, an average annual reduction of 7.02%. Reductions comprise active measures we have taken to reduce emissions, and decarbonisation of the national grid.
	Levels of energy use	AMBER	↑	% of streetlights fitted with LED lanterns by March 2020	22%	23.7%	As at 31 January 14,132 LED lanterns have been converted from 59,631 streetlights across the county over the past 6 years. This is 23.7% of the total street lighting assets. Note that whilst the target of 22% has been met, this is not enough to deliver the energy saving financial commitments required: for this, a greater rate of conversion is necessary. The project plan for the conversion of lanterns to LED technology called for 9,500 conversions per year to be carried out in order to meet the energy savings targets that are required. In 2019/20 3,000 lanterns will have been converted and these are included within the 14,132 units that have been reported upon. Due to contractual limitations, a total of 6,000 units can be converted under the present arrangements meaning only a further 3,000 can be carried out in 2020/21. In order to accelerate the speed of the conversions, a procurement exercise to engage a contractor to undertake the conversions at an increased pace is to take place and a project strategy is currently being reviewed by senior officers.
	Air quality	AMBER	↔	% rate of delivery in the Oxford city centre Zero Emission Zone programme	100%	80%	Percentages refer to progress towards the adoption of new standards. Taxi emissions standards were adopted by Oxford City in Jan 2019. Bus Euro 6 LEZ was agreed by city and county in June. An application to the Traffic Commissioner for implementation has been submitted. Informal public engagement on a new approach to the 'Red Zone' element of the programme started on 7 th January 2020. Work is under way on the 'Green Zone' element; an outline proposal for this will be included as part of the Red Zone engagement materials.
	Proportion of household waste re-used,	AMBER	↔	% of household waste a) recycled, b) composted and c) re-used (and total %) Reported performance is the forecast end of year position and includes waste collected at the kerbside by district and city councils as well as waste from recycling centres provided by Oxfordshire County Council.	a) 30% b) 29.5% c) 0.5% Total 60%	a) 29.22% b) 29.50% c) 0.24% Total 58.96%	This is the forecasted end of year position for the amount of household waste in Oxfordshire which is recycled, composted and reused. This figure reflects the combined efforts of County, City and District Councils. The forecasted end of year position is slightly below target as recycling rates are plateauing. There remain opportunities for future improvement: for example, 40% of the residual waste bin is food waste

Indicators marked as 'Grey' are those for which a performance target is not appropriate. They are included here so that we can provide updates on activity in these important areas.

	recycled or composted					which all residents can recycle at the kerbside. A programme of communication and education in conjunction with our partners is required to improve on this and this is in the process of being planned. Other changes in behaviour which impact on the recycling rate include changes in the make-up of waste. For example, residents buying fewer newspapers or choosing products with less packaging at the supermarket, while reducing overall waste and desirable from an overall waste perspective, results in a subsequent reduction in the percentage recycled.
			% of household waste sent to landfill. Reported performance is the forecasted end of year position.	under 5%	3.49%	On track at the end of December. A target of under 3% by 2020 is included in the county's Joint Municipal Waste Management Strategy. The Council continues to investigate ways to deliver against this.
			% of household waste recycled, composted and re-used at Oxfordshire Household Waste Recycling Centres (HWRCs). Reported performance is the forecasted end of year position.	59%	59.31%	Teams are working closely with contractors to introduce opportunities to increase recycling but options are constrained by size of HWRC sites.
			% of people satisfied with Oxfordshire Household Waste Recycling Centres	95%	96.3%	This survey is completed once per year. The next is due in March 2020.

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 Age 49	Prevalence of healthy children	AMBER	↑	Number of expectant mothers who receive a universal face to face contact at 28 weeks	78%	80.3%	This measure has exceeded the target for the first time in 2019/20. Factors that have impacted negatively on this measure to date – including missing midwifery notifications, staff vacancies, patient choice and babies born early – will continue to be closely monitored.
				Percentage of births that have received a face to face New Birth Visit	95%	98.3%	This indicator continues to perform well.
				Percentage of children who received a 12-month review	93%	93%	Performance is achieving the target
				Percentage of children who received a 2-2½ year review	93%	89.3%	Whilst this performance is below target, Oxfordshire is in a strong position compared to the national performance which is 76.8%. Patient choice and staff vacancies impact on this indicator.
				Babies breastfed at 6-8 weeks of age	60%	61.7%	Performance remains strong and well 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%	Performance remains strong against this local priority target
	Sufficiency of early years places	GREEN	↑	To provide sufficiency of early education placements for children aged 3 and 4 better than England average.	95%	96%	Figure for the Autumn term: 8,090 places taken up, out of forecast number of 8,396 three and four year olds.
	Number of looked after children	AMBER	↑	Reduce the number of looked after children by 50 to bring it nearer to the average of our statistical neighbours during 2019/2020	750	782	We remain above the target. Numbers are remaining stable against the backdrop of a 4% rise nationally last year. Rated Amber because of the volatility in the small number of high cost placements and its impact on budget and workload.
	Numbers of children’s social care assessments	GREEN	↔	Increase the number of early help assessments to 1,500 during 2019-20	1,500	1,885	Figure is projected based on activity so far this year. The growth of early help assessments has helped provide more timely support and reduce demand on social care
				Not to exceed the level of social care assessments in 2018-19	6,250	7,488	Figure is projected based on activity so far this year. Annual rate is still in line with that of similar authorities
Number of children the subject of protection plans	GREEN	↑	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	528	Large decrease in numbers in January	
Number of children’s cases held by permanent staff	AMBER	↑	Reduce caseloads so that by March 2020 over 80% of staff have caseloads at or below the agreed target level	80%	61%	Caseloads are currently higher than target. As part of the introduction of our new Family Safeguarding Plus model, the Council is investing significant extra resource to increase the number of qualified social workers within the service, with the effect of reducing overall caseloads to ensure effective interventions.	
			Invest in the workforce so that by March 2020 80% of cases are held by permanent staff	80%	74%		
Children are able to reach their potential	% of children with a place at their 1 st preference school	GREY	-	% of children offered a place at their first preference primary school	No target set	93.3%	Although not rated, our performance on these annual measures is high compared to elsewhere
				% of children offered a place at their first preference secondary school		85.5%	
	Percentage of children at good schools / settings	GREEN	↔	% of children attending primary schools rated good/outstanding by Ofsted	88%	87.8%	Figures are at the end of January 2020. The number and proportion of children attending good/ outstanding secondary schools decreased from 87.9% (December 2019). This is due to two secondary schools being judged as inadequate during this time. Both these schools are academies.
				% of children attending secondary schools rated good/outstanding by Ofsted	88%	83.6%	
	Children missing education	GREY	-	Persistent absence rates in primary schools (%)	6.7% *	9.4%	* 6.7%, 10.4% and 69 are <u>not</u> targets: they are our expectations based on current analysis.

Levels of educational attainment	A M B E R	↔	Persistent absence rates in secondary schools (%)	10.4% *	15.7%	<p>Our expectations have been reset for the 2019/20 academic year. The persistent absence rate reported is for term 2 2019/20 (Sep-Dec). Persistent absence is defined as “more than 10% of sessions missed” so tends to be misleadingly high earlier in the academic year not reflecting the year-end. Therefore, we do not rate our performance against this indicator yet. We expect to rate this indicator during Quarter 4 of financial year 2019/20. Rates are higher than at the same point last academic year.</p> <p>Our expectation for permanent exclusions has increased from 44 to 69. This keeps us considerably below the national rate. Exclusions last year were higher than our aspirations, but relative performance is good. Issues at individual schools may significantly increase the number of exclusions.</p> <p>The education service is actively providing support and challenge to schools. The Engagement Board has focused on persistent absence through the introduction of a behaviour and attendance helpline for schools and are working in partnership with CAMHS on their Oxford City pilot. We are re-commissioning alternative provision to reflect the needs of children/young people, parents and schools locally.</p>
			Reduction in permanent exclusions to 69 or fewer	69 *	49	
			KS2: % of pupils reaching expected standard in reading, writing, maths	65%	65%	<p>Key Stage Two (combined %) is in line with the national rate. We aim for this to be a greater % in 2020 and beyond.</p> <p>Progress at Key Stage 2</p> <ul style="list-style-type: none"> Reading - on target (Green) Writing - increased but just below national (Amber) Maths - significantly below national (Red). <p>Maths <u>attainment</u> in 2019 was in line with the national rate (79%) but we aspire for a greater % of children reaching above national. Maths <u>progress</u> (i.e. from pupils' individual starting points) has declined for the 2nd year running (from 0.-5 2018 to -0.6 in 2019) – hence Red. Primary schoolteachers have to teach all subjects in the curriculum. In a small school, of which we have a number, staff may teach Year 1, 2 and 3 one year and move to Year 4, 5 and 6 the next, for their professional development. This means they need to have both the maths knowledge and know what the ‘standard’ is in a number of year groups. We are addressing this with training for all teachers (in North, City and South to date) to ensure they know the standard and develop subject knowledge. We are working intensively with the 12 ‘lowest’ scoring schools in 2019 and have provided intensive maths support for staff and maths leaders.</p> <p>KS4 and KS5 data is now validated. KS4 – Attainment 8 remains above the national average. Progress 8 score is notably higher than the national average. KS5 – average point score for A-levels increased from 2018 but remains very slightly below the national average (30.93). Average point score per pupil for both Applied General Studies and Tech Levels also are below the national averages</p>
			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	R: 0 W: -0.1 M: -0.6	
			KS4: average attainment 8 score per pupil	48.2	47.2	
			KS4: average progress score	0.07	0.07	
			KS4: % of pupils achieving a 5-9 pass in English & maths remains at least in line with the national average	43%	46%	
			16-18: average point score per pupil (A level)	No target set	32.71	
			16-18: average point score per pupil (Tech level)		26.39	
			16-18: average point score per pupil (Applied General students)		27.39	

	Timeliness of completing Education, Health and Care Plans	RED	↑	Increase the proportion of Education Health and Care Plans (EHCPs) that are completed within 20 weeks to be above the national average by March 2020	75%	43%	<p>So far this financial year 43% of completed EHCPs have been within 20 weeks. Demand has risen: 1,027 initial requests were received in 2019 compared with 777 in 2018 (up 32%). As reported in previous months, we saw a significant increase in the numbers of requests for statutory assessments submitted in May, June and July 2019. The impact of this increase is experienced in October, November and December, which covers the 20 week period envisaged from assessment to the issuing of an EHCP. This rise caused our timeliness to slip: 14% of EHCPs were issued within 20 weeks in December, and 10% in January 2020. Our analysis has shown that factors causing this low performance included the impact of a major restructure of the service, staff leave over Christmas, and sickness across the SEN service. Additionally the team has had to prioritise 'phased transfer' cases to ensure that all children moving school have an updated EHC plan issued by 15 February.</p> <p>Actions have been taken to address performance, including new fortnightly meetings with the Head of SEND to discuss the 20-week timeline, weekly circulation of case progress details to relevant staff, additional training, and operational meetings to balance the high levels of 20-week deadline work with other priority work such as phased transfers. We are pleased to note that performance to date in February has risen. Further actions are planned or in hand to maintain performance improvement in the coming months.</p>
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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 52	Number of home care hours purchased	AMBER	↓	Maintain the number of home care hours purchased per week	21,779 hours per week	20,631	Marginal decrease in the rate this month. Our Home Care 2020 project is reviewing the way we commission and purchase care, which will help stabilise market. The fall in home care hours is partly offset by the high level of direct payments which allow service users alternative ways to meet their care needs
	Number of hours of reablement delivered	AMBER	↔	Maintain the number of hours of reablement delivered to 5,750 per month	5,750 hours per month	5,187	After 10 months of the year reablement levels are 10% below contract levels. In January itself the level fell to 16% below target. The average amount of care provided per person is higher than we expected when the contract was specified, meaning fewer people are supported which is having an adverse effect on delayed transfers of care
	Number of people with control over their care	GREEN	↔	Number of people with personal budgets remains above the national average	17-18 nat. av. 89.7%	92%	Over 90% of people are told how much their care costs and are agreeing the way that want it delivered.
				% of people with safeguarding concerns who define the outcomes they want	> 90%	94%	-
				% of people using Adult Social Care services who receive a direct payment remains above the national average	17-18 nat. av. 28.5%	36%	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	RED	↑	Reduce the number of people delayed in hospital awaiting social care	6	8.2	Latest national published figures for December (8.2) marginally above the target. Local unpublished figure for January is 4.2. Across the year 8.4 people per day have been delayed waiting for social care.
				Reduce the number of people delayed in hospital awaiting both health and social care	26	55	These are people waiting for reablement. There is an agreed trajectory to reduce delays from 50-26 in the year. Latest published national figure for December were 55. Local unpublished figure for January is 46. Across the year 53 people per day have been delayed. An action plan is in place with the provider of reablement to deliver further improvements. This is overseen by both the council and the clinical commissioning group.
	Proportion of older people supported in the community	AMBER	↔	Increase from 57% the percentage of older people in long term care who are supported to live in their own home	>57%	55.5%	There has been an increase in the proportion of people supported in care homes due to current constraints in home care supply mentioned above
Homes and places support independent living	Percentage of people living in safe and suitable housing	GREEN	↔	Increase Extra Care Housing capacity to 2,138 units by 2031	2,138 by 2031	923	A market position statement on Extra Care Housing was published in September. Our target was changed to reflect the statement.
				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%	90%	-

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
Page 6 Strong investment and infrastructure are secured	Level of investment attracted	GREEN	↔	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 has been secured - this is 89.4% of the £35.5m target. Initial growth has been lower than expected. This is currently affecting the available budget in future years.
				We participate in 20 innovation funding bids to support the Smart Oxford programme	20	16	We have submitted 16 bids to date. So far this year we have had announcements of success in five bids: two in Electric Vehicle charging innovation, one related to Air Quality and dynamic road management, one on predictive analytics to reduce road congestion and one on the potential for quantum computing to enable real-time assessment of highway condition
				Businesses given support by Trading Standards interventions/fire risk inspections	3,135	4,136	One third of the output has been due to the work done by the Trading Standards team around visits to businesses involving illegal tobacco and knife sales, and food sampling.
				% rate of delivery against the Growth Deal infrastructure programme	80%	20%	Achieved £30m spend against £30m target in 2018-19 of the £150m budget for the five-year programme. The £30m has been used to fund infrastructure/highways and school capital projects which support the release of housing sites to deliver additional housing across the county. Work has commenced on Year 2 schemes and continuation of Year 1 schemes.
	Level of infrastructure investment required	GREY	-	Identification of investment levels required in new/improved infrastructure to 2050 (updated from Oxfordshire Infrastructure Strategy 2040)	Reporting only	See right	We are working towards commissioning an update of the Oxfordshire Infrastructure Strategy. This will happen early in 2020, subject to agreement with Oxfordshire Growth Board partners. This will enable us to set new outcomes and proposals for updated Infrastructure priorities (to 2050) by Autumn 2020, and to define the appropriate method of assessing and reporting on performance in this area.
	Number of new homes	AMBER	↑	We enable the construction of 100,000 new homes by 2031	1,215 homes in 2019/20 accelerated	1,349 forecast	This housing trajectory reflects the number of homes accelerated due to the infrastructure enabled/delivered through the Housing and Growth Deal. This forms part of the overall ambition to support the delivery of 100,000 homes across Oxfordshire.
				We support the delivery of 464 new affordable housing starts by March 2020	464	356 forecast	The forecast is currently below target, as a number of change requests have been received from the local planning authorities that have seen a slight reduction in the number of affordable homes they can deliver as part of their existing projects. Work is ongoing to understand how this can be improved during the remainder of the year.
	Levels of disruption to journeys	AMBER	↑	Failed utility inspections no higher than 15%	<15%	15%	From 547 sample A/B/C inspections conducted in January (including all follow up inspections) 83 failed. This equates to 15% failure rate. The rate has decreased since previous month (21%). The issue has been addressed at HAUC (Highway Authority and Utilities Committee) and meetings with individual utility companies. Improvement Notices are being served on companies not providing suitable mitigation plans. The County Council became a Permit Authority on 14 January 2020, which will provide greater analysis on individual work promoters. Improvement Notices will be served on companies with category B/C failure rates higher than 10% within a 3 month period.

Indicators marked as ‘Grey’ are those for which a performance target is not appropriate. They are included here so that we can provide updates on activity in these important areas.

	Level of access to online and digital services	GREEN	↑	The absolute number of premises we have enabled to have access to superfast broadband within Oxfordshire, via our contract with BT	77,500	78,240	With these targets now achieved we are setting stretch targets to include a full-fibre target
				The % of premises in Oxfordshire with access (via either our contract or commercial providers) to superfast/ultrafast/full fibre broadband	97.5%	97.5%	
				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% 0.9%	
Local businesses grow and provide employment	Employment rates	GREY	-	% of Oxfordshire residents aged 16-64 in employment (against GB rate Jul 17 to Jun 18 of 75%)	Reporting only	See right	July 18 to June 19: 82.5% of Oxfordshire residents aged 16-64 were in employment. The equivalent GB rate = 75.6%
	Business numbers	GREY	-	Numbers of births, deaths and survivals of businesses in Oxfordshire (annual ONS data)		See right	Nov 2019 figures: Oxfordshire business births: 3,415 in 2018 (down 1% on 2017); business deaths: 2,945 in 2018 (down 6% on 2017). Business survivals: 46.5% surviving five years later (was 48.7%)
	Numbers of apprenticeships	GREY	-	Number of apprenticeships employed by the County Council and maintained schools	Reporting only	53	Since 1 April we have enrolled 77 new apprentices. At the end of December the total number of apprentices employed was 170.
	Levels of workforce	GREY	-	Oxfordshire County Council Full-Time Equivalent (FTE), excluding schools	Reporting only	See right	End of January 2020: 4115.38FTE. This is slightly higher than in December 2019 (4086.97FTE)
				Total spend on agency staff		See right	End of quarter 3 (Oct-Dec 2019): £4,224,695. This is an increase on Q2 (£3,986,754), however Q3 includes some off-contract spend not previously included in Q1 and Q2 which has been included in Q3 costs.

ANNEX B – RISK

This annex shows the main risks facing the Council and gives a snapshot of how we are managing them. Risks are rated according to our assessment of their likelihood and the impact on our services or resources if they were to happen. This enables us to focus on the highest-priority risks and to take actions which would help to make them either less likely, or less problematic in terms of their potential impacts. This Leadership Risk Register provides detail on each risk, including how effectively the risk is currently being managed and any further actions we plan to take to reduce the risk's likelihood or impact. Text in **bold** shows updates since the previous month's report.

REF	RISK TITLE	RISK CAUSE Description of the trigger that could make the risk happen	RISK EFFECT Description of the consequences of the risk, positive or negative	RISK OWNER	INHERENT RISK SCORE			EXISTING CONTROLS Description of actions already taken or controls in place to mitigate the risk	RESIDUAL RISK SCORE			FURTHER ACTION REQUIRED	ACTION COMPLETION DATE(S)	COMMENTS	LAST UPDATE
					IMPACT	LIKELIHOOD	RISK RATING		IMPACT	LIKELIHOOD	RISK RATING				
LR1	Demand management	That increased demand for statutory service is greater than the resources available to meet statutory duties, community needs and political aspirations. This may be due to changing demographics and growth, leading to more requests for children's services, adult services and housing. Failure to reconfigure services (both directly provided and commissioned by the Council) to become more preventative in their approach, could exacerbate the effect of rising demand	Reduced confidence in the Council's ability to deliver services Poor timeliness and prioritisation of services leading to poor engagement from partners and the community. Potential for legal requirements not being met. Services to the most vulnerable residents or groups are disrupted or not provided due to ineffective assessment and prioritisation processes. Failure to balance budget and/or maintain capital investment strategy in infrastructure. Financial – significant overspend in annual budgets	Lucy Butler & Stephen Chandler	5	2	10	Maintain a good early-help and prevention offer, in partnership with key stakeholders to ensure diversion from high cost services. Maintain good communication of early-help and prevention offer within the community to ensure effective uptake of services. Maintain good practice and performance reporting to ensure timely triage and assessment of contacts into services. Efficient assessment of need and risk – strong 'Front door' arrangements including effective MASH. Business as usual - all services are tasked with managing activities within allocated budgets Transformation - reconfigure services to be more preventative in their approach, drive out failure demand, and involve partners and the Voluntary and Community Sector iMPOWER identified OCC as 5th most productive council for older people, recognising the high number of people who are offered equipment and alternative technologies to help them remain independent and reduce demand	5	2	10	Continue existing controls including partnership work and transformation programme. Demand management in children's showing success early help assessments ahead of target; activity levels other than looked after children lower than elsewhere. The next phase of Transformation must concentrate on managing demand and in particular supporting directly provided services and those that we commission, to develop a more preventative approach. Our new Family Safeguarding model will reduce the numbers of looked after children in particular.	Ongoing	Risk reviewed, no updates made	03/02/2020
LR2	Safeguarding of vulnerable adults and children	Risk of death or serious injury to children, young people or vulnerable adults through inadequate service delivery or failure to provide protection.	Potentially devastating impact to an adult, child, family and community. Reduced trust in the Council and partners. Notification of poor performance may affect the Council's current service judgements and lead to Central Government intervention, resulting in a higher financial cost related to improvement activity and intervention.	Lucy Butler & Stephen Chandler	5	3	15	Maintain strong focus on good practice, performance reporting and statutory requirements, ensuring timely record keeping, compliance with procedures and acting on any poor performance indicators at an early stage. Monitored monthly by CEF Performance Management Framework. Daily monitoring report for ASC deputy-director with monthly scrutiny at ASC Performance Board. Efficient assessment of need and risk by having strong 'Front door' arrangements in place, including effective MASH. Centralised Adult Safeguarding Team with overall responsibility for triaging and managing section 42 enquiries. Regular audit of practice casework in both CEF and ASC to ensure good quality service delivery. This is monitored monthly through CEF and ASC Quality Assurance Frameworks and Performance Boards. Completion of CEF Self-evaluation report every quarter which is submitted to Ofsted at the Annual Conversation.	5	2	10	Ongoing management oversight through the implementation of the CEF and ASC Performance Management Framework and Quality Assurance Framework. Safety ratings for social care providers in Oxfordshire remains higher than elsewhere	Ongoing	Risk reviewed, no updates made	03/02/2020
LR3	Growth Deal	Infrastructure outputs and outcomes as set out within the Housing and Growth Deal are not achieved	Withdrawal of funding, lack of accelerated homes delivered and potential breakdown in collaborative working across Oxfordshire local authorities. • Reduced delivery of affordable housing and related impact on the community • Lack of investment in road infrastructure to support current housing delivery and future planned growth leading to a severe impact on the network or the Council objecting to new development. • Additional strain on the highways network that could restrict the county's ability to improve productivity • Lack of a strategic framework for future growth in the county. • Constraint on economic development	Paul Feehily	5	3	15	The overall Housing and Growth Deal programme is managed through the Growth Deal core team and governed through the HGD Programme Board. All programme management information provides a degree of risk control, including: Benefit map realisation Change management Programme framework Programme plans and reporting Live actions log	5	3	15	Resources are being mobilised from across OCC to increase capacity to deliver Growth Deal schemes. We have also allocated a Director to focus on OCC Infrastructure Delivery which will address senior management capacity challenges. The remit of this role is to focus on delivering the capital programme and establishing the appropriate internal processes to speed up delivery. This includes establishing a Programme Management Office and new governance structure to deal with the volume of schemes in the pipeline and provide, for example, technical programme management, risk/assurance management, performance management and a broader partnership function. This will be in place by Spring 2020. The risk register for Housing & Growth Deal partners is in progress and expected to be complete by Spring 2020	March 2020	The residual risk score remains RED as, despite the positive actions being undertaken, there remain a number of factors yet to be addressed and which can only be satisfactorily brought under control when the team is at or close to its full complement and the new PM discipline begins to embed in working practices. In the meantime there is evidence of some infrastructure projects now slipping which will impact significantly on housing numbers identified to be accelerated by Growth Deal.	07/02/2020
LR4	Local resilience, community resilience, cohesion	Significant unrest due to community tensions	Broad impact on Council's ability to deliver services if disruption affects particular locations, customers or staff	Simon Furlong	2	2	4	Thames Valley Police and Safer Community Partnership are monitoring communities to identify any issues that may indicate escalating community tensions. Actions completed to ensure communication network in place to provide single consistent messaging via multiple trusted sources should it be needed	2	1	2	Continue existing controls and monitor community situations through all service contacts, Localities, Members etc. Additional conversations led by Lord Lieutenant and Community Leaders with follow up meeting in December.	Ongoing	Community Cohesion Community Leaders event held in February with follow up actions to develop further community messaging	17/02/2020




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LR5	Management of partnerships (non-commercial)	Ineffective partnership working and relationships with key strategic partners, including District and City Councils, the CCG, NHS, Police, Military and voluntary and community sector, leading to negative impact on service delivery and outcomes for local residents / communities	Deterioration of key relationships could reduce the Council's ability to: • meet desired outcomes for residents, • achieve efficient delivery • take opportunities to improve services. It also has the potential to negatively affect public confidence in the Council (e.g. through inspection outcomes) Failure to work effectively with the local Voluntary & Community Sector (VCS) might impact on our ability to both support and utilise the capacity and capability of the sector to help generate community resilience, community willingness to effectively address local needs and help to reduce demand for services (e.g. prevention)	Claire Taylor	4	2	8	<ul style="list-style-type: none"> Ongoing management of existing relationships held at Cabinet and senior officer level, including sharing of priorities and early discussion of potential changes or challenges Supported by regular engagement and interaction at different levels of the organisation, including joint working initiatives and shared posts Formal/informal meetings with main bodies and sector representatives Participation and engagement in local partnerships, forums and project / policy development work The Civilian / Military Partnership is implementing changes to how it operates, and investing in supporting the Council to achieve Gold status under the Armed Forces Community Covenant Health and Wellbeing Board has oversight of development of Integrated Care System and pooled budget arrangements Growth Board retains oversight of the implementation of the Housing and Growth Deal and Housing Infrastructure Fund schemes. 	3	2	6	<ul style="list-style-type: none"> Overall review of partnerships in the county, including Oxfordshire Partnership, bilateral working New working relationships with VCS and infrastructure support contract are being developed, with contract to be in place by April 2021 - procurement to start in summer 2020 Community development strategy and approach to be produced and implemented jointly with VCS 	Various	Risk reviewed and updated	05/02/2020
LR6	Supply chain management	The supply chain could fail as a result of a major supplier entering insolvency procedures either via administration or liquidation. .	Delays to meeting service requirements or service provision.	Loma Baxter	4	2	8	The Procurement team has awarded a contract for a credit check service that analyses the financial position of an organisation to determine a credit score. This information is used in the Tender evaluation process to select a suitable supplier and to monitor ongoing performance of current suppliers. Current suppliers that see a drop in their financial rating would trigger an alert that would be considered by the applicable contract manager.	4	2	8	The Provision Cycle transformation programme will, in part, seek to improve the commercial capacity and capability of the Council through applying a Category Management approach. This approach to embed increased capability to better monitor and manage this risk, resulting in category strategies that reduce the impact of failure through establishing supply chain contingency plans and improved monitoring tools to reduce the likelihood.	Ongoing	Risk reviewed, no updates made	11/02/2020
LR7	Delivery of statutory duties	That the Council acts unlawfully by failing to deliver statutory responsibilities	<ul style="list-style-type: none"> Litigation/judicial review Financial penalties - Local Government Ombudsman/Regulators/Central Government Damages liability to residents and commercial counterparties Central Government intervention 	Nick Graham	4	3	12	Constitution of Council (including Finance Procedure Rules and Contract Procedure Rules) Support role of Finance, Legal and Procurement Audit function Legal Compliance and Service Plan Service Level Agreements between directorates and Legal	4	1	4	Ensure support functions are fully resourced Action plan is in place to ensure we are address our statutory duties for the Deprivation of Liberty Safeguards for adults. Action plan is in development in relation to our statutory duties for children with Special Educational Needs and Disabilities.	Ongoing	Action plans continue to be reviewed and addressed by the leadership team, including in relation to unregistered provision	20/02/2020
LR8	Corporate governance	That the Council's corporate governance is insufficiently robust, either due to incomplete processes or limited staff awareness of its requirements	Inconsistent, uncompliant or potentially unlawful actions/decisions.	Nick Graham	2	2	4	<ul style="list-style-type: none"> Council governance framework is regularly reviewed and updated by senior managers and members. Constitution - updated and annually reviewed by Monitoring Officer and Full Council. System of internal control - co-ordinated by the Corporate Governance Assurance Group; overseen by the Chief Internal Auditor; elected member oversight by Audit & Governance Committee, which reviews the Annual Governance Statement. Annual Governance Statement – annual opportunity to review the effectiveness of internal controls; signed by Leader and three statutory postholders (HOPS, MO, CFO); overseen by Audit & Governance Committee. 	2	1	2	Continue to undertake control measures throughout 2019-20 and respond to specific matters as they arise. Draft Corporate Lead Statements have been commissioned and are due for completion in January	Ongoing	Control measures implemented throughout 2019/20 and updates on key issues reported (e.g. Property/Security) reported to Audit & Governance Committee as requested by Members. Annual Governance Statement process under review (reviewing previous actions and identifying new) and draft Corporate Lead Statements which identify potential actions for 2020/21 are being produced for review by the Corporate Governance Assurance Group. On schedule.	19/02/2020
LR9	Workforce management	Lack of effective workforce strategies may result in long term under-performance of the organisation or increased costs.	Failure to manage the workforce and develop strategic HR plans may result in the following: •Recruitment and retention issues •Increased costs of agency staff •Increased costs in training and development •Underperformance or lack of delivery	Claire Taylor	3	4	12	<ul style="list-style-type: none"> On-going monitoring of issues and HR data Key staff in post to address risks (e.g. strategic HR business partners, reward manager) Ongoing service redesign will set out long term service requirements Dedicated recruitment resource 	3	2	6	Development and adoption of sector relevant workforce plans Development of new People and Organisational Development strategy Development of new Learning & Development strategy, including apprenticeships	March 2020	Risk reviewed, no updates made	03/01/2020




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LR10	Organisational Change and Service Design	The Council's portfolio of organisational change and service redesign programmes and projects under-delivers due to lack of capacity, expertise or governance.	The impact of the risk occurring would be failure to realise improved service delivery, quality and inability to respond to growing demands. Furthermore inefficiencies may result in increased costs and/or lack of delivery of planned savings. The breadth of the programme means that it is built of many constituent parts, so that if any one project fails, it can be 'tied off', replaced or redesigned. This breadth means that risk is managed across a wide portfolio but it also requires the right capacity, skills and governance to ensure delivery.	Claire Taylor	4	4	16	<ul style="list-style-type: none"> All projects identify benefits to be delivered and long term financial implications (upfront costs and savings), supported by project plans Financial benefits realisation articulated in all project plans, monitored via monthly highlight reports and our corporate reporting process Systematic service improvement activity focused on demand management, and developing a more preventative approach to our services All project resourcing considered monthly, roles allocated & additional 3rd party support commissioned where there is a lack of internal capacity Organisation change and service redesign has been fully incorporated into business as usual and so scrutiny and assurance will revert to the Performance Scrutiny and Audit & Governance committees. This will be supplemented by detailed financial analysis that reflects the explicit link between the programme of work and the council's Medium-Term Financial Plan. Where joint activity is planned the Partnership Working Group review progress and delivery. Capacity and expertise is managed through inhouse resources (including development of new skills where necessary) and the use of external professional support where required – a mixed economy model of delivery. 	4	2	8	<ul style="list-style-type: none"> Ensure that the Council's change agenda, including all existing programmes, is integrated into one overall portfolio of change programmes that lead and inform the Service and Resource Planning Process, and expand in scope where further savings are required Continue to ensure that detailed planning and monitoring of projects fully understands interdependencies between projects Ensure all change activity is fully aligned to, and supportive of, the corporate priority setting and Medium Term Financial Planning process CEDR to regularly review the Council's portfolio of change programmes' (both corporate and service focused) fitness for purpose and delivery, as part of quarterly reviews reported to members 	Various	Risk reviewed and updated	20/02/2019
LR11	Financial resilience	The MTFP and longer-term financial plans are not sustainable, adequate or effective due to the outcomes of local government funding reforms; unexpected demand on services; financial management performance; or not achieving planned savings and efficiencies on time.	<p>Significant overspend at year end leading to:</p> <ul style="list-style-type: none"> extensive use of general balances, taking them below their risk assessed level extensive use of earmarked reserves resulting in no funding available for earmarked purpose further savings or income generation required in year or across the life of the Medium Term Financial Plan (MTFP) <p>Further reductions to funding will require additional savings or income generation opportunities above those in the existing MTFP. Given the scale of the reductions already delivered and those planned, plus continuing rising demand in Adults and Children's services, the ability to respond to this, and quickly, could put at risk the setting of a balanced budget and MTFP.</p>	Loma Baxter	5	3	15	<ul style="list-style-type: none"> Progress against current year's savings is tracked monthly and included in the Business Management Reports to Cabinet. Progress against future year's savings is also tracked monthly, and if necessary addressed as part of the Service & Resource Planning process Savings under the banner of Organisational Change and Service Design being monitored on a project/activity level with detailed planning, milestones & reporting Regular meetings between Directors and s151 Officer to discuss significant financial issues and risks Service & Resource Planning process including reports to Cabinet and Performance Scrutiny Committee and ultimately Council in February 2020 s25 report of Chief Finance Officer 	5	2	10			Risk reviewed, no updates made	11/02/2020
LR12	Property and assets (maintenance cost)	Legacy of poor asset condition management information reduces the Council's ability to fully ensure property maintenance and compliance.	Non-compliance issues and potential financial pressures to bring our assets to a compliant and acceptable standard.	Simon Furlong	4	3	12	<p>Property, Investment and Facilities Management function redesign to get the right professionals running the service</p> <p>Develop Property Strategy which would determine where to prioritise efforts/spend on assets</p> <p>Install right systems to enable us to keep on top of managing information about our assets</p>	4	2	8	<p>Control activities are prioritising compliance (ie 'nice to haves' can wait)</p> <p>Taking more long term views on use/potential use of certain assets.</p> <p>New asset condition surveys may indicate additional financial pressures to bring maintenance of our assets to an acceptable condition.</p>	Ongoing	Works are being undertaken on a number of sites and the programme based on risk and compliance developed to resolve the outstanding legacy issues and we continue to monitor the financial effect of this activity. The FM team redesign is well underway	13/02/2020
LR13	Health and safety	Identified weaknesses in governance policy could lead to reduced oversight of health and safety issues and infringe on our associated duty of care to staff and others affected by the activities of the Council.	<ul style="list-style-type: none"> Unsafe services leading to injury or loss Breach of legislation and potential for enforcement action. Financial impact (compensation or improvement actions) 	Nick Graham	4	3	12	<ul style="list-style-type: none"> H&S policies and procedures have been reviewed and adopted Information and training programmes under way for managers and staff H&S Governance Board maintains oversight of policy and practice H&S Monitoring and Inspections help strengthen understanding and provisions Additional budget has been allocated (logged as a pressure) for rectifying all H&S and compliance items across our buildings and to bring full statutory compliance We have established a H&S and Compliance function within Property, Investment & Facilities Management where the right expertise is now in-house to enable us to bring and maintain the right level of compliance in the organisation 	4	2	8	<p>We will provide assurance on effective controls to the H&S Governance Board: H&S monitoring will be carried out in selected services to assess compliance; Reporting of key data and issues to Leadership Teams;</p> <p>Ensuring staff receive the necessary health and safety training;</p> <p>Internal Audit review to assess progress with agreed actions;</p> <p>Health and safety risk registers to be reviewed in Internal Audit process.</p>	Ongoing Dec 2019 Dec 2019	<p>A follow-up Audit of Corporate H&S has been completed. Report due March 2020. Initial exit meeting held: key findings align with ongoing improvements regarding property and FM compliance – see cross-cutting risk to LR12 Property & Assets. Mitigation measures include additional funding to rectify building non-compliance and development of asset management systems.</p>	24/02/2020

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LR14	Business continuity and recovery	If Business Continuity arrangements are insufficiently robust or inconsistently applied, this could restrict our ability to maintain the delivery of services to residents the expected standard.	Significant disruption to the delivery of essential Council Services which are not recovered within a reasonable time frame. Impacts could include risk to life or welfare, financial loss (for example due to litigation) and reduction of trust in Council services	Simon Furlong	2	3	6	A business continuity improvement programme is under way and has led to significant improvements including to a consistent approach to business impact assessments, service business continuity frameworks and business continuity plans.	2	2	4	Ensure all Business Continuity plans are completed, and that relevant training and exercising has been undertaken. This is monitored by Audit and Governance with a further internal audit due in December 2019. Continued focus on delivering effective Business Continuity Management via the Extended Leadership Team and assured by internal audit process.	Dec-19	Majority of the Business Continuity Action Plan has been delivered and Internal Follow Up Audit is underway with the report expected in March 2020	13/02/2020
LR15	Cyber security	Levels of threat mean that it is possible our defences will be breached, whether through system failure or human error	A serious and widespread attack (like Wannacry in Health) could mean we cannot function or support services, causing business continuity plans to be invoked. There may be less serious lower level theft of data or a publicity type attack.	Claire Taylor	4	4	16	A robust plan is in place and under continuous improvement. OCC is Public Services Network and 'Cyber Security Essentials Plus' accredited. OCC is also working with other local government organisations to ensure a co-ordinated approach to Cyber Security events.	4	3	12	As part of the IT service redesign a joint OCC/CDC Cyber Security post will be created and recruited to, to undertake: •Sole responsibility for managing security threats and prevention methods •Working with Information Management to ensure implications of GDPR on data security are understood and built in •Working with partners to provide training so that every OCC user is aware of their role in preventing cyber threats •Documenting processes and policy to define roles, responsibilities and procedures •Maximising tech to reduce cyber risks •Ensuring all new and existing suppliers meet cyber security requirements	Mar-20	On 30th January 2020, IT successfully maintained the Councils' Cyber Essentials Plus accreditation for the coming year.	04/02/2020
LR16	ICT Infrastructure	The server infrastructure, backup and disaster recovery hardware is at or past end of life	There is a risk of ICT failure which could disrupt our ability to sustain parts of the Council's services. We need to plan replacement as the backup solution has started to fail intermittently.	Claire Taylor	4	3	12	A successful procurement has been conducted and a supplier selected. Risk level remains the same at this stage in the project. The project's RAG rating is Green. Day to day risks are controlled by the service in partnership with the supplier.	4	1	4	The primary datacentre will be in and fully configured by the end of Q4 2019/20. The Disaster Recovery provision will also be refreshed and should be available on the same schedule.	Mar-20	All servers and services have been migrated to the new data centre equipment and are operational. The new backup service is operational. The cloud DR solution is configured and running. Testing of the DR solution under way and on schedule.	04/02/2020

Forecast outturn 2019/20 at January 2020



Key:





RAG status
 Red
 Amber
 Green

Direction of travel (change since last month)
 Improving
 Stable
 Worsening

Children's Services



£5.6m (4.7%) forecast overspend

Education & Learning	£0.2m <u>overspend</u> forecast in relation to the SEN service. This relates to additional staff within the SEND Casework Team to meet demand in the current year. The ongoing impact has been addressed as part of the budget agreed by Council on 11 th February 2020. In addition, there is a reduction in income within the Educational Psychologist budget, due to the need to prioritise the statutory work.
RAG rating 	
Direction of travel 	£0.1m <u>underspend</u> forecast in relation to Home to School Transport. This is made up of an overspend of £0.3m on SEN Home to School Transport and an underspend of £0.4m on Mainstream Home to School Transport.
Variation £0.1m (0.4%) overspend	
Action Plan Not required	<p>The SEN forecast is based on current demand along with average growth seen in recent years. To ensure the budget reflects a reasonable baseline, a temporary virement of £2.2m from the corporate contingency budget to the SEN Home to School Transport budget for 2019/20 was approved in June 2019 which has reduced the forecast overspend from £2.5m to £0.3m.</p> <p>The underspend on Mainstream Home to School Transport represents a reduction in demand, particularly for primary school transport.</p> <p>There is also a pressure due to deficit balances in schools which have or are due to convert to academy status. The value is currently estimated at £0.3m-£0.4m and it is likely that this will need to be met from General Balances once the final position is clear.</p>

Children's Social Care	<p>An <u>overspend</u> of £0.4m is reported within the Children's Social Care teams. £0.1m of this relates to spend on young people in care within the Looked After Children teams and £0.3m in relation to staffing pressures across Children's Social Care due to increased demand. The number of Child in Need and LAC cases have increased this year, putting increased pressure on the Family Solutions Service, with Assessment Team demand remaining high. In both cases to meet demand in line with statutory requirements this requires the service to minimise the number of vacancies. It is particularly challenging to recruit experienced social workers, and therefore this results in an increased use of agency workers. Each team has a recruitment and retention plan with the aim of addressing agency spend over the longer term. These teams will be part of the Family Safeguarding Model from June 2020.</p>
RAG rating 	
Direction of travel 	
Variation £0.9m (2.8%) overspend	
Action Plan Not required	
	<p>An overspend of £0.4m is forecast in legal costs, a result of an increase of activity across the service This is made up of a £0.2m pressure from services provided by the internal legal services and a £0.2m pressure on external specialist advice.</p>
	<p>There is a risk of an <u>overspend</u> of £0.1m in the National Citizen Service. This is the result of the organisation which provided the funding recently going in to administration. At this time it isn't clear how much of the funding will be received, but this represents the maximum risk.</p>
	<p>The implementation of the family safeguarding plus model to deliver Children's Social Care was approved by Cabinet in July 2019. Cabinet also agreed that the savings in the MTFP associated with this service would no longer be delivered in the same time frame and that the £0.8m planned for 2019/20 would be funded from Corporate Contingency.</p>
Children's Social Care Countywide Services	<p>£0.1m <u>overspend</u> on Safeguarding as a result of the use of agency staff within the team to cover staff absence.</p>
RAG rating 	<p>£1.7m <u>overspend</u> forecast due to savings which are currently not expected to be achieved relating to third party spend.</p>
Direction of travel 	<p>£2.8m <u>overspend</u> forecast due to an increase in demand for higher cost placements impacting the Corporate Parenting Budget this year. This budget is highly volatile and spend can change quickly as numbers of Looked After Children change. With the average costs being high a small change in numbers of young people can create a significant</p>
Variation £4.6m (8.6%) overspend	

Action Plan Plan agreed and being monitored	<p>change in overall spend. Variations can also be driven by a change in placement type.</p>
	<p>There is a gap in provision for children whose needs and risk presentations require small group living, such as 1 to 2 bedded residential placements. These children have very complex needs e.g. emergent mental health need, exiting acute health settings, knife crime, high levels of violence, fire setting and child exploitation risks. Management actions are in progress to control costs, with a focus on commissioning, brokerage, management information and reporting.</p>
	<p>Included in the £2.8m is an underachievement of £0.3m on the £1.6m Reconnecting Families project savings. This is due to the achieving fewer step downs than initially expected because of the difficulties of finding the appropriate individual placement for the young person, both in terms of the complexity and a lack of sufficiency in the market. It is anticipated that this shortfall will be recovered through overachievement of the savings in 2020/21 however this won't be fully clear until the cohort of children involved have placements identified.</p>

DSG Funded Services

High Needs DSG Block	<p>£14.5m to £15.5m overspend 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.</p>
RAG rating 	
Direction of travel 	
Variation £14.5m to £15.5m (28.1% to 30.0%) overspend	
Action Plan SEND Sufficiency of Places Strategy approved by Cabinet in December 2018	<p>The variation is due to an increase in the number of Education Health Care Plans (EHCPs) that the local authority maintains. Since April 2019 the number of EHCPs maintained by the local authority has increased by 435, from 3600 to 4035 at the end of January. In the same period the local authority has received 860 requests for an EHCP. Since the beginning of this financial year, the Council is issuing an average of 50 additional plans per month and this is having a significant impact on team resources. The increase in EHCPs has led to additional cost to meet the needs of students in mainstream schools and an increase in the request for specialist placements. This has led to many children being placed in the independent non-maintained sector, where placements are on average £55,000 per place per year plus transport costs.</p>

Adult Services

£1.1m (0.6%) forecast overspend

Better Care Fund Pool

RAG rating



Direction of travel



Variation

breakeven position

Action Plan

Not 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.

While an improvement plan is underway, the forecast reablement activity provided through the contract with Oxford University Hospitals NHS Foundation Trust continues to be lower than budgeted. The council's share of the underspend based on current activity would be **£0.8m**.

Home support capacity is broadly being maintained but the local market continues to be impacted by workforce availability. Based on current activity a forecast underspend of **£0.5m (-1.1%)** is being reported. The underspend has increased by £0.4m compared to the previous month because of a reduction in hours being purchased plus an increase in client contributions.

Since the beginning of the year equipment to enable service users to live independently at home has been delivered by a new service provider. The latest activity information continues to support a forecast overspend of **£0.3m**. This is made up of an additional £0.1m paid to the previous provider at the end of the contract and £0.2m relating to actual activity in 2019/20.

Based on current activity, the budget for care home placements is forecast to overspend by **£1.0m**, (2.1% of the total care home budget). The increase of £0.4m from the previous month reflects additional commitments for Funded Nursing Care. Over the year there has been an increase in service user contributions which is partly offsetting £1.0m of undelivered savings linked to changes to commercial arrangements.

The council is required to make provision in the accounts for the risk associated with the collection of adult social care income that is still outstanding after six months. Based on the outstanding debt at the end of December the forecast assumes that a previously estimated reduction in the provision in 2019/20, will not happen resulting in a pressure of £0.4m. An update on the expected level of debt and what that means for the adjustment required at year end will be reported next month

£0.7m of the £1.4m held in reserves for 2019/20 Winter Pressures activity has been agreed to be used to support projects and expenditure to enable hospital discharges. £0.5m is being used to provide short stay beds with the remaining £0.2m being available to support other urgent spend.

Adults with Care and Support Needs Pool

RAG rating



Direction of travel



Variation

£4.1m (4.8%)
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. The risk share arrangements for 2019/20 as agreed by the Joint Management Group set out that the council will manage the variation on this pool in 2019/20 subject to OCCG increasing their contribution and taking action to manage any pressure relating to service users with health needs as a result of an acquired brain injury. Any variation associated with service users falling outside of the Outcome Based Contract for Mental Health will be divided equally between the partners based on original budget contribution before any saving.

The forecast includes a **£0.7m overspend** relating to an increase in the cost of care packages. This has increased by £0.1m since last month because of a reduction in service user contributions.

A **£0.1m overspend** is being reported within blocks and contracts. This reflects the cost of prior year voids being higher than initially anticipated.

£1.3m forecast overspend relates to the social care element of placements in out of county schools and colleges for 18 to 24-year olds with Special Educational Needs (SEN). Work to clarify all the placements and costs, to improve the ongoing visibility to Adult Social Care, and to ensure that relevant health costs are recharged to the appropriate organisation, is continuing.

£0.5m overspend relates to one – off sustainability costs paid to a provider for the continuing delivery of a contract going through a prolonged procurement process. These costs have now ended.

There is a **breakeven** position forecast for to service users with Acquired Brain Injury (ABI) with social care needs. This is a reduction of £0.1m from the previous month relating to one service user leaving this cohort. Because of the unpredictability of their needs and the high cost of individual care packages this forecast will fluctuate month to month.

The cost of care for all service users with autism is now being held and reported within this pool. The forecast includes a **£0.2m overspend** arising as a result of unexpected growth in this area.

Savings totalling £2.4m were built into the council's contribution to the pool in 2019/20. £0.5m will slip to 2020/21 2020/21 and £0.8m is not achievable. The on-going effect of both elements was reflected in the budget agreed by Council on 11 February.

Non-Pool Services

RAG rating



Direction of travel



Variation

-£3.0m (-24.0%)
underspend

Action Plan

Not required

Unallocated on-going base budget of **£2.6m** is being held outside the pooled budgets. **£1.7m** funding is 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 have again been met from the iBCF grant funding, releasing the equivalent base budget to support other pressures.

A budget of **£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.

An exercise was undertaken to highlight any uncommitted budgets resulting in **£0.2m** budget being identified to offset existing pressures.

All of the **£2.6m underspend** is being used to offset the forecast pressure within the Adults with Care & Support Needs pooled budget.

A **£0.1m underspend** is reported within Adult Protection & Mental Capacity, arising as a result of vacant posts.

Within provider and support services, an estimated underspend of **£0.3m** is being reported.

All other areas are reporting a breakeven position noting the on-going support currently being provided to managers to be able to validate this position with regards to staffing and infrastructure.

Action will be taken across the directorate to reduce spend where possible by year end.

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 after a transfer of £0.8m to the Public Health reserve

RAG rating



Direction of travel



Variation

£0.0m(0%) Breakeven
against
£29.9m ringfenced
grant

The forecast position includes a **£0.2m underspend** arising as a result of staff vacancies within the service, **£0.2m overspend** reflecting the increase in demand for residential detoxification for substance misuse problems, this position has improved since the previous month. Plus, a further **£0.9m underspend** due to reduced spend on sexual health services through efficiencies gained by using a more refined costing tool within the new contract and lower than predicted out of area spend as other authorities move to the same refined costing tool, this is a further underspend of £0.1m from the previous month. There are small planned overspends totalling **£0.1m** elsewhere in the service.





Action Plan

Not required

The underspend will be in reserves and used to meet eligible Public Health expenditure in future years. The total funding in the reserve was £1.0m at the start of the year and is now forecast to be £1.8m at 31 March 2020.

Communities

£0.2m (0.2%) forecast underspend

<u>Planning & Place</u>	Planning & Place is reporting a net underspend of £0.1m .
RAG rating 	The reported underspend in the Growth & Place service has increased to £0.2m following the ongoing prioritisation of allocating staff resources to capital and externally funded projects.
Direction of travel 	A potential overspend of £0.1m is reported against the Major Infrastructure Construction budget. This reflects uncertainties around the value of salaries that will be eligible for capitalisation in this year.
Variation £0.1m underspend (1.9%)	
<u>Community Operations</u>	Community Operations is reporting a net overspend of £0.6m .
RAG rating 	£1.8m pressure on the Parking Account due to the combination of an historical downturn in Parking income, increased running cost and parking enforcement procurement costs.
Direction of travel 	£0.9m pressure on highway defects and winter maintenance, increased to reflect the recent wet weather and anticipated cold weather over the remaining winter months. Further exceptional weather events/storms could increase this pressure further.
Variation £0.6m (0.9%) overspend	£0.3m pressure in Cultural Services includes the pension costs resulting from structural changes within the service, cost increases in the Coroner's service and reduced income in the Library service. It is noted that the Music Service is forecasting a potential in-year trading deficit of £0.1m which will be met by the Music Service trading account reserve.
	£2.4m underspend is reported in Waste management reflecting savings in contract management costs (-£0.8m) and tonnages in all waste streams being lower than budgeted (-£1.6m). The following table outlines this tonnage reductions.

Waste Management Outturn Variance		
Spend Type	Variance	Note
	£'000	
Tonnage	- 1,600	6.5% reduction in tonnage disposed, now forecast at 262kt (-£1,200k) and some price reductions (-£400k, mainly in the Energy Recovery Facility.
TOTAL	- 1,600	
Budgeted Tonnage	280 kt	
Budgeted Tonnage Proportion Targets		Notes
Recycling/Composting etc.	58%	On target
Energy Recovery	38%	Forecast 39%
Landfill	4%	Forecast 3%
	100%	

Property & Investment

Property, Investment and Facilities Management is reporting a net underspend of **£0.7m**.

RAG rating



This reflects the current position, however as the realignment of budgets and reshaping of the service continues it is anticipated that this underspend will reduce.

Direction of travel



The substantial underspend reflects the unrealised additional cost of the Assets & Investment team that was included in previous Service & Resource Planning rounds. This saving has been partly offset by the increased costs of health & safety works to bring the property portfolio into a compliant level of operation.

Variation

£0.7m

(3.8%)

variance

Community Safety

A breakeven position is currently reported however there is a financial risk on the On-Call Firefighter budget due to uncertainty of demand.

RAG rating



Direction of travel



Variation



£0.0m

(0.0%)

variance

Resources

£0.3m (-0.9%) forecast underspend

Resources	£0.1m <u>overspend</u> relates to the pressure of an unfunded Human Resources Business Partner.
RAG rating 	£0.1m <u>overspend</u> is forecast for Law and Governance. This relates to the ongoing staffing pressure in Democratic Services, which is being partially offset by underspends across the wider Governance budget. It also reflects a pressure on the Legal Services budget. Whilst counsel costs and court fees for complex childcare cases continue to exceed the overall budget the forecast pressure for the remainder of the year has reduced resulting in a reduction to the overspend previously reported.
Direction of travel 	£0.1m <u>overspend</u> relates to the unfunded costs of the interim Procurement team which will be in place for the remainder of the financial year. The ongoing pressure will be addressed as part of Provision Cycle service redesign which is to be implemented from April 2020.
Variation £0.3m (-0.9%) underspend	£0.1m <u>overspend</u> relates to the net position for the Customer Service Centre. This includes a reported pressure in the Blue Badge Administrative Service due to increased demand following the national implementation of the 'Hidden Disabilities' criteria.
	£0.7m <u>underspend</u> reflects the vacancies being held in the ICT service. The service will review its resourcing requirements to deliver the new IT strategy. The strategy sets out the 3–5year technology requirements for the organisation including savings targets. Departmental staffing budgets currently underspent will be considered alongside the strategy.

Corporate Measures

General Balances

RAG rating



Direction of travel



The current forecast for general balances at 31 March 2020 is **£19.0m**. This is **£0.3m** lower than the risk assessed level of **£19.3m** as set out in the Medium-Term Financial Plan (MTFP) approved by Council in February 2019. This position assumes that forecast Directorate overspend of £6.5m is partly met from the remaining corporate contingency budget of £3.5m and £0.4m of the Strategic Measures underspend. It also assumes a drawdown of £0.4m for deficit schools balances upon converting to academy status.

	£m	£m
General Balances at 1 April 2019		28.0
<i>Calls on Balances>Returns to Balances</i>		
Budgeted Contribution to Transformation Reserve	-6.0	
Northfield School Revenue Costs	-0.3	-6.3
Schools converting to academy status deficit balances		-0.4
Directorate Overspend after corporate contingency and Strategic Measures underspend have been used		-2.
Projected Level of General Balances at 31 March 2020		19.0
Risk Assessed Level of General Balances 2019/20		19.3
Level of deficit balances		0.3

Reserves

RAG rating



Direction of travel



Unplanned Use >£250k

Reserves are forecast to be **£64.2m** at 31 March 2020, a decrease of **£1.9m** since the last report. This relates to **£2.0m** increase in the deficit on the High Needs DSG grant reserve which is offset by an increase in the contribution to the Public Health Reserve from £0.5m to £0.6m.

This includes a forecast mid-range deficit (between £14.5m and £15.5m) on the High Needs DSG grant reserve of £14m included in the Grants and Contributions Reserves. This is forecast to be carried forward to future years via earmarked reserves in accordance with recent clarification and guidance from DfE.

Cabinet approved the creation of a redundancy reserve on 21 January 2020. This will be used to fund the redundancy costs arising from the organisational improvement and service redesign programme.

**Medium
Term
Financial
Plan
Savings**

The 2019/20 budget includes planned savings of **£36.8m** of which £15.9m relates to Corporate saving plans and £20.9m relates to Directorate saving plans. Overall, 81.9% of savings have been delivered or are forecast to be delivered by year end compared to the target of 95% set out in the budget agreed by Council in February 2019.

RAG rating



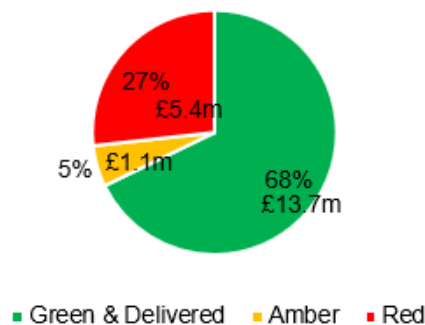
**Direction of
travel**



**% of
savings
expected to
be achieved
95%**

£15.9m, 100%, of Corporate Savings Plans have been or are forecast to be delivered by year end.

Directorate Saving Plans



£13.7m, 68%, of Directorate savings plans have been or are forecast to be delivered by year end.

£1.1m, 5%, are assessed as amber and are at risk of not being delivered in full year.

A further £5.4m, 27% are assessed as red and are not expected to be delivered in year.



The following Directorate saving plans are assessed as red:

Service redesign	£0.6m	Service redesign is underway for finance, strategic capabilities and the provision cycle. Implementation dates for these will mean that full year savings will not be achieved in 2019/20.
Children's Services – Review of Third Party Spend	£1.7m	As reported above, non-delivery of this saving has created an in-year budget pressure for which the service is seeking alternative savings to help manage.
Children's Services – Reconnecting Families	£0.3m	As reported above, non-delivery of this saving has created an in-year budget pressure. It is anticipated that this shortfall will be recovered through overachievement of the savings in 2020/21 however this won't be fully clear until the cohort of children involved have placements identified.
Adult Services – Learning Disabilities	£1.1m	Savings totalling £2.4m are built into the council's contribution to the Adults with Care and Support Needs pool in 2019/20. Plans to implement these are progressing but savings are at risk of slipping or not being achievable and this
Adult Services – Improvements to Acquired Brain Injury and Autism Pathway	£0.2m	

			has been included within the overspend reported for the pool.
	Adult Services – Commercial arrangements with care home providers	£1.0m	As reported above, the resulting in year budget pressure is partially offset by an increase in service user contributions within the Better Care Pool.
	Communities - Parking Account Income	£0.5m	Additional income targets are not expected to be achieved. The resulting pressure is currently offset by other underspends within the Directorate.
	Total Red Saving Plans	£5.4m	

The budget pressures arising from the non-delivery of savings form part of the Directorate positions reported above.

The budget proposals for 2020/21 to 2023/24 that were agreed by Council on 11 February 2020 included plans to address the impact of slippage and non-delivery of savings on future years.

Grants	The council is expected to receive ringfenced and un-ringfenced government grants totalling £341.3m in 2019/20, This is unchanged from last month.
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 January 2020. The current forecast outturn position for in house interest receivable is **£3.4m**, which is **£1.0m** above budget.

Month	Average cash balance	Average rate of return
December	£382.43m	0.90%

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

Days revenue outstanding and invoice collection rate are both improved this month. The average collection rate for the year remains below target; a high percentage of unpaid invoices relate to the Music Service where there have been difficulties with a new invoicing process, however, the value of these invoices is low. The collection rate for invoices with a value over £10,000 was 96.4%.

Debt requiring impairment (DRI) has increased by £0.10m this month, this is due to a new bad debtor case (as reported in the Children's Social Care FMR), the debtor is in administration and we will need to liaise with the administrators to get clarification clarity on the level of loss. The developer contribution debt, previously reported, remains outstanding and accounts for 25% of the DRI. Neither of these cases will be resolved this financial year, consequently the DRI target will not be met.

	Target	January 2020
Invoice collection rate	97.5%	95.0%
Avg. days outstanding	35	27
Debt requiring impairment	<£0.30m	£0.50m
Unsecure debt over 1 year	<£0.50m	£0.39m
Write offs as % of income Year to Date	<0.10%	0.000%

**Debt and
Loan Write
Offs &
Impairments**

**– Adult
Contribution
to Care
Charges**

RAG rating



**Direction of
travel**



Both the invoice collection rate and days revenue outstanding continue to be stable with no material movement. Debt requiring impairment (DRI) has increased by £0.10m this month and remains higher than the current impairment balance, this month it is £0.46m. The final DRI position is dependent on case resolutions in the final two months; historically the final figure is 3-5% less than January's level.

A new permanent debt recovery officer post is now recruited to as well as a temporary post; following induction, work will be allocated based on bad debt priorities. Delays due to outside influences such as housing market, Court of Protection and Probate office continue to be a factor delaying resolution of cases.

	Target	January 2020
Invoice collection rate	92%	90.2%
Avg. days outstanding	100	105
Debt requiring impairment	<£2.00m	£3.08m
Unsecure debt over 1 year	<£1.60m	£3.41m
Write offs as % of income Year to Date	<1.0%	0.00%

Business Management Report
Position to the end of January 2020
Budget Monitoring

Directorate	BUDGET 2019/20		Latest Budget	Outturn Forecast Year end Spend/Income	Projected Year end Variation to Budget	Projected Year end Variance Traffic Light
	Original Budget	Movement to Date				
	£000	£000				
Children						
Gross Expenditure	368,782	2,419	371,201	376,779	5,578	R
Gross Income	-255,037	1,775	-253,262	-253,262	0	G
	113,745	4,193	117,938	123,516	5,578	R
Resources						
Gross Expenditure	40,330	-162	40,168	40,242	74	G
Gross Income	-11,487	54	-11,433	-11,770	-337	R
	28,843	-108	28,735	28,472	-263	G
Communities						
Gross Expenditure	175,434	5,464	180,898	179,708	-1,190	G
Gross Income	-61,968	-5,783	-67,751	-66,801	950	R
	113,466	-319	113,147	112,907	-240	G
Adults						
Gross Expenditure	204,376	920	205,296	206,427	1,131	G
Gross Income	-20,349	-973	-21,322	-21,322	0	G
	184,027	-53	183,974	185,105	1,131	G
Public Health						
Gross Expenditure	29,950	0	29,950	29,950	0	G
Gross Income	-29,950	0	-29,950	-29,950	0	G
	0	0	0	0	0	G
Directorate Expenditure Total	818,872	8,640	827,512	833,105	5,593	G
Directorate Income Total	-378,791	-4,927	-383,718	-383,105	613	G
Directorate Total Net	440,081	3,713	443,794	450,000	6,206	R

Business Management Report
Position to the end of January 2020
Budget Monitoring

Directorate	BUDGET 2019/20			Outturn Forecast Year end Spend/Income	Projected Year end Variation to Budget	Projected Year end Variance Traffic Light
	Original Budget	Movement to Date	Latest Budget			
	£000	£000	£000	£000	underspend - overspend + £000	
Contributions to (+)/from (-)reserves	11,160		11,160	11,160	0	
Contribution to (+)/from(-) balances	-6,000	-290	-6,290	-8,641	-2,351	
Public Health Saving Recharge	-250		-250	-250	0	
Transformaton Savings	-1,500	668	-832	-232	600	
Contingency	7,629	-3,389	4,240	785	-3,455	
Insurance	2,897		2,897	2,897	0	
Capital Financing	23,691		23,691	23,691	0	
Interest on Balances	-8,419		-8,419	-9,419	-1,000	
Strategic Measures Budget	29,208	-3,011	26,197	19,990	-6,206	
Unringfenced Government Grants	-18,743	-496	-19,239	-19,239	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	206	369,271	369,271	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 January 2020
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	1,880	81,139	81,217	78	G
	Gross Income	-54,797	935	-53,862	-53,862	0	G
		24,462	2,815	27,277	27,355	78	G
CEF2	Children's Social Care						
	Gross Expenditure	34,717	347	35,064	35,964	900	R
	Gross Income	-3,352	118	-3,234	-3,234	0	G
		31,365	465	31,830	32,730	900	R
CEF3	Children's Social Care Countywide Services						
	Gross Expenditure	55,690	2,158	57,848	62,448	4,600	R
	Gross Income	-3,882	-356	-4,238	-4,238	0	G
		51,808	1,802	53,610	58,210	4,600	R
CEF4-1	Delegated Schools						
	Gross Expenditure	154,133	-1,952	152,181	152,181	0	G
	Gross Income	-154,133	1,952	-152,181	-152,181	0	G
		0	0	0	0	0	G
CEF4	Other Schools						
	Gross Expenditure	38,570	874	39,444	39,444	0	G
	Gross Income	-38,354	-875	-39,229	-39,229	0	G
		216	-1	216	216	0	G

Business Management Report
Position to the end of January 2020
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	
CEF5 Children's Services Central Costs						
Gross Expenditure	6,413	-888	5,525	5,525	0	G
Gross Income	-519	0	-519	-519	0	G
	5,894	-888	5,006	5,006	0	G
Directorate Expenditure Total	368,782	2,419	371,201	376,779	5,578	R
Directorate Income Total	-255,037	1,775	-253,262	-253,262	0	G
Directorate Total Net	113,745	4,193	117,938	123,516	5,578	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

Business Management Report
Position to the end of January 2020
Budget Monitoring

Communities 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		underspend - overspend + £000	
EE1	Planning & Place						
	Gross Expenditure	11,862	2,698	14,560	14,460	-100	G
	Gross Income	-6,577	-2,760	-9,337	-9,337	0	G
		5,285	-62	5,223	5,123	-100	R
EE2	Community Operations						
	Gross Expenditure	124,284	-14,064	110,220	109,830	-390	G
	Gross Income	-48,224	3,771	-44,453	-43,503	950	R
		76,060	-10,293	65,767	66,327	560	G
EE3	Property & Investment						
	Gross Expenditure	12,822	16,526	29,348	28,648	-700	R
	Gross Income	-4,324	-6,483	-10,807	-10,807	0	G
		8,498	10,043	18,541	17,841	-700	R
EE4	Community Safety						
	Gross Expenditure	26,466	304	26,770	26,770	0	G
	Gross Income	-2,843	-311	-3,154	-3,154	0	G
		23,623	-7	23,616	23,616	0	G
Directorate Expenditure Total		175,434	5,464	180,898	179,708	-1,190	G
Directorate Income Total		-61,968	-5,783	-67,751	-66,801	950	R
Directorate Total Net		113,466	-319	113,147	112,907	-240	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 January 2020
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	£000	underspend - overspend + £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	-1,174	10,049	10,424	375	R
Gross Income	-5,070	-75	-5,145	-5,415	-270	R
	6,153	-1,249	4,904	5,009	105	R
CEO3 Corporate Finance & Internal Audit						
Gross Expenditure	7,388	2,232	9,620	9,859	239	R
Gross Income	-2,599	115	-2,484	-2,551	-67	R
	4,789	2,346	7,135	7,307	172	R
CEO4 Assistant Chief Executives						
Gross Expenditure	19,421	-1,220	18,201	17,661	-540	R
Gross Income	-3,818	15	-3,803	-3,803	0	G
	15,603	-1,205	14,398	13,858	-540	R
Directorate Expenditure Total	40,330	-162	40,168	40,242	74	G
Directorate Income Total	-11,487	54	-11,433	-11,770	-337	A
Directorate Total Net	28,843	-108	28,735	28,472	-263	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 January 2020
Budget Monitoring

Adults 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	
SCS1 Adult Social Care							
	Gross Expenditure	196,700	1,042	197,742	198,873	1,131	G
	Gross Income	-18,999	-780	-19,779	-19,779	0	G
		177,701	262	177,963	179,094	1,131	G
SCS2 Joint Commissioning							
	Gross Expenditure	7,676	-122	7,554	7,554	0	G
	Gross Income	-1,350	-193	-1,543	-1,543	0	G
		6,326	-315	6,011	6,011	0	G
Directorate Expenditure Total		204,376	920	205,296	206,427	1,131	G
Directorate Income Total		-20,349	-973	-21,322	-21,322	0	G
Directorate Total Net		184,027	-53	183,974	185,105	1,131	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 January 2020
Budget Monitoring

Public Health Directorate		BUDGET 2019/20		Latest Estimate	Outturn Forecast Year end Spend/Income	Projected Year end Variation	Projected Year end Variance Traffic Light Indicator
		Original Budget	Movement to Date				
		£000	£000				
PH1	LA Commissioning Responsibilities - Nationally Defined						
	Gross Expenditure	16,352	1	16,353	15,438	-915	R
	Gross Income	0	0	0	0	0	G
		16,352	1	16,353	15,438	-915	R
PH2	LA Commissioning Responsibilities - Locally Defined						
	Gross Expenditure	12,965	0	12,965	13,035	70	G
	Gross Income	-228	0	-228	-228	0	G
		12,737	-1	12,737	12,807	70	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	845	845	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	

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 January 2020

CABINET IS RECOMMENDED TO NOTE THE VIREMENTS AS DETAILED BELOW:

Directorate (CD = Cross Directorate)	Month of Cabinet meeting	Month of Directorate MMR	Narration	Budget Book Line	Service Area	Permanent / Temporary	Expenditure + increase / - decrease £000	Income - increase / + decrease £000
EE	Mar	Jan	After restructure in 2018 this cost centre was left misaligned with new Team Structure.	EE2-5	Integration & Improvement	P	-57	57
SCS	Mar	Jan	Winter Pressures funding	BCFPOOL	Better Care Fund Pool	T	1,400	-1,400
				SCS1-1A	Contribution to Better Care Fund Pool	T	0	0
			Additional BCF Contribution	BCFPOOL	Better Care Fund Pool	P	202	-202
Grand Total							1,545	-1,545

Business Management Report - January 2020
Cabinet - 17 March 2020
Earmarked Reserves

	2019/20			Last reported forecast as at 31 March 2020	Change in closing balance to last forecast
	Balance at 1 April 2019	Movement	Forecast Balance at 31 March 2020		
	£000	£000	£000		
Schools' Reserves	17,309	-4,751	12,558	12,558	0
Vehicle and Equipment Reserve	2,901	-2,129	772	777	5
Grants and Contributions Reserve	14,704	-21,019	-6,315	-4,415	1,900
Government Initiatives	1,324	-1,151	173	173	0
Trading Accounts	325	138	463	463	0
Council Elections	328	150	478	478	0
Partnership Reserves	2,659	-699	1,960	1,960	0
On Street Car Parking	1,997	250	2,247	2,247	0
Transformation Reserve	3,193	-526	2,667	2,667	0
Demographic Risk Reserve	0	3,000	3,000	3,000	0
Youth Provision Reserve	0	500	500	500	0
Budget Prioritisation Reserve	4,890	-3,286	1,604	1,604	0
Insurance Reserve	10,647	-1,000	9,647	9,647	0
Business Rates Reserve	555	494	1,049	1,049	0
Capital Reserves	31,188	1,517	32,705	32,705	0
Budget Equalisation Reserve	280	-280	0	0	0
Redundancy Reserve	0	700	700	700	0
Total Reserves	92,300	-28,092	64,208	66,113	1,905

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</p>
<p>This reserve is to fund future replacements of vehicles and equipment.</p>
<p>This reserve has been set up to hold unspent grants and contributions committed to be spent in future years. This includes the Dedicated Schools Grant and Public Health Grant</p> <p>This reserve is used to hold underspends on budgets funded by unringfenced grants held that relate to specific agreed outcomes or the implementation of Government initiatives.</p> <p>This reserve holds funds relating to traded activities to help manage investment.</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 OxLEP 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>£1.0m allocated over 2019/20 and 2020/21 to provide seed funding for locality based youth provision</p>
<p>In light of the significant pressures relating to High Needs DSG and other budgets with demographic volatility. This reserve will help to manage demographic risk.</p> <p>This reserve is needed to fund the implementation costs of the Council's 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>

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Division(s): N/A

CABINET – 17 MARCH 2020

CAPITAL PROGRAMME UPDATE AND MONITORING REPORT

Report by the Director of Finance

Recommendations

1. The Cabinet is RECOMMENDED:
 - a) to approve the changes to the programme in Annex 1c;
 - b) to agree to continue to report the Growth Deal at programme level to enable resources to be moved between schemes (as set out in annex 2) but within the overall programme total of £143m.

Executive Summary

2. This is the quarterly update report summarising the financial performance in the delivery of the 2019/20 capital programme based on projections at the end of January 2020; and, it highlights the new inclusions within the overall ten-year capital programme.
3. The report and annexes reflect all changes approved by Council in February 2020 as part of the Service & Resource Planning process. Following Council's approval, this is the first update report reflecting the new format of the Capital Programme by strategy area.
4. As shown in Annex 1, there has been a small decrease in the forecast programme expenditure for 2019/20 of **£0.4m**. There are seven projects within the School Structural Maintenance Programme totalling £1.4M that have now been rescheduled for delivery in 2020/21 with minimal impact on the schools' operation. An additional £1M spend has been approved in 19/20 on Local Growth Fund projects relating to financial contributions to schemes delivered by third parties agreed by the Oxfordshire Local Enterprise Partnership (OxLEP).
5. The total ten-year capital programme (2019/20 to 2029/30) is now **£1,027.4m**, an increase of **£1.7m** compared to the latest approved capital programme. The variation is the result of the OXLEP agreeing financial contributions to Local Growth Fund projects that are delivered by third parties.
6. The key matter in this update is the reporting of the Housing and Growth Deal Infrastructure Programme (ref. sections 16 – 19 of this report). The individual schemes and programme of work will change frequently in terms of deliverability, approach and/or forecast cost, as technical assessments are progressed through the key stages of delivery, To ensure efficient and effective delivery these changes will require prompt decision making at an operational level; It is therefore being recommended that the Housing and

Growth Deal infrastructure programme continues to be reported at a programme level enabling resources to be moved between schemes but within the overall agreed programme funding. Changes to schemes and/or forecast costs will continue to be reported in the quarterly Capital Programme updates and monitoring reports.

Introduction

7. This is the fourth capital programme update and monitoring report for the financial year 2019/20. The report focuses on the delivery of the 2019/20 capital programme based on projections at the end of January 2020 and new inclusions within the overall ten-year capital programme.
8. The following annexes are attached:
 - Annex 1 Capital Programme Monitoring
 - Annex 2 Growth Deal Programme

2019/20 Capital Monitoring

9. The capital monitoring position set out in Annex 1a, shows the forecast programme expenditure for 2019/20 is **£158.8m** (excluding earmarked reserves). This has decreased by **£0.4m** compared to the latest approved capital programme of **£159.2m**. The table in the next paragraph summarises the variations by strategy area.
10. Significant in-year variations for each strategy are listed in Annex 1b. New schemes and total programme/project budget changes are listed in Annex 1c.

Strategy / Programme	Last Approved Programme * £m	Latest Forecast Expenditure £m	Variation £m
Pupil Places	35.8	34.4	-1.4
Major Infrastructure	60.1	61.1	+1.0
Highways Asset Management Plan	34.1	34.1	+0.0
Property & Estates, Investment Strategy	10.3	10.3	+0.0
ICT	10.8	10.8	+0.0
Passport Funding	7.5	7.5	+0.0
Vehicles & Equipment	0.6	0.6	+0.0
Total Programmes	159.2	158.8	-0.4
Earmarked Reserves	4.3	3.3	-1.0
Total Capital Programme	163.5	162.1	-1.4

* Approved by Council 11 February 2020

11. Within the 2019/20 annual School Structural Maintenance Programme, seven projects, totalling **£1.4m** will be delivered in 2020/21 and incorporated within next years programme. This rescheduling of works has minimal impact on the school's operation as these projects are predominately condition based flat roofing projects. 14 projects within the programme have been completed in 2019/20.

12. A further **£1.0m** relating to the Local Growth Fund projects were approved to be spent in 2019/20. These relate to financial contributions to schemes delivered by third parties that have been agreed by the Oxfordshire Local Enterprise Partnership (OxLEP).

Actual Expenditure to Date

13. Excluding forecast expenditure on third party schemes (OxLEP funded schemes and the Housing and Growth Deal Affordable Housing element), the 2019/20 programme reduces from **£158.8m** to **£127.9m**. Actual capital expenditure as at the end of January for Council controlled projects was **£54.1m** with in-year commitments at **£30.0m**. The combined value is 66% of the forecast expenditure.
14. The 2019/20 Affordable Housing element of the Housing and Growth Deal will be paid to the County Council (as Accountable Body) by Homes England in April 2020 when the number of affordable homes delivered has been agreed. The Council will then pass this funding to the relevant district councils. It is currently forecasted that this will total **£8.1m** for 2019/20 which will be subject to final confirmation by 31 March 2020.

Ten Year Capital Programme Update

15. The total ten-year capital programme (2019/20 to 2029/30) is now **£1,025.7m** (excluding earmarked reserves), an increase of **£1.7m** compared to the latest approved capital programme. The increase is a result of financial contributions to Local Growth Fund projects of £1.7m delivered by third parties being agreed by the OxLEP.

The following table summarises the variations by programme.

Strategy / Programme	Last Approved Total Programme (2019/20 to 2029/30) * £m	Latest Updated Total Programme (2019/20 to 2029/30) £m	Variation £m
Pupil Places	261.0	261.0	+0.0
Major Infrastructure	277.8	279.5	+1.7
Highways Asset Management Plan	351.6	351.6	+0.0
Property & Estates, Investment Strategy	86.0	86.0	+0.0
ICT	29.9	29.9	+0.0
Passport Funding	18.0	18.0	+0.0
Vehicles & Equipment	1.4	1.4	+0.0
Total Programmes	1,025.7	1,027.4	+1.7
Earmarked Reserves	79.1	77.4	-1.7
Total Capital Programme	1,104.8	1,104.8	+0.0

* Approved by Council 11 February 2020

Housing & Growth Deal Programme

16. The Housing and Growth Deal Programme comprises £150m to fund an infrastructure programme and £60m to fund affordable housing to be delivered by the District Councils. In relation to the infrastructure programme, of the £150m funding, £15m has been received as a revenue grant. This was to provide flexibility in the early years of the programme where there is a higher proportion of design and other revenue funding requirements. Of the £15m received as revenue funding, it is expected that £7m will be treated as such and the remaining £8m as capital. As a consequence, the existing capital programme includes a £143m for infrastructure schemes and £60m in relation to the affordable homes element of the Housing & Growth Deal.
17. The latest approved capital programme indicates a programme level budget of £122m with the remaining provision of £21m already drawn-down to support the delivery of the Botley Road scheme and Watlington Relief Road scheme which have previously been individually approved.
18. The Housing & Growth Deal infrastructure programme is currently forecast at £152.1m, this includes over programming of £2.1m. The over programming will be managed by a mixture of projects slowing, stopping or changing scope throughout the programme's lifetime and/or recovery of Deal funding from third parties. The current schemes within the programme are set out at Annex 2.
19. The individual schemes and programme of work is expected to change as technical assessments are progressed through the key stages of delivery. This will result in frequent changes across the programme in terms of scheme deliverability, delivery approach and/or forecast cost. To support operational efficiency and to reflect the challenging delivery programme, it is recommended that continue the Housing & Growth Deal infrastructure programme continues to be reported at programme level to enable resources to be moved between schemes but within the overall programme total of £143m. Changes to schemes and/or forecast cost will continue to be reported as part of future Capital Programme updates and monitoring reports.

LORNA BAXTER

Director of Finance

Background papers:

Contact Officer: Hannah Doney, Head of Corporate Finance. Tel: 07584174654

March 2019

Capital Programme Update & Monitoring Report - Cabinet 17 March 2020
 Capital Programme: 2019/20 TO 2029/30

Strategy / Programme	Latest Approved Capital Programme (Council February 2020)			Latest Forecast			Variation			Current Year Expenditure Monitoring				Performance Compared to Original Programme (Council February 2019)		
	Current Year	Future Years	Total	Current Year	Future Years	Total	Current Year	Future Years	Total	Actual expenditure to date	Commitments	Expenditure Realisation Rate	Actuals & Commitments	Current Year	Variation	Use of Resources Variation
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	%	£'000s	£'000s	%
Pupil Places	35,779	225,243	261,022	34,381	226,641	261,022	-1,398	1,398	0	18,899	11,443	55%	88%	36,844	-2,463	-7%
Major Infrastructure	60,082	217,677	277,759	61,082	218,457	279,539	1,000	780	1,780	9,127	6,470	15%	26%	71,269	-10,187	-14%
Highways Asset Management Plan	34,104	317,521	351,625	34,104	317,521	351,625	0	0	0	23,050	7,432	68%	89%	44,116	-10,012	-23%
Property & Estates, and Investment Strategy	10,280	75,677	85,957	10,280	75,677	85,957	0	0	0	1,448	1,461	14%	28%	18,749	-8,469	-45%
ICT	10,806	19,093	29,899	10,806	19,093	29,899	0	0	0	2,196	2,594	20%	44%	16,199	-5,393	-33%
Passport Funding	7,565	10,452	18,017	7,565	10,452	18,017	0	0	0	6,630	200	88%	90%	2,007	5,558	277%
Vehicles & Equipment	629	753	1,382	629	753	1,382	0	0	0	0	629	0%	100%	1,450	-821	-57%
Total Estimated Capital Programme	159,245	866,416	1,025,661	158,847	868,594	1,027,441	-398	2,178	1,780	61,350	30,229	39%	58%	190,634	-31,787	-17%
Earmarked Reserves	4,317	74,818	79,135	3,317	74,038	77,355	-1,000	-780	-1,780					27,820	-24,503	-88%
OVERALL TOTAL	163,562	941,234	1,104,796	162,164	942,632	1,104,796	-1,398	1,398	0	61,350	30,229	38%	56%	218,454	-56,290	-26%

Capital Programme Update & Monitoring Report - Cabinet 17 March 2020
Capital Programme: 2019/20 TO 2029/30

In-year Expenditure Forecast Variations

Strategy / Programme & Project Name	Previous 2019/20 Forecast* £'000s	Revised 2019/20 Forecast £'000s	Variation £'000s	Comments
<u>Pupil Places Capital Programme</u>				
Existing Demographic Pupil Provision (Basic Needs Programme)	1,326	1,176	-150	Projects being developed. Draw down of budget provision for the projects below.
Longworth - Expansion to 0.5FE (ED921)	0	150	150	Stage 2 approved.
Temporary Classrooms - Replacement & Removal	350	150	-200	Tfr to 20/21 SSMP Programme
School Structural Maintenance (inc Health & Safety)	4,000	2,802	-1,198	7 projects from 2019/20 programme transferred to 2020/21.
PUPIL PLACES TOTAL IN-YEAR VARIATION			-1,398	
<u>Major Infrastructure Capital programme</u>				
<u>Third Party Growth & Housing Deal</u>				
LGF3 Earth Lab	0	1,000	1,000	
MAJOR INFRASTRUCTURE TOTAL IN-YEAR VARIATION			1,000	
CAPITAL PROGRAMME TOTAL IN-YEAR VARIATION			-398	

*As approved by Council: Feb 20

Capital Programme Update & Monitoring Report - Cabinet 17 March 2020

Capital Programme: 2019/20 TO 2029/30

New Schemes & Budget Changes

Strategy / Programme & Project Name	Previous Total Budget*	Revised Total Budget	Variation	Comments
£'000s	£'000s	£'000s		
<u>Pupil Places Capital Programme</u>				
Existing Demographic Pupil Provision (Basic Needs Programme)	148,821	148,289	-532	Projects being developed. Draw down of budget provision for the projects below.
11/12 - 17/18 Basic Need Programme Completions	4,797	4,783	-14	
Longworth - Expansion to 0.5FE (ED921)	54	600	546	Stage 2 approved.
Temporary Classrooms - Replacement & Removal	2,637	2,437	-200	Tfr to 20/21 SSMP Programme.
School Structural Maintenance (inc Health & Safety)	18,111	18,311	200	Tfr from 2019/20 Temporary Classroom Programme.
PUPIL PLACES TOTAL PROGRAMME SIZE VARIATION			0	
<u>Major Infrastructure Capital Programme</u>				
Growth Deal Infrastructure Programme	122,266	121,966	-300	Projects being developed. Draw down of budget provision for the projects below.
A361 Road Safety Improvements	4,570	4,870	300	Tfr of funding from Growth Deal Programme.
Smart Oxford Culham City	2,000	2,780	780	Increase Funding - OxLEP Scheme
LGF3 Earth Lab	0	1,000	1,000	New inclusion - OxLEP Scheme
MAJOR INFRASTRUCTURE TOTAL PROGRAMME SIZE VARIATION			1,780	
CAPITAL PROGRAMME TOTAL PROGRAMME SIZE VARIATION			1,780	

*As approved by Council: Feb 20

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Division(s): N/A

CABINET – 17 March 2020

Oxford Local Cycling & Walking Infrastructure Plan

Report by the Director of Planning and Place

RECOMMENDATION

1. The Cabinet is **RECOMMENDED** to approve the Oxford Local Cycling & Walking Infrastructure Plan (LCWIP), including the Oxford cycle network plan.

Executive Summary

2. The Oxford LCWIP is a detailed 10-year plan which sets out how to improve cycling and walking in Oxford. The plan includes a target to increase cycling in Oxford by 50% by 2031 and the evidence of how this is to be achieved. There are 28 supplementary plans with walking and cycling schemes provisionally costed at £300 million. The LCWIP fits in with and directly supports the Connecting Oxford proposals. The LCWIP will be a subsidiary document of the new Local Transport and Connectivity Plan, currently being developed. The document was submitted to the Department for Transport (DfT) in December and we now have DfT feedback comments. As well as cycling and walking schemes, the LCWIP includes policies which will impact on Council transport policy and procedures and future scheme design and prioritisation.

Introduction

3. The Oxford Local Cycling and Walking Infrastructure Plan (LCWIP) is the first of a series of Plans for Oxfordshire to be developed. Plans for Bicester and Didcot are also being prepared for finalisation and approval later this year. The LCWIP programme is a key part of our strategy for transforming Active & Healthy Travel and helping to meet Council aims and objectives on Climate Action, Air Quality and Healthy Place Shaping.
4. The Plan sets out clear proposals for how to encourage walking and cycling in Oxford. It sets out the evidence for increasing cycling and improving walking, including policies and programmes to achieve this, along with outline plans for each proposed new walking and cycling route. In policy terms, the LCWIP would become a subsidiary document of the Council's proposed new Local Transport and Connectivity Plan (LTCP) when this is approved. However, as the LCWIP is a DfT-funded programme with its own milestones, the timescale for the LCWIP is ahead of LTCP.

National Policy

5. The LCWIP is an output of national Government policy. It forms an essential element of the national Cycling and Walking Investment Strategy (CWIS) in which there is an ambition to double cycling nationally by 2025. The CWIS obliges Government to identify funding to achieve those ambitions. Government has given indications that the LCWIP will be a key document in the allocation of CWIS funding to local authorities.
6. Government LCWIP guidance emphasises the importance of an evidence review of walking and cycling, explicitly stating that “evidence of the benefits of schemes will also strengthen the case for further investment”.
7. The Oxford LCWIP has two functions: firstly, it sets out evidence-backed plans of how the Council could achieve a measurable and step-change increase in cycling and walking in Oxford. Secondly, for the Government, it sets out the scale of our ambition and the funding needed to achieve this change. It includes a detailed analysis of the challenges and potential impact of cycling and walking schemes. It includes a target to increase cycle journeys in Oxford by 50% by 2031 along with measures to improve the comfort and attractiveness of both walking and cycling.
8. A report* to Parliament issued in February 2020 by the Minister of Transport, responsible for cycling and walking, gives a first indication of current Government thinking. It states that the “forthcoming multi-year ‘Spending Review’, expected later in 2020, will be the vehicle for identifying both the scale and type of investment required to meet our aims and targets” and that “substantial further investment is required over the next five-year period” to meet the 2025 target of doubling cycling. [**DfT Cycling & Walking Investment Strategy Report to Parliament - Moving Britain Ahead*]

DfT feedback

9. The draft Oxford LCWIP was approved by the Cabinet Member for Environment in November 2019 and submitted to the DfT in December, with a list of walking and cycling schemes provisionally costed at £300 million. After submission, Oxford LCWIP was assessed by the DfT alongside LCWIPs from 33 other local authorities
10. Feedback from the DfT on the Oxford LCWIP, received on 10 February 2020, was very positive. The DfT particularly noted its “innovative and forward thinking” approach. Positive comments included:
 - (a) the political endorsement by the Cabinet member
 - (b) the clear integration with LTP policies
 - (c) the wide engagement with stakeholders
 - (d) the research into cyclists’ infrastructure preferences
 - (e) how the LCWIP was set in the wider transport context of:
 - (1) Connecting Oxford traffic management proposals
 - (2) The extension of Controlled Parking Zones (CPZs) across Oxford
 - (3) Support for Low Traffic Neighbourhoods (LTNs)

- (4) 20 mph speed limits and proposals to introduce average speed cameras

11. In summary, the DfT commented “Oxford’s LCWIP provides a sound discussion of relevant policies and reflects what are already highly progressive and ambitious approach to proper transport planning”.

Oxford LCWIP challenges

12. Achieving 50% increase in cycling is a significant challenge. Although Oxford has had high levels of cycling for 40 years, there has been no significant decline or increase (fluctuating between 20,000 and 24,000 cyclists per day two-way at the inner cordon). Increasing cycling levels by 50% therefore depends on being able to deliver wider transformative transport changes.
13. The LCWIP sets out eight “pillars” or policy measures to achieve the increase in cycling and improvements in walking. These measures include a comprehensive cycle network, low traffic neighbourhoods, speed enforcement to make cycling both feel and be safer, public realm improvements in the city centre and local shopping centres and the extension of controlled parking zones to control and remove pavement parking. Significantly, the LCWIP designs are dependent on and designed to support and fit in with the ‘Connecting Oxford’ proposals. In essence, the LCWIP schemes have been designed to ‘lock in’ the decongestion benefits of Connecting Oxford proposals for the benefit of walking and cycling

Oxford LCWIP document

14. In total, Oxford LCWIP document is 60 pages long. It is accompanied by cycle maps and scheme designs in separate documents. It includes the following sections
 - (a) **Foreword** by Cllr Yvonne Constance
 - (b) **Executive Summary**
 - (c) **Policy background** including how the Plan directly supports Climate Change, public health benefits and housing and jobs growth.
 - (d) **Cycling** – data on current flows and challenges of achieving 50% increase target
 - (e) **LCWIP+ programme** of 8 pillars to promote cycling and walking, as outlined above, with the evidence of how these policies will promote cycling and walking
 - (f) **Oxfordshire Cycle Survey (OCS19)** providing the evidence for a dual choice cycle network, including a methodology of assessing existing and new infrastructure
 - (g) **Cyclist safety analysis** and **Cycle design standards**
 - (h) **Walking** – data on current flows,
 - (i) **Walking audits** of the city centre and local shopping districts
 - (j) **Analysis of cycle route improvements**, existing and future cycle flows, casualty analysis, OCS19 comments, cycle route prioritisation and overall costings.

Stakeholder and member engagement

15. The LCWIP was prepared in co-operation with key walking and cycling stakeholders. Oxford Pedestrians Association (OxPA) undertook pedestrian audits. The cycle network was identified with the help of Cyclox, Oxford's cycling organisation. Both Cyclox and OxPA have viewed the final draft version and given their support to the final document. In preparing the LCWIP, we also sought the views of cyclists through the Oxfordshire Cycle Survey 2019 (OCS19). Within Oxford, 2600 cyclists identified and described 4648 issues with the local network. There has also been member engagement with both County and City members, including a drop-in session, presentations to Oxford City Cycle Forum and Oxford Locality Members

Key issues and opportunities

16. Producing the LCWIP was a major piece of work involving dedicated officer time and stakeholder engagement, supported initially by DfT grant funding. In its review, the LCWIP identified areas of Council policy and practice that need to be updated and improved if the cycle targets are to be reached. The LCWIP should therefore be regarded as the beginning rather than the end of the process. There are many elements identified in the LCWIP that need now to be developed. These include
 - (a) A review of cycle and walking design standards
 - (b) Transforming outline scheme designs for the cycle routes into feasibility designs, including co-production with stakeholder groups
 - (c) Creating a walking survey to better understand the infrastructure priorities and barriers for pedestrians
 - (d) Reviewing existing Council policies and practice related to cycleway design, maintenance, signing, CPZ implementation and speed control.
 - (e) The adoption of a policy to introduce Low Traffic Neighbourhoods (LTNs) to demonstrate their impact and benefits
17. As the scheme proposals illustrate, the LCWIP already extends beyond the City, identifying key connection to settlements outside Oxford. It therefore provides the evidence and basis for a wider strategic cycle network and complementary proposals being developed, including Cycle Greenways and how Active Travel can be a more significant element of travel into and out of the City, rather than just within it.

Risk management

18. There are challenges involved in ensuring harmonisation of policies within the Council involving the LCWIP, Connecting Oxford and LTCP, with a need to ensure timescales align and there is a clear and consistent message which supports funding bids. There is also a need to work closely with Oxford City Council (and other District Councils) to ensure that LCWIP policies are taken into consideration and where necessary adopted.

19. Delivering the Oxford LCWIP (and developing/implementing Plans in other towns) needs to be coordinated and inform external plans and programmes including the Oxfordshire Plan 2050, the Housing & Growth Deal and Housing Infrastructure Fund.

Financial and Staff Implications

20. There are no revenue budget implications, as the staffing impact of this programme will be accommodated through existing resources and additional funding that was approved for the Active and Healthy Travel Hub, as part of the budget sign off by Council on the 11th February. At the time of writing this report, the estimated capital investment of £300m, identified in paragraph 9 is in the main unfunded. Officers plan to bid for funds from Central Government to support the LCWIP programme, but announcements of these funds have not yet been made. Opportunities to re-prioritise elements of the capital programme to support the funding will be considered, but it will not be until both these activities are undertaken that we will be able to establish the extent of the capital funding gap.

Equalities Implications

21. Promoting walking and cycling is likely to improve access and health for all groups and lessen inequalities. An essential element of the Oxford LCWIP is to improve cycle routes to the outlying areas of Oxford, including areas of high deprivation, such as Barton, Rose Hill and Blackbird Leys.

Sue Halliwell, Director of Planning and Place

Background papers:

Annex 1: Oxford Local Cycling and Walking Infrastructure Plan

Annex 2: Oxford Cycle Network Map (black and white; and colour)

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Foreword by Cllr Yvonne Constance

Oxfordshire County Council is tackling the challenges of Climate Change, housing growth, air pollution and the growing public health crisis of physical inactivity by a range of innovative transport measures. Encouraging and increasing walking and cycling is core to our approach to transport solutions and will feature highly in our new Local Transport and Connectivity Plan.

This will build on the Oxford Transport Strategy within our current Local Transport Plan which has the ambition that Oxford will become a world class cycling city with an outstanding public realm for walking. The Council is embarking on a range of innovative measures to achieve this transformational change in travel behaviour. In particular, we are consulting on "Connecting Oxford" which proposes to introduce traffic control points in the city centre and a work place levy charge for businesses in the south east arc.

As part of this process, we recognise the importance of the Local Cycling and Walking Infrastructure Plan (LCWIP). Oxford is already famous for its high levels of cycling and has one of the highest levels of walking in the UK, but we know we can and need to do more. The importance of Oxford LCWIP is that it:

- Sets out the evidence of how we can achieve a very challenging but realistic 50% increase in cycling in the City
- Lays out a comprehensive cycle network to focus expenditure for best value
- Identifies a list of infrastructure improvements for both walking and cycling based on best practice and our Cycle and Walking Design Guides
- Summarises the evidence for supportive measures, such as Low Traffic Neighbourhoods and controlled parking zones
- And provides cost estimates for these schemes we can use in future bids and in planning decisions

We have worked with many stakeholders in preparing this document. Cyclox and OxPA, representing Oxford cyclists and pedestrians, have willingly given their time to undertake audits and review the LCWIP. We will continue to work together with Oxford City Council, the University, other stakeholders and internally with public health, planning and transport officers to implement the LCWIP. We do not underestimate the challenges, but ultimately the benefits will be felt by all the citizens of Oxford in better health, cleaner air and better journeys.



Cllr Yvonne Constance
Cabinet Member for Environment (including Transport)

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List of additional LCWIP documents

Document	Name
1	Cycle Network map
2	Quiet Cycle Network map
3	2019 Cycle Flow map
4	2031 Cycle Flow map
5	2019 OXCRAM rating Quick Cyclists
6	2019 OXCRAM rating Quiet Cyclists
7	2031 OXCRAM Quick Cyclists
8	2031 OXCRAM Quiet Cyclists
9	Oxford LCWIP costings and prioritisation
10	Cycle Route Schemes
	OCR 1-24, 26
	OCR B Inner Ring
	OCR C Ring Road

Route OCR 25 has not been included because there is a scheme programmed for implementation.

Executive Summary

Oxford Local Cycling and Walking Infrastructure Plan (LCWIP) sets out a series of measures and programmes to achieve a transformational change in the levels of cycling and the attractiveness of walking in Oxford. Walking and cycling have many benefits for society and the individual, which include health, decongestion, safety, air quality and climate change mitigation. The LCWIP supports existing Oxfordshire County Council policies for Oxford to become “a world class cycling city” with an “outstanding public realm for walking and cycling”, as well as supporting climate change targets. Additionally, the LCWIP policies and programmes support housing and jobs growth in Oxfordshire.

The **cycling** section identifies 2 targets to increase both commuter cycling and all cycling trips in Oxford by 50% by 2031. This equates to an increase in commuter cycling from 25% to 38% of all commuter trips and from 300,000 to 450,000 all cycle trips a week in Oxford. To achieve these targets, there need to be 25,000 new cyclists, including 9000 everyday cyclists and 8000 weekly cyclists in Oxford by 2031. There will be a need to concentrate on promoting utility cycling trips, as well as widening the journey purpose for cycling beyond commuter journeys.

Modal share analysis of commuter trips for the 3 main employment areas – the City Centre, Headington and Cowley, as well as other smaller employment areas in Oxford – shows how there are around 20,000 existing commuter car trips which could realistically be made by cycle. However, there are geographic challenges to achieving this modal change. Many cyclists will need to come from the outskirts of Oxford and nearby villages. Many of these are relatively far for cycling and some of them involve steep hills. For other trips, the bus is currently a viable alternative to cycling. There are also additional socio-economic and cultural barriers in that some of the outlying wards have high levels of deprivation and lower levels of cycling.

The next section focuses on the outcome of meeting the cycling targets. Increasing cycling trips could facilitate an increase of 2000 people (from 19,000 to 21,000) entering the city centre over the 2 peak hours, when there is most demand on road space. City Centre counts have recorded a 25% increase in cycling over the last 10 years during the 2 morning peak hours. This represents a solid base to increase cycling but also indicates that further measures will be needed to meet the targets of a 50% increase in cycling over the next 10 years.

Research is inconclusive on how to increase cycling levels. However, there are 5 broad factors which may be important in promoting cycling – a town-wide cycle network, a cycle friendly public realm, traffic restraint, a cultural norm of cycling and Council commitment. On this basis, the LCWIP sets out 8 pillars fundamental to achieving a step change in cycling and walking in Oxford in terms of infrastructure. The 5 most relevant to cycling are; Pillar 1) a comprehensive cycle network, P2) low traffic neighbourhoods P3) city centre control points P4) workplace levy charge and P5) traffic speed enforcement.

Pillar 1 - Oxford Cycle Network was developed in close consultation with many stakeholder groups. In addition, an internet survey “the Oxfordshire Cycle Survey 2019” (OCS19) was conducted to understand the problems and priorities of all cyclists. With 2559 responses from Oxford, OCS19 identified 2 cycling cohorts – cyclists who opted for direct routes and those opting for slower routes away from traffic. On this evidence, a dual network of ‘Quick’ and ‘Quiet’ routes was considered the best way forward. Cyclist responses in the OCS19 were also used to create the Oxfordshire Cycle Route Assessment Matrix (OxCRAM) as a way of evaluating the existing cycle network and improvement proposals.

The benefits of the other LCWIP pillars are also examined. The example of Waltham Forest shows how low traffic neighbourhoods (P2) encourage both walking and cycling journeys.

Evidence from Groningen in the Netherlands shows how city centre control points (P3) were crucial in promoting cycling. The Workplace Levy Charge (P4) will act as an incentive for drivers to change behaviour and help fund new cycling improvements. A DfT review of cycle safety found that speed reduction (P5) was the single most important factor in promoting cycle safety.

The next section sets out the design details of the Oxford Cycle Network along with supporting measures to improve the ease and attractiveness of cycling. These include achieving added value in maintenance schemes, removing barriers on cycle paths, converting one-way streets to 2-way for cyclists, assessing crossings of the ring road, providing cycle parking at both origins (home) and destinations, signing the network and how to design 'cycle streets'.

The next section looks at cyclist safety, calculating the reported casualty rate for each of the Oxford cycle routes. It compares the overall casualty rate with data from 2005 survey of Oxford cyclists which shows that around 90% of cyclist casualties are unreported. The final cycling section summarises the key design standards applied when assessing and improving the Oxford Cycle Network.

The next section focuses on data relevant to **walking** trips in Oxford. Oxford is in the top 10 local authorities in terms of the percentage of people walking at least weekly. This is mainly because of its high levels of utility walking with 35% of adults making a walk trip at least 5 times a week. New 2019 data commissioned for the LCWIP shows that over the day, there are nearly 24,000 walk trips (15% of all trips) into/out of Oxford city centre. Walking into the city centre, like cycling, has very distinct morning peaks. Inside the city centre, most walking trips (80%) involve trips to the city centre by bus, car and cycle. There are around 30,000 walk trips a day in both Cornmarket and Queen Street. Work, shopping and education are the main journey purposes.

Pedestrian audits were undertaken in co-operation with OxPA (Oxford Pedestrian Association) of the city centre and the 4 main district shopping centres. These audits identified a list of city centre public realm improvements (LCWIP Pillar 6). Improvement proposals were also identified for the 4 local shopping centres – Cowley Centre, Headington, Cowley Road and Summertown. The next section sets out walking design policies, including (LCWIP Pillar 7) design policies for the extension of controlled parking zones (CPZs) to ensure that they enhance walking by removing obstructive parking from footways. It also promotes 'Quality Pedestrian Corridors' along the main roads, improved road crossings and measures to improve pedestrian priority across side roads.

The final section sets out a summary of the proposed walking and cycling schemes and their costings. The OXCRAM assessment of the cycle network shows that many routes are currently of poor cyclability. The LCWIP schemes will potentially raise around half of all routes to an acceptable level of cyclability. The potential cycle flow increase from 22,000 to 40,000 cyclists on the network has been calculated on the basis of these improvements and the LCWIP pillars. The OCS19 data has been used to show which routes have the highest number of comments. Route improvements have been prioritised in terms of their impact on:

- Providing viable cycling and walking routes for new housing
- their contribution to increasing cycling targets OC1 and OC2
- the scale of OXCRAM improvement for existing cyclists
- Meeting cyclists' priorities as shown by the OCS19 comments
- Casualty reduction impact

The attached Excel values the schemes. The total cost of LCWIP schemes as submitted is just under £300 million.

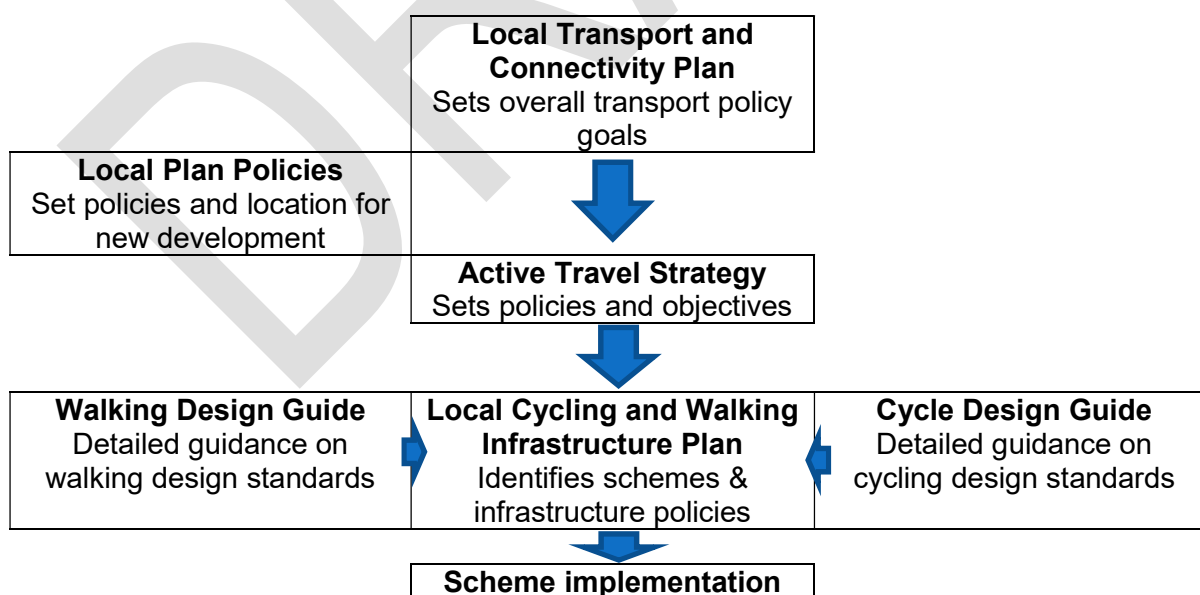
1 Introduction

Oxford Local Cycling and Walking Infrastructure Plan (LCWIP) sets out a series of measures and programmes to achieve a transformational change in levels of cycling and the attractiveness of walking in Oxford. Walking is already normal behaviour in Oxford for many journey purposes, used not only in conjunction with other modes such as bus, car and bicycle especially in the city centre, but also for the whole journey from home to many everyday destinations. In fact, Oxford could be famous for its walking levels. Oxford is among the top 10 local authorities with the highest levels of walking once a week in England, along with Cambridge, Exeter and several central London authorities. For cycling the situation is more ambivalent. Oxford is already internationally famous for its high levels of cycling – the 2nd highest authority in UK after Cambridge, but cycling conditions, provision and routes are often very poor. The evidence from other European cities shows that cycling levels could still be substantially higher. The LCWIP builds on Oxford's current high levels of cycling and even higher levels of walking to create an environment where cycling and walking will become the norm for travel within Oxford.

2 Purpose and Layout

The Oxford LCWIP is a public document which sets out Oxfordshire County Council policy and practice related to cycling and walking infrastructure in Oxford. The LCWIP supports both the existing Local Transport Plan 4 “Active Travel Strategy” policies and the emerging Local Transport and Connectivity Plan and Oxford Local Plan. It also builds on previous reports, in particular the Gilligan Reportⁱ on cycling in Oxford and the Phil Jones report on Oxford public realmⁱⁱ. It sets out the infrastructure measures that are needed to achieve a modal change to walking and cycling in support of the policies in those documents.

The LCWIP sets out practical measures, such as a cycle network and route improvements, but also includes wider measures, such as low traffic neighbourhoods, which are essential to achieving that modal change. Additionally, it includes policies where further work is needed, such as reviewing the current walking and cycling design guides, which will be needed if the Council is to achieve an increase in cycling and walking in a timely and cost-effective way. The chart below shows where the LCWIP sits in terms of policy and practice.



The LCWIP will set out a programme of measures to improve cycling and walking in support of LTP and LP policies. The LCWIP will be embedded within the transport and planning policies and be used as a material consideration in planning applications for new developments.

2.1.1 Layout

The document first sets out the current policy background. The next section focuses on cycling. The issues facing cyclists and cycling are more pressing and the additional transport and health benefits potentially higher, because there is a greater potential for modal change from the car to cycle. The third section focuses on walking, in particular access to and within the city centre and 4 local shopping centres. Walking is a short distance mode so the priority is improving local routes to the main destinations. The final section pulls together a summary of schemes and costs and calculates a route prioritisation system.

3 Benefits

The benefits of walking and cycling are solidly backed up by a wealth of research, policy and practice. They *give* real life benefits and *prevent* real life costs for the individual, the community and nationally. Many of the benefits have immediate or longer term monetary savings. Others are more difficult to measure, but still just as real e.g. quality of life benefits. In summary they are:

- Urban decongestion benefits – as very space efficient modes, they permit highly efficient urban movement within a city.
- Journey time benefits – typically cycling journeys in urban areas, particularly during the day, are quicker than going by car or bus
- Health benefits – regular walking and cycling keep you fit and healthy, helping prevent a wide range of causes of death, disability and ill health
- Air quality and Climate Change benefits – they emit no air pollutants nor climate change gases. Their use can have a big impact, particularly when they replace car use and car ownership
- safety benefits – walking and cycling are the safest of all modes in terms of road injuries to other road users. They also have relatively low injury rates compared to many other healthy activities
- Urban realm benefits – walking and cycling are very quiet and together they fit easily in with a pleasant environment in town centres and residential neighbourhoods.

The TfL has set out a succinct summary of the benefits – see <http://content.tfl.gov.uk/walking-cycling-economic-benefits-summary-pack.pdf>.

4 Policy Background

The LCWIP supports existing OCC (Oxfordshire County Council) policies. The measures within the LCWIP set out an ambitious programme of actions to transform these policies into reality.

- The Active and Healthy Strategy 2015-2031 (Volume 4 of LTP Connecting Oxfordshire) sets out the Council's ambitions for active travel in Oxford – “the ambition is for a fully joined-up and coherent and safe network of higher quality routes throughout the city that are continuous and direct, enabling cyclists to travel more quickly across the city”
- The Oxford Transport Strategy (Volume 8 of LTP) has the objective that “by 2035 Oxford will be a world-class cycling city that will be accessible to everyone, regardless of age, background or cycling experience” and that “by 2035 walking in the city will be a pleasant, comfortable experience, with an outstanding public realm in the city centre and district centres”.
- Oxfordshire 2050 sets out the ambition that “by 2031 Oxford will be a world-class cycling city that will be accessible to everyone, regardless of age, background or cycling experience”.
- OCC full Council motion of 6th November 2018 “shares the Government’s Cycling and Walking Investment Strategy ambition to double cycling by 2025” and enjoins the

Cabinet Member for Environment to “apply LCWIPs to agree a prioritised and costed Strategic Active Travel Network”

- OCC motion of 2nd April 2019 “acknowledges a Climate Emergency and call for action”. This supports the UK parliament declaration of a climate emergency on 1st May 2019.

5 Climate Change Emergency

The United Nations says we could have just 11 years left to limit a climate change catastrophe. The UK Government has a legally binding target to deliver the net zero target by 2050. Currently transport is the second largest contributor to carbon emissions, making up around 20% of all emissionsⁱⁱⁱ. Carbon emissions from all transport need to fall to zero to meet 2050 Government carbon targets. The Science and Technology Committee has highlighted that even replacing the current car fleet with electric cars will be insufficient to meet 2050 zero carbon target, and concludes that “in the long-term, widespread personal vehicle ownership does not appear to be compatible with significant decarbonisation” and recommends encouraging and supporting increased levels of walking and cycling^{iv}.

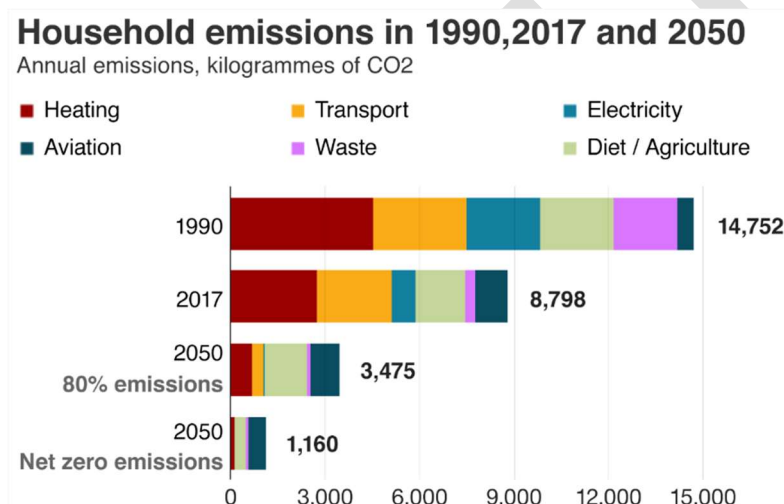


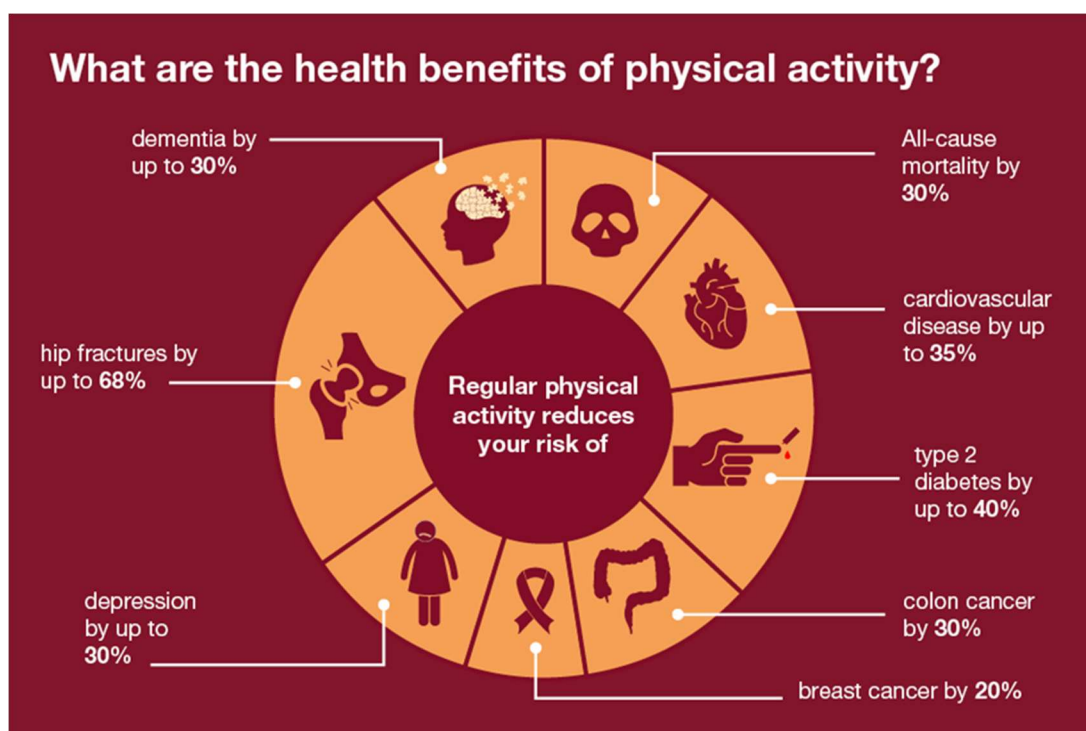
Figure 1: Data source: Climate Change Committee/BEIS 2019

Currently carbon emissions in UK are around 7 tonnes per person per year. To achieve 2050 carbon targets, emissions must fall to 2 tonnes per person per year. The bicycle in combination with walking for short journeys and public transport (bus or train) for longer journeys provides a realistic way of achieving this goal. A study by ECF^v found that a normal bike has emissions of 21 g/CO₂e (=grammes of CO₂ equivalent per kilometre travelled) and e-bikes just fractionally more at 22 g/CO₂e, whereas for cars it was 271 g/km per person. One of the biggest impacts that an individual can therefore have in reducing carbon is to cut back on car journeys. Not owning a car and living ‘car free’ could have an even greater impact because it additionally saves on the carbon impact of building the car^{vi}.

6 Health Benefits

The health benefits of walking and cycling are very well established in public health research. As one of the easiest and most acceptable forms of physical activity that can be built into everyday life, Public Health England^{vii} suggest creating environments that encourage walking and cycling are “more cost-effective than other initiatives that promote exercise, sport and active leisure pursuits”. Nationally, a recent cohort study (2017) of 264,337 UK Biobank participants suggested that cycling to work is associated with a 40% reduced risk of premature death, 45% lower risk of developing cancer and a 46% lower risk of heart disease, compared to a non-active commute^{viii}. According to Public Health England’s review of available evidence, people who walk and cycle as part of their daily routine:

- have improved metabolic health and are at reduced risk of premature death. Moreover, the health benefits far outweigh potential risks from road traffic accidents and factors, such as air pollution.
- reduce their risk of developing over 20 common health conditions, including cardiovascular disease, respiratory disease, some cancers, and Type II diabetes
- are more likely to have good mental health and well-being with immediate benefits including improved sleep quality and longer-term benefits including reduced risk of dementia.



Source: PHE 2019 physical-activity-applying-all-our-health

6.1.1 Health impacts in Oxford

Across Oxfordshire in 2017, 'low physical activity' resulted in an estimated 124 deaths or 2.24% of all premature deaths^{ix}. The number of people registered with Oxford GPs with common conditions for which cycling and walking are known to have a positive impact are: hypertension (18,000), depression (15,000), diabetes (7000), cancer (4500), chronic kidney disease (3600), coronary heart disease (3,200), atrial fibrillation (2500), stroke (2300), heart failure (1100) and dementia (1000). Additionally, cycling and walking can effectively replace car journeys and thereby prevent roadside air pollution. PHE's (2014) estimates of local mortality burdens associated with particulate air pollution suggest PM 2.5 is attributable for 55 deaths per annum in Oxford with an average loss of 12 years per attributable death^x. Recent modelling by Kings College London (2019) to personalise the health impacts of air pollution, estimates that roadside air pollution in Oxford stunts lung growth in children by 14.1% and living near busy roads within the city increases the risk of hospitalisation from stroke by 7.4%^{xi}.

7 Housing and Job Growth

Oxfordshire is undergoing a substantial growth in housing and employment. This affects both Oxford City (as in the plan below) and surrounding areas of Oxfordshire from which people commute to or shop in Oxford. By 2031, LTP4 predicts (that Oxford will have 26,000 additional trips, including 13,000 more commuter trips and 2500 more HGV trips. In terms of Oxford city centre, there is a predicted 40% increase in bus trips, additional 9 million tourist

trips per year, an increase from 5 to 16 million trips to the expanded Westgate Shopping centre and a 70% increase in rail trips from Oxford train station from 4.9 to 8.3 million journeys per year. The implications of this projected housing and jobs growth is recognised in the Local Transport Plan. To cope with the future population and journey growth, the modal share of 'space efficient modes' – bus, cycling and walking – need to be increased at the expense of the 'space *inefficient*' mode of car use (see photo below).

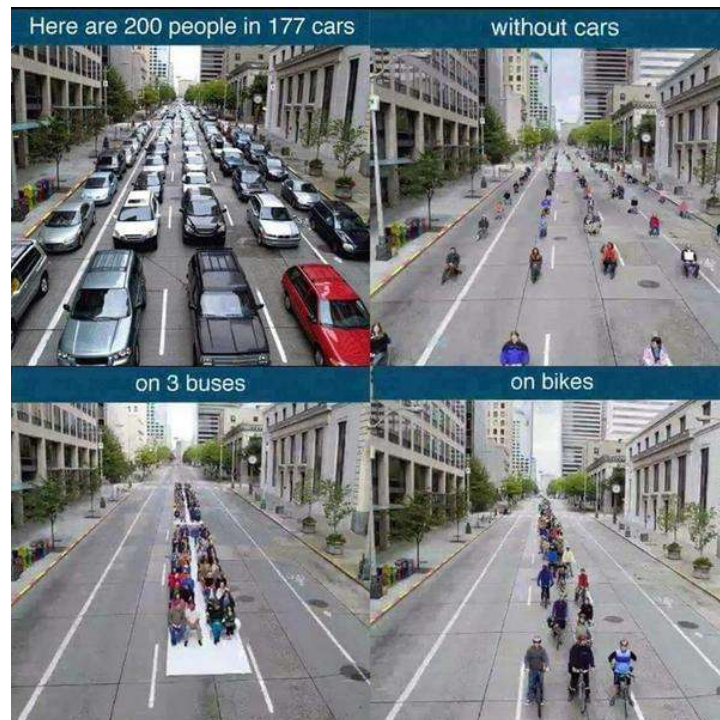


Figure 2: Comparison of road space used by different modes

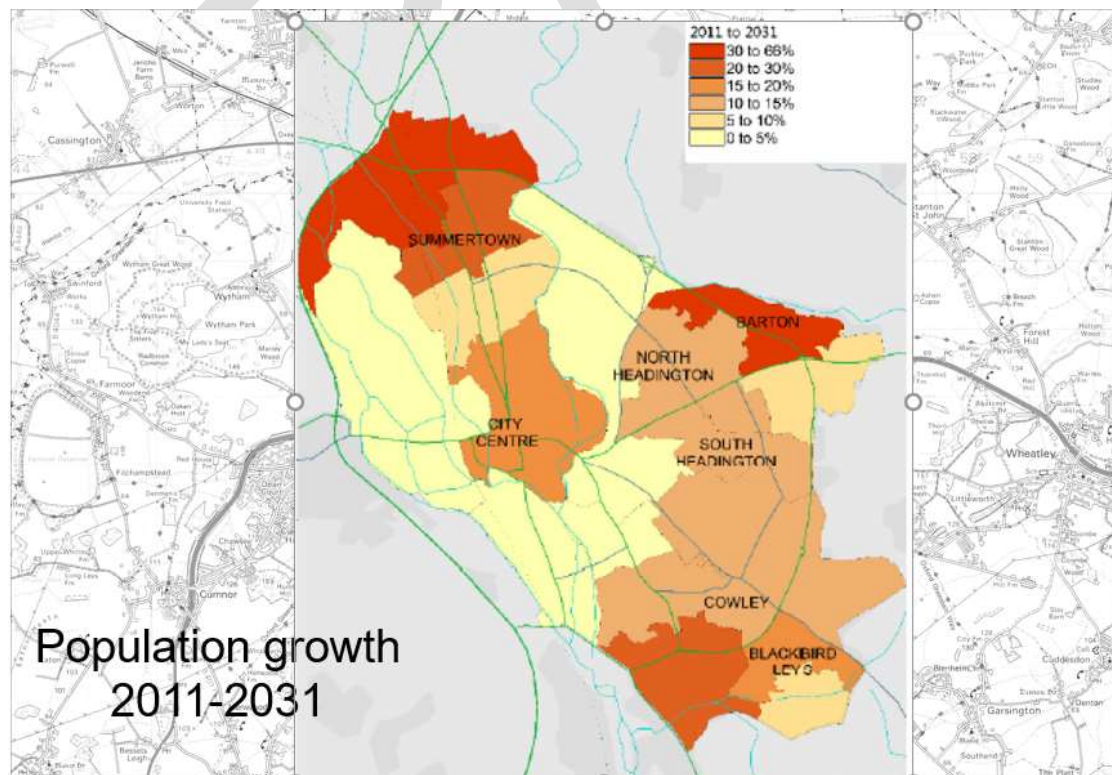


Figure 3: Source Oxford Transport Strategy: Projected percentage increase in ward populations

8 Cycling

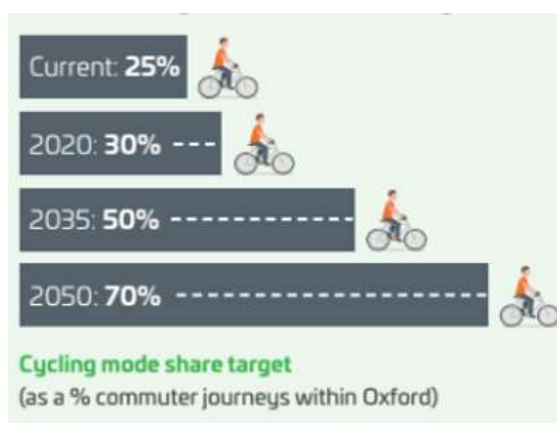
8.1.1 Commuter trips target

OCC policy document “Oxfordshire 2050” sets out ambitious targets to increase the percentage of journeys to work by bicycle *within* Oxford from the baseline of 25% in 2011 to 50% by 2035 and 70% by 2050. Travel within Oxford means workers both living and working in Oxford City. In 2011, there were 42,000 daily journeys to work by Oxford City residents to a workplace within Oxford city, with a modal share of 25% by bicycle, 26% on foot, 25% as car driver, 3% as car passenger and 20% by bus. Projections for all mode share are set out in the charts below for 2031 and 2050 in line with the Oxfordshire 2050 targets.

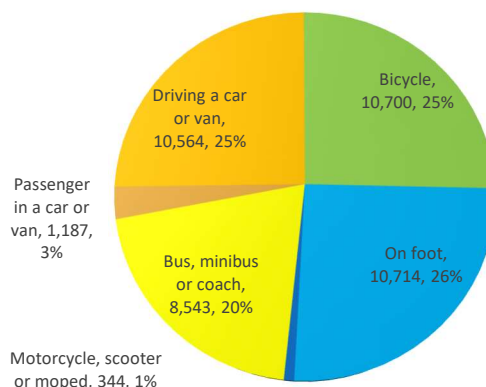
The modal share projections are based on the existing modal shares of Cambridge and Groningen in Netherlands, which already have city commuter cycling levels near to the proposed Oxfordshire 2050 targets for Oxford.

Achieving the 2031 target will put Oxford cycling levels near that of commuter cycling in Cambridge (43%).
Achieving the 2050 targets will put Oxford cycling at similar levels to cycling in Groningen (60%)

Policy OC1: OCC will plan for 38% of all Oxford to Oxford work journeys to be by bicycle by 2031 (representing a 50% increase from 11,000 to 17,000 commuter cycle journeys a day compared to 2011)

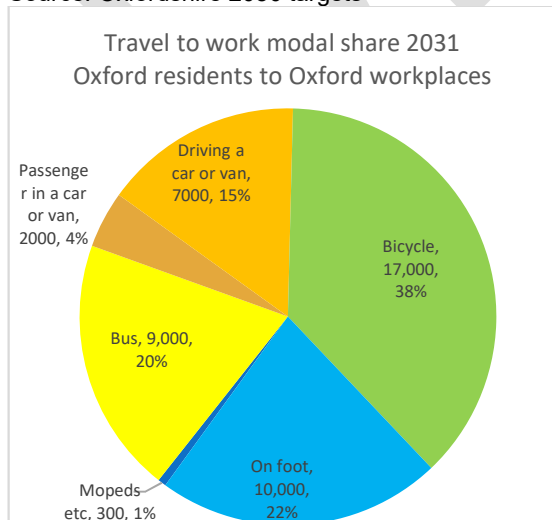


Travel to work modal share Census 2011
Oxford residents to Oxford workplaces

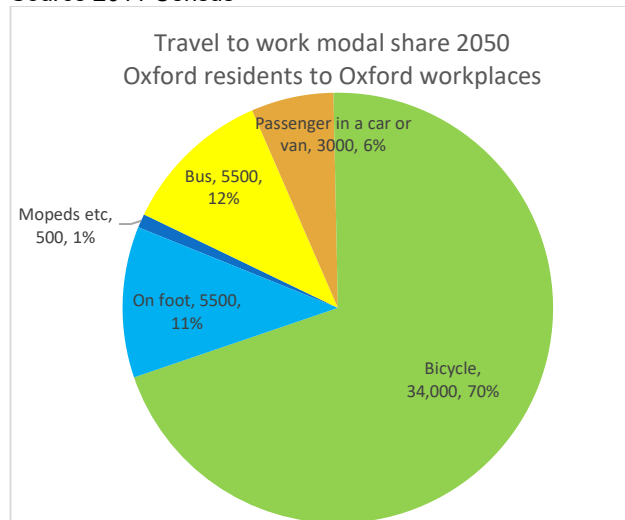


Commuter Cycling mode share target
Source: Oxfordshire 2050 targets

Commuter travel within Oxford in 2011
Source 2011 Census



2031 Commuter travel within Oxford
OC1 target in line with Oxfordshire 2050 targets



2050 Commuter travel within Oxford
Projection based on Oxfordshire 2050 targets

8.1.2 All cycle trips target

To support the Oxfordshire 2050 targets, the LCWIP sets out an additional target for *all* cycle trips (not just commuter trips) – to increase the number of all cycle journeys in Oxford by 50% as measured by the Active Lives Survey (ALS).

The most accurate data on all cycle trips is collected in the annual Active Lives Survey (ALS). ALS is a postal to web survey of all adults over the age of 16. Addresses are selected at random to ensure a representative sample of people are invited to take part. ALS collects data annually on a rolling basis from 500 residents in each district. The data used in this report is averaged over 2 years (2015-17) to smooth out annual fluctuations. It shows that there are around 140,000 cyclists in Oxfordshire (a cyclist equals someone cycling at least monthly) of which 53,000 (37% of Oxfordshire cyclists) live in Oxford.

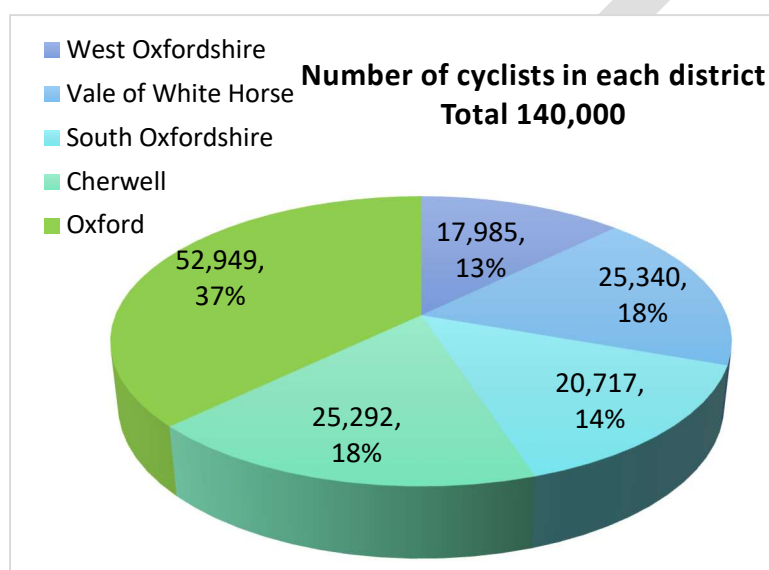


Figure 4 Source: Active Lives Survey average 2015-7 data

ALS data permits a calculation of the number of cycle journeys in each district (calculated by the number of cyclists multiplied by their frequency of cycling). On this basis, there are around 600,000 cycle journeys per week in Oxfordshire, of which just over 300,000 (51%) take place in Oxford.

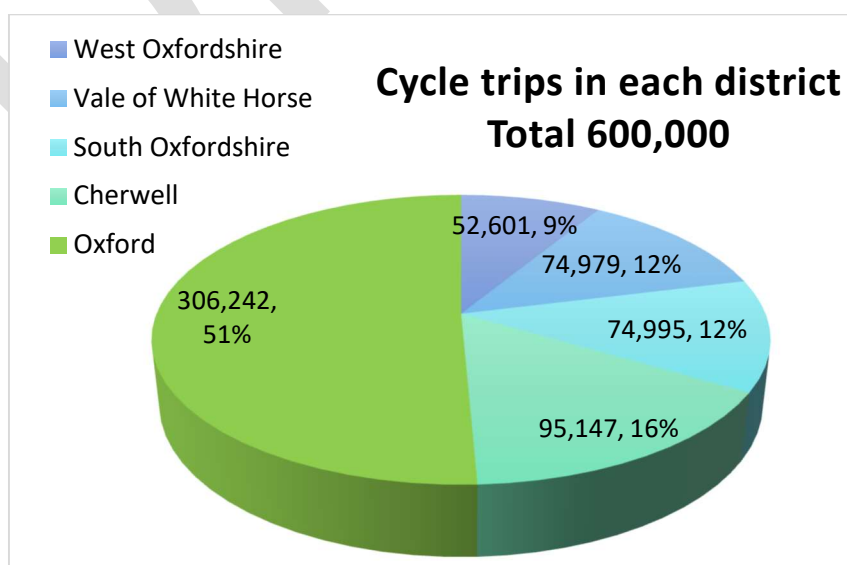


Figure 5: Source: Active Lives Survey average 2015-7 data

Policy OC2: OCC will plan for a 50% increase in all cycle journeys within Oxford for all purposes by 2031 (representing an increase from 300,000 to 450,000 in cycle journeys a week by Oxford residents)

Policy OC3: OCC will plan Oxford's cycle and road network in line with OC1 & OC2 targets. This will mean for instance factoring in the increase of cycling in the allocation of road and junction space, when modelling traffic for road improvements, designing widths of cycle paths and calculations of cycle parking numbers at cycling destinations.

9 Assessing the challenges of meeting the cycling targets

The LCWIP cycling targets are challenging but necessary to cater for Oxford's housing growth, as well as other Oxfordshire County Council policies on health, climate change, public realm and air quality. This section looks at the implications of increasing cycling by 50% in line with OC1 and OC2 targets. Understanding current cycle usage, for instance through market segmentation, allows resources to be focused on where they will have most impact.

9.1.1 Most cycle trips are by frequent cyclists

How many people will need to cycle to meet OC targets? The 2 charts below use ALS data to compare:

1. the number and percentage of all *adults* who cycle in Oxford by their cycling frequency (first chart) and
2. the total number and percentage of all cycling *trips* per week by how frequently people cycle (2nd chart).

Chart X shows that around 60% of all Oxford adults (75,000 people) don't cycle, whereas 40% (50,000) cycle (at least monthly), of which group 23,000 (18%) cycle 'at least 5 times a week' and 11,000 (9%) cycle '3-4 times a week'. Chart Y shows that those adults cycling 'at least 5 times a week' make 76% of all Oxford cycle trips. Adding those cycling '3-4 times a week' (27% of all adults in total) accounts for 91% of all cycle trips in Oxford.

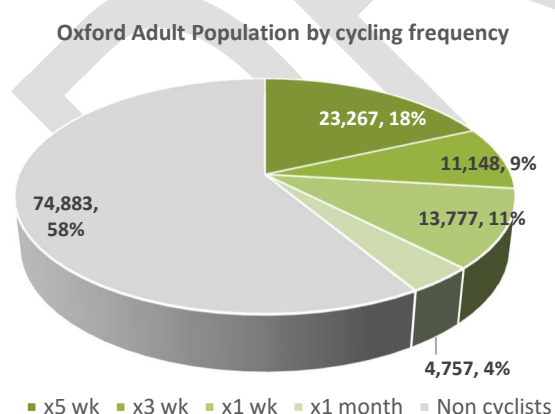


Chart X: Oxford adult population by frequency of cycling
(Data source: ALS 2015-7)

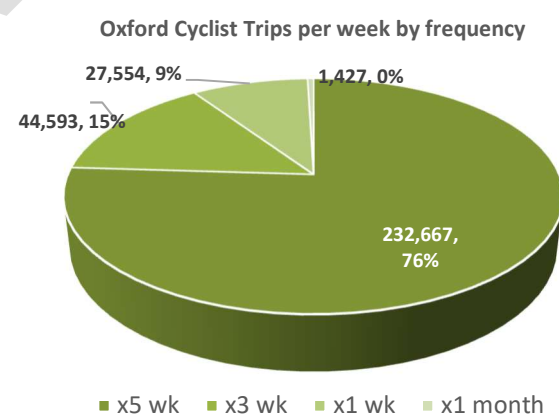


Chart Y: Oxford cycle trips per week by frequency of cycling
(Data source: ALS 2015-7)

The next 2 charts show the same data, but as a projection for 2031, in line with the target of a 50% increase in all cycling trips by 2031 (policy OC2) – around 450,000 cycling trips per week compared to 300,000 cycling trips in 2015-7 (chart Y). To achieve this target (chart X) requires approximately 9% more Oxford adults (9000 adults) cycling 'at least 5 times a week'

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and 6% more Oxford adults (8000) cycling once a week, along with the number of *non*-cyclists falling from 75,000 (58%) to 51,000 (40%). This would put Oxford at the same level as Cambridge where 60% of the adult population cycle at least monthly.

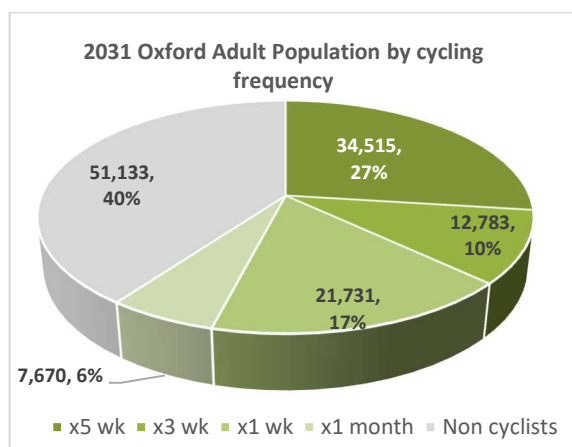


Chart X: Oxford adult population by frequency of cycling (2031 target)
(Projection based on ALS 2015-7)

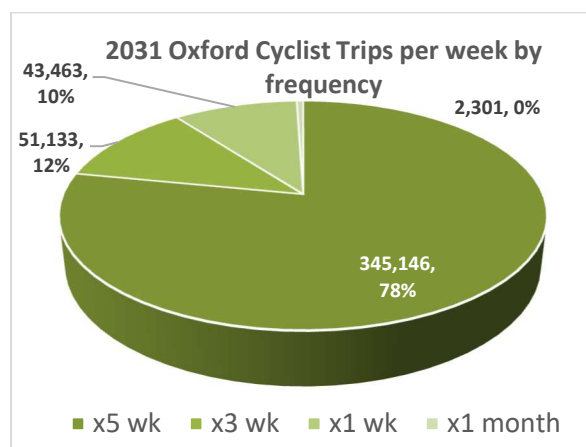
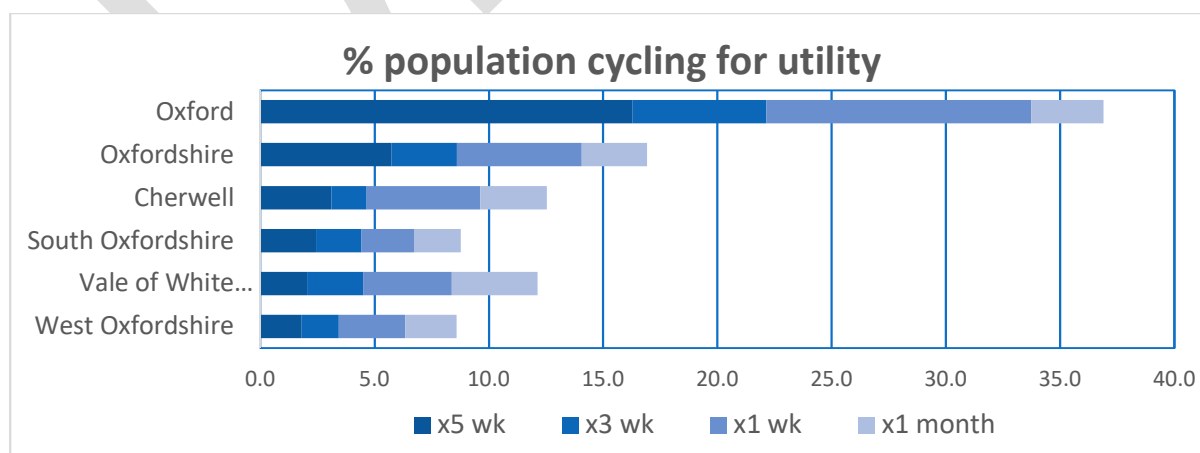


Chart Y: Oxford cycle trips per week by frequency of cycling (2031 target)
(Projection based on ALS 2015-7)

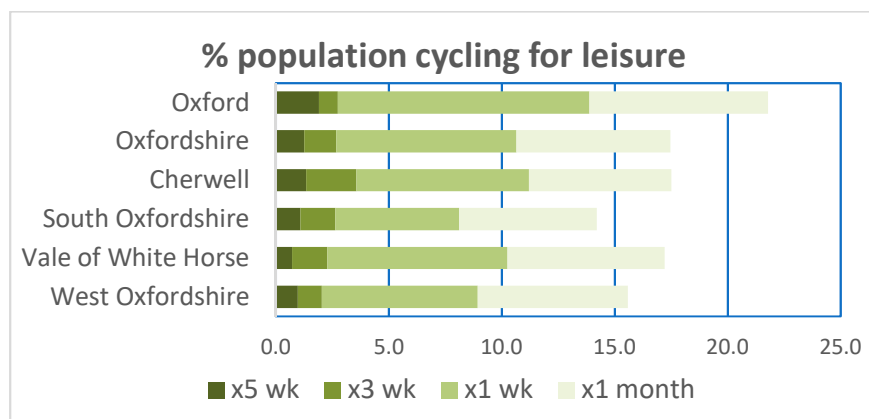
This demonstrates the importance of everyday cyclists in increasing cycling levels. It also demonstrates the scale of challenge. In other words, to meet the OC2 target, there needs to be around 25,000 new cyclists, including 9000 everyday cyclists and 8000 weekly cyclists.

9.1.2 Utility vs leisure cycling in Oxford

Oxford has a higher percentage of cycle journeys (51%) than cyclists (37%) as a percentage of all cycle journeys and cyclists in Oxfordshire. This is because cyclists in Oxford cycle more frequently than in other districts. The main reason is the much higher percentage of all adults in Oxford (15%) cycling 'more than 5 times a week' for **utility** purposes ("cycling for travel") compared to the other districts where only around 2-3% of adults cycle for utility purposes 'more than 5 times a week'. Cycling for **leisure** ("cycling for recreation, health, competition or training") is common in all districts but very few (around 1-2% of adults) cycle 'more than 5 times a week' for leisure in each district, including Oxford. This underlines the importance of concentrating on everyday utility journeys to increase overall levels of cycling. In terms of trips per week, there are 200,000 cycle leisure trips in Oxfordshire (60,000 or 30% in Oxford) and 440,000 utility trips in Oxfordshire (270,000 or 60% in Oxford).



Source: Active Lives Survey average 2015-7 data



Source: Active Lives Survey average 2015-7 data

Policy OC4: To achieve OC2 targets of 50% increase in cycling by 2031, cycle infrastructure improvements will be prioritised on utility routes likely to attract everyday cyclists.

9.1.3 Widening journey purpose

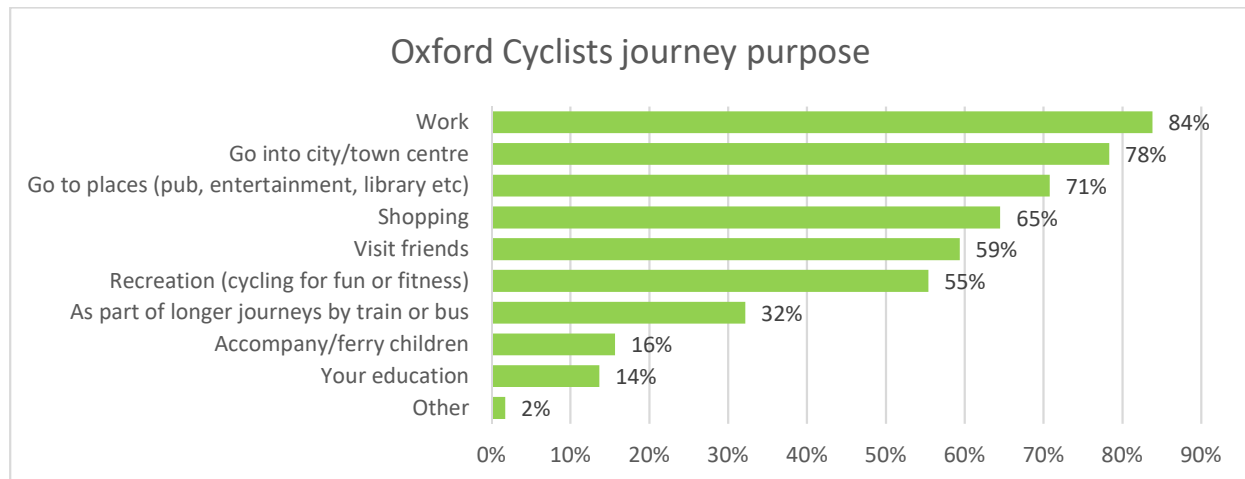
Increasing cycling will also depend on cycling taking a larger share of different journey purposes.

National Travel Survey in England shows that commuting represents just 15% of all trips, compared to shopping (18%), personal business (9%) (= purposeful trips such as to banks, doctors etc); visiting friends at home (9%) and elsewhere (5%), entertainment (6%), education (7%) and escort education (6%). On average, individuals make just under 1000 trips a year.



The breakdown of journey purpose for cycling in Oxford is not known but can be estimated. ALS data shows that the only 18% of Oxford cycle trips are for leisure whilst combining Census and ALS data suggests that around 65% (42,000 of 65,000 daily cycle trips) of adult cycle trips are for commuting in Oxford, which leaves around 17% for other journey purposes. Therefore, commuter journeys are much more important to cycling (65%) than for all journey modes (15% NTS data). Normalising cycling is likely to involve increasing cycling for other purposes.

An additional data source is the Oxfordshire Cycle Survey 2019 which gives an indication of the percentage of Oxford adult *cyclists* who cycle for different purposes. The list shows that adults in Oxford are already cycling for many different purposes but the survey did not collect information on the frequency of those different trips so it cannot be converted to cycle trip numbers.

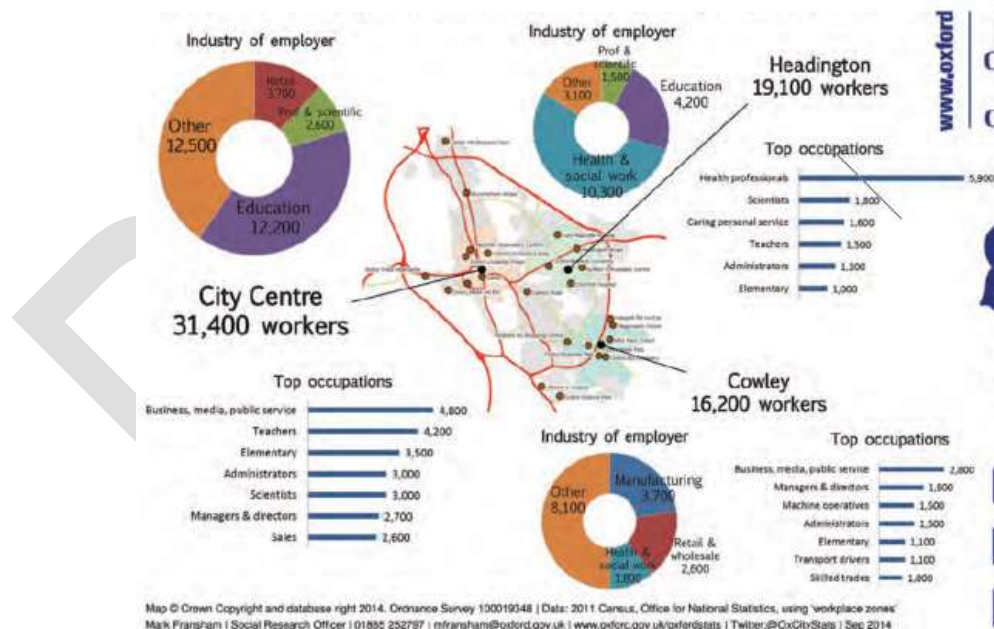


Percentage of all Oxford cyclists making cycle journeys for each purpose
Source Oxfordshire Cycle Survey 2019

10 Travel to Work

The data above shows that cycling to work is the main journey purpose for cycling in Oxford. However, there are opportunities to further increase levels of cycling to work, particularly to workplaces outside the city centre. There are 3 main employment areas in Oxford together employing around 58% of all workers in Oxford:

- City Centre - around 30,000 workers (education, retail and other)
- Headington - around 19,000 workers (health and science)
- Cowley - around 16,000 workers (manufacturing, science and retail).



The charts below show the potential for encouraging cycling to each of the 3 main employment areas of Oxford. Using Census 2011 information for each employment area, the *home location* of workers has been identified and classified into 5 groups, depending on whether they live *within* or *outside* reasonable cycling distance:

1. Oxford City – easy (< 3km/1.5 miles) and medium (3km – 5km/1.5-3 miles) cycling distance

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2. 'Oxon near' – villages and one town (Abingdon) within medium and long (5-8 km/3-5 miles) cycling distance
3. London – potentially cycleable for multimodal travel (train and cycle)
4. 'Oxon far' – the rest of Oxfordshire which is beyond typical cycling distance (> 8km/5 miles)
5. ROSE (Rest of SE England) and ROEW (Rest of England and Wales) – beyond cycling distance

For each workplace, 3 pie charts have been created. The first pie chart (left) shows where the workers originated (home location). The second pie chart (Near < 5 miles) shows the *mode of travel* for workers living within cycleable distance (either in Oxford or near Oxford - groups 1 and 2) or from London (group 3) (for multi-modal travel). The third smaller pie chart (Far > 5 miles) shows the *mode of travel* for workers living beyond cycling distance (groups 4 and 5). The Far > 5 miles graph is included only to give some idea of the overall sustainability of the employment centre in terms of percentage using car travel.

It should be noted that Census only asks about the longest section of the work journey. Therefore, it is always possible that those who state "car" may use Park and Ride to finish their journey. This is most likely to apply to the city centre.

10.1.1 City Centre

Around 31% of all Oxford employment is in the city centre. Travel to the city centre is already relatively sustainable. Chart X shows 70% of Oxford City Centre workers live within cycling distance, either in Oxford (52%) or near Oxford (18%). Chart Y (within cycling distance) shows that currently only 17% (3000) of this group come by car (and it is likely some of these use park and ride) with 27% (5000) arriving by cycle and 19% (3500) on foot.

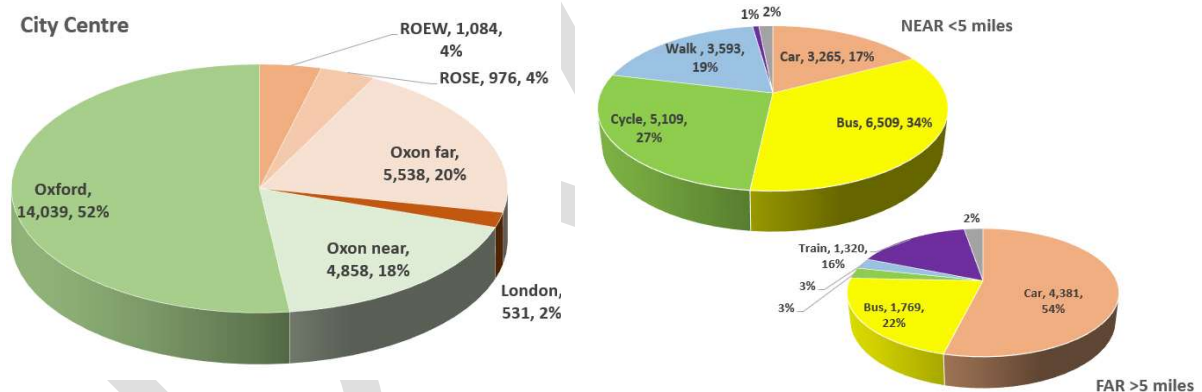


Chart X: Origins of workers who work in Oxford City Centre
Data source: 2011 Census

Chart Y Near: mode of travel for those living within cycling distance
Chart Z Far: mode of travel for those living beyond cycling distance
Data source: 2011 Census

10.1.2 Headington

Headington is far less sustainable. The percentage of workers living within cycling distance (65%), either in Oxford (49%) or near Oxford (16%), is not much different from that of the city centre employment area (70%). However, chart Y shows that travel is much more car based than the city centre. Nearly 3000 (38%) arrive by car and only 1300 (17%) arrive by bicycle. However, the percentage of those living within cycling distance who arrive on foot (24%) is higher than for the city centre (19%).

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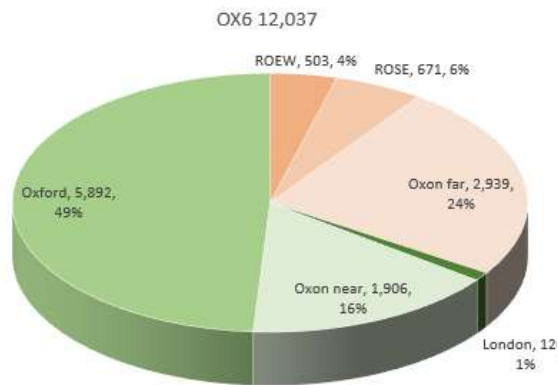
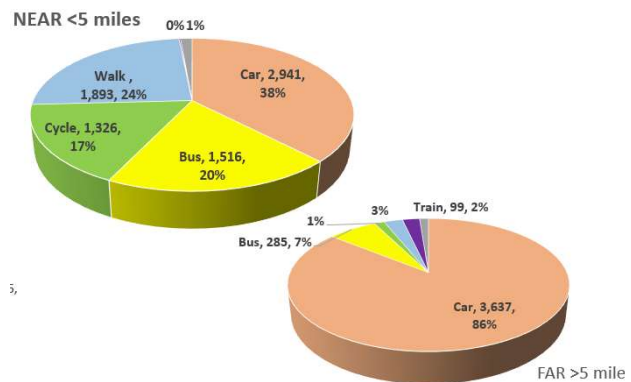


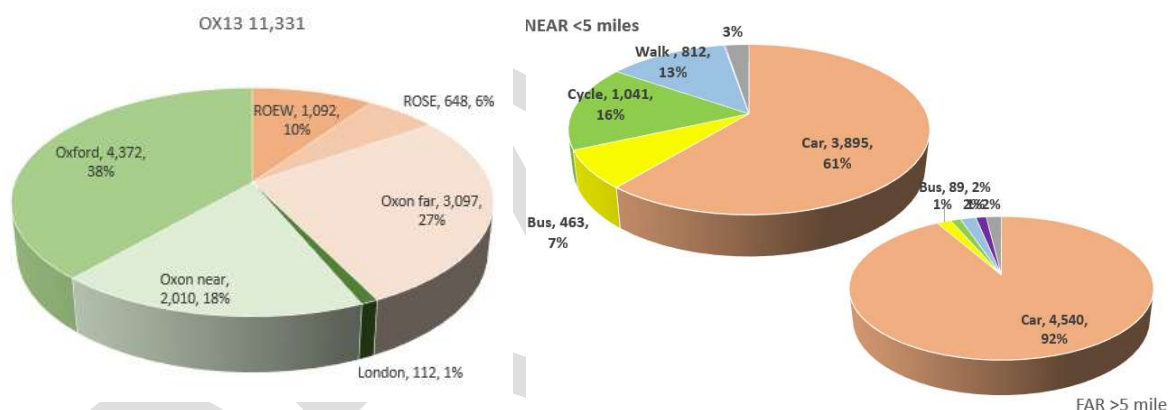
Chart X: Origin of workers who work in Headington
Data source: 2011 Census



Charts Y&Z: Mode of travel to Headington
Data source: 2011 Census

10.1.3 Cowley

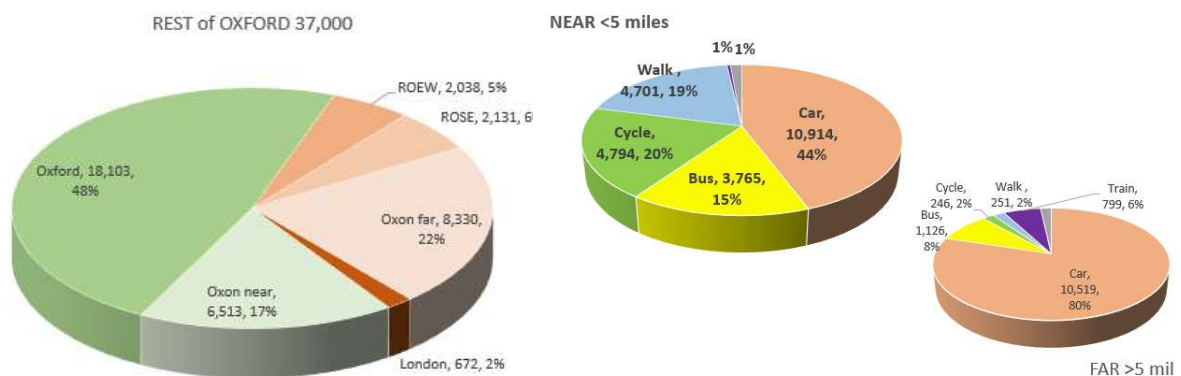
Cowley is even less sustainable than Headington. In terms of where the workers live, 66% of workers come from Oxford or near Oxford, which is the same as Headington. Chart Y however, shows that 62% (3900) of this group arrive by car, with just 1000 (16%) arriving by bicycle and just 13% on foot.



Data source: 2011 Census

10.1.4 Rest of Oxford

There are 37,000 jobs (43% of total) spread out across the rest of Oxford. Overall 65% of the workers live within cycling distance (the same as for Headington and Cowley), with 48% (18,000) of workers from Oxford and 17% (6,500) from near Oxford. Chart Y shows that 44% (10,000) of these arrive by car and only 20% (4,700) arrive by bicycle.



Data source: 2011 Census

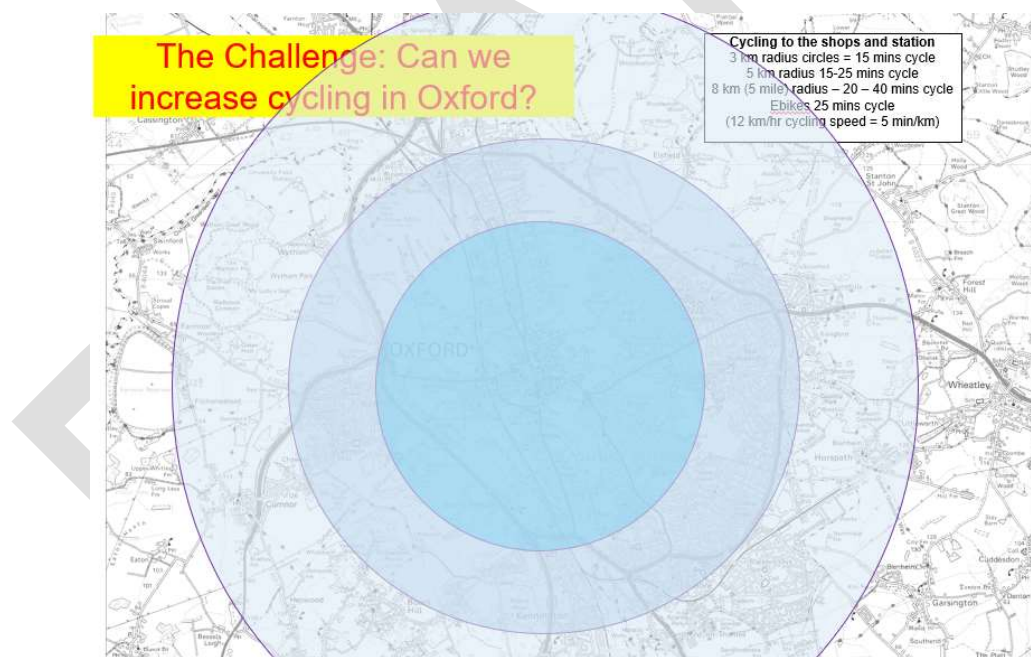
In summary, there is little difference in the location of workers living within cycling distance to each of the employment locations (65% to 70% of all workers) but substantial differences in the percentage who arrive by car (17%, 38%, 48% and 62%) and by bicycle (27%, 20%, 17% and 16%). Altogether, there are around 10,000 car journeys to the 3 major workplaces and another 10,000 car journeys to other Oxford workplaces from home locations within cycling distance – around 20,000 in total, with a split of 11,000 from Oxford and 9,000 from near Oxford. Policy OC 1 sets a 2031 target of 7000 more commuter cycle journeys. This could therefore be achieved if 35% of workers living within cycling distance changed from car to cycle.

11 Geographic challenges

Achieving Oxford cycling targets will approximately match cycling levels in Cambridge, but the challenge is greater as Cambridge is flatter and more compact than Oxford. This section sets out the main geographic challenges.

11.1.1 Distance and hilliness

The map below shows a plan of Oxford with 3 circles focused on the city centre. The inner circle represents a short and easy cycle riding distance (<3 km – 1.5 miles); the next circle out represents a medium cycling distance (<5 km – 3.5 miles) and the outer circle a long riding distance (<8 km – 5 miles). Much of Oxford lies in the medium cycling distance band and nearly all the adjoining villages and adjoining town of Abingdon lie in, or even outside, the long cycling distance band.



Oxford plan showing 3 distance bands centred on Oxford City Centre

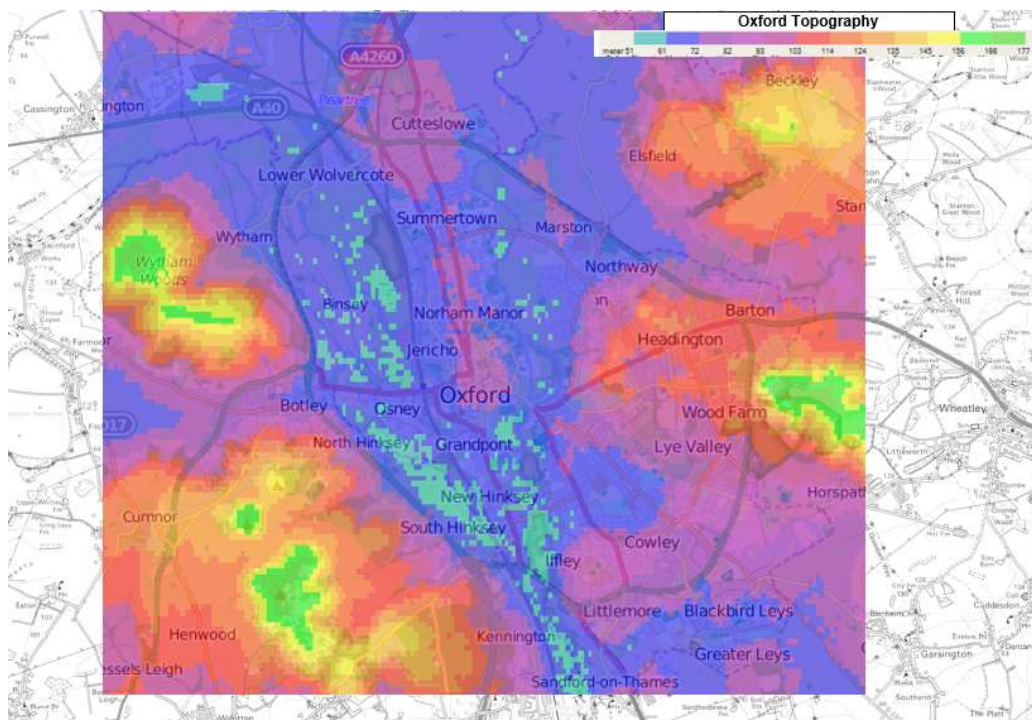
11.1.2 Hilliness

Additionally, Oxford is surrounded by high hills on both its east and west hinterlands. In particular, this affects large areas of SE Oxford – Headington, Barton, Cowley, Blackbird Leys, Rose Hill, Littlemore and Greater Leys. The policy implication of distance and hilliness is that there will need to be a substantial increase in e-bikes to meet OC1 and OC2 targets so that new cyclists can comfortably cope with the distance and hilliness. Additionally, extra protection, such as wide cycle lanes will be needed for cyclists on the uphill sections because of the greater speed differential between cyclists and cars. Equally, designs will need to take account the faster downhill speed of cyclists by for instance ensuring greater

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freedom of sideways movement (so that cyclists can safely avoid hazards) and measures to help conserve momentum (such as removing obstacles or junctions on the down slope and the flat stretch beyond the bottom of the hill where cyclists gradually lose their kinetic energy).

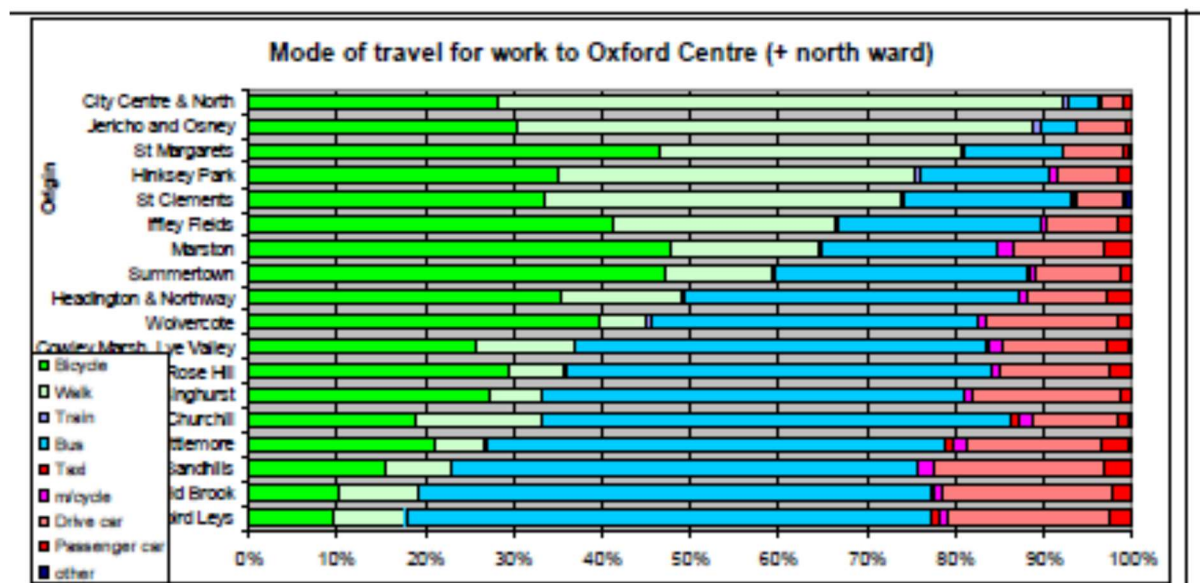
Policy OC5: OCC will promote the use of e-bikes, particularly to residents of Oxford's hillier outskirts and outlying villages. Radial cycle routes, particularly long distance routes into Oxford, will be designed for ebike maximum speeds (15 mph). Cycle infrastructure design for hills will factor in the slower uphill speeds of cyclists and the faster downhill speeds of cyclists and the advantage to cyclists of using this downhill kinetic energy to travel further.



Oxford topographical map showing low lying areas (lime green and blue) and hills (mauve to orange to green)

11.1.3 Viable alternatives to cycling

The next chart shows the breakdown of mode of travel to work to Oxford City Centre from each MSOA (= Council Ward) within Oxford, ordered in distance from the city centre. For the central wards, nearly all commuter journeys are on foot (60%) and by cycle (30%). As one moves away from the centre, walking quickly declines and cycling peaks around 3 km from the centre at 45% of work journeys to the centre by cycle and 10% on foot. As one moves yet further away, cycling declines to 10% of journeys from the furthest wards and is increasingly replaced by the bus (60% at the furthest wards). Car use does not much exceed 20% of journeys from any Oxford ward. The implication of this is that there is not a large potential to change behaviour within Oxford to the city centre to meet the OC1 and OC2 targets. Cycling needs to be encouraged both for purposes other than work to the city centre (e.g. shopping) and to work locations outside the city centre.



Commuter journeys to Oxford city centre from City wards, ordered by distance from the city centre. Data source: Census 2011 MSA data (Middle Super Output Areas)

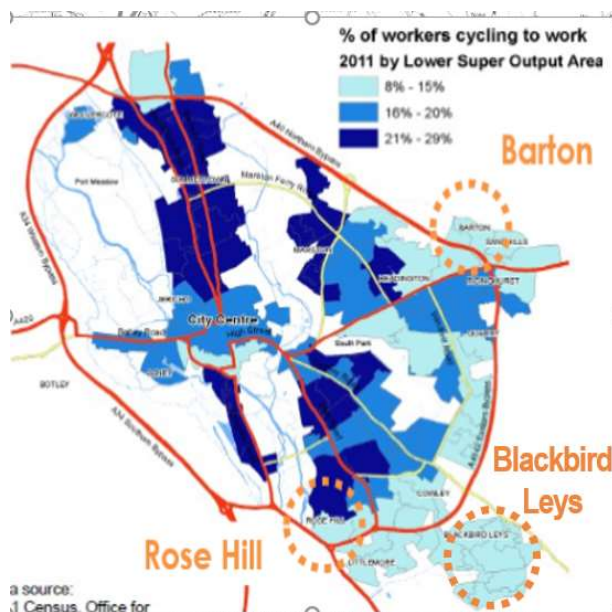
Oxford's frequent and fast bus service focused on the city centre thus offers a viable alternative to cycling to the city centre for residents living on the outskirts of Oxford. However, it should be noted that around 8% of bus journeys to the city centre are under 1 km and 47% between 1 km and 5 km^{xii}. For many of these bus trips, cycling would be faster than even Oxford's frequent bus service. With city centre congestion in part caused by the high concentration of buses and bus stops, there are decongestion and health benefits of transferring some of these bus journeys to cycling.

Policy OC6: Whilst Oxford city centre will remain the main focus for cycle routes, OCC will also prioritise cycle routes to workplaces and shopping centres outside the city centre. OCC will seek to ensure that adequate and convenient cycle parking is available at these locations.

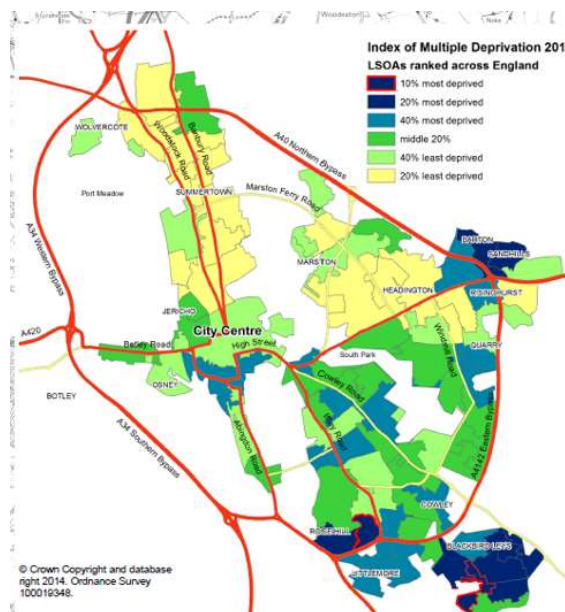
11.1.4 Social norms and social deprivation

The next maps of Oxford cycling show how there is a considerable overlap between areas of social deprivation and low levels of cycling to work. The 3 areas in Oxford classified as nationally the 20% most deprived areas – Barton, Rose Hill and Blackbird Leys – also have some of the lowest levels of cycling to work. There are probably several self-reinforcing reasons for this – distance, hilliness and competing bus services, as well as generally poor cycle route provision. But there are also likely to be cultural and normative influences as well^{xiii}. Improving cycle access to and from these areas will help improve accessibility and health outcomes and meet wider public health and well-being policies. Sport England research suggests that active travel has disproportionate health benefits to more disadvantaged and marginalised groups.^{xiv}

Policy OC7: In co-operation with Public Health, measures will be undertaken to prioritise and encourage cycling in deprived wards of Oxford, both in terms of infrastructure and promotion



Percentage cycling to work by LSOA
Source Census 2011 Lower Super Output Areas



LSOA areas of multiple deprivation 2015
Source X

11.1.5 Widening the market for cycling in Oxford

In summary, the implications of this section in terms of increasing cycling are that there will be a need to:

- increase cycling to locations other than the city centre, such as locations where public transport is less convenient and frequent
- encourage ebikes and ensure cycle routes encourage long distance cycling to extend the catchment area of Oxford to its outlying neighbourhoods, nearby villages and the town of Abingdon
- widen further the journey purpose of cycling beyond travel to work
- Ensure that the cycling network is promoted and attractive to all Oxford residents including in deprived wards.

12 Oxford City Centre – the impact of increasing cycling

Oxford City Centre Road is the focus of employment, shopping, entertainment, culture, social exchange, tourism and education. It serves as a centre not just for Oxford residents but for a much wider catchment area of Oxfordshire and beyond. The expansion of Westgate Centre in 2016 has reinforced the central role of Oxford City Centre.

This section shows how cycling can help increase the number of people entering the city centre within the limits of the existing road infrastructure, thereby encouraging more economic vitality and a better public realm. Space is most at a premium in the city centre, especially at the peak morning and evening hours. There are no opportunities to increase city centre road space, even if wished for. The University occupies much of the central area. The centre has a street layout established in Saxon times and little changed since the 18th century (New Road) except for Oxpens (20th century).

12.1.1 Current journeys to the city centre

Every year, the Council undertakes a *vehicle* count at the inner cordon. The plan below shows the 12 hour 2-way vehicle data for 2018 for 1) all trips from/to the city centre (central chart) and 2) at each of the 6 cordon points (red dots) with charts sized in relation to their total vehicle flows. Cycle flows are in green. Over 12 hours, there were in total over 24,000 cycling trips, which made up 30% of all vehicles. Crossing Magdalen Bridge, which is the gateway to East Oxford and Headington, there were over 12,000 cycling trips which

represented 49% of all vehicles. Cycling represented around 20% of all vehicles at the other cordon points.



Vehicular modal share of journeys into and out of Oxford City Centre
Source: OCC 2018 inner cordon surveys (excludes pedestrians)

12.1.2 Encouraging more sustainable journeys

Using the inner cordon *vehicle* cordon data, it is possible both to calculate the number of *people* and the occupation of *road carriageway space* by each mode. This is particularly important for inbound morning peak hours when there is most demand on road space. Note: pedestrians and footways are excluded in this data analysis.

Chart X shows that currently around 19,000 people enter the city centre over the 2 morning peak hours (excluding pedestrians), with around 41% arriving by bus, 27% by car and 23% by cycle. An unknown number of these travel through, rather than stay in the city centre (calculated around 30% of car users but probably much lower for other modes).

Chart Y shows the allocation of road space by mode in passenger car units (PCUs) over the 2 morning peak hours. PCU is a standard for road space use based on cars being rated as 1 PCU and calculated for other vehicles e.g. cyclists are rated as 0.2 PCU. This shows there is around 8000 PCUs use of road space, which probably represents the approximate maximum road space capacity into the centre. Despite only accounting for 27% of mode share, cars occupy around 52% of road space in Oxford. In comparison, buses occupy 17% and cyclists 11% of road space. Together buses and cycles occupy 28% of road space but transport around 68% of people.

In the morning peak hours, cars occupy 52% of road space but only transport 27% of people.

Cyclists occupy just 11% of road space but transport 23% of people.

19,000 people

Oxford City Centre Morning PEAK enter
Numbers of people in vehicles by mode

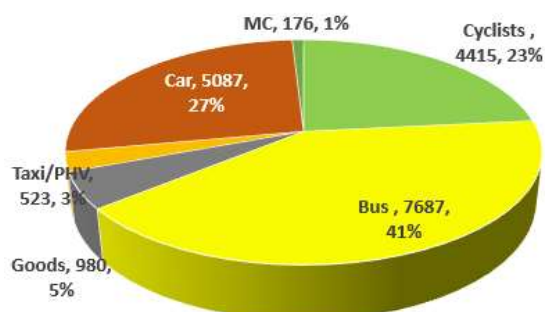


Chart X: People entering Oxford City Centre by mode (7.30am-9.30am)
Source: Inner Cordon Survey average 2012-17 (excludes pedestrians). Calculated using bus occupancy and typical car occupancy rates.

8000 PCU (6000 motorised vehicles)

Oxford City Centre Morning PEAK enter
Carriageway usage of space by mode

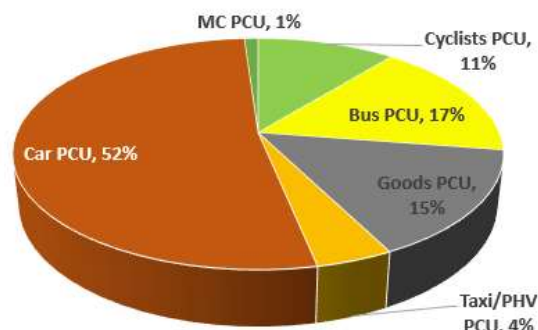
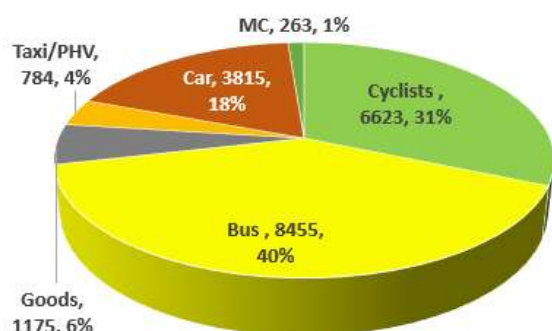


Chart Y: Carriageway space used by each mode (7.30am-9.30am)
Source: Inner Cordon Survey average 2012-17. Calculated using standard vehicle PCU rates.

The next charts show the potential impact of achieving a 50% increase in cycling by 2031 in line with OC policies 1 and 2, whilst keeping within the road space use of 8000 PCUs over the 2 peak hours. This suggests that increasing cycling trips could facilitate a total increase of 2000 people (from 19,000 to 21,000) entering the city centre over the 2 peak hours. This would be achieved by a 50% increase in cycling, 10% increase in bus passengers, 50% increase in taxis/PHVs along with a 25% decrease in car occupants. It should be noted that cars still occupy 39% of road space whilst transporting only 18% of people. Bus and cycling would transport 71% of people, whilst using only 32% of road space. The total number of motorised vehicles reduces from 6000 to 5500.

21,000 people

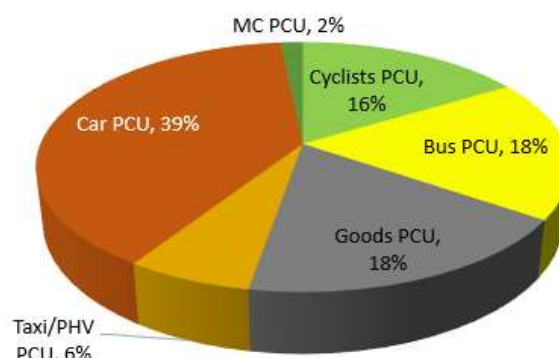
Oxford City Centre Morning PEAK enter
Numbers of people in vehicles by mode



People entering Oxford City Centre 2031
Source: Projection 2031 (excludes pedestrians).

8000 PCU (5500 motorised vehicles)

Oxford City Centre Morning PEAK enter
Carriageway usage of space by mode



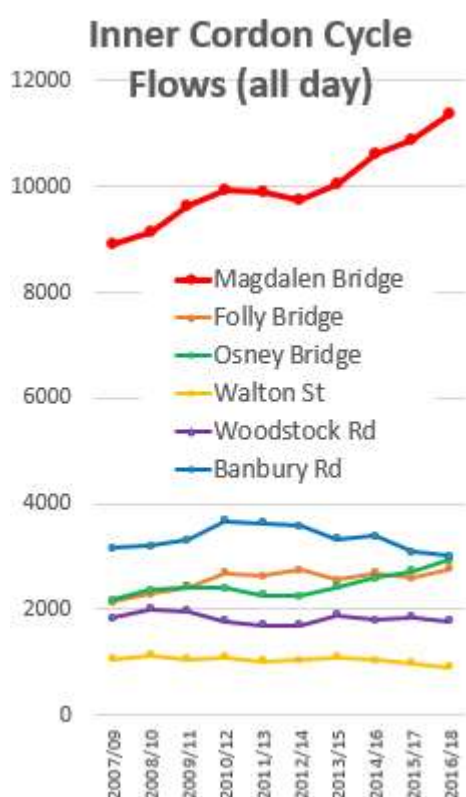
Carriageway space used by each mode 2031
Source: Projection 2031 (excludes pedestrians).

Policy OC8: The design of City Centre streets and access roads will take into account a more equitable allocation of road space in comparison with flows of people, in line with achieving OC1 and OC2 targets.

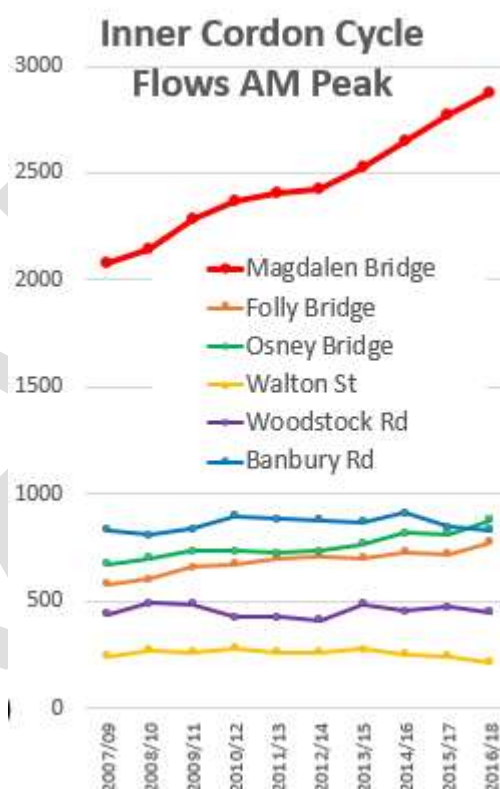
12.1.3 Current cycle counts – building on success

Over the last 10 years, cycling in Oxford has had a generally positive outcome. The charts below show the trend patterns for the inner cordon over 10 years from 2007/9 to 2016/18 (each point averaged over 3 years). In summary, the inner cordon data shows that over the last 10 years:

- All day (12 hours) cycling increased from 19,200 to 22,800 cycles (+18%)
- AM peak cycling (2 hours) increased from 4800 to 6000 cycles (+25%)
- Magdalen Bridge increased by 28% all day and 38% AM peak
- Folly Bridge increased by 29% all day and 35% AM peak
- Osney Bridge increased by 35% all day and 31% AM peak
- In contrast, cycling from the north decreased all day by 2% for Woodstock Road, 5% for Banbury Road and 15% for Walton Street.



All day cycle flows (7am – 7pm)
Source: Oxford inner cordon



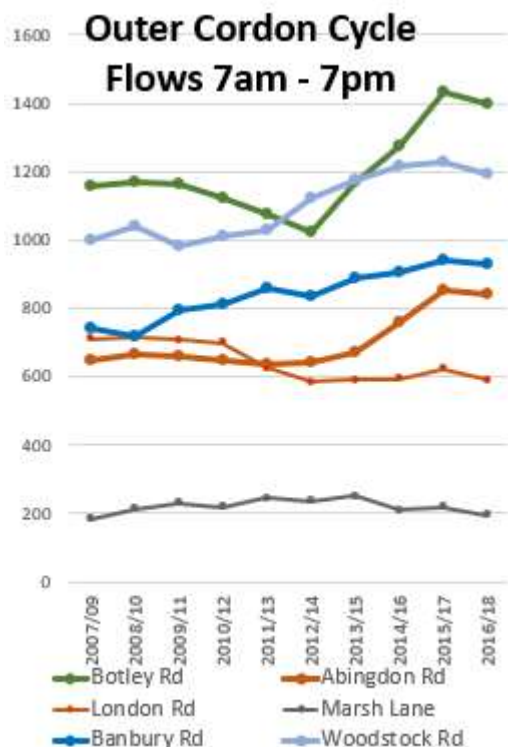
AM Peak (7.30-9.30) cycle flows
Source: Oxford inner cordon

Cycling at the outer cordon has also been relatively positive. Outer cordon points are located just inside the ring road. The charts below show the trend patterns for the outer cordon (averaged over 3 years) from 2007/9 to 2016/18. For visual clarity, the outer cordon points entering the SE quadrant have been grouped in the second graph. In summary, the outer cordon data shows that over last 10 years:

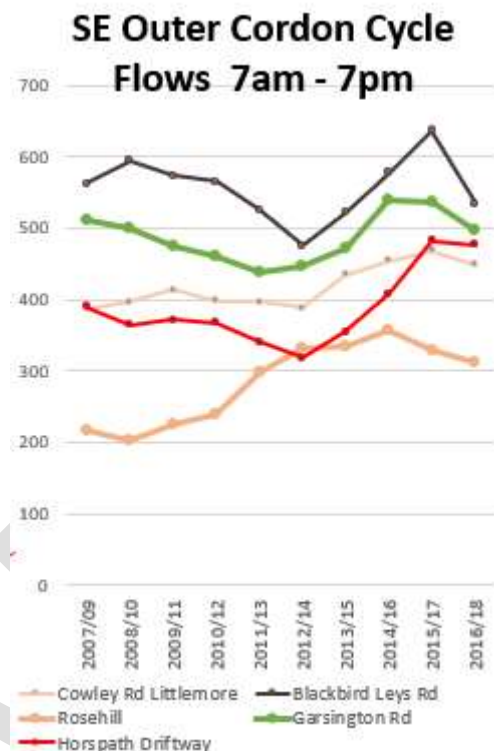
- All day cycling increased from 6,500 to 7,400 cycles (+14%)
- AM peak cycling increased from 1800 to 2300 cycles (+25%)
- Cycling levels were up at 8 of 11 cordon points, with the highest percentage increases in
 - Rosehill (+45%), Abingdon Rd (+30%), Banbury Rd (+25%), Horspath Driftway (+22%), Botley Rd (+21%) and Woodstock Rd (+19%)
- The only substantial decrease was in London Road (-17%)

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Thus cycling levels have increased at both the inner (18%) and outer cordon (15%). This forms a good basis to meeting the OC1 and OC2 targets, but also highlights the scale of the challenge of meeting a 50% increase over a similar period.



All day cycle flows (7am – 7pm)
Source: outer cordon surveys



All day cycle flows (7am – 7pm)
Source: outer cordon surveys

13 How to increase cycling levels

LCWIP targets OC1 and OC2 set challenging targets to increase commuter and general cycling by 50% in Oxford. Research on how to increase cycling is vast but there is little conclusive evidence how it can be achieved in all situations. Much of the research evidence relates to individual successful locations, but it is typically difficult to understand the many underlying factors that may contribute to success or whether these can be translated to another town. For instance, increasing cycling where around 25% of trips are by cycle as in Oxford may be very different from towns with 2-3% levels of cycling. There are many opinions, some passionately held, but in reality there is no magic bullet nor magic formula to achieve an increase in cycling.

Nevertheless, a review of the evidence, in particular Dutch and UK evidence, suggests 5 broad factors (F1-F5) which may be important in promoting cycling:

- F1. An identifiable, visible and comprehensive town-wide **cycle network**
- F2. A high density **urban realm** with accessible destinations which permit and encourage short journeys
- F3. **Traffic restraint** such as congestion, restricted road capacity or the cost of parking or driving, which gives comparative *advantage* to cycling
- F4. A **cultural norm** or attitudes among the population which support and promote cycling
- F5. **Council commitment** at all levels to increase cycling as a priority

Oxford is fortunate in having a relatively positive history for each of these 5 factors. Oxford already has a nascent cycle network, created over the last 50 years. The urban realm is relatively dense, in particular around the city centre, though on the other hand, some of the

Oxford LCWIP v192001

1980s peripheral developments such as business parks and superstores are fairly inaccessible for cycling. Oxford has had a balanced transport strategy for 50 years, with minimal road widening and relatively high central car parking charges. Most visibly, the existing high cycling flows create a cultural norm of cycling. Council commitment to cycling has varied over the years. The LCWIP and LTCP represent a new commitment of Council support and interest.

A long history of encouraging cycling: Oxford built its first cycle track in 1937 (Marston Road cycle track). In 1969, the Marston Ferry Road cycle track was built. The South and North Oxford cycle routes were added in 1981 and 1982. Barracks Lane cycle track was added in 1986 and Willow Walk cycle track in 1990. From 1978 cycle lanes were also added to many of the main roads. Cycling levels have remained high throughout this time. In 1982 around 22,000 cyclists crossed the inner cordon compared to 24,000 in 2018 with levels never dropping much below 20,000 cyclists.

14 Oxford LCWIP+ 8 pillars of change

The LCWIP sets out a step change in cycling levels. Compared with the 18% increase at the inner cordon and 14% increase at the outer cordon over the previous 10 years, it is proposing a 50% increase in cycling by 2031 over 12 years. To achieve this, the LCWIP sets out 8 pillars (or priority infrastructure measures) fundamental to achieving this step change in cycling levels and improvements in walking. The image of pillars is used because they work together rather than separately to support the increase in cycling.

8 Pillars

1 Oxford Cycle Network

Main features

Core comprehensive 'dual network' of cycle routes focused on the city centre along with orbital and connecting cycle routes

2 Low Traffic Neighbourhoods

Neighbourhood areas, where rat runs are blocked combined with public realm improvements (as in Waltham Forest)

3 City Centre Traffic Control Points

Connecting Oxford: 3 central filters preventing cars crossing the city centre

4 Work Place Levy Charge

Connecting Oxford: Eastern arc combined with traffic restrictions

5 Average Speed Cameras and 20 mph

Speed control on main road radials

6 Controlled Parking Zones and enforcement

Extension of CPZs across whole of Oxford

7 Public Realm Improvements

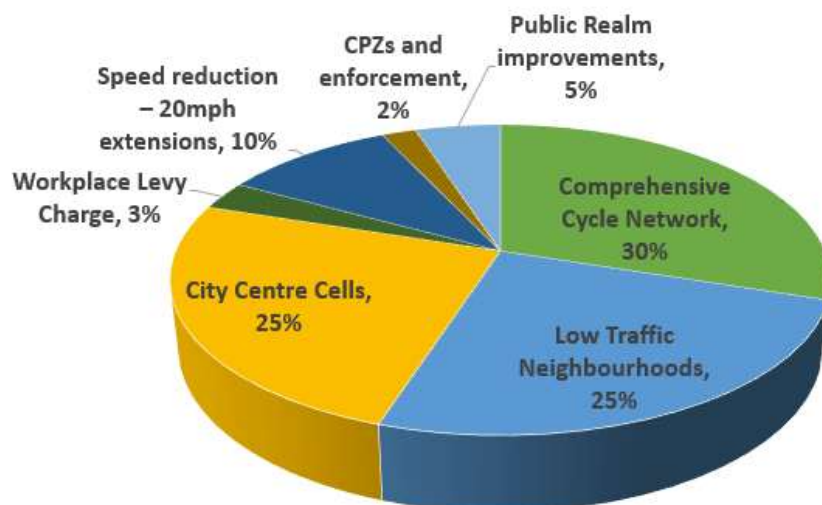
City Centre and local shopping centre improvements

8 Schools

Routes to schools – to be assessed

All 8 pillars will be important in changing behaviour and creating an environment where cycling and walking become the natural choices. The chart below gives an estimate of the impact each pillar has on increasing cycling in Oxford in line with OC1 and OC2 targets. For example, the completion of Oxford cycle network should achieve 30% of the OC2 target to increase by cycling by 50%. However, it is important to note that the pillars need to be implemented together to support the increase. Pillars 1 to 5 primarily support cycling and pillars 6 to 7 primarily support walking.

LCWIP % contribution to increase in cycling



14.1.1 Schools and children

Pillar 8 Schools and encouraging children to cycle and walk is also fundamental to the future of cycling and walking in Oxford. This will be a future piece of work delivered in co-operation with schools, Public Health and Education and other stakeholders. Enabling more cycling and walking to school would significantly increase the proportion of children meeting the Chief Medical Officers physical activity guidelines - 79% of children in Oxfordshire currently do not meet these guidelines. We already have an excellent example of what can be achieved. Good infrastructure and soft measures have helped promote and enable cycling at Cherwell (Secondary) School which has the highest rate of traveling to school by bike in the UK^{xv}. Altogether 58% of children regularly travel to school by bike with 15% arriving by bus and 15% on foot and just 11% by car.

Policy OC9: The Council will undertake a full assessment of travel to school in Oxford and improve walking and cycling routes to schools in co-operation with schools, Education and Public Health.

The next chart looks in more detail how each pillar fits in with Council policy and contributes to an increase in cycling with reference to the 5 broad factors F1-F5 in section 12.

8 Pillars

P1 Oxford Cycle Network (OCN)

Policy and Impacts on cycling (and walking)

The main LCWIP policy. A comprehensive dual cycle network of Quiet and Quick routes will provide for 2 cohorts of cyclists identified in the Oxfordshire Cycle Survey 2019, encouraging both less confident cyclists who are reluctant to share with cars and more confident cyclists who prioritise directness and speed (F1).

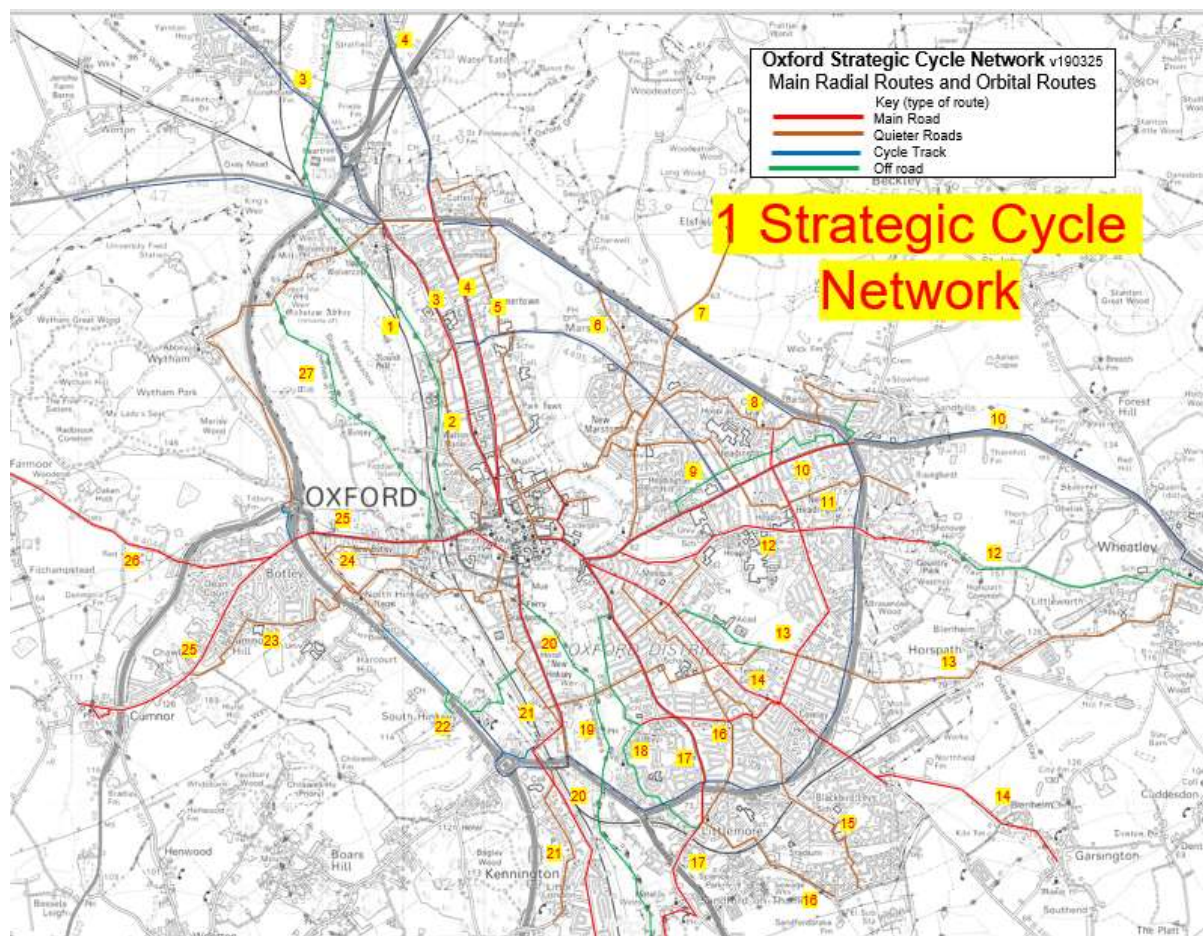
P2 Low Traffic Neighbourhoods (LTN)

LCWIP policy to be included in LTCP 5. LTNs are fundamental in promoting cycling and walking because they remove rat runs (F3) and thereby lead to less traffic and slower traffic speeds (F3) in residential areas, providing opportunities for people to cycle in safety and comfort to the nearest cycle routes (F1), as well as opportunities for parklets and improved local public realm for pedestrians, residents and cyclists (F2). In several cases, the LTNs will potentially remove nearly all the traffic from some of the core radial Quiet cycle routes (F1).

P3 City Centre Control points	County Council policy (Connecting Oxford) currently under consultation. OCC propose 3 central filters preventing cars crossing city centre, but permitting cyclists, buses and taxis. It is predicted that these will lead up to a 30% to 40% decrease in traffic along many of the radial routes into Oxford (F3), thereby allowing better cycle provision (F1) along the main roads and potential for city centre public realm improvements (F2).
P4 Work Place Levy Charge (WPL)	County Council policy (Connecting Oxford) currently under consultation. OCC propose WPL charge for Eastern arc businesses (F3) combined with traffic restrictions on the main B4495 orbital road (F3), which will permit better cycle provision along this core orbital (F1). The charge will also help fund new cycle routes and cycle parking (F1) and provide an incentive for modal change from the car (F3).
P5 Average Speed Cameras and 20 mph extensions	LCWIP proposal. Oxford already has 20 mph limits on all residential roads (F3). Better speed control on the main road radials will both manage traffic (F3) and create more attractive cycle routes (F1).
P6 CPZs and enforcement	County Council policy is to extend CPZs across the whole of Oxford. CPZs manage residential parking with enforcement, preventing random commuter, particularly pavement parking which is a deterrent to walking. Cycle lanes and entries can also be enforced (F1). See walking section
P7 Public Realm Improvements	LTCP 5 proposed policy: Public realm improvement in the City Centre and local shopping centres will mainly benefit pedestrians but can also provide more space for cycling (F1) and manage traffic (F3). See walking section.
P8 Schools	Routes to schools are essential for the next generation of cyclists. This area will be assessed in the future.

15 Pillar 1 Oxford Cycle Network

The main element of the LCWIP proposals is the identification and creation of a comprehensive cycle network. Cycleway improvements have been applied to Oxford over many years, but the LCWIP is the first time that there has been a systematic review of the network and the identification of a comprehensive cycle network. The full cycle network is shown in the accompanying file "Oxford Cycle Map".



15.1.1 How was the cycle network identified?

The cycle network was identified using several data sources and through initial engagement with cycle groups to agree on the network and subsequent consultation with a wide range of stakeholders, typically via presentations combined with Q&A sessions. The box sets out the groups which were involved in the engagement and consultation process. In addition, an internet survey was undertaken of all cyclists.

15.1.2 Oxfordshire Cycle Survey 2019

To ensure that the LCWIP was based on as wide a participation as possible, a survey of cyclists was undertaken - the Oxfordshire Cycle Survey 2019 (OCS19).

The Oxfordshire Cycle Survey 2019 (OCS 2019) was an internet-based survey hosted on Oxfordshire County Council's consultation website for 2 months from 6th June 2019 to 8th August 2019

Oxford LCWIP Consultation

Cyclox (Main Oxford cycling organisation)
 OXPA (Oxford Pedestrians Association)
 Civic Trust
 Oxford Friends of the Earth
 COHSAT (Coalition of Healthy Streets and Active Travel)
 Oxford University
 Oxford Brookes University
 Oxford City Council Cycle Forum
 Pedal and Post
 Oxon Active and Healthy Travel Steering Group
 County and City Council members via drop in session
All cyclists via Oxfordshire Cycle Survey 2019

The consultation webpage invited all cyclists living in Oxfordshire to take part, but particularly those living in the 3 LCWIP towns of Oxford, Didcot and Bicester. Various methods were used to boost sample response, including emailing the survey link to members of Cyclox,

Oxford LCWIP v192001

Civic Trust and OxPA (Oxford Pedestrians Association), using twitter and paid adverts on Facebook, press releases, and putting up posters at Oxford, Didcot and Bicester train stations. Over the 2 months, there were 3754 responses, comprising 2559 (68% of total responses) from Oxford City, 436 (12%) from Didcot, 213 (6%) from Bicester and 546 (15%) from the rest of Oxfordshire. There were also around 7000 comments or issues mapped to specific locations on the network

The Oxfordshire survey was intended primarily to understand

- Cyclists' problems in terms of location and type of problem
- Cyclists' route choice and preferences in terms of road types and paths
- Factors (gender, age, cyclist experience) that affect cyclists' route choice and preferences

The underlying purpose of the survey was to ensure that the LCWIP was based on evidence, in particular to make sure that

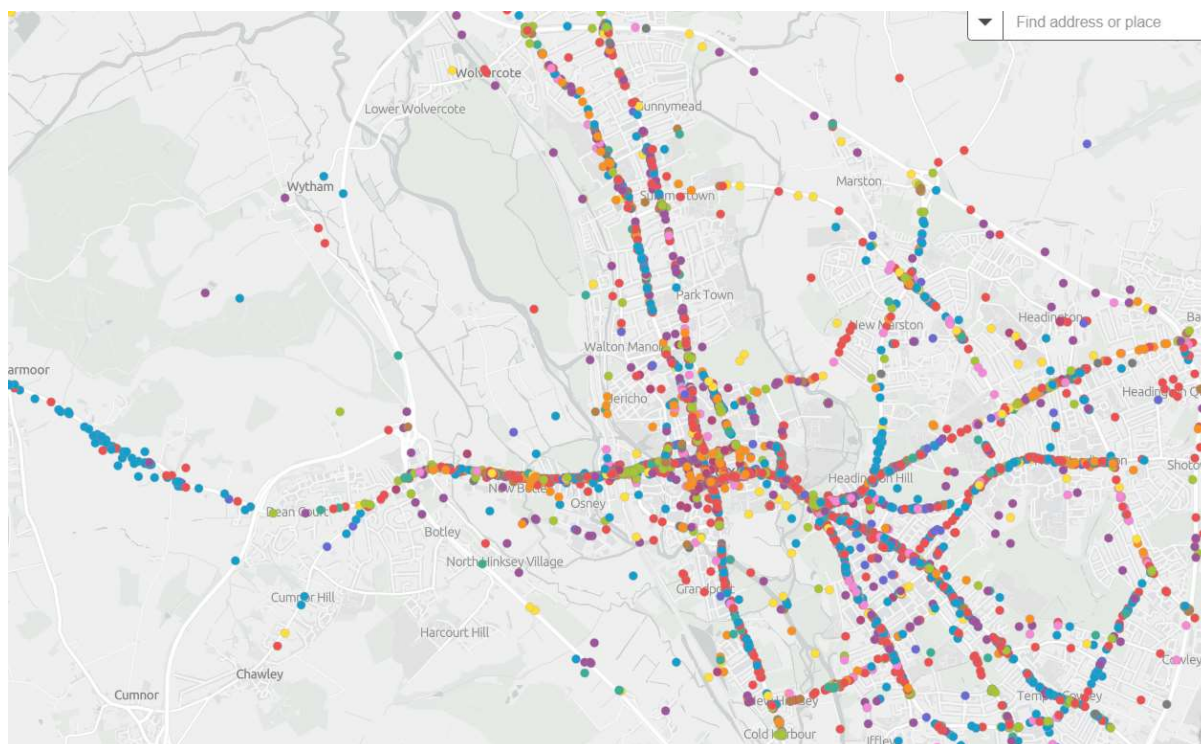
- The LCWIP identified cyclists' problems as cyclists themselves experienced them
- Proposed improvements would meet cyclists' route choice preferences
- Disagreements about infrastructure designs could be resolved on the basis of evidence rather than just individual perception

Analysis of the data in the survey has permitted:

1. A detailed assessment of existing cycle routes based on the detailed locational comments
2. An understanding of cyclists' priorities and preferences in terms of route choices, which have been incorporated in proposed cycle infrastructure improvements
3. The creation of the Oxfordshire Cycle Route Assessment Matrix (OxCRAM) to assess existing cycle routes in line with cyclists' assessment of cycle routes

15.1.3 Detailed comments

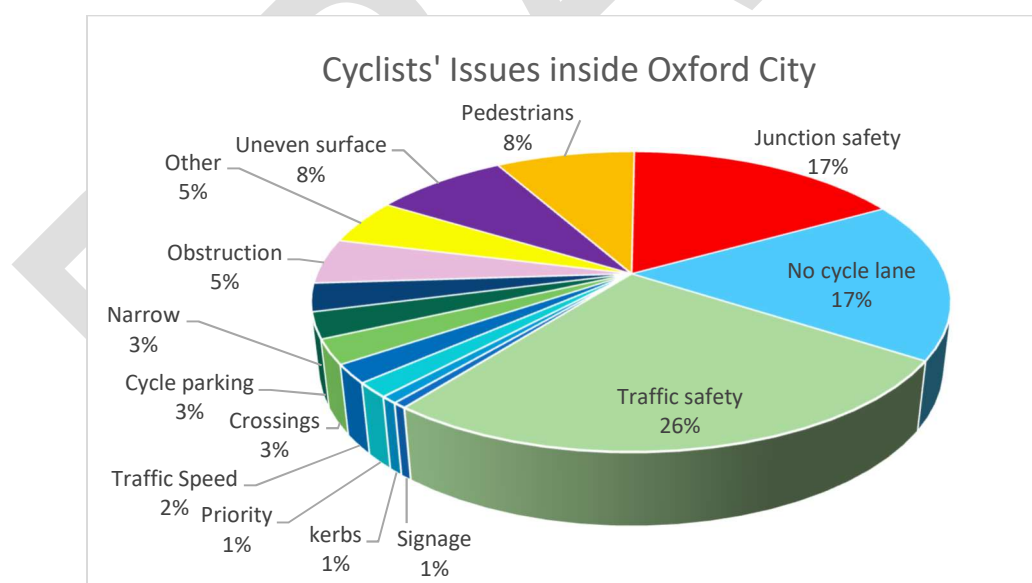
The map below captures all the locational comments from the OCS19 for a section of Oxford. Altogether there were 4648 issues located within Oxford City Boundary. The comments are particularly focused on the main roads where cyclists evidently experience most conflicts. These comments have been assessed in the evaluation of cycle improvements in the LCWIP.



Oxford Plan showing location of detailed comments about cyclists' problems

Source: Oxfordshire Cycle Survey 2019

The colour of the dots represents the main issues. The chart below shows Oxford City issues grouped in order of importance using the same colour coding. Issues relating to safety account for over 60% of issues, in particular issues relating to traffic safety (26%), narrow or no cycle lane (17%) and junction safety (17%).

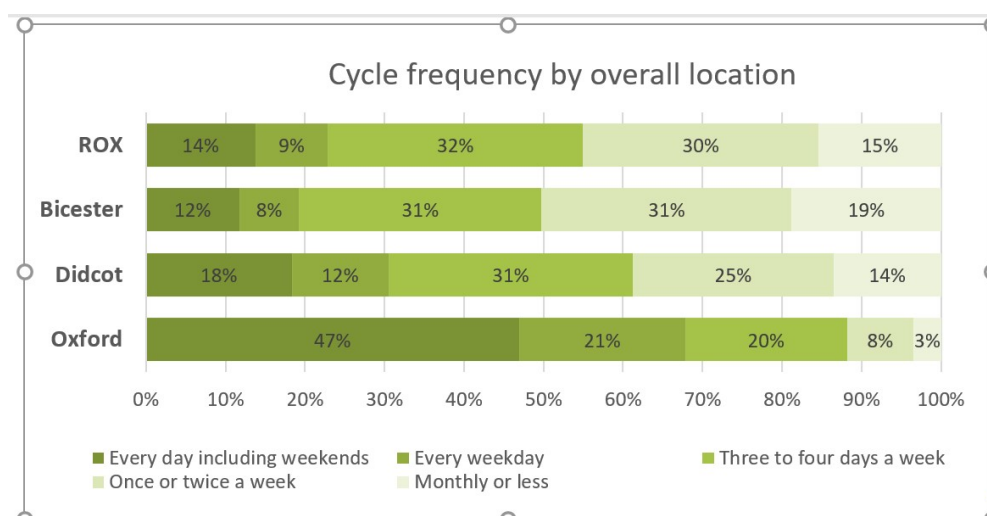


Source: Oxfordshire Cycle Survey 2019

15.1.4 Infrastructure preferences and priorities

The OCS19 asked questions about infrastructure preferences and priorities. The survey showed that there were many distinct differences in the responses of Oxford cyclists compared to cyclists in towns outside Oxford. What underlies these differences is that cycling has become almost normal behaviour in Oxford. The normality of cycling in Oxford was shown in various ways. Oxford cyclists were much more likely to be very frequent cyclists with 47% of respondents using their cycle 'every day including weekends' and 68%

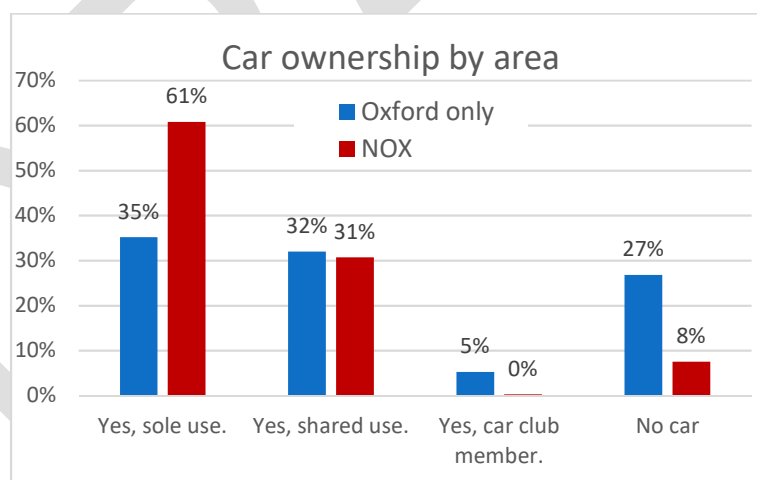
at least 'every day' (see chart). The gender ratio was also much nearer equality with 51% male and 46% female (3% other or preferred not to say).



Percentage of cyclists by different frequency of cycling for Oxford, Bicester and Didcot (LCWIP towns) and the rest of Oxfordshire.

Data Source: OCS19

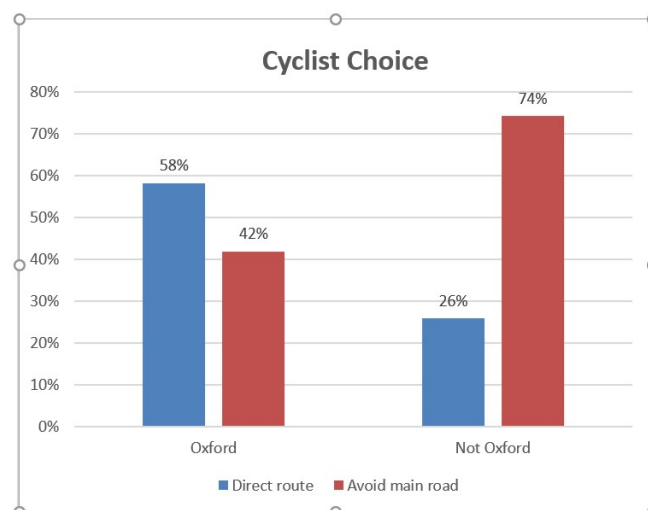
Another key difference was that Oxford cyclists had much lower levels of car ownership – 35% with 'sole use of a car' in Oxford compared to 61% outside Oxford. This effect was then multiplied, because lower car ownership was combined with less car use even for those with cars. Only 28% of cyclists with 'sole use of a car' in Oxford chose 'car' as their main mode compared to 51% of cyclists with 'sole use of a car' outside Oxford. This demonstrates how even those with a car will choose to cycle if the culture is right. Put succinctly, cycling replaces car trips.



Access to a car – Oxford compared to the rest of Oxfordshire

Data Source: OCS19 (NOX = Not Oxford)

Another key difference was that 50% of *Oxford* cyclists chose 'quickest time' as one of their 3 main reasons for cycling, which was the choice of just 15% of cyclists *outside Oxford*. Cumulatively, it was Oxford cyclists' 2nd main reason for cycling, whereas it was the 5th choice of cyclists outside Oxford. This was also reflected in their infrastructure choice, with 58% of Oxford cyclists preferring 'direct routes sharing with traffic' rather than (42%) 'a longer or slower route avoiding a main road'. In contrast, 74% of cyclists in other towns preferred slower routes with just 26% choosing direct routes.



Oxford and Rest of Oxfordshire cyclists' route choice
Data Source: OCS19

15.1.5 Detailed Infrastructure Choices

As a follow-up to the question on direct and slower routes, the survey asked detailed questions about infrastructure choices. For each road type, cyclists could choose 4 options, whether they 1) 'like', 2) 'don't mind', 3) 'use if I have to' (= tolerate) or 4) 'avoid' cycling on that type of infrastructure. The charts below show the choices for *Oxford* cyclists *only*. Chart X shows the infrastructure choices of Oxford cyclists who chose a 'direct route sharing with traffic' (58% of respondents). Chart Y shows the infrastructure choices of Oxford cyclists who chose a 'slower route avoiding a main road' (42% of respondents).

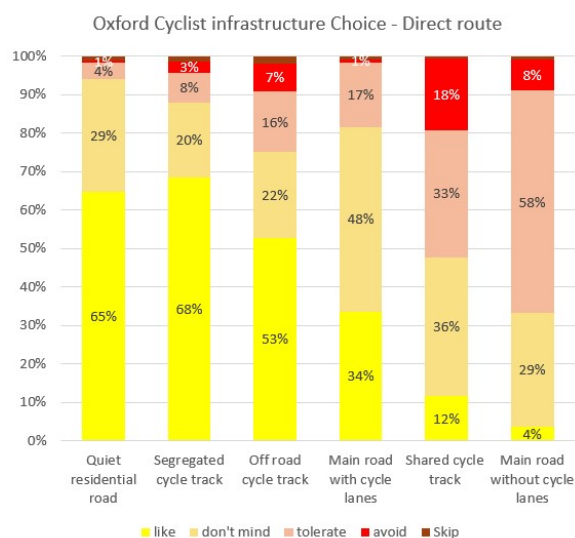


Chart X: Oxford Cyclists choice – Direct route cyclists
Data Source: OCS19

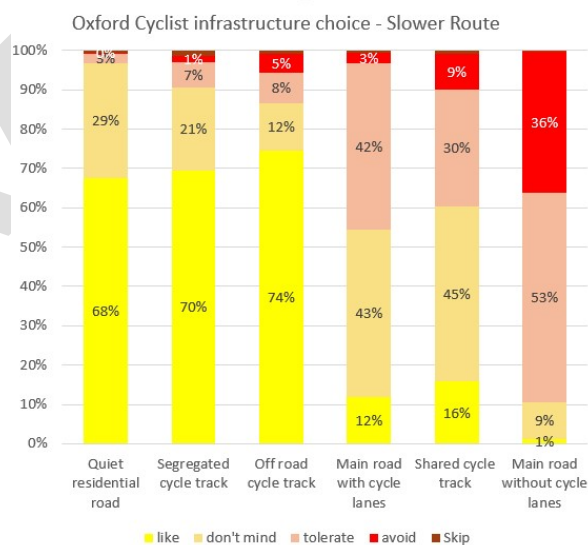


Chart Y: Oxford Cyclists choice – Slower route cyclists
Data Source: OCS19

The charts for the 2 types of cyclists are both similar for some infrastructure types but with key important differences for other infrastructure types. To interpret the answers, options 1) 'like' and 2) 'don't mind' are regarded as *positive* whilst options 3 'tolerate' and 4 'avoid' are *negative*. Positive means they encourage cycling and negative means they discourage cycling. Options 1, 2 and 3 combined show what infrastructure cyclists are 'willing to use' (rather than option 4 where they 'avoid' the infrastructure). The chart below shows the order of preference and the percentages of cyclists in each group who are *positive* (like + don't mind) about each type of facility for the 2 categories of cyclists.

Preference	Direct Route sharing with traffic	Slower route avoiding main road
1 st	Quiet residential road (94%)	Quiet residential road (97%)
2 nd	Segregated cycle track (88%)	Segregated cycle track (91%)
3 rd	Main road with cycle lanes (82%)	Off road cycle track (86%)
4 th	Off road cycle track (75%)	Shared cycle track (61%)
5 th	Shared cycle track (48%)	Main road with cycle lanes (55%)
6 th	Main road without cycle lanes (33%)	Main road without cycle lanes (8%)

Definitely Positive
 Fairly positive
 Fairly negative
 Definitely Negative

Whereas both groups are very positive about ‘quiet residential roads’ and ‘segregated cycle tracks’, the other categories diverge. The key differences are summarised below.

- **main roads with cycle lanes:** direct route cyclists are definitely positive; slower route cyclists are only fairly positive.
- **shared cycle tracks:** slower route cyclists are fairly positive; direct route cyclists are fairly negative (18% avoiding them).
- **main roads without cycle lanes:** direct route cyclists are fairly negative but still willing to use them (with only 8% avoiding them); slower route cyclists are definitely negative with 36% avoiding them.

These infrastructure choice differences make sense if interpreted in line with direct cyclists’ choice to prioritise infrastructure that has minimum delays even at the expense of sharing with traffic. For instance, off road cycle tracks and especially shared cycle tracks by sides of roads have variable quality in directness, pedestrian induced delay, side road delay and diversion, whereas main roads are typically laid out direct and with minimal signal or junction delay. On the other hand for cyclists prioritising comfort, off road cycle tracks and shared cycle tracks parallel to roads are traffic free, even if they are slower. These differences underpin the idea of a dual network of Quick and Quiet routes with cycle infrastructure catering for the different preferences of the 2 types of cyclists.

15.2 Why not a single network which meets both groups’ choices?

OCS19 indicates that for a single network to be attractive to both types of cyclist, all routes must use exclusively quiet residential roads, off road paths and segregated cycle tracks alongside main roads. The challenge lies in building segregated cycle tracks, which meet the needs of direct cyclists. Some of the design challenges would be that cyclists are not delayed at side road junctions, interrupted at drive ways and bus stops, there was adequate width to overtake other slower cyclists and cyclists would not be obstructed by pedestrians and other street clutter. This requires a minimum cycleway design width of 3 metres 2-way for cyclists, whilst still allowing adequate widths for pedestrians (also minimum 3 m) as well as other traffic and buses. Most of Oxford’s main road network is not that wide. The conclusion is that inevitably design compromises must be made. A dual network ensures that the compromises are aligned with the priorities of the cyclist category and provides each category with a comprehensive choice of routes that suits their priorities.

15.2.1 Other categories – gender, frequency of cycling and age

The OCS19 data was also analysed according to various other categories which research has shown affect cyclists’ choice. It was found that gender, cycle frequency and age all had an impact on cyclist infrastructure choice in terms of the percentages choosing between direct routes and slower routes. Females, a lower frequency of cycling (e.g. monthly and less) and older cyclists were all more likely to choose slower routes than males, younger cyclists and more frequent cyclists. However, Oxford cyclists of all those categories were much more likely to choose more direct routes than cyclists outside Oxford. Secondly for all groups, there were cyclists who chose direct routes and those who chose slower routes. This categorisation between direct and slower cyclists by itself was sufficient to capture the

full range of cyclist infrastructure choice. In other words, there was no need (for instance) specifically to cater for women cyclists because the categorisation of direct and slower cyclists captured the full range of female cyclists' infrastructure choice.

Policy OC10: OCC will seek to establish a comprehensive dual cycle network, catering for both 'direct route' cyclists (Quick Routes) and cyclists choosing routes away from traffic (Quiet Routes).

Policy OC11: As far as possible, the core Quick Route cycle network will consist of cycle infrastructure identified as positive in OCS19 by 'direct route' cyclists. Routes will be improved as far as possible to ensure ease of cycle 'flow', including a cyclist design speed of 20 mph (minimum 15 mph) and measures to remove delays, diversions and the need to stop.

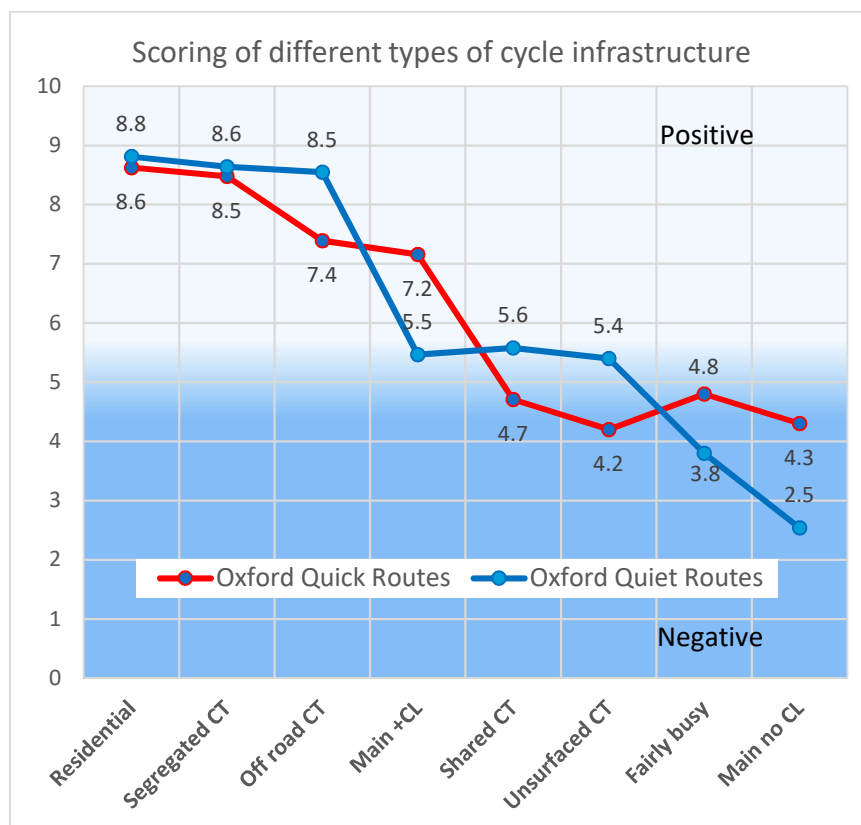
Policy OC12: As far as possible, the core Quiet Route cycle network will consist of cycle infrastructure identified as positive in OCS19 by 'slower route' cyclists. Routes will be improved as far as possible to increase cyclist comfort, including minimising and simplifying interactions with motorised traffic. Where 'fairly positive' infrastructure must be used, extra attention will be paid to improve the experience, such as wider shared cycle tracks or light segregation cycle lanes.

15.2.2 Oxfordshire Cycle Route Assessment Matrix (OxCRAM)

The OCS19 data has also been used to create the Oxfordshire Cycle Route Assessment Matrix (OxCRAM) for the current cycle network. The advantage of OxCRAM is that it is based on what Oxford cyclists said in the OCS19, so it has validity and relevance to current cyclists. OxCRAM has been created by assigning to each cyclist route choice a score of +3 for 'like', +1 for 'don't mind', -1 for 'use it if I have to' and -3 for 'avoid'. The percentages have been converted into a numerical scale which ranges from 0 (worst) to 10 (best). A score of 8-10 is highly positive, 6-8 positive, 5-6 is slightly positive and 4-5 slightly negative, 2-3 negative and 0-2 highly negative.

Because there is distinct difference between the choices of 'direct route' cyclists and 'slower route' cyclists, a separate score has been calculated for 'Quick Routes' for direct route cyclists and 'Quiet Routes' for slower route cyclists, based on the choices of those 2 cohorts. The inventory types have been expanded to include 'fairly busy roads' and 'unsurfaced (as opposed to tarmacked) off road cycle tracks'. OxCRAM scoring will be applied to assess the existing cycle network to create a base scoring for each infrastructure type. This base score will then be adjusted up or down to take into account individual locational issues such as lighting, road and path widths, surface conditions, traffic volumes, traffic speed and continuity. The main gap in the OxCRAM scoring is that we do not have data on cyclists' attitudes to bus lanes. A review of Oxford cycle network using the OxCRAM scoring is set out in sections 25.1.2 and 25.1.3.

Policy OC13: OCC will audit the cycle network to measure its attractiveness, using the OxCRAM scale for Quick and Quiet Routes. OCC will prioritise routes based on cycle flows and the OxCRAM rating, particularly where the scale falls below 5. This scale can be used as a basis of audit and review for future schemes.



OxCRAM scoring for different infrastructure, by Quick and Quiet routes

Key: CT = cycle track; CL = cycle lane (on-road)

15.2.3 The near market of potential cyclists

The OCS19 and OxCRAM inevitably rely on the views of existing cyclists, because it is impossible for non-cyclists to assess a type of infrastructure without experience of that infrastructure. There is an argument that potential cyclists may differ in their views, particularly in terms of what incentivises them to take up cycling. The OCS19 analysed cyclists' perceptions of cycle infrastructure in terms of years of cycling but found no significant difference between those cycling for 'less than 5 years', 'all their adult life' and 'all their life including childhood'. This suggests that new cyclists may only differ in underlying categories, such as attitude, gender, age or frequency cycling rather than how recently they took up cycling.

A second counter argument against using OCS19 and OxCRAM could be that some new infrastructure types, e.g. a new off-road cycle track, might incentivise non-cyclists to take up cycling, independent of existing cyclists' perceptions of that infrastructure. There is some research which indicates individual large interventions, such as new bridges or the Cambridge guided busway, can have an impact on increasing cycling levels by themselves.^{xvi} Typically these will make cycling considerably more convenient by removing detours or barriers, such as having to cross or use main high speed unrestricted roads unsuitable for cycling. The Marston cycle track or cycle bridge to Cutteslowe may be examples of this impact. However, for smaller interventions, such as improving an existing route by creating an off-road path, there is very little evidence of such an impact. Typically, the evidence suggests measured increases on new infrastructure are more due to route substitution by existing cyclists than new cyclists^{xvii}. It is therefore considered that creating and improving a town-wide cycle network on the basis of OCS19 evidence is more effective than cherry picking individual routes for improvement.

15.2.4 Updating the cycle network

The Council is currently working with a company See Sense, marketing smart rear bicycle lights at discount rates. These work with smart phones to track the journeys of cyclists, as well as collecting other information such as cyclist speed. The Council will be able to use this data along with personal data to refine the cycle network and help identify routes taken by different cyclist cohorts and for instance, locations or times of the day when cyclists are delayed. This data should become available in 2020.

16 Evidence for impact for the other pillars

16.1 P2 Low Traffic Neighbourhoods

Low Traffic Neighbourhoods (LTNs) are the other main focus of the LCWIP for which funding is sought. LTNs are residential areas where through traffic ("rat runs") is prevented by targeted road closures to motorised traffic, whilst still always allowing access for walking and cycling and where appropriate also for buses (a concept called "filtered permeability"). Put simply, for motorised traffic the catchphrase is "to not through". The purpose is to create more pedestrian and cycle friendly streets and a better liveable environment for residents. Waltham Forest in north London is the most prominent and systematic example of this approach in England.

The LTNs in Waltham Forest resulted in an increase in cycling and walking comfort and participation:

- A safety analysis of 11 key junctions (using London Cycling Design Standards methodology) found that safety had improved at all junctions, with 4 moving into the (green) safest category and 4 moving from the (red) unsafest to the (amber) medium safe category.
- Automatic Cycle Counters at 11 locations showed a 20% increase in cycling from 837 to 1005 cyclists per day.
- An independent academic survey (Aldred 2018) found that residents in the area were 24% more likely to have cycled in the follow-up survey compared to those living in other London outer areas, which represents an additional 41 minutes extra walking or cycling per week
- Kings College London research of Waltham Forest's Low Traffic Neighbourhoods suggests that a 7% reduction in NO₂ and PM emissions between 8am and 9am is enough to increase children's life expectancy by up to six weeks^{xviii}

Oxford already has several areas which work as LTNs e.g. Rewley Park. In several locations, OCC has in the past introduced traffic filters to prevent rat running, as in the photos below.



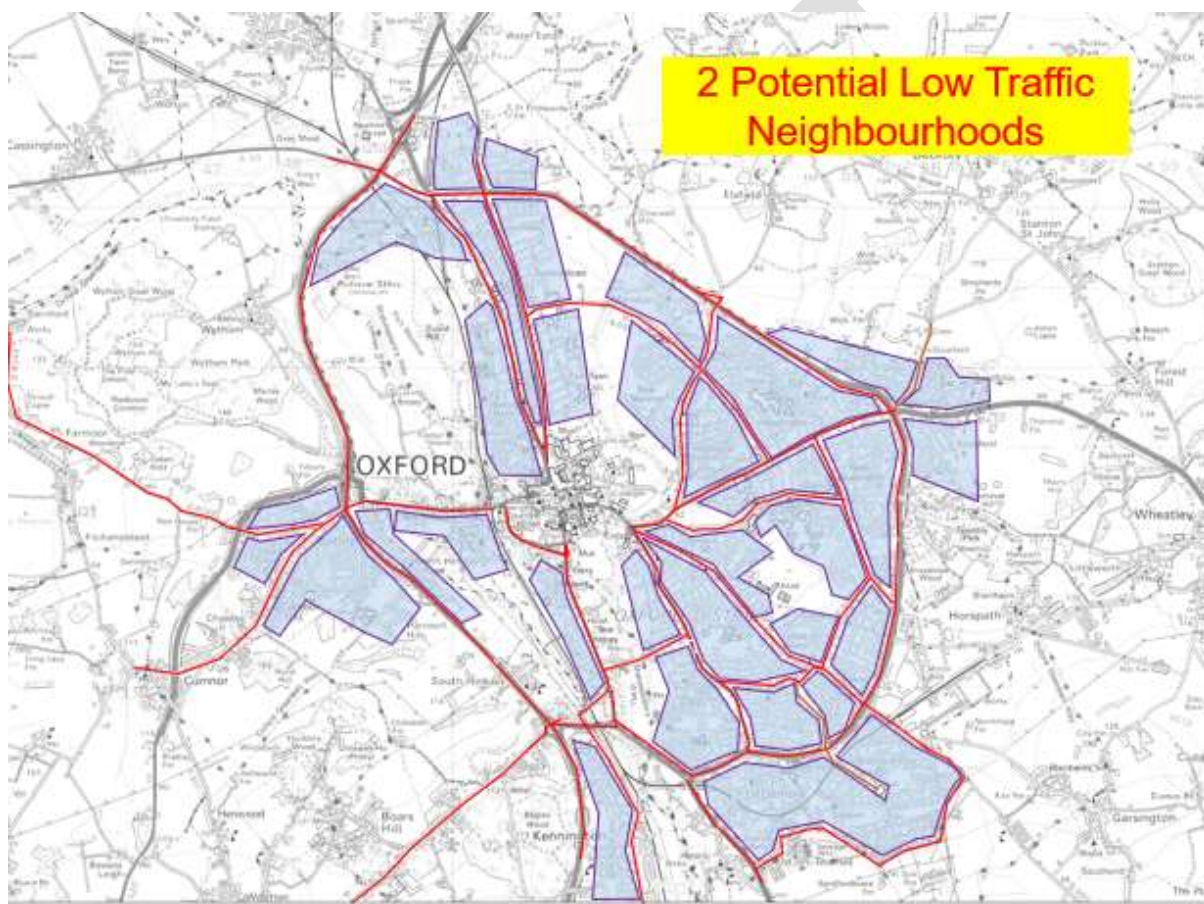
Oxford LCWIP v192001

Traffic filter in Bainton Road prevents this road becoming a main radial route into Oxford for motorised traffic and thereby creates an attractive radial route for cyclists

Traffic filter in Freelands Road prevents cars rat running through this residential area to avoid traffic lights

What is proposed is a more systematic approach to implementing LTNs, going beyond just closing rat runs, looking for opportunities to change travel behaviour and improve the local public realm. LTNs could also radically improve the attractiveness of some of the radial and connecting routes, by removing all but local traffic and permitting the introduction of 'cycle streets'.

The plan below gives an indication of where potential LTNs could be sited in Oxford and the strategic road system (in red). It is recognised that creating LTNs requires considerable consultation and engagement to ensure local support.



Policy OC14: OCC will support the implementation of Low Traffic Neighbourhoods in Oxford as a way of improving local public realm and improving conditions for walking and cycling.

16.2 P3 City Centre Control Points and P4 Work Place Levy

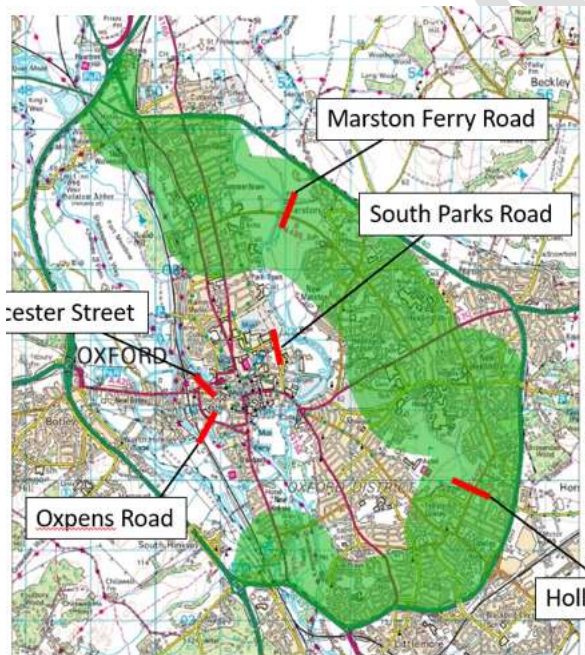
The County Council and Oxford City Council are proposing a number of city centre control points. These city centre measures will be combined with the introduction of a Work Place Levy covering the north to eastern arc, supported by additional control points on the orbital road (B4495). The draft measures are set out in the plan below. These measures were first established in policy in the Local Transport Plan 4 'Connecting Oxford'. The Council is currently consulting on the proposals and a decision will be made in December 2019 whether to develop the proposals to feasibility stage. Issues such as the timing and location of restrictions will follow from the consultation and subsequent work.

The second plan below on the right shows the assumed level of change in traffic levels along the main radial and orbital roads of Oxford. It is assumed that there will be approximately a 10% to 25% reduction in traffic along the South Eastern arc and a 35% to 40% reduction in traffic along the north, west and south radial routes.

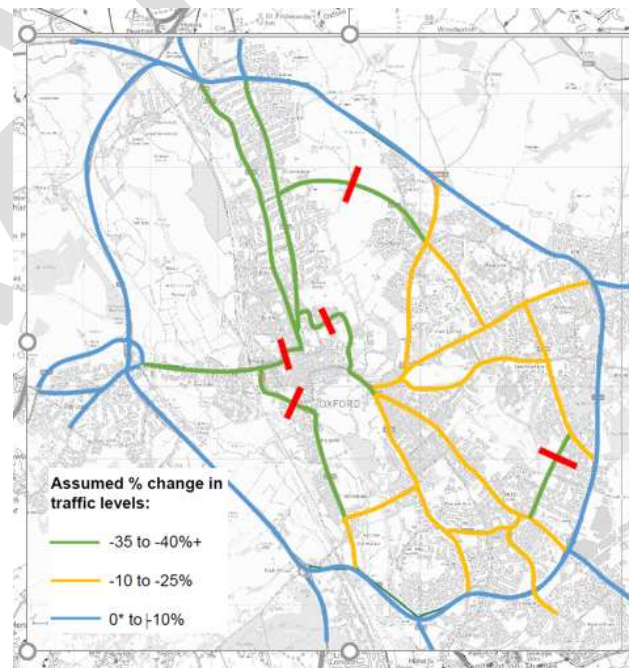
The importance of these proposals for the Oxford LCWIP are twofold:

- The traffic reduction impact of the proposals is essential to the OC1 and OC2 targets of increasing cycling by 50% by 2031. It is calculated that they will contribute over 25% of the increase in cycling.
- The LCWIP designs for the Oxford Cycle Network have been predicated on these levels of traffic reduction. Reductions in traffic of around 10% to 40% permit designs which can be very different from an assumption of existing traffic flows, including for instance removing bus lanes to allow wider cycle lanes rather than providing off road cycle tracks.

The timetable for the Connecting Oxford proposals envisage implementation at some point in 2021. Even though the Connecting Oxford proposals have not been agreed, it is considered appropriate to take account of them in setting out the LCWIP proposals. The proposals are already established in the County Council LTP 4 policies and increasing walking and cycling rates to support healthier communities is a corporate Oxon CC objective. Additionally, the LCWIP is set out over a 10 year period. It is assumed that during that 10 year period, measures will be undertaken to support national Climate Change targets and cycling and walking targets.



Connecting Oxfordshire proposals showing proposed traffic control points and area of Work Place Levy.

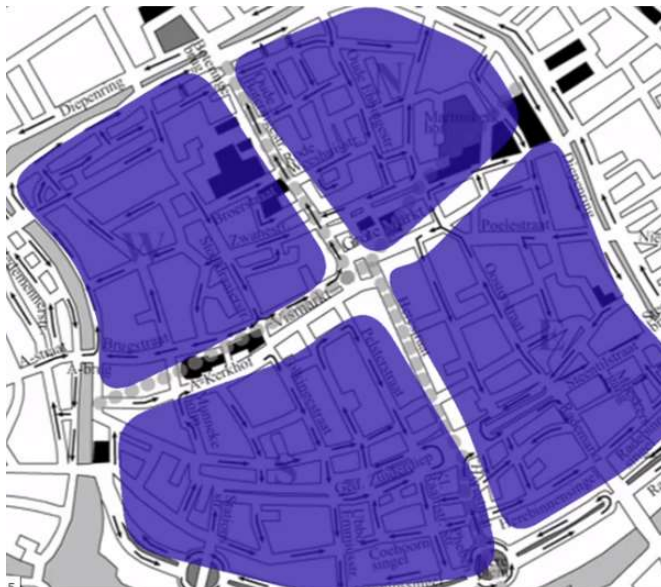


Connecting Oxfordshire proposals showing assumed level of impact on traffic levels of traffic control points.

16.2.1 European evidence - city centre traffic control points

Groningen in the Netherlands introduced traffic control points in 1977 around its city centre. Groningen is a useful comparison because of its similarities to Oxford. It is a compact university city of a similar size (177,000 inhabitants) with around 36,000 students. Its historic centre is also similarly sized to Oxford – around 1km square. This allows us to forecast some likely outcomes for traffic and cycling as a result of Oxford's city centre closures.

Groningen is now the Dutch city with the highest bicycle share in the Netherlands – 37% of all trips by its inhabitants^{xix} (including pedestrian trips) or around 60% by cycle excluding pedestrian trips^{xx}. It achieved this step change in cycling by first introducing city centre controls which prevented car travel across the city centre. The control points created 4 city centre cells. It was only possible to cross from cell to cell by bicycle, bus and on foot and not by car. This gave cycling a big advantage in time and convenience over car use in the centre, as shown below.



Groningen city centre traffic cells

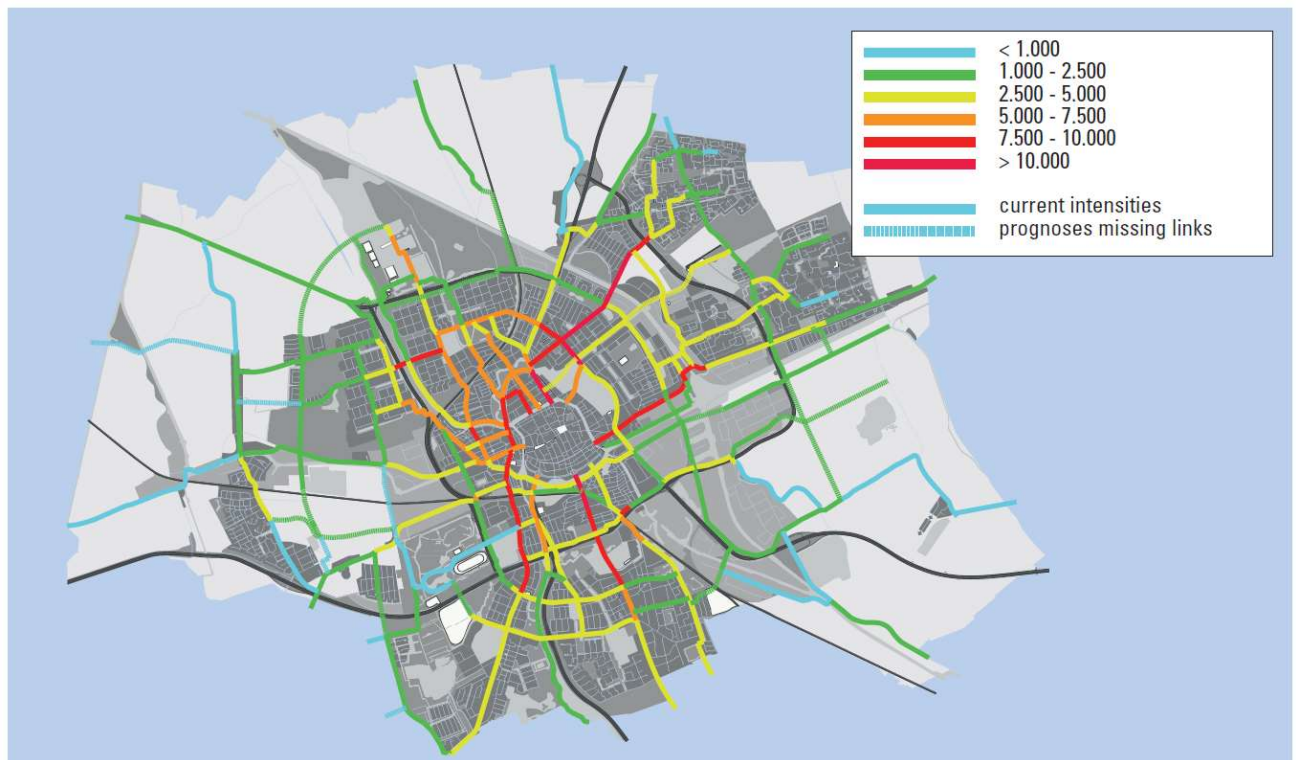
Source: <https://vimeo.com/76207227>



Groningen comparative travel times

Source: <https://vimeo.com/76207227>

Groningen Council built on the subsequent increase in cycling to expand its cycle network. Around 225,000 people commute to/from the city. Now there are around 150,000 cycle journeys a day, compared to around 50,000 in Oxford. The plan below shows the daily cycle flows on the main roads and paths leading to Groningen city centre. Several routes carry the same flows as Magdalen Bridge in Oxford (over 10,000 cyclists per day). The train station also has around 10,000 cycle parking spaces (compared to just over 1000 at Oxford train station). Groningen demonstrates how cycling can take on the role that the car plays in most other cities. The big difference in travel patterns compared to Oxford is that Groningen has minimal bus use.

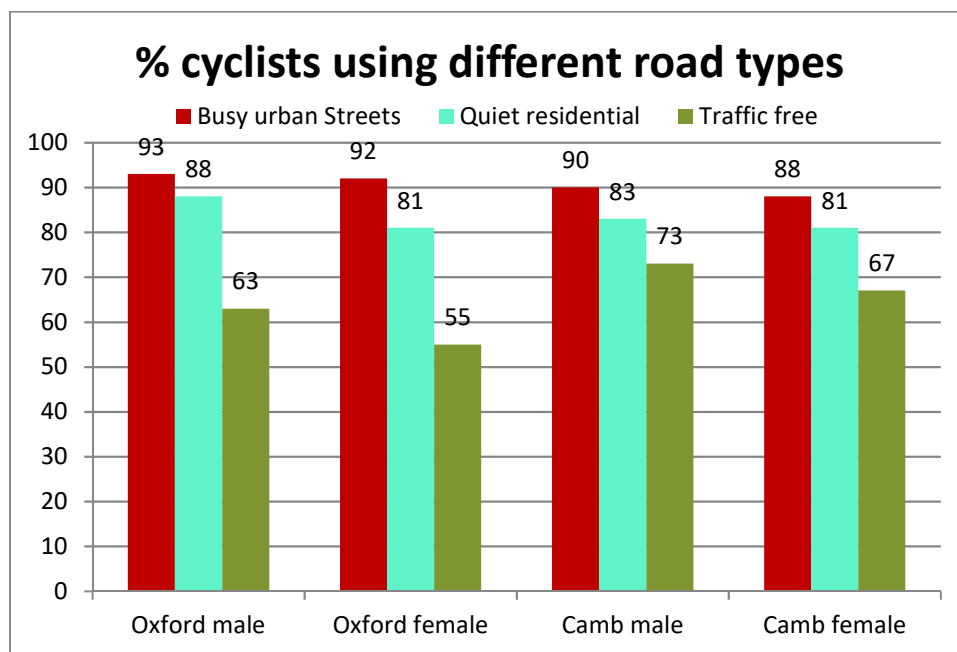


Map of Groningen showing 24 hour cycle flows on roads and paths

Source: Fietsberaad "Continuous and integral: The cycling policies of Groningen and other European cycling cities"

16.3 P5 Speed reduction on the main radial routes

Oxford's main road network makes up the core of Oxford's cycling network. Ten of the 27 core radial cycle routes are along main roads with substantial car traffic and bus flows. Every day, around 24,000 cyclists enter Oxford city centre on main roads shared with traffic. Cycling numbers outside the city centre are not so precise, but at 2 km distance from the centre, data indicates that there are around 10,000 cyclists on main roads and at the ring road (3-4 km distance) there are around 6000 cyclists on main roads. With around 50,000 cycle journeys a day (ALS data), this indicates that at least half of cyclist journeys are on main roads in part. The OXCAM 2005 survey of 2338 cyclists in Oxford found that over 90% of all Oxford cyclists, both male and female, responded that they generally used 'busy urban streets' when cycling (see chart). With only minimal changes since 2005, it is likely that these figures still apply in 2019.



Source: OXCAM survey 2005

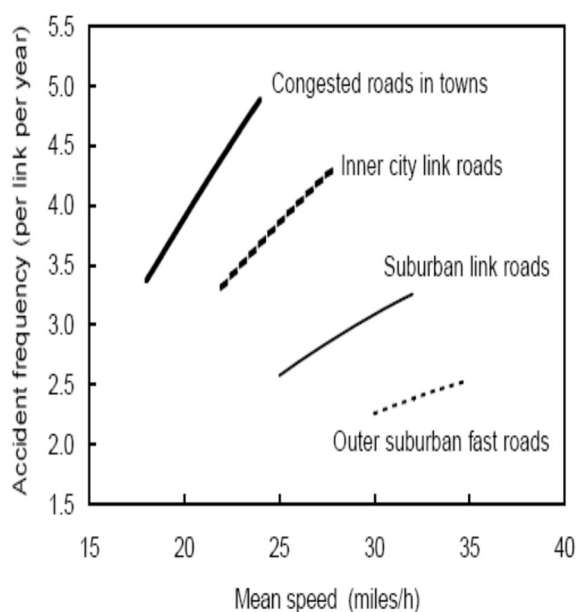
Whereas all residential roads in Oxford City have been designated as 20mph limits, most of the main roads in Oxford remain as 30mph limits. What is more, there is little speed enforcement in the urban area.

Where cyclists share the carriageway on the urban roads in Oxford, even if, as in many cases, there are cycle lanes or cycle tracks, cyclists inevitably need to interact with drivers to a greater or lesser extent on these main roads. For instance, many cyclists will need to cross the main road to go or leave home at some point. Equally drivers will be turning into and out of side roads.

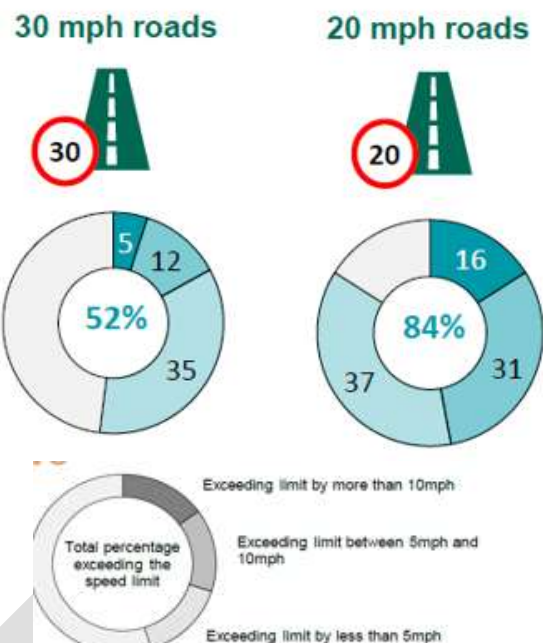
Speed and excess speed can both intimidate and deter cyclists and expose cyclists to heightened levels of hazards. The benefits of lower speeds are also felt by pedestrians and children walking. The DfT undertook a detailed review of the role of infrastructure in relation to the safety of cyclists and their interactions with other road users. The main conclusion of the review was:

“Of all interventions to increase cycle safety, the greatest benefits come from reducing motor vehicle speeds. Interventions that achieve this are also likely to result in casualty reductions for all classes of road user. This may be achieved by a variety of methods, including physical traffic calming; urban design that changes the appearance and pedestrian use of a street; and, possibly, the wider use of 20 mph speed limits^{xxi}”

Average speed cameras (ASC) record vehicle speeds over a stretch of road and have excellent compliance in contrast to spot cameras, which measure speed just at one point. In Bedford Borough, they have been widely used to enforce speeds through villages. However, there is potentially an even greater safety benefit if applied to busy main urban roads where speed is a potential problem (see chart). National data shows that around 52% of cars exceed the 30 mph speed limit and 84% the 20 mph speed limit (see chart). ASCs can be used for different speed limits and distances as short as 0.5 miles. Installation costs are around £100K per mile. An advantage of ASCs is that they are effective without traffic calming which is advantage when catering for buses on main roads.



Accident frequency by vehicular mean speed. A steeper gradient means that there are more benefits in reducing speed.



Percentage of cars exceeding speed limits of 30 and 20 mph by <5mph, 5<10mph and over 10 mph

Policy OC15: The Council will review speed limits along the main roads in Oxford city to see if 20 mph is more appropriate, particularly where cyclists share the carriageway or cycle lanes are narrow or large numbers of cyclists or pedestrians need to cross the carriageway.

Policy OC16: The Council will investigate the use of Average Speed Cameras, to see if these can be used effectively and economically to improve pedestrian and cyclist safety along urban main roads

17 Oxford Cycle Network

The accompanying files show the Oxford Cycle Network. This consists of 27 core radial routes (OCR 1-27) and 2 main orbital routes – B449 (OX B) from North Oxford to South Oxford and the ring road cycle track (OX C) which circles the whole of Oxford, along with the connecting cycle routes – in North Oxford OXN 1-13 and in East Oxford OXE 1-15. Additionally, there is the A40 cycle track. In total that makes 70 cycle routes. Together these routes make up the Oxford Cycle Network. The attached file shows the Quietways cycle network. This gives an indication of gaps in the Quiet route network where cyclists will need to use the Quickways network.

Radials: The core network radial network consists of 27 routes

- 8 Quick Routes along main roads (shown in red)
- 11 Quiet Routes mostly along roads (shown in brown - some fairly busy with traffic)
- 8 Quiet Routes along mostly cycle paths (shown in green)

Cycling conditions along these core radials vary enormously and are often poor. Facilities along the main roads are often disjointed and inadequate. Cycle infrastructure along the fairly busy roads is often invisible. Many of the cycle paths are poorly surfaced and too narrow.

Rings: The central ring (OX B) is mostly along busy roads but varies enormously in quality. It includes a high-quality cycle path over one section. The outer ring (OX C) is mostly a cycle

path parallel to Oxford's ring road, generally of reasonable quality but in need of maintenance and with some gaps.

Connectors: The topography of both North Oxford and East Oxford create the need for additional cycle routes that connect from one urban edge to the other urban edge. Many of these routes are along residential roads so are generally OK, but in some cases they are used as rat runs and consideration is needed where they cross the main radials.

City centre routes present different challenges. The main north-south (CN1) and east-west (CE1) cycle routes pass through the pedestrianised city centre and both are blocked between 10am and 6pm every day. Alternative city centre routes are of variable quality and directness.

17.1.1 How have LCWIP cycle improvements been assessed?

The procedure for assessing cycle route improvements has been thorough, within the time and resources available. All the radial and main orbital routes have been assessed. Work continues in auditing the connecting and city centre routes. The following information has been collected and used where possible for each route and route section:

- The routes have been cycled and audited. This includes taking photos of every section, making on the spot measurements and observing cyclist behaviour
- Cyclist casualty data over the last 5 years for each route has been collated and analysed to identify the typology of casualties and possible causes. A casualty rate per 1000 metres and per 1000 cycle journeys has been calculated where possible to identify any peaks or problems
- Cyclist comments/issues in the Oxfordshire Cycle Survey 2019 have been analysed to understand what cyclists perceive as the issues
- Wherever possible a cycle flow rate for each route has been calculated, using either cordon figures, one-off counts, Smart Camera Detection System, Census or PCT (Propensity to Cycling) data.
- The quality of the route has been assessed using the OxCRAM tool
- Data on traffic congestion and potential traffic reduction post-Connecting Oxford have been used as a base case
- The needs of cyclists crossing at Connecting Routes have been identified
- Cycling design standards and best practice examples have been applied to the designs.

Because of the complexity of this data and the length of reviews, the cycle route audits and improvement schemes have been kept as supporting documents and not included in the main LCWIP document.

17.2 Cycle Network – added value and quick wins

In addition to the assessment of each route, there are a number of more general policies and programmes that support the LCWIP and will be needed to achieve the LCWIP cycling targets.

17.2.1 Road improvements and maintenance

Road improvements (resurfacing) present a low-cost opportunity to make significant improvements to cycle routes, particularly those which are reliant on just line marking and especially on main roads where traffic management is a substantial element of scheme cost. Additionally, road maintenance is an important element in ensuring that road or path surfaces on the cycle network are smooth, well drained and attractive to cycling. Many of Oxford's main roads are in very poor condition, especially hazardous to cyclists, in part due to the extra stresses caused by stopping and starting buses.

Policy OC17: OCC will set up a maintenance regime for the Oxford Cycle Network to ensure that the cycle route surfaces are smooth, well-drained and safe, which takes into account the extra vulnerability of cyclists to potholes and rough and deformed surfaces. This will include following up re-instatement works.

Policy OC18: OCC will liaise internally and with cycling stakeholders to make sure that future maintenance schemes that affect the Oxford Cycle Network are adequately assessed in time to identify potential added value improvements.

17.2.2 Removing barriers on cycle paths

Poorly designed barriers on cycle paths can create impassable barriers for legitimate cyclists, particularly delivery cycles and disabled cyclists using tricycles or adapted cycles, as well as unnecessary delay where cyclists have to slow down or even dismount. Additionally, barriers can present hazards where they have insufficient visibility, either through a lack of external lighting or lack of retroreflective bands. In general bollards are preferred.

Policy OC19: OCC will with the assistance of Cyclox and cycle delivery companies, review all barriers on cycle paths, both those on the Oxford Cycle Network and local access cycle routes, to ensure that they are convenient and accessible for cycling, taking account of the needs of disabled cyclists and cycle delivery companies.

17.2.3 One-way streets

Many one-way streets have been introduced over the years to manage car flows. For cyclists these will typically create unnecessary detours and diversions.

Policy OC20: OCC will with the assistance of Cyclox review all one-way streets in Oxford, both those on the Oxford Cycle Network and local access cycle roads, to see if they can be safely and economically changed to 2-way for cycling.

17.2.4 Oxford Ring Road

Oxford ring road often presents a considerable physical and psychological barrier to cyclists living in the many neighbourhoods beyond the ring road. To encourage more cycling and meet OC1 and OC2 targets it is essential that it is easy for cyclists to cross the ring road without fear or excessive delay. Designs should take into account both the needs of Quick and Quiet route cyclists.

Policy OC21: OCC will undertake a review of all cyclist crossings of the ring road, including road junctions, to ensure that cyclists can easily cross the ring road without excessive delay, detour or danger, taking into account the needs of both Quick and Quiet route cyclists.

17.2.5 Cycle Parking

Secure cycle parking is essential to increasing cycling at both origin (home) and destination.

Policy OC22: OCC with the assistance of Cyclox or Oxford City Council will undertake regular assessments of the city centre, local shopping centres and public destinations to assess whether there is the need and opportunities for more cycle parking. Cycle parking needs to accord with best practice in both design and location.

Policy OC23: OCC will work with Oxford City Council and other districts to ensure that there are comprehensive cycle parking conditions and advice in planning guidance to ensure all new developments include sufficient, secure and convenient cycle parking.

Policy OC24: OCC will work internally and with Oxford City Council to encourage retrofitting of secure and convenient cycle parking in existing developments, such as schools, shops, workplaces, places of entertainment, pubs, church and local halls etc. One method may be funding Park that Bike to supply free bike stands.

17.2.6 Numbering and Wayfinding Signage

All cycle routes on the cycle network have been numbered. This has been done to emphasise the connectivity of the routes from end to end, even though paths and roads may change on the way (in the same way the B4495 follows different roads but together they create an inner ring road for Oxford). Numbering is also important in asset management and route assessment and identification. The next stage is to turn route numbering into wayfinding signage.

Wayfinding (directional) signage has several functions of

- Helping cyclists find their way along a cycle route, particularly new cyclists along Quiet routes
- Helping cyclists interpret cycle maps or apps on the ground
- Encouraging residents to identify routes and thereby use cycle routes
- Reassuring cyclists of the destination and time needed to reach the destination
- Legitimising cyclists' use of the road both to cyclists and to motorists
- Altering driver behaviour to recognise cyclists' use of roads
- Increasing safety and comfort by guiding cyclists through junctions

'Quietway Wayfinding User Testing' by TfL gives advice on important elements of wayfinding signing. Wayfinding signage should include both surface and vertical signage. On-carriageway markings are crucial for night time navigation.

"if there were no signs, you wouldn't use the routes, you wouldn't remember – you'd feel apprehensive"

Surfaces signage should include

- a cycle logo,
- the route number and
- arrows where there is a change of direction or direction is unclear

Vertical signage should be on the same side of the road as direction and include

- Cycle logo (30 mm size recommended)
- the route number within a coloured patch,
- next and final destination
- Time in minutes to get there (at key intervals)
- Arrows to indicate direction

Policy OC25: OCC will sign the Oxford cycle network, in particular the core radial and orbital routes, using both surface and vertical signage.

17.2.7 Cycle Streets

Cycle Streets (also known as Bicycle Boulevards in USA) originate in Netherlands (Fietstraat) and Germany (Fahrradstrasse). A cycle street is

- On a main cycle route with high cycling flows
- Remains open to local motorised traffic, but
- Cyclists have priority over motorised traffic

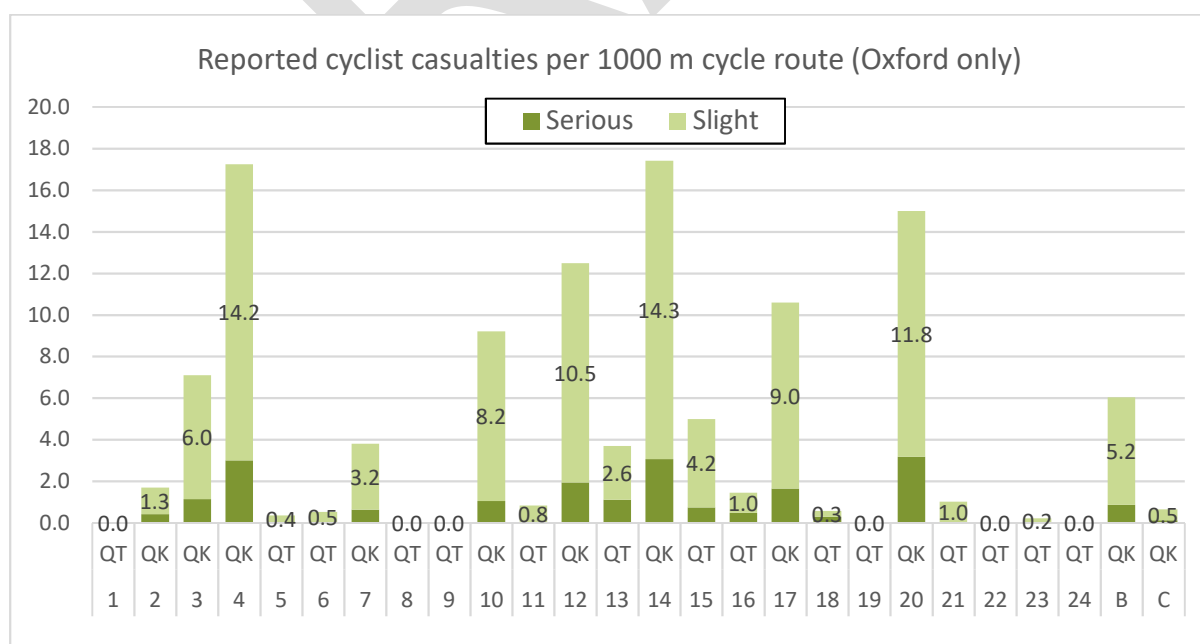
Cycle priority means that cyclists can ride 2 abreast and cars have no right to overtake or pass cyclists using the Cycle Street. Cyclists should behave as if they are cycling on a bicycle path and motorised vehicles should also have the feeling that they are on a bicycle

18 Data on Safety

Many cyclists are concerned about their safety whilst cycling. Surveys of non-cyclists typically find that this is the most expressed barrier to cycling. “Cycling is dangerous” is an often-expressed view by both cyclists and non-cyclists. In many ways, danger or safety can mean different things. When cyclists talk about feelings of danger, they typically mean feelings of vulnerability and even intimidation from drivers and motorised vehicles, due to such issues as close passing or being hooted at. These are common feelings among cyclists. On the other hand, there is the Police casualty data which identifies reported casualties and is what transport planner and road engineers think of as safety and danger. As part of preparing the LCWIP, every reported cyclist casualty in STATS 19 over the last 5 years was examined.

This section gives an overview of this data. For the core Oxford cycle network, there were 80 serious and 397 slight cyclist casualties over the last 5 years. These have been assigned to individual cycle routes.

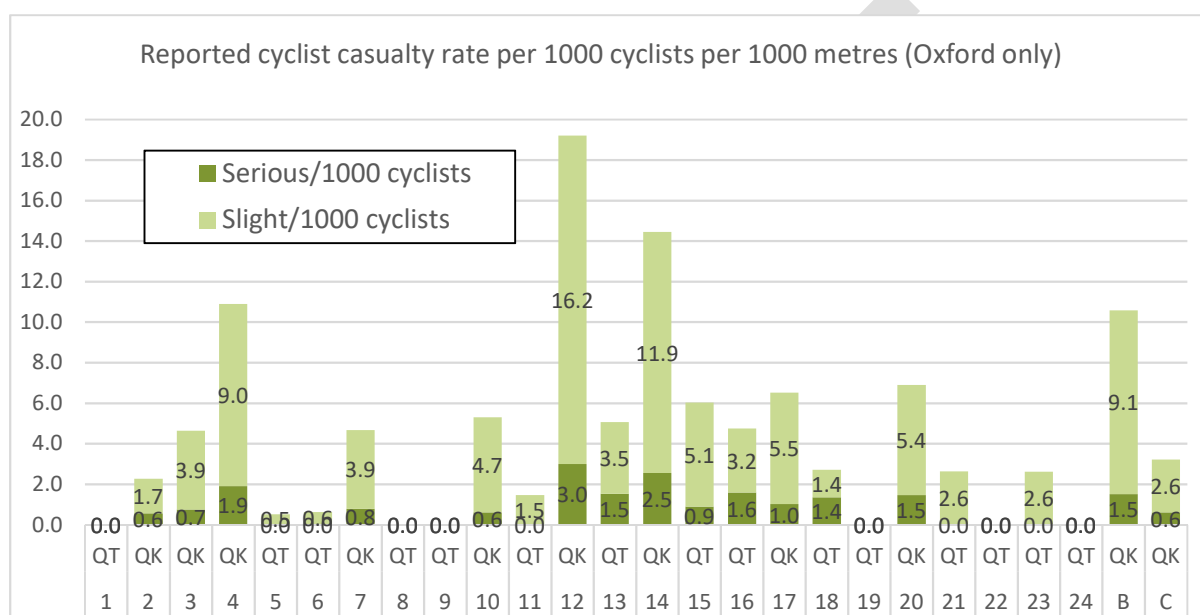
The chart below shows the casualty rate per 1000 metres of cycle route. As is to be expected, as the Police only collect road safety data and not data from cycle paths as well as the much higher number of cyclists and motorised vehicles on main roads, the Quick Cycle Route have significantly higher cyclist casualty rates than the Quiet Cycle Routes. Routes 4 (Banbury Road) and 14 (Cowley Road) have the highest rates with very similar cyclist casualty rates per 1000 m. This data gives a good picture of the number of cyclist casualties for each route.



Cyclist casualties per 1000 m of cycle route.

Source: Police STATS 19 data from 2014-2019

However, there is a bias in terms of assessing cyclist safety on the basis of casualties per 1000 m when viewed from an individual cyclist view, because the Quick Routes have higher flows of cyclists and motorised vehicles so will almost inevitably have higher casualty rates from greater exposure. The next chart assesses the cycle casualty rate per 1000 cyclists per 1000 metres. This gives a comparable rate that an individual cyclist will face on each route. This shows the risk faced by individual cyclists more clearly and alters the perspective of which are the most hazardous routes. The Quick routes generally still have the highest cyclist casualty rates, though Quiet routes 13 (Barracks Lane), 15 (Blackbird Leys) and 16 (Littlemore) have casualty rates roughly equivalent to Quick routes 3, 7 and 10. OCR 12 is the most hazardous, with OCR 14 next, followed by OCR 4 (Banbury Rd) and OCR B (inner ring). The overall risk of the whole cycle network is 4.5 for any cyclist casualty and 0.8 for serious casualties and 3.7 for slight casualties.



18.1.1 Putting casualty rates into perspective

These numbers are for comparison between routes. What do they mean for an individual cyclist? These figures represent the casualty rates per 1000 cyclist journeys per 1000 metres per day over 5 years. Assuming 300 journeys a year, that means $300 \times 5 \times 1000 = 1,500,000$ cycle journeys. The figures could therefore be multiplied by 2/3 to get a casualty rate per million cycle journeys per 1000 metres or seen as the casualty rate per million cycle journeys of a typical length of 1.5 km. By this scale, a casualty rate of 1 per million, for an individual cyclist making 2 cycle journeys a day of 1.5 km length means that the cyclist would have to cycle for 2000 years before being involved in a reported cyclist casualty.

A commuter cyclist making 2 cycle journeys a day in Oxford is only 2% likely to have a **reported** slight cycle accident in 10 years.

A commuter cyclist would need to cycle 2000 years before they were likely to have a **reported** serious cycle accident.

18.1.2 Is STATS 19 data a valid criterion of real risk?

STATS 19 suggests that cycling in Oxford is a very low risk activity. Even on the cycle route with the highest reported cyclist casualty rate (OCR 12 with 20 casualties per million cycle journeys per 1.5 km), a cyclist who makes a 1.5 km cycle journey twice a day for their entire life (50 years) is only 50% likely to have a slight cyclist casualty (average risk is one casualty ever 100 years). Slight road casualties are generally really slight (minor cuts, abrasions or

bruising) which do not result in broken bones or hospital visits. In other words, they are the kind of injury that you expect at times doing nearly any physical or sporting activity.

However, Police data miss 2 aspects of cyclist safety. First, Police only collect data on public highways. Cycle tracks are excluded. Secondly they depend on the casualty being reported so have a bias towards serious collisions involving motorised vehicles and cyclists. We have some idea of the real risk of being involved in a cycle accident from the OXCAM survey undertaken in 2005. This asked respondents to say whether they had had a cycle accident in the last year.

The survey found that (for Oxford and Cambridge combined) around 33% of cyclists had had an accident (which is defined as coming off your cycle whether or not there is any injury) in the last year. The data has been used to calculate the frequency of self-reported accidents in Oxford (using ALS data on the number of Oxford cyclists – 50,000). The data suggests for each year in Oxford that there are approximately:

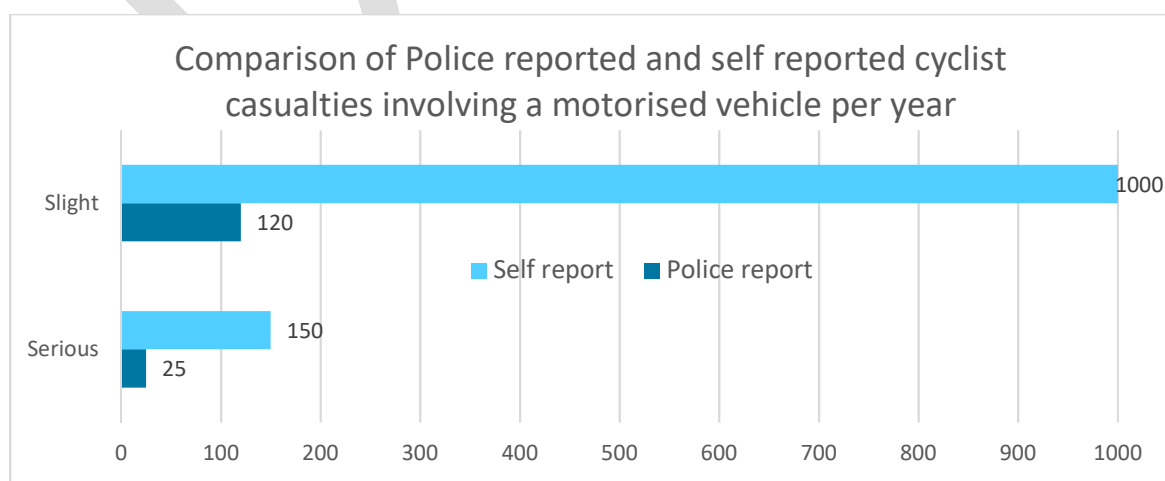
- 17,000 incidents of cyclists coming off their bikes
 - 2200 [13%] in collision with a motorised vehicle
- 12,000 (73%) result in no injury
 - 1000 [8%] in collision with a motorised vehicle
- 4,000 (22%) result in a slight injury
 - 1000 [28%] in collision with a motorised vehicle
- 800 (5%) result in a serious injury
 - 160 [20%] in collision with a motorised vehicle

Note the numbers in () represent the percentage of total accidents and the numbers in [] the percentages that involved motorised vehicles of casualties of that type

A commuter cyclist making 2 cycle journeys a day in Oxford is perhaps 20% likely to have a cycle accident involving a motorised vehicle which results in a slight injury in 10 years

A commuter cyclist would need to cycle 500 years before they were likely to have a serious cycle accident

From this, it is possible to roughly compare the number of Police reported casualties with the number of self-reported cyclist casualties resulting in an injury involving a motorised vehicle on the highway, which is the kind of casualty that should be reported to the Police. This suggests that only 12% of slight and 15% of serious cyclist casualties involving a motorised vehicle are reported to the Police. Very roughly then, it suggests that the risk factors above should be multiplied by 10 for slight injuries and 5 times for serious injuries. This still represents a low injury rate.

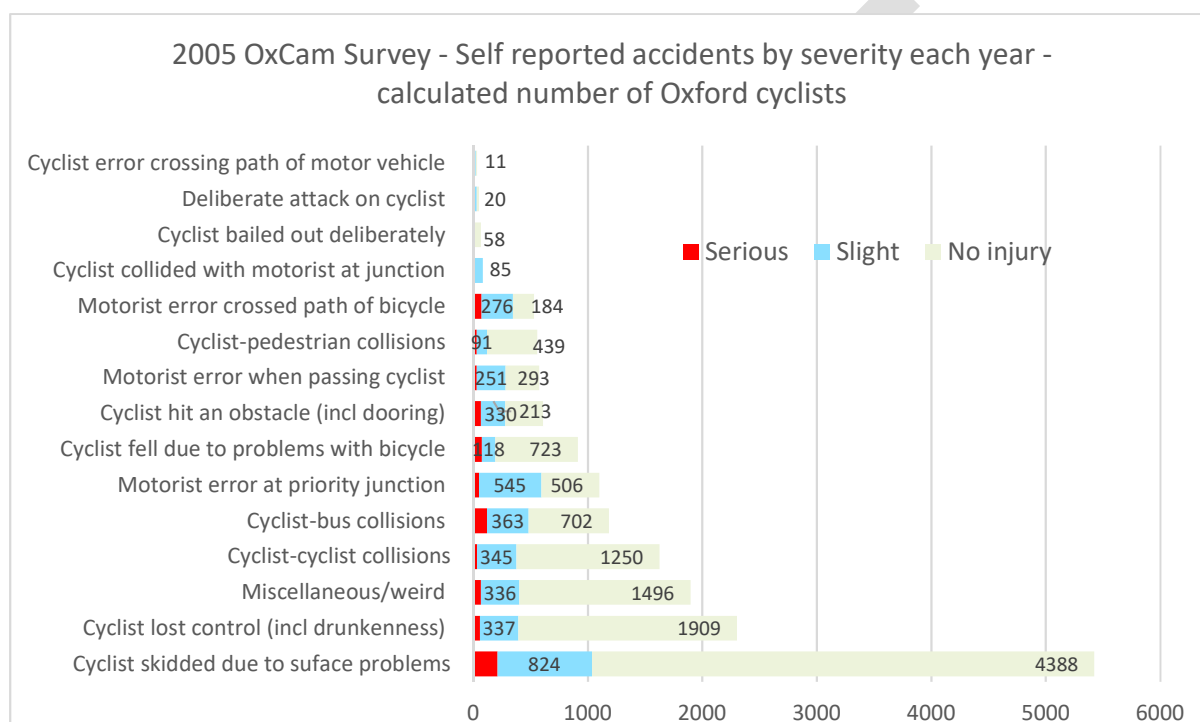


Source: OXCAM 2005 survey of Oxford and Cambridge cyclists. Police STATS 19 data.

18.1.3 Understanding the nature of cyclist casualties

The chart below shows the nature and seriousness of the *self-reported* accidents from the OXCAM 2005 survey, with calculated numbers of Oxford cyclists involved. By far the most common was skidding due to surface problems (32% of total) followed by the cyclist losing control (14%). Cyclist – cyclist incidents are the next (10%) followed by cyclist – bus collisions (9%). Cyclists falling because of bicycle problems (6%) and cyclist hitting an object (3%) make up another 9%. Adding all cyclist – motorist accidents equals 13% of total. Cyclist – pedestrian incidents make up another 3%.

In terms of infrastructure, this emphasises the importance of ensuring that cycle paths and road carriageways have very good quality surfaces and are regularly maintained. The high number of cyclist-cyclist casualties emphasises the importance of adequate width paths.



Calculated annual number of accidents by type in Oxford

Source OXCAM 2005 Survey

19 Cycle Design Standards

This section summarises the design standards applied to the Oxford Cycle Network. OCC produced and adopted its own “Oxfordshire Cycling Design Standards” (OCDS) in Summer 2017. These underpin the proposed designs. However, these are now in need of an update for 4 reasons. There have been changes in national standards. Some OCDS standards do not accord with best practice. The standards do not acknowledge new infrastructure such as Cycle Streets. In some cases, the standards are not being applied due to lack of clarity.

Policy OC27: OCC will undertake a review of the “Oxfordshire Cycling Design Standards” to ensure that the standards are clear, concise and applicable. The standards will be reviewed in the light of new national guidance, new research evidence and new cycle infrastructure options, such as Cycle Streets. The standards will also incorporate the findings of the Oxfordshire Cycle Survey 2019, LCWIP guidance and the Oxford Cycle Route Assessment Matrix, in particular the difference between Quick and Quiet cycle routes.

19.1.1 LCWIP Quick Guide to cycle route infrastructure options

The table below sets out the basic minimum design standards applied to the main infrastructure options based on OxCRAM. Where minimum design standards cannot be met, creative solutions will be applied in line with the type of route (Quick or Quiet).

Cycle infrastructure	Quiet Routes	Quick Routes
Residential roads	Cyclists use all carriageway Combine with LTNs to remove rat-running traffic 20 mph – introduce traffic calming where speeds are exceeded Use surface cycle logos to identify cycle route Core radial routes – design as Cycle Streets	
Off road cycle tracks both types below	Lighting Smooth machine laid tarmac surface Change barriers to bollards Smooth transitions	
1) Segregated off road cycle tracks	Minimum widths – cycle 3 m and footway 2 m wide Segregated by kerb or verge or median strip Design speed 20 mph	
2) Shared off road cycle tracks	Minimum width 3.5 metres Design speed 15 mph	Unsuitable unless on low pedestrian flow paths: Change to segregated
Medium busy roads	Use Cycle lanes or residential roads criteria	Use Cycle lanes or residential roads criteria
Main roads	AS BELOW	AS BELOW
On carriageway (free flow) sharing with traffic	Unsuitable: Change to cycle lane or cycle track	Change to 20 mph (or 30 mph with average speed cameras) Use surface cycle logos to identify cycle route
Bus lanes	Unsuitable? - More evidence needed	Use “Bus and Cycle” surface signage
Shopping and high pedestrian volume streets	20 mph limit On carriageway Shared space schemes or traffic calming to slow vehicles and encourage pedestrians crossing Use large surface cycle logos to identify cycle routes	
Cycle lanes	Minimum 2.0 m width >10,000 cycles per day Minimum 1.8 m width >1000 cycles per day Minimum 1.5 m width < 1000 cycles per day (Quiet add light segregation – wands or ziclas, outside lane widths)	
Cycle track (2 way) both types below	Smooth machine laid tarmac surface Smooth transitions Priority over all side road junctions	
1) Segregated cycle track (2 way)	Design speed <20 mph Minimum widths – cycle 3 m and footway 2 m wide Segregated by kerb or verge or median strip	
2) Shared cycle track (2 way)	Minimum width 3.5 metres Design speed <15 mph	Unsuitable: Change to segregated or cycle lane on carriageway
Segregated cycle track or stepped cycle track 1 way	Minimum 1.8 m width <1000 cycles per day and 2.0 m width >1000 cycles per day with footway minimum 2 m wide Design speed <20 mph Smooth machine laid tarmac surface and smooth transitions Priority over all side road junctions at carriageway level	

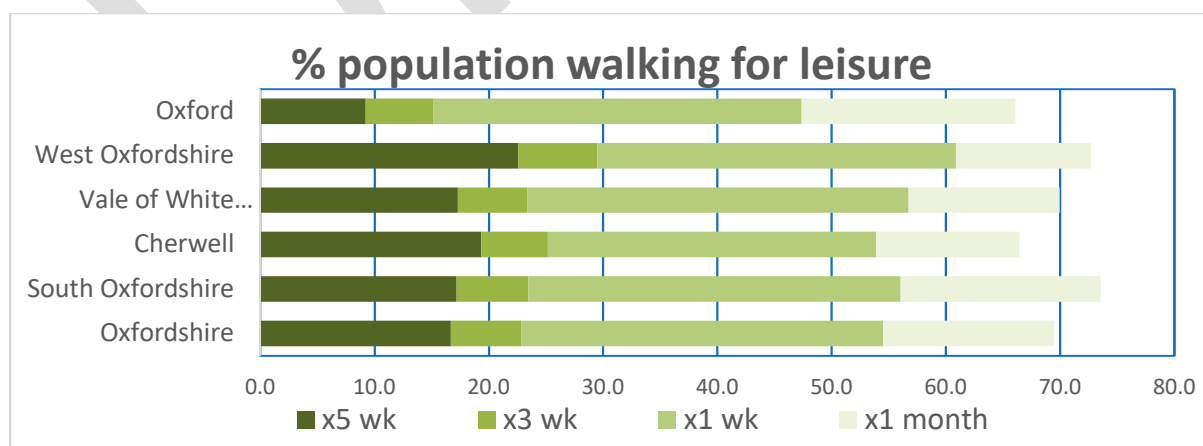
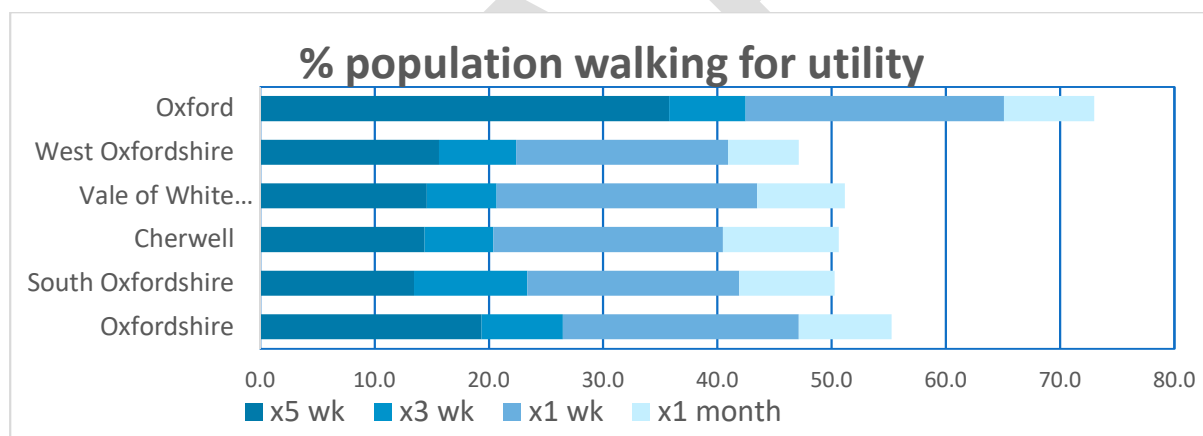
20 Walking

Oxford already has nationally high levels of walking, equivalent to the best central London authorities. The LCWIP priority is to improve conditions for the majority of Oxford population who already make walking trips with the objective that public realm is enhanced and the current high levels of walking are at least maintained. There will be additional health and transport benefits if this encourages more walking, particularly in the most deprived wards in Oxford. Whilst overall walking rates are high, pockets of inactivity exist. Getting people who are currently physically inactive walking for utility purposes would be transformational for health and wellbeing/air quality outcomes. Whilst the LCWIP does not include specific targets for increasing overall walking levels, the LCWIP will support measures to provide appropriate infrastructure for those with mobility issues, children and older people to walk more.

20.1 Data on walking trips

20.1.1 Oxford compared to other districts

Oxford is in the top 10 local authorities in terms of percentage of people walking at least weekly. Compared to other Oxfordshire districts, Oxford has high levels of **utility** walking. Measured by the percentage of the population making at least '5 times a week' trips on foot, 35% of adults do so in Oxford compared to around 15% in other Oxfordshire authorities. In contrast, Oxford has lower levels of its population making leisure trips on foot '5 times a week' (9% compared to 17% in other Oxfordshire districts). The high levels of utility walking account for Oxford's high overall percentage of walking trips.



Data source ALS 2017/8

20.1.2 Frequency of walking in Oxford and number of walking trips

Around 87% of Oxford adult population walk at least monthly. 44% of adults walk 'at least 5 times a week' and this group make over 80% of trips. Altogether, that translates to around 700,000 walking trips per week or 100,000 trips per day. Census data shows that there are around 20,000 (20% of all trips) commuter walk trips a day (i.e. 10,000 residents making 2 way trips) and ALS shows that 25,000 trips are for leisure (25% of all trips), so there must be around 55,000 trips for utility purposes other than work journeys (55% of the 100,000 trips per day).

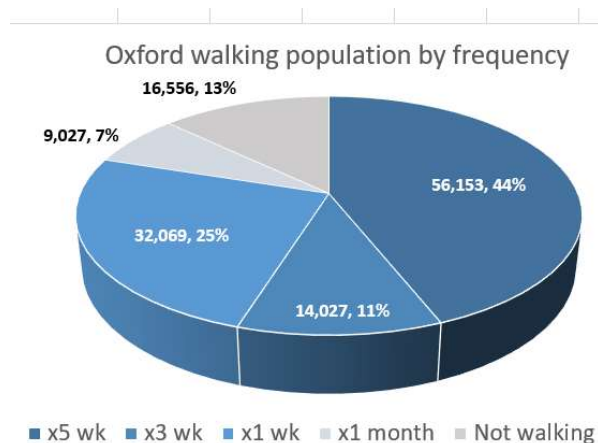


Chart X: Oxford adult population by frequency of walking
(Data source: ALS 2017-8)

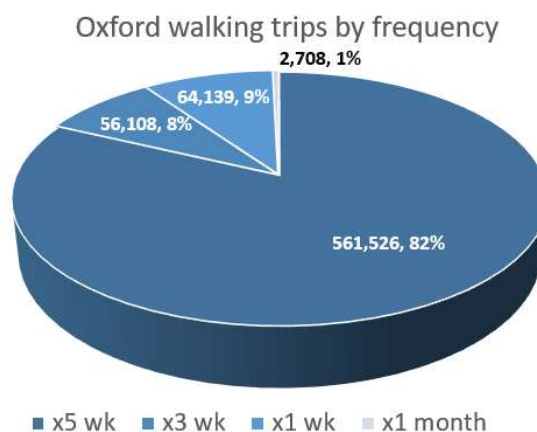
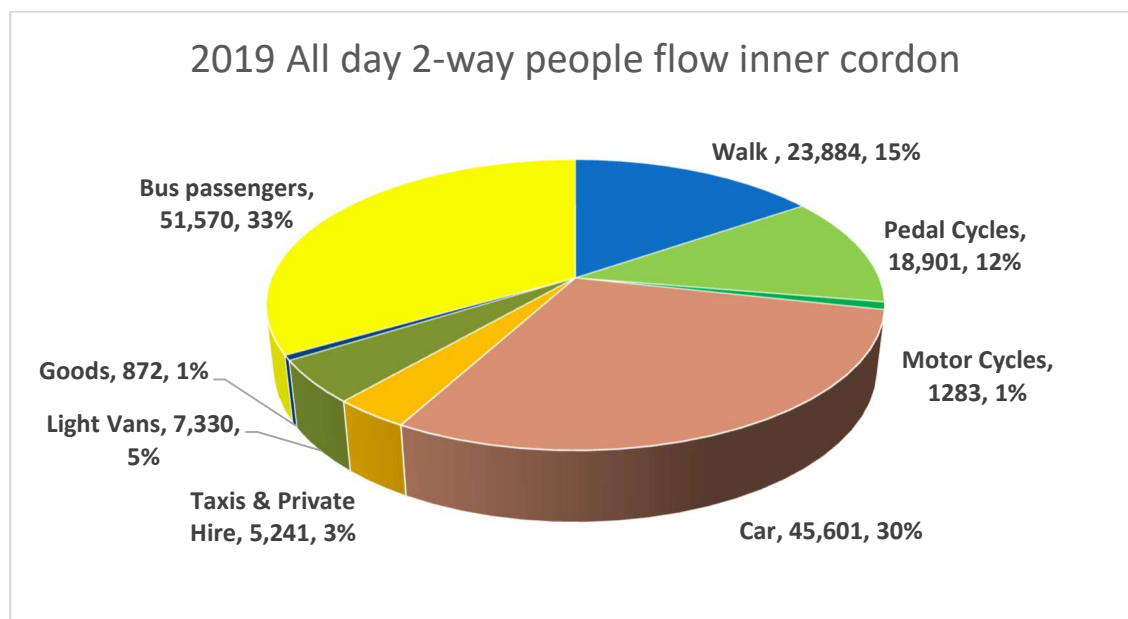


Chart Y: Oxford adult population by frequency of walking
(Data source: ALS 2017-8)

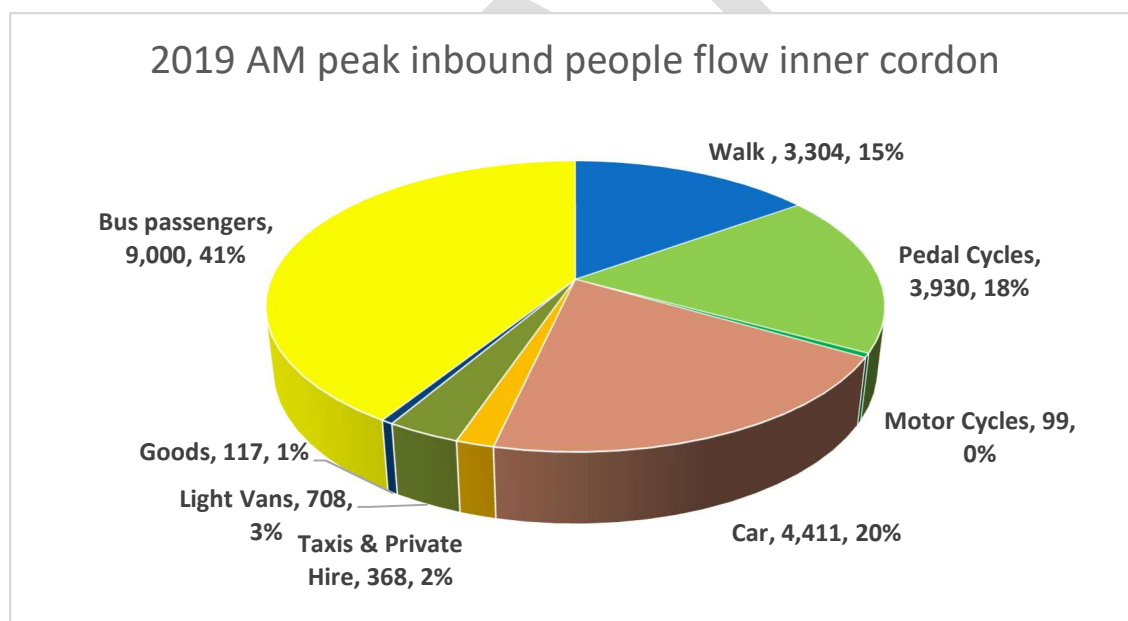
20.1.3 Oxford trips to/from the city centre

Walking shares with cycling the advantage of being a very space efficient mode and therefore contributes to supporting the growth in housing and jobs and the economic vitality of the city centre. However, it was difficult to measure the contribution of walking because walking trip have not previously been collected in most traffic surveys. In 2019 for the first time, pedestrian counts were undertaken at the inner cordon. These showed that over 12 hours (7am – 7pm) there were around 13,000 pedestrians entering and nearly 11,000 pedestrians leaving the city at the cordon points (23,800 in total). The chart below shows the 12 hour 2-way 7am – 7pm flows and modal share for all people trips to and from Oxford city centre including pedestrians. Pedestrians made up 15% of the 150,000 people entering and leaving the city centre.



Source: Inner Cordon 2019 – people numbers calculated from vehicle occupancy rates

The next chart shows the number of people entering the city centre during the peak 2 morning hours when road space is most at a premium. There were just over 3000 pedestrians, making up 15% of 22,000 people entering the city centre.

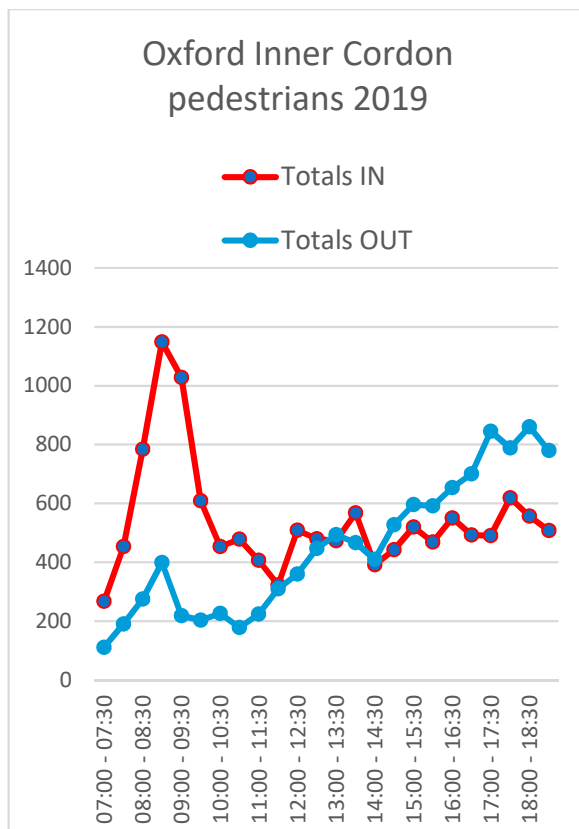


Source: Inner Cordon 2019 – people numbers calculated from vehicle occupancy rates

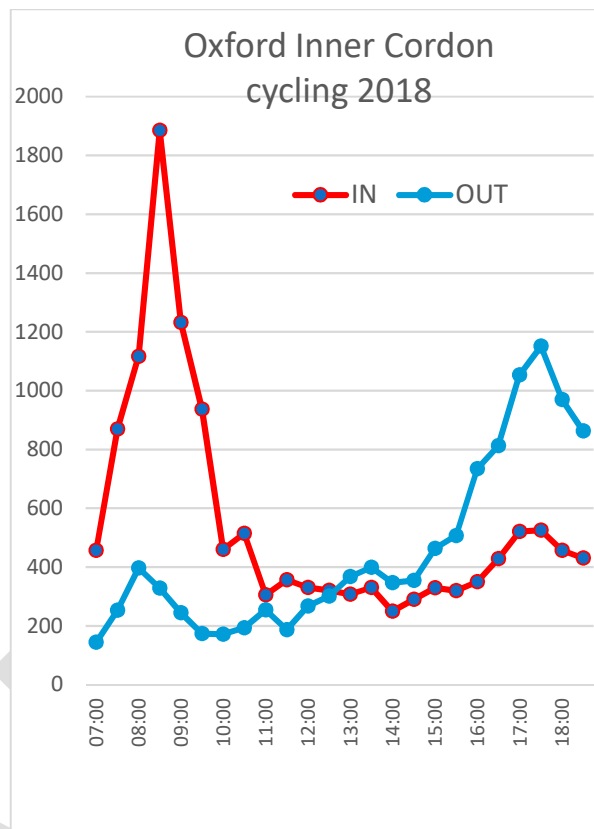
Magdalen Bridge was by far the busiest walking route into Oxford. Pedestrian flows at each of the cordon points were in order of numbers (12 hour 2-way pedestrian flows): Magdalen Bridge 8000, Folly Bridge 4600, Osney Bridge 4000, Banbury Road 2500, Woodstock Road 1800, Pipe Bridge (OCR 21) 1500, Walton Street 800, and Willow Walk 350.

20.1.4 City Centre flow patterns over 12 hours

The next chart compares pedestrian and cycle flows across the day at the inner cordon. Cycling has a much higher morning inbound peak, but daytime levels are lower than for walking. Outbound levels for walking and cycling are similar but cycling has a more pronounced evening peak. This exemplifies how cycling is predominantly a commuter mode whereas walking is used for a wider range of purposes.



Half hour flows into and out of Oxford City Centre – walking
Source Oxford Inner Cordon

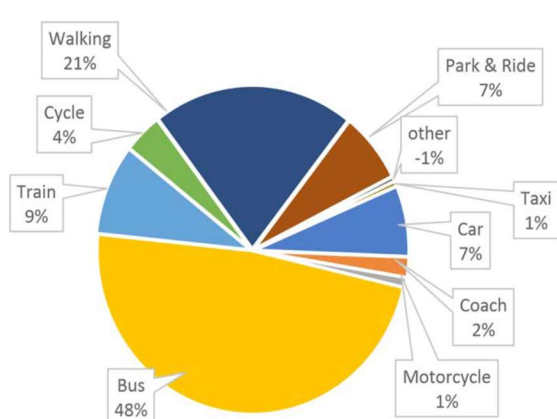


Half hour flows into and out of Oxford City Centre - Cycling
Source Oxford Inner Cordon

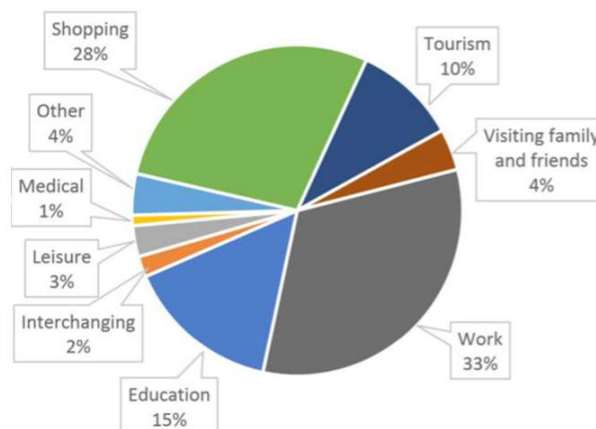
20.1.5 Trips within Oxford City Centre

Many walking trips in the city centre are combined with access by other means, such as the car, cycle or bus. Walking data at the inner cordon on the other hand probably captures people walking all the way from their homes as all the city public car parks and bus stops are located inside the cordon. The Phil Jones report^{xxii} undertook city centre pedestrian surveys. The chart below shows that 21% walked all the way, whilst the other 79% arrived by another mode before walking in the city centre. The data should be taken as broadly indicative rather than precise as the specific locations selected mean that cycling and car use are likely to be under-represented.

The survey also asked about journey purpose. The 3 main purposes why people were walking in the city centre accounting for 76% of all journeys were work (33%), shopping (28%) and education (15%). The next highest was tourism (10%) – a reminder of Oxford's international reputation as a destination.





What mode people walking in the city centre used to get there.
Source Phil Jones Report



What purpose people walking in the city centre were there for.
Source Phil Jones Report

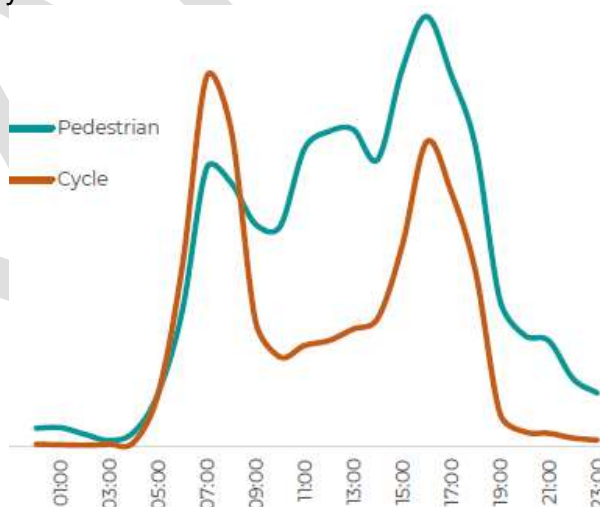
20.1.6 Pedestrian and Cycle Flows in the City Centre

City Centre Surveys show that both Cornmarket and Queen Street have over 30,000 pedestrians from 7am to 7pm with the flows concentrated in those 12 hours. As a comparison, Oxford main pedestrian street flows are twice the town centre flows in Bedford (15,000) with a roughly equal urban population, which demonstrates the retail strength of Oxford city centre, but also highlights the challenge of getting people in and out of the city efficiently. New Inn Hall Street has few shops on it, so the 12,000 pedestrian flows show its importance in terms of city centre connectivity.

Street		
Red Zone		
Cornmarket	32,856	1,099
Queen Street	31,127	1,538
Ship Street	2,023	417
New Inn Hall Street	12,305	1,407

Two-way pedestrian and cycle flows
7am to 7pm

Source 2019 ZEZ surveys



Typical daily profile of pedestrian and cycle flows in
Oxford city centre

Source 2019 ZEZ surveys (walking and cycling on
different scales)

21 Pedestrian Audits

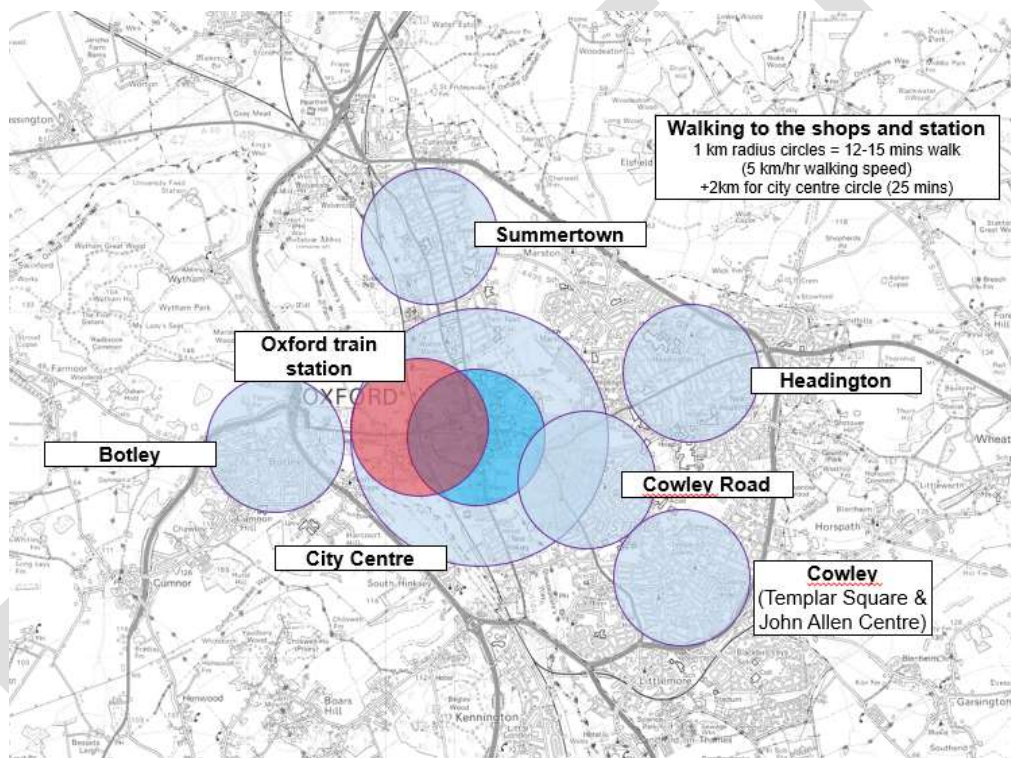
Pedestrian street audits of existing pedestrian conditions were undertaken for the LCWIP. All footways in Oxford are important for pedestrian movement. However, within the limitation of time, audits were focused on areas with higher concentrations of pedestrians. Walking is mostly a short distance mode. The LCWIP therefore concentrated on auditing walking routes to and from the city centre (within a 2 km radius circle) and to and from the local shopping centres and the train station (within 1 km radius circles). The plan below shows the areas of

the audits. For each area, only the high use routes were audited. Another shopping centre in Botley (Elms Parade) was not audited as it is currently being redeveloped. It should also be noted that there are also many other destinations that could have been audited, for example, smaller shopping streets, such as Walton Street, and arcades and work places.

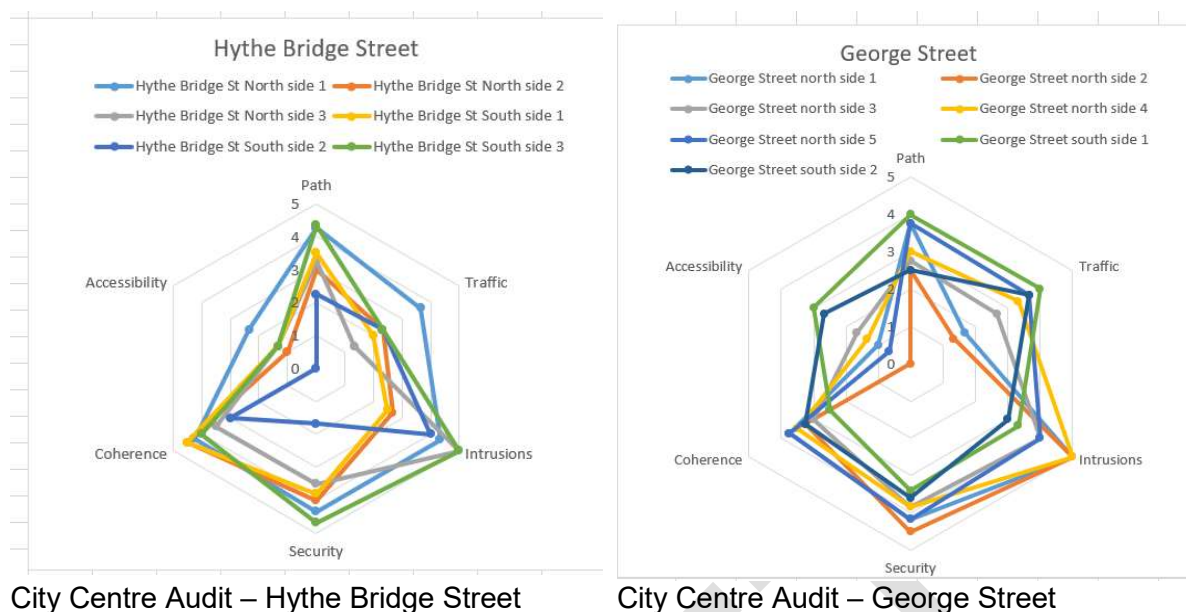
Policy OW1: OCC will devise a Place Shaping Audit system to assess the quality of streets for audit and review in liaison with Public Health.

Policy OW2: OCC will undertake a survey of pedestrians to better understand pedestrian problems, priorities and preferences, in a similar manner to the Oxfordshire Cycle Survey.

Policy OW3: OCC will review city centre streets in terms of Equality Analysis (EA) guidance, such as Inclusive Mobility guidance, particularly the need to provide smooth connected surfacing for wheelchair users and people with visual problems and seating for the elderly or disabled.



OCC worked with OxPA (Oxford Pedestrian Association) to undertake the pedestrian audits. Initially, a detailed survey of the quality of the pedestrian environment was undertaken using a detailed 6 point assessment on a scale from 0 worst to 5 best. Four city centre streets were audited. Examples of the findings for Hythe Bridge Street and George Street are shown below. Whilst these gave a high level of information, insufficient resources meant that a simpler “pedestrian fault” audit was designed and undertaken, identifying just the problems that could be relatively easily rectified by the Council. The findings of the pedestrian fault surveys are set out in the following sections first for Oxford City Centre then for each local shopping area.



22 LCWIP Pillar 6: Public Realm in the City Centre

The OxPA city centre audits build on previous work by Phil Jones Associates. The Phil Jones report published in 2018 focused on improving the public realm of Oxford city centre to achieve more walking and cycling. The report concluded

“A key observation for the study area is that there is inadequate pedestrian circulation space along many streets due to high footfalls, particularly on summer weekends when there are high visitor numbers as well as people coming into the city centre from the rest of Oxford and the surrounding towns. These high footfalls conflict with other users, in particular people waiting at bus stops, due to limited amount of footway space available”

The study identified various issues:

- The experience of the public realm did not befit Oxford’s status as globally renowned place for learning and international tourism
- The lack of public space where people can simply enjoy the experience, in particular the lack of seating
- The excess of street signs and road marking detracting the quality of public space
- pedestrian congestion, caused by too narrow footways and excessive footfall on some streets, was a major problem

The study proposed various improvements, including

- Broad Street has the potential to be one of the UK’s great streets and public spaces
- Improvements to the public realm of Carfax and St Giles
- Reallocation of carriageway space to pedestrians and removing parking in Beaumont St and St Giles
- Pedestrian priority in George Street, Hythe Bridge Street and Park End Street

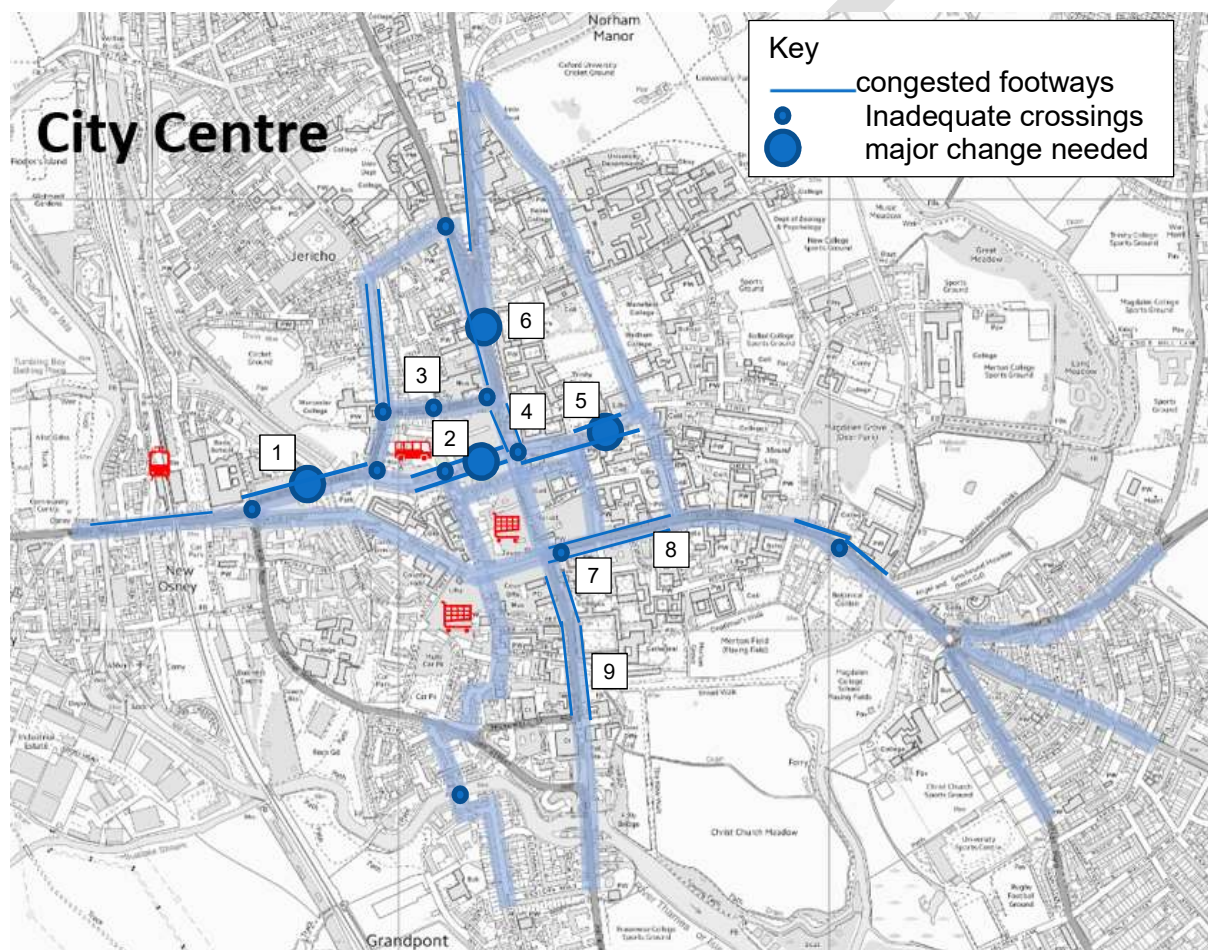
As the study highlighted, one of the main challenges to achieving public realm improvements is maintaining Oxford’s frequent bus services, mostly due to the congestion impact of buses stopping at bus stops combined with the impact of people queuing at bus stops blocking footways.

OxPA also examined the state of walking in Oxford in their report “A More Walkable Oxford”. Their conclusions reflect those of the Phil Jones Report.

“The people of Oxford and the city’s visitors deserve a better street environment. The current, mostly unpleasant, experience of being on foot (or wheelchair) in Oxford reflects a lack of focus which leads to well-intentioned policies remaining unfulfilled”. (“A More Walkable Oxford” – OxPA 2017).

The Connecting Oxford City Centre control points will bring transformative changes to traffic movements with the City Centre. This will potentially impact on opportunities to make transformative improvements in Oxford City Centre public realm.

The plan below shows the main routes audited and summarises the findings of the city centre pedestrian fault audit, in terms of narrow congested footways, inadequate or congested crossings and highlights the opportunities (post Connecting Oxford) to implement major public realm improvements.



Oxford City Centre: main pedestrian problems (numbers refer to text below)

Source: 2019 OXPA and OCC audits

22.1.1 Major issues

1: **Hythe Bridge Street** is the gateway from Oxford train station to the city centre. Currently conditions for pedestrians are extremely poor, with the north footway overcrowded particularly considering the large number of pedestrians pulling trolley cases. A short sample survey suggested that around 10,000 pedestrians use the footways over a day. Footway widths are narrow. There are near continuous eastbound traffic queues during the day. This is also a principal cycle street and cyclists are forced to filter alongside pedestrians. With large groups of pedestrians meeting continuous flows of pedestrians in the opposite direction, many have to step into the carriageway to pass each other. The Pelican crossing at the east end is frequently blocked by large groups of pedestrians waiting to cross.

2: **George Street** is a continuation of Hythe Bridge Street. Conditions are equally poor for pedestrians but in a different way. George Street footways are narrow and cluttered with street furniture. Food establishments and shops create frequent clusters of pedestrians waiting and crossing. The road is principally reserved for buses, taxis, loading vehicles and bicycles, but traffic blockages often occur. There is a major crossing flow from New Inn Hall Street to Gloucester Green where markets are held on many days, but without any kind of crossing provision, pedestrians are at risk from buses, taxis and commercial vehicles. The traffic lights at the east end create pedestrian congestion.

3: **Beaumont Street** suffers from pedestrian congestion at the 2 signals at either end, with pedestrians often spilling over into the carriageway. Additionally, there is no priority crossing for pedestrians or cyclists in the central route from St John Street to Gloucester Street

4: **Magdalen Street West** suffers from extreme pedestrian congestion. With 2 supermarkets and many bus stops, the west footway is one of the busiest and most constrained footways in Oxford.

22.1.2 Potential improvements

With a proposed traffic control point in Worcester Street, Connecting Oxford presents a unique opportunity to alter bus circulation and remove general traffic to transform the public realm and pedestrian and cycle experience in this area.

Policy OW4: As part of Connecting Oxford traffic control points, OCC will assess the opportunity to transform the pedestrian and cyclist experience from the train station to the city centre.

This should include assessing whether:

- Hythe Bridge Street could become a vehicle restricted area (VRA) with cycles and pedestrians only east of Upper Fisher Row and access and delivery vehicles only west of that point (excluding emergency access for fire engines), with the introduction of high quality level surfacing over the whole carriageway.
- George Street could become a pedestrian and cycle only street east of Gloucester Street and a vehicle restricted area west of that, with all coaches accessing the coach station from Park End Street and Worcester Street only.
- Beaumont Street could become a bus only street (with access) leading to Worcester Street and Park End Street, allowing widening of the footways especially in front of the Ashmolean.
- Magdalen Street East and West could become VRAs with suitable all carriageway surfacing and access for cycles and pedestrians only.

Great Squares

5: **Broad Street** is already partially pedestrianised but pedestrian congestion on the south west footway is severe, along with the problem of turning bus movements. In the light of its outstanding architectural quality and the dearth of public space in Oxford, it is recommended that all public parking is removed and the square repaved with access only to pedestrians, cyclists and commercial vehicle access.

6: **St Giles** is the other jewel of Oxford, but currently the space is devoted almost entirely to parking and traffic movements. In contrast to the wide expanse of carriageway and parking, footways are narrow. Pedestrian congestion along the west side is often severe.

Policy OW5: As part of Connecting Oxford traffic control points, OCC will assess the opportunity of creating high quality public realm designs with priority to pedestrians and cyclists for both St Giles and Broad Street, including the removal of parking.

Carfax (7), High Street (8) and St Aldates (9) were the other main problem areas for pedestrians with extreme congestion particularly along St Aldates west side due to bus stop queues and High Street north side due to high flows. The Phil Jones report concentrated on finding a solution for these streets, but the solutions were only achieved at the expense of unacceptable changes to bus circulation and a deterioration of other urban spaces. In the interim until the impact of the city centre control points is assessed, it is considered that limited improvements are only possible.

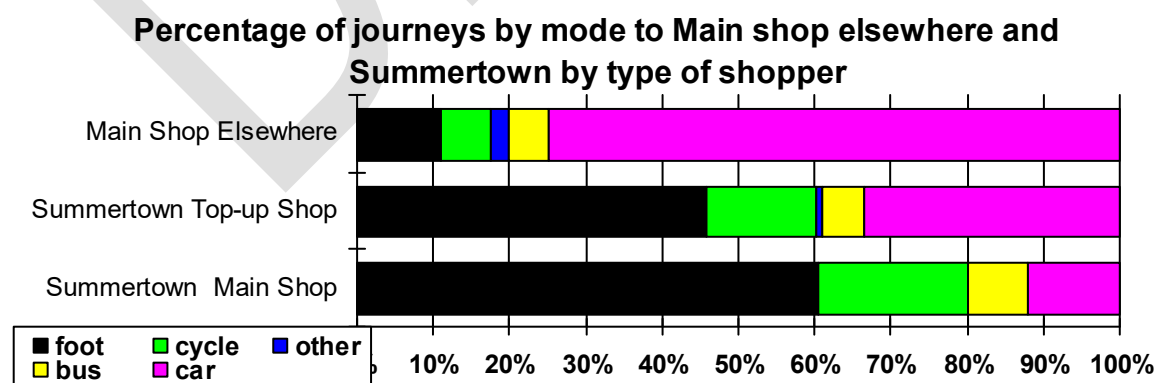
Policy OW6: OCC should keep the corridor High Street to St Aldates under review to see whether there are opportunities to improve the pedestrian and cyclist experience post Connecting Oxford measures.

23 Oxford local shopping centre trips

Oxford has 4 local or district shopping centres – Cowley Road, Cowley Centre (Templar Square + John Allen Centre), Headington and Summertown. Together the 4 shopping centres previously accounted for around the same retail space as the city centre (before the Westgate centre was expanded). There is also a 5th shopping centre within the Oxford LCWIP area – Elm's Parade in Botley, outside Oxford City but within the LCWIP area, which is currently being redeveloped so has not been audited or assessed. There are no recent local shopping surveys but historical surveys from the 1960s to 1990s indicate that about 60% to 70% of shoppers live within a mile of each centre and they are substantially reliant on walking with around 25% to 60% of shoppers arriving on foot (depending on the centre).

A detailed survey of Summertown shoppers in 1998^{xxiii} found that

- 50% of shoppers arrived on foot (16% by cycle, 6% by bus and 26% by car)
- 30% of shoppers set out within 0.25 mile, 50% within 0.5 mile and 70% within a mile (origin was typically either their home or their workplace)
- 30% of shoppers shopped daily and 60% at least 2-3 times a week
- Shoppers on foot spent £11.60 per trip compared to cyclists £12.70 and car occupants £25.00. But because shoppers on foot visited more frequently, it was calculated that shoppers on foot contributed 40% of total shopping expenditure compared to 40% by car occupants (with 15% by cyclists).
- Around 30% of shoppers did their main shop in Summertown, but both 'top up' and 'main' shoppers mostly arrived on foot when shopping in Summertown, whereas most went by car when shopping at their main shop elsewhere – see chart.
- Around 5,000 residents living within a mile used the shopping centre at least weekly



Source: P Lingwood 1998 MSc "Walking to the Shops"

These surveys reinforce the importance of the local shopping areas in terms of reducing longer car journeys and providing local services for those without a car. Retail has evolved over the last 20 years and journey patterns may have changed, but it is certain that the local shopping areas are still important generators of travel.

Policy OW7: OCC in co-operation with Oxford City Council will undertake updated shopping access surveys of the local centres to assess their retail health, modes of access and public realm improvements.

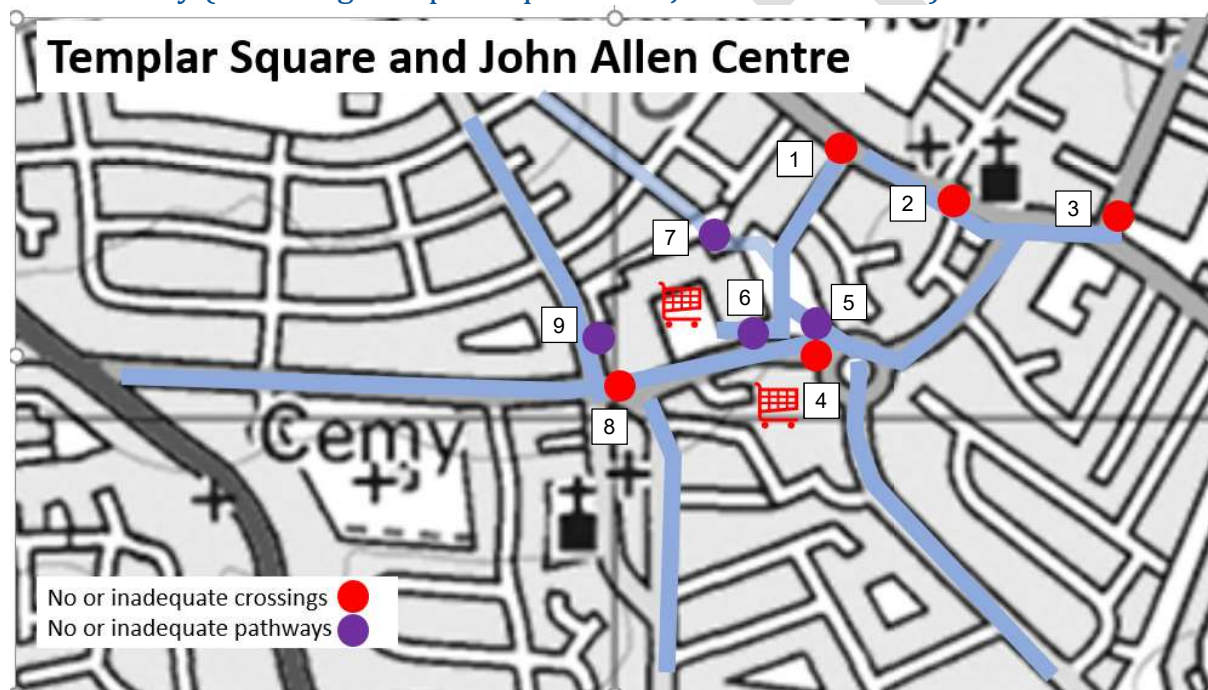
Policy OW8: OCC will seek to improve access to the local shopping centres on foot and by cycle as funding opportunities arise.

Policy OW9: OCC will also seek to improve access to smaller shopping streets and arcades on foot and by cycle as funding opportunities arise

23.1 Shopping Survey findings

The findings and recommendations from pedestrian fault survey of the 4 shopping centres undertaken by OxPA in autumn 2019 are set out below.

23.2 Cowley (including Templar Square and John Allen Centre)



Generally, the walking environment is poor around Cowley Centre. Both the Cowley Centre and John Allen Centre have been designed primarily for the car with little thought for pedestrians and walking desire lines. Many footways and pathways are in poor condition with puddles and ponding after rain and traffic queues are intrusive including the smell of fumes. In spite of this air of neglect, there are very high pedestrian flows, particularly crossing from Templar Square to John Allen Centre. The main issues on routes to and from the centre were

1. No crossing on Oxford Road leading to Cleveland Road or signage to say it connects to the path leading to the centre – needs Zebra
2. No crossing on Oxford Road from busy bus stop leading to Temple Road – needs Zebra
3. No crossing on desire line of Holloway at signalised junction – junction needs redesign as roundabout with Zebra
4. No crossing of Between Towns Road to Barns Road – roundabout needs redesign and Zebra
5. Rough inadequate path with EA impossible step from Between Towns Road – needs smooth transition

6. Path entry to John Allen Centre is very busy with pedestrians but narrow and EA unfriendly – needs redesign and widening
7. Path exit onto Maidcroft Road narrow and EA unfriendly – needs widening
8. Signalised junction at John Allen Centre entry – no crossing of Crowell Road. Green pedestrian phase crossing Between Towns Road conflicts with right turning traffic.
9. No EA friendly path entry from Rymers Lane with obvious foot-worn path showing pedestrian desire line

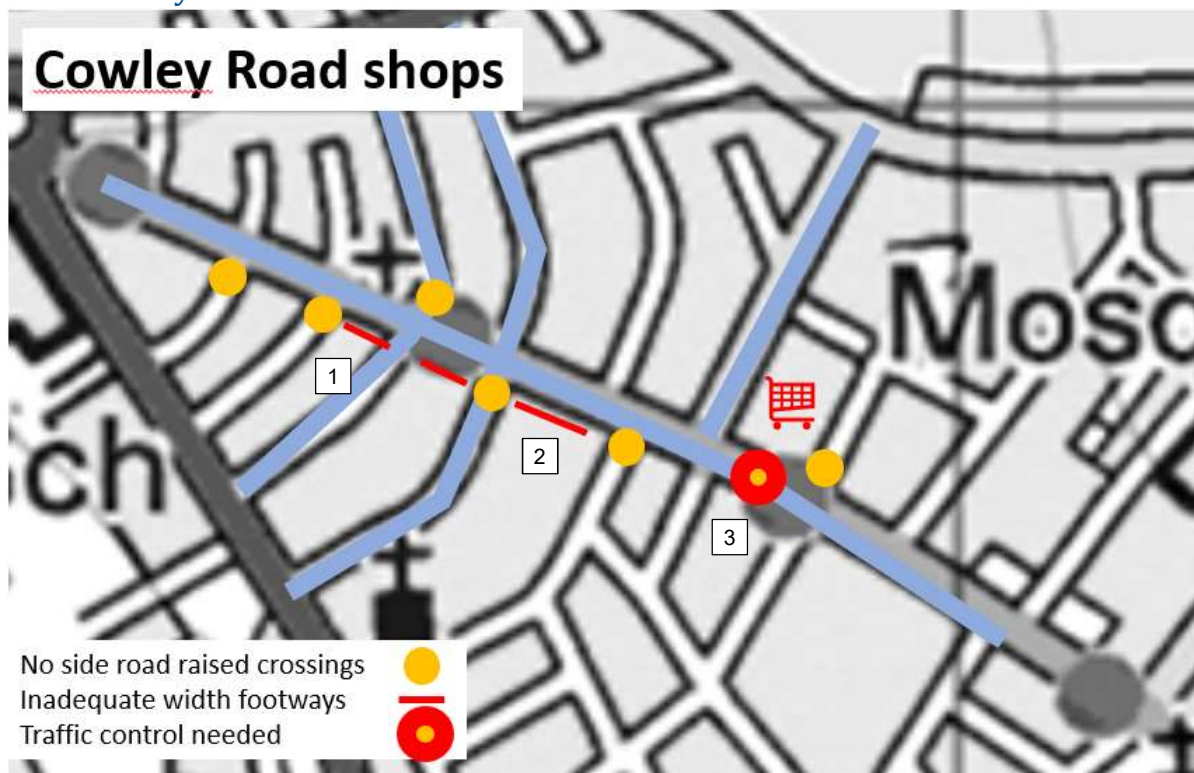
23.3 Headington



Headington shopping centre has been upgraded with improved footways and footway extensions across side roads. A bit further away Headley Way footway has also been renovated and improved as part of an off road cycle scheme. Some issues are:

1. Junction of London Road and Windmill Road – long pedestrian delays at signalised junction with minimal pedestrian crossing times.
2. London Road puffin crossing – unnecessary long pedestrian wait times
3. Windmill Road some wide bellmouths and no footway extensions
4. Old Road east of Lime Walk: footway is nearly entirely covered with cycle track with very little space for pedestrians

23.4 Cowley Road



Cowley Road footways were improved as part of a DfT Mixed Priority Demonstration project. The long shopping road has a lively ambience with high pedestrian flows along its whole length. Footways are normally in good condition with raised footway extensions at many side road crossings. There is a very high frequency bus service and the road has some of the highest cycle flows in Oxford. Crossing the road is relatively easy to do with the frequent Zebras and signalised crossings. However, the road currently suffers from severe traffic congestion and concomitant problems with air pollution in the evening peak hours which detracts from the pedestrian experience. Some issues are:

1. Lack of side road footway extensions: Circus Street, Temple Street, Jeune St (off desire line), Marston Road, James Street and Chapel Street
2. Narrow footways: Widen (or in some cases, change loading bay to footway level and design as dual use – loading at certain times, pedestrian footway at the others
3. Outside Tescos – intense congestion and high pedestrian use. Consider installing traffic control point

23.5 Summertown



Summertown has also been upgraded with wide footways and new surfacing. Generally the pedestrian experience is pleasant. Some issues are:

1. Lack of raised footway extensions at side roads in Beechcroft Road, Middleway, Lonsdale Road, Roger Street, Portland Road, Grove Street, Hamilton Road, Hobson Road, Victoria Road and Summerhill Road
2. Crossing in Woodstock Road is not on desire line from Bainton Road
3. Narrow footways with steep crossfalls in Oakthorpe Road

24 Pedestrian design policies

There are many principles of pedestrian design which need to be applied throughout Oxford to achieve a change in pedestrian priority and comfort.

Policy OW10: OCC will review and update Oxfordshire Walking Design Guide to ensure it includes the latest guidance and research.

24.1 LCWIP Pillar 7 Controlled Parking Zones

Controlled Parking Zones (CPZs) form one of the pillars of the LCWIP because they have the potential to substantially improve pedestrian comfort and therefore the attractiveness of walking. Parking on the footway is a very significant deterrent to walking, especially to parents with children and older or disabled pedestrians.

24.1.1 Footways (pavements)

Footways form the backbone of the pedestrian network. Most streets of Oxford have adequate width footways on both sides of the road. However, this network is increasingly threatened by the spread of parking on the pavement. The House of Commons Transport Committee issued a report on pavement parking in September 2019. Pavement parking adversely affects vulnerable protected groups, including those with visual impairments, those using mobility aids, those in wheelchairs, those needing the help of carer or parents with

pushchairs or walking with children. Additionally, there are costs to the authority in terms of damage to kerbs and flagstones, creating trip hazards. The report concluded:

“Pavement parking affects everyone who uses the pavement. Pavement parking puts pedestrians in danger when they are forced to move into the road to get around a vehicle or where there are trip hazards due to damage to the pavement. People with mobility or visual impairments, as well as those who care for others, are disproportionately affected”^{xxiv}

It highlighted the problem of enforcement. Whereas most parking offences are decriminalised, pavement parking remains a criminal matter for the Police to enforce. Councils are permitted to introduce Traffic Regulation Orders to ban pavement parking in certain areas under the Road Traffic Regulations Act 1984 but this needs consultation.

In the absence of an easy way of preventing pavement parking, the solution could be included within the extension of CPZs which mark out parking bays and double yellow lines which are enforceable by Council parking attendants. It is already Council policy to extend CPZs throughout the area of Oxford City.

Policy OW11: In line with OCC policy to extend CPZs throughout Oxford, OCC will introduce residential and visitor parking bays combined with double yellow lines to mark out car parking locations. The road markings in CPZs will be designed to:

- Prevent pavement parking
- Ensure that junctions are free from parked cars to ensure safe and comfortable crossings for pedestrians
- Protect entries and exits where cycle or footpaths join roads
- Provide gaps in parking and footway build outs where practicable in locations where pedestrians are likely to need to cross (such as opposite a road or path)
- Provide on street cycle parking bays where there is a need

Policy OW12: Parking bays will not be marked out on footways. This will only be considered if a full assessment of parking provision and need has been assessed, including the use of nearby streets, shows that public support can only be achieved by so doing and adequate width footways are retained in line with EA guidance (2 metres width absolute minimum)

Policy OW13: Footway widths will not be narrowed below 2 metres. Where there is an application for a driveway entry it will be refused if a clear level width of minimum 1.8 metres width cannot be retained for the footway.

24.1.2 Quality Pedestrian Corridors (QPCs)

Quality Pedestrian Corridors (QPRs) represents an approach to important corridors for pedestrian movement. In QPRs, pedestrians are provided a smooth obstacle-free continuous footway. QPRs are designed to give all pedestrians a high degree of comfort and particularly disabled or visually impaired pedestrians the reassurance that they can be used without obstacles. This means among other design issues:

- Ensuring a minimum clear width path (2 metres <1000 pedestrians a day and 3 metres >1000 pedestrians a day) where all obstacles (such as street lights, bus shelters or traffic poles) are relocated outside the clear width either to the inside or outside edge.
- The surface can be flagstones or tarmac but should have no upstands and no areas of ponding. Additionally, the crossfall should be constant at around 3% and driveway entries and dropped kerbs should be outside the clear width path.
- Priority over side roads should be installed at all side roads with extended footway raised extensions, using so-called Copenhagen crossings. These will mirror the

footway surface on either side so giving pedestrians a sense of continuity and priority without the need for tactile paving. At busier junctions where it is thought more highlighting is needed, different coloured surfacing could be used. Ramp gradients leading onto the footway extension will be designed to slow down vehicles.

- Wherever possible side road junctions will be stopped up as part of Low Traffic Neighbourhood programme measures to minimise side road conflicts.

Policy OW14: OCC will assess the feasibility of Quality Pedestrian Corridors for all main radials within 2 km of the city centre and 1 km of local shopping areas, as well as main pedestrian corridors in the city centre

24.1.3 Crossings

Another key element in the pedestrian network are opportunities to cross main roads. Generally, Oxford is quite well supplied with crossings of main roads, but there remain gaps particularly away from the city centre. What is the best option for a crossing? Toucans, Puffins and Pelicans give the most surety but can create extra queuing and time delay to both pedestrians and vehicles. Zebras allow pedestrians to cross without delay and fit in better with public realm improvements. Courtesy crossings can be used successfully in shared space schemes and areas of high quality public realm.

Policy OW15: Crossings

- OCC will consider the crossing needs of pedestrians on main roads to minimise delay or diversion and to satisfy existing or potential flows. The crossings will be designed as far as possible on desire lines to avoid diversion and delay**
- The need for community cohesion and people to cross the street to talk to their neighbours will be considered on both main and residential roads**
- Zebra crossings will be the default option where there is a need for a pedestrian crossing in urban areas along main roads, unless other considerations take priority**
- OCC will review the timings of existing free-standing signalised crossings to revert to immediate green for pedestrians after 20 second delays**
- OCC will install pedestrian phases on all arms of signalised junctions where there is a pedestrian demand**
- OCC will install Zebra crossings on all arms of urban roundabouts where there is a pedestrian demand**
- OCC will review all bus stops on main roads to ensure there is a nearby convenient crossing**

24.1.4 Side roads

Another gap in the pedestrian network are side roads where pedestrians, in practice if not legally, lose their priority and security in relation to traffic. The Highway Code states that pedestrians have priority once they start to cross [Highway Code rule 170]. However, the design of many junctions put pedestrians at risk and unable to command this legal priority. There are many design solutions to reinforce pedestrian priority at side roads.

Policy OW16 Side Road Crossings:

Wherever possible and funding is available, OCC will

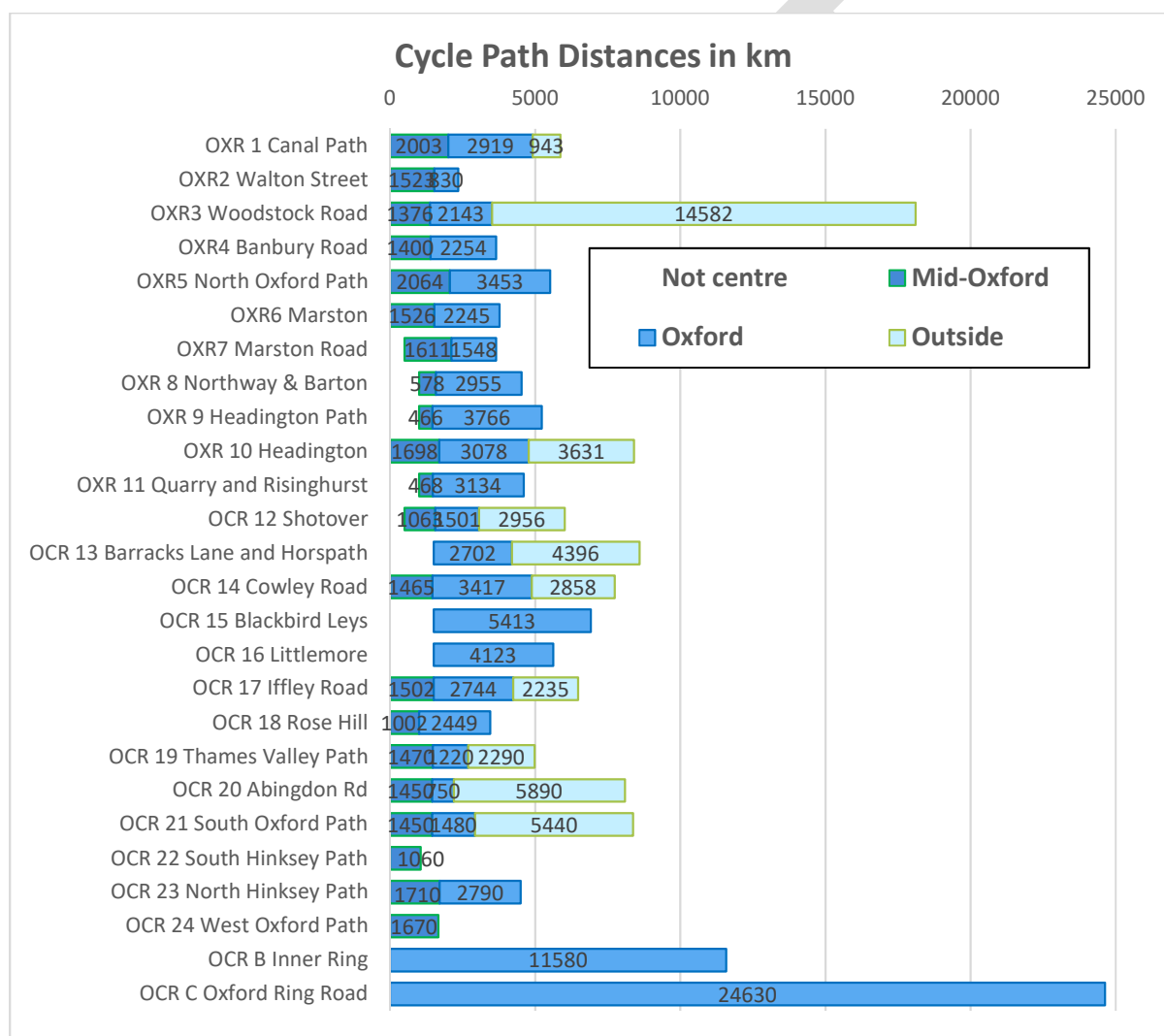
- Extend footways across side road entries so there is a raised crossing**
- Set back the Give Way lines to give priority to the pedestrian crossing**
- Narrow kerb radii to the minimum possible whilst maintaining access for appropriate vehicles**
- Introduce “Copenhagen” style crossings particularly along main roads and along Quality Pedestrian Corridors**

25 Oxford Cycle Network scheme costs and benefits.

This section looks at the actual scheme problems and benefits.

25.1.1 Length of cycle network

The total length of the primary cycle network is 167 kms or 104 miles. The chart below shows the network length of each route, divided into whether the route is within 1.5 km of the city centre (approximately within the inner ring – not all routes start in the centre), within Oxford's boundaries (approximately within the ring road) or outside Oxford boundaries. The Ring cycle path is the longest route (25 km) but this is typically used in sections rather than as one route. The longest radial is Woodstock Road (18 km) leading to the small town of Woodstock. The main focus of the LCWIP is for journeys in Oxford. Altogether, 17% of the cycle network is within 1.5 km of the city centre, 56% over the rest of Oxford and 27% outside Oxford.



Length of Oxford cycle routes (km)

25.1.2 OXCRAM Assessments

The cycle network was assessed using the OXCRAM rating in its current state and 2031 LCWIP outcome, from the point of view of 1) Quick and 2) Quiet route cyclists. Note that all routes (both Quick and Quiet routes) were assessed on both ratings to see whether Quick cyclists would use the Quiet cycle network and whether Quiet cyclists would use the Quick network.

Oxford LCWIP v192001

The OXCRAM ratings give a good indication of whether the cycle infrastructure will encourage or deter new cyclists according to their underlying attitudes (Quick or Quiet preferences which encapsulate other factors such as gender, age and cycle frequency). The ratings in the table below apply to both cycle cohorts, though the same infrastructure is likely to have a different rating for the 2 cohorts.

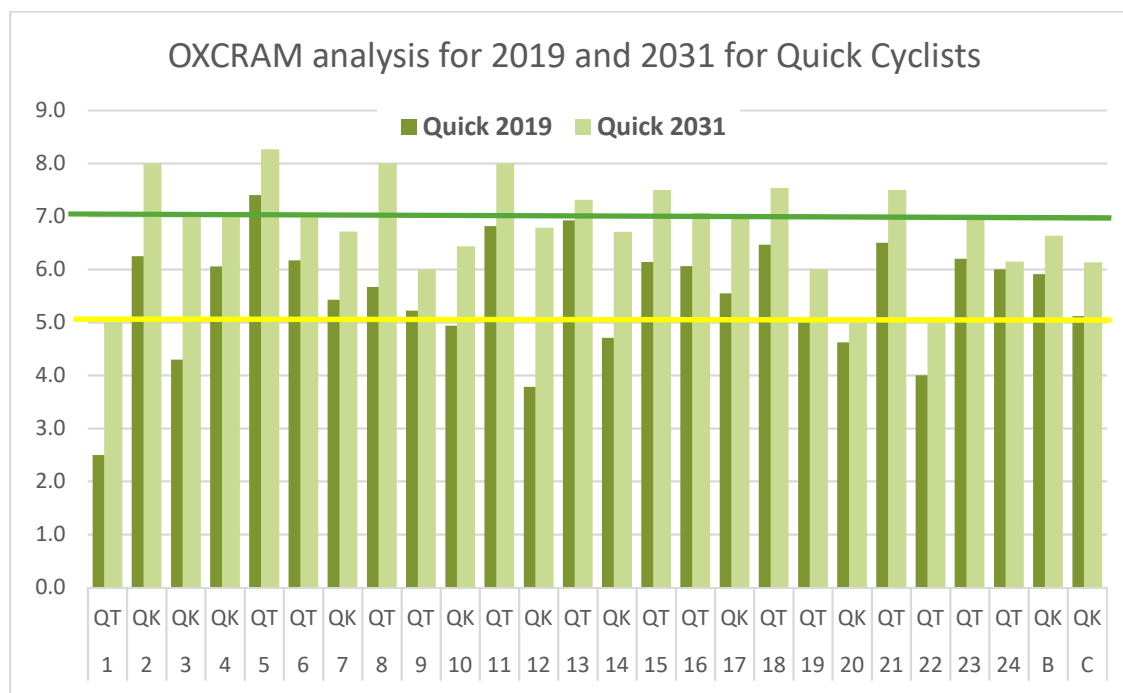
The table below summarises the likely outcome of infrastructure at different ratings. The 'Willing' column shows the percentage of cyclists who will be willing to use cycle infrastructure at that rating (calculated from 'like' + 'don't mind' + 'tolerate' responses). The 'Happy' column shows the percentage of cyclists will be happy to use infrastructure at that rating (calculated from 'enjoy' + 'don't mind' responses). The 2031 goal is to ensure that the cycle network is rated at 7+, with no section falling below 5. A rating of 7 means that very few cyclists will be deterred (5%) from using it and most cyclists (80%) will be happy to use it. A rating of 5 means that only 20% of cyclists deterred from using it and around 50% will be happy to use it.

OXCRAM rating	% cyclists Willing	% cyclists Happy
8+	99	95
7	95	80
6	90	60
5	80	50
4	70	30
3	60	20
2-	50	10

25.1.3 OXCRAM rating of Oxford Cycle Network

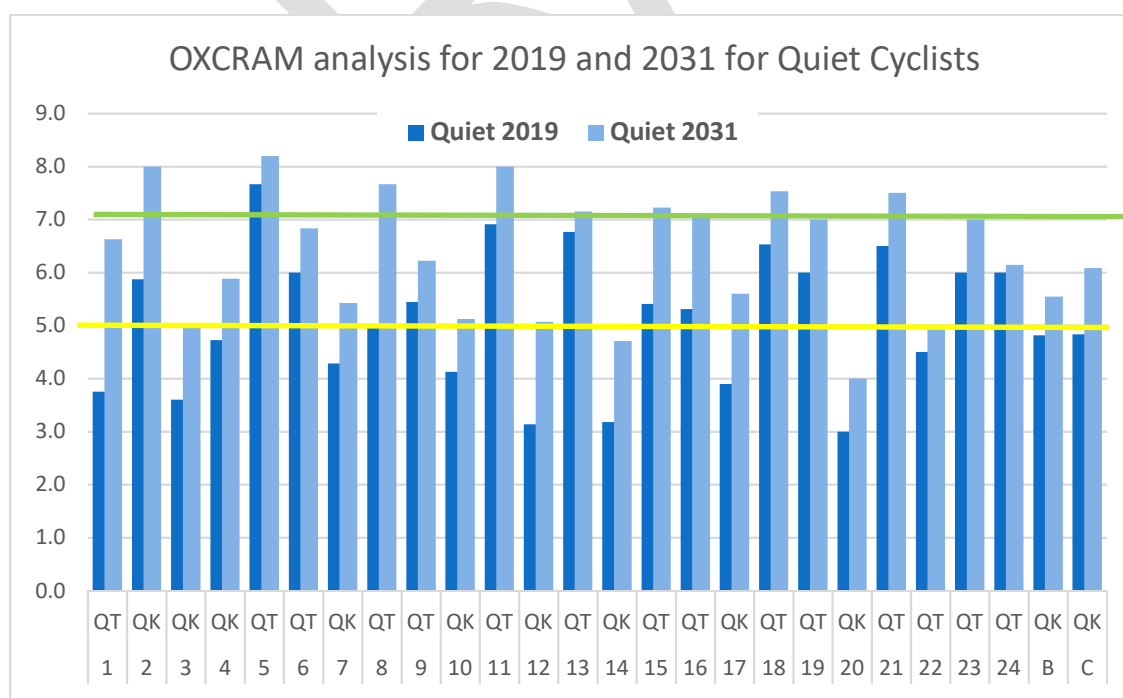
The OXCRAM ratings of the cycle network are set out in the attached maps 5 to 6 – Cycle Network Cyclability. Note that the maps are inputted in and produced from the Council's GIS system and have *not* been completely updated and currently exclude routes 23 to 27.

For Quick route cyclists the overall rating of the entire cycle network (giving equal weight to each and averaged over the whole route) was 5.5 in 2019. The completion of the LCWIP programme will result in an overall rating of 6.8 in 2031, an increase of 1.3. The average rating for the Quick cycle routes only (which most Quick cyclists will use most of the time) similarly increases from 5.3 in 2019 to 6.7 in 2031 with the LCWIP programme. An increase of 1.3 may not sound much, but this means that the number of cycle routes rated 7+ by Quick cyclists increases from 1 to 14. Additionally, all the routes reach the minimum standard of 5.0. Note in the charts below, Quick routes are denoted by QK and Quiet routes by QT.



OXCRAM assessment for Quick cyclists of cycle routes – current 2019 and predicted 2031

For Quiet route cyclists the overall rating of the entire cycle network (giving equal weight to each route) was 5.1 in 2019. The completion of the LCWIP programme will result in an overall rating of 6.4 in 2031, an increase of 1.3. The average rating for Quiet cycle routes (which most Quiet cyclists will use most of the time) increases from 5.5 in 2019 to 6.8 in 2031 with the LCWIP programme. What this means is that the number of cycle routes rated 7+ by Quiet cyclists increases from 1 to 11. It is mostly the main roads (Quickways) which are rated below 7 for Quiet route cyclists, but generally there is an alternative Quietway option. The accompanying document 1 “Cycle Network Quiet Map” highlights the gaps in the Quietway network.



OXCRAM assessment for Quiet cyclists of cycle routes – current 2019 and predicted 2031

25.1.4 Calculating the increase in cycling

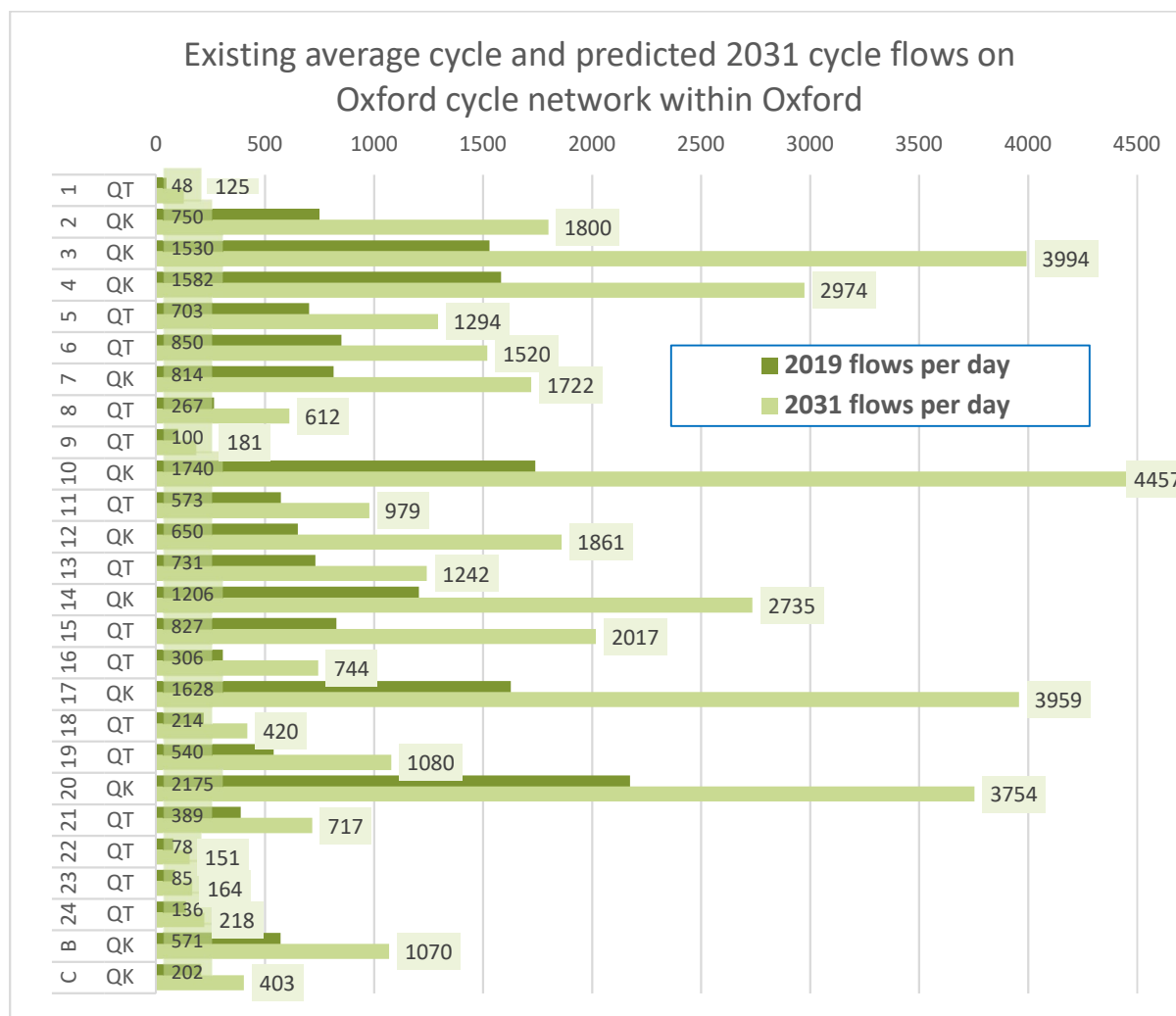
The cycle flows of the cycle network are set out in the accompanying maps 3 and 4 – Cycle Network Total Flows.

For each cycle route, survey data has been used to assign a daily cycle flow over its length, estimating the flow patterns for each section. For many routes we have fairly good data from the inner or outer cordon figures, cycle counters or one-off surveys. For others, we have used the Smart Camera Survey Detection systems. For the few remaining routes with no survey data, we have extrapolated from the propensity to cycling tool or by deduction from other routes. Everyday there are around 19,000 cycle journeys on the Oxford cycle network averaged over the routes in Oxford. This is plausible and fits in with other data like the Active Lives Survey. These flows have been calculated as 11,000 Quick and 8000 Quiet cycle journeys, in keeping with the OCS19 survey findings.

To calculate the benefits of the LCWIP, an overall 50% increase in cycling has been assumed on the basis of the other LCWIP pillars (in particular, pillar 2 low traffic neighbourhoods and pillar 3 connecting Oxford proposals). The 50% increase has been assigned to each cycle route. Where the route will be significantly improved, a greater increase has been separately factored in as a bonus in terms of the scale of improvement for Quick or Quiet cyclists, with the increases assigned to Quick and Quiet cyclists depending on the improvement. On this basis, it is calculated that the whole LCWIP programme (cycle network improvements combined with the other pillars) will deliver 40,000 cycle journeys on the network in 2031 (an increase of around 22,000 cycle journeys). These flows break down into 24,000 Quick and 16,000 Quiet cycle journeys, which represents an increase of 14,000 Quick cycle journey and 8000 Quiet cycle journeys.

A doubling of cycle journeys on the cycle network exceeds the OC1 and OC2 50% increase targets but it is thought appropriate as cyclists are likely to transfer from non-cycle network routes so the cyclist increase on the cycle network is likely to be higher than for Oxford as a whole.

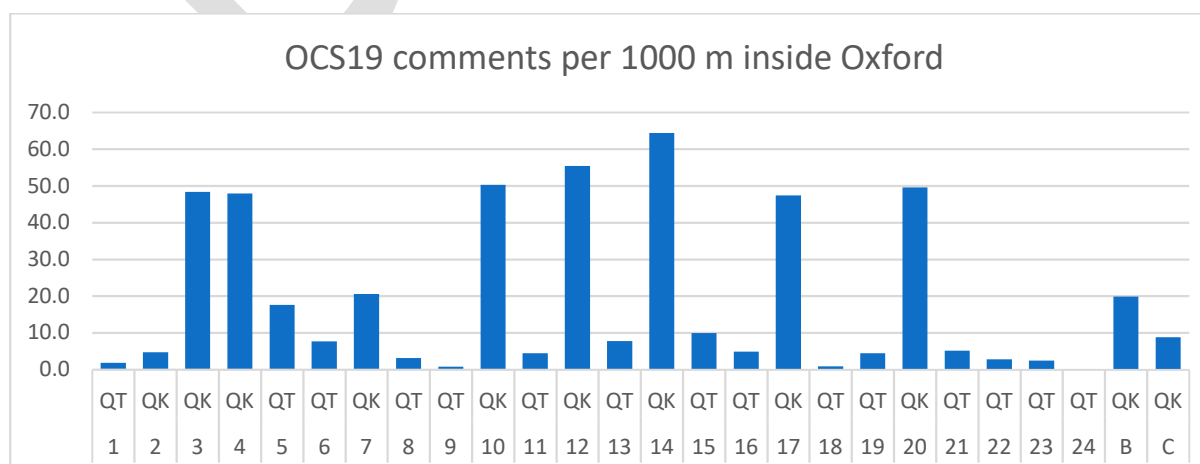
The chart below shows the average cycle journey flow for 2019 and predicted flow for 2031, based on the Oxford sections of the routes. Note that cycle flows are the average for Oxford city, excluding routes outside Oxford where cycle flows are typically much lower. On the other hand, cycle flows also increase nearer the city centre. To understand how cycle flows change over each cycle route, it is easier to look at the attached cycle flow maps.



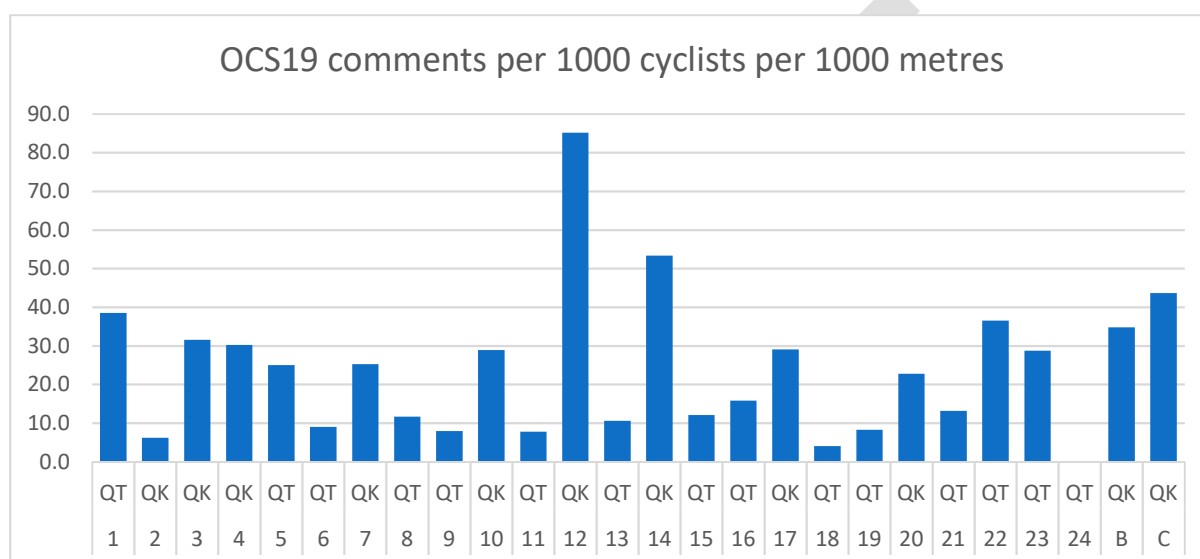
Oxford cycle network – average cycle flows in Oxford for 2019 and predicted flows for 2031

25.1.5 Scale of problems with existing cycle network

The OCS19 comments have been used extensively in assessing the problems on the cycle network. This section gives an overview of cyclists' views of the problems on the network, by examining the number of comments for each route. OCS19 comments give a good idea of whether cyclists perceive the route as cyclable or problematical. The first chart shows comments per 1000 metres of Oxford cycle route (excluding routes outside Oxford). The main Quick routes (QK) engender by far the most comments.



In terms of evaluating the overall benefit of improvements, using comments per 1000 m is a good scale. However, there is a bias in just using 1000 metres of cycle network as the scale of assessing the scale of problems for individual cyclists, as the Quick cycle routes serve a lot more cyclists. The next chart shows OCS19 comments scaled by the average number of cycle journeys over each 1000 metres. This identifies OCR 12 (Old Road) as the worst route in cyclists' eyes, followed by OCR 14 (Cowley Road). The Quick Routes (QK) generally still engender the most negative comments, but there are 2 exceptions: Quiet route OCR 1 (the Canal) probably because of its very poor surface quality and OCR 22 (South Hinksey) – a little used path with a lot of problems, but for those living in that village, the only viable path to Oxford. It is also worth noting the success of the 'Low Traffic Neighbourhood' road closure of Walton Street (OCR 2) which is the only Quick Route with fewer issues than most Quiet Routes.



OCS19 comments per 1000 cyclists per 1000 metres of cycle route

25.1.6 LCWIP Cycling Schemes

The attached PDF documents (OCR 1 – 24, OCR 26, OCR B, OCR C) outline the main measures proposed for each of the cycle routes. For each route, there is a short introduction giving the flavour of the route. The route is divided into sections, with a plan of the route from the city centre outwards. Each new plan includes a short summary of the main features of the route over that section. The main schemes are identified and numbered on the plans. In the table below each plan, there is a short explanation of the schemes. Note the route plans also show where other cycle routes cross the main route, by blue lines and the route name.

Throughout the plans, the symbol ● has been used to denote a raised footway extension across the side road for the benefit of pedestrians to create Quality Pedestrian corridors (policy OW16). These also have the benefit of minimising collisions with both pedestrians and cyclists where cars turn out or turn in side roads which are a main cause of cyclist casualties. The symbol ● has been used to denote a priority cycle crossing of a side road. The symbol ● has been used for a major scheme such as a junction change or new bridge. The symbol ☹ has been used where there were 3 or more cyclist casualties in the last 5 years at the same location (typically a junction) which highlights a cyclist accident black spot.

25.1.7 Scheme prioritisation

The attached Excel document (Oxford LCWIP Costings and Prioritisation) sets out in the first tab the main summary data for each route. This data sets out:

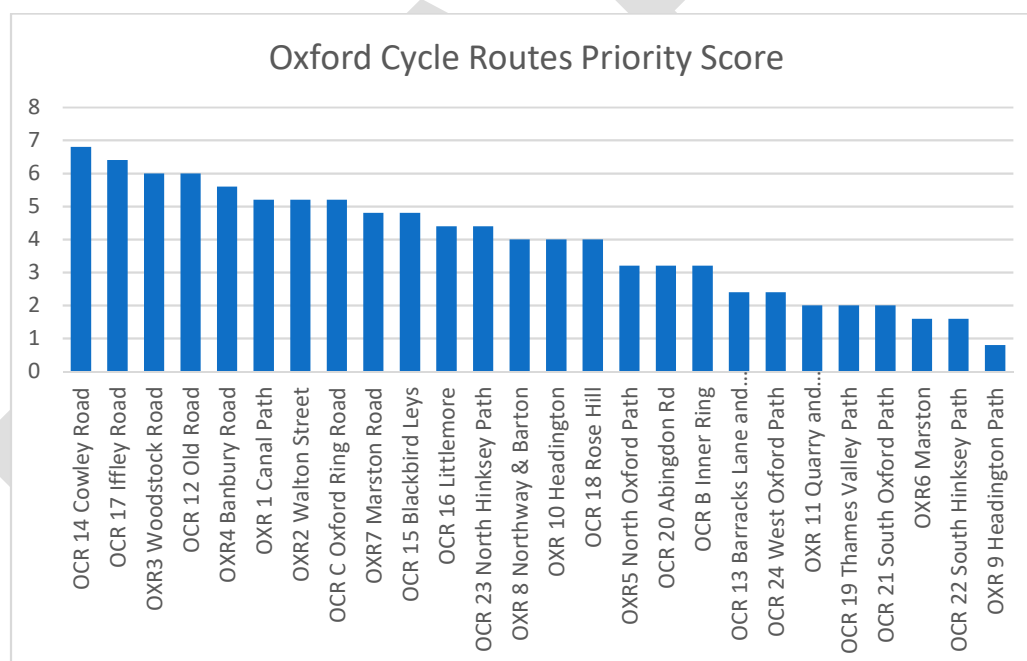
- Length of route for each section for central Oxford up to 1.5 km, outer Oxford, outside Oxford

Oxford LCWIP v192001

For the Oxford section of the route:

- OXCRAM rating for 2019 for the Quickways and Quietways
- OXCRAM rating for 2031 for the Quickways and Quietways
- Oxfordshire Cycle Survey 2019 comments factored by 1) comments per 1000 metres and 2) comments per 1000 cyclists per 1000 metres.
- Cyclist casualty data 1) per 1000 metres and 2) per 1000 cyclists per 1000 metres
- Average cycle flows for 2019 and 2031, divided by Quick route and Quiet route cycle journeys.
- Prioritisation of routes by 5 factors
 - Whether there is substantial new housing feeding into the cycle route
 - The calculated increase in cycling journeys by 2031
 - The degree the route has improved (OXCRAM rating)
 - The number of cyclist comments in the OCS19 (per 1000 cyclists)
 - The potential reduction in cyclist casualties (per 1000 metres).

This prioritisation gives a reasonable first estimate of the importance of the route to the improving the Oxford cycle network, combining different factors: its contribution to permitting new development, its overall increase in cycling, its increase in cyclability, its degree of deterrence as shown by cyclists' comments and its contribution to a reduction in cycle casualties. The chart below shows the ratings (converted 0 lowest priority to 10 highest priority).



Oxford Cycle Route prioritisation (0 lowest – 10 highest)

25.1.8 LCWIP costings

The second tab in the attached Excel summarises the costings of the LCWIP. The grand total is just under £300 million.

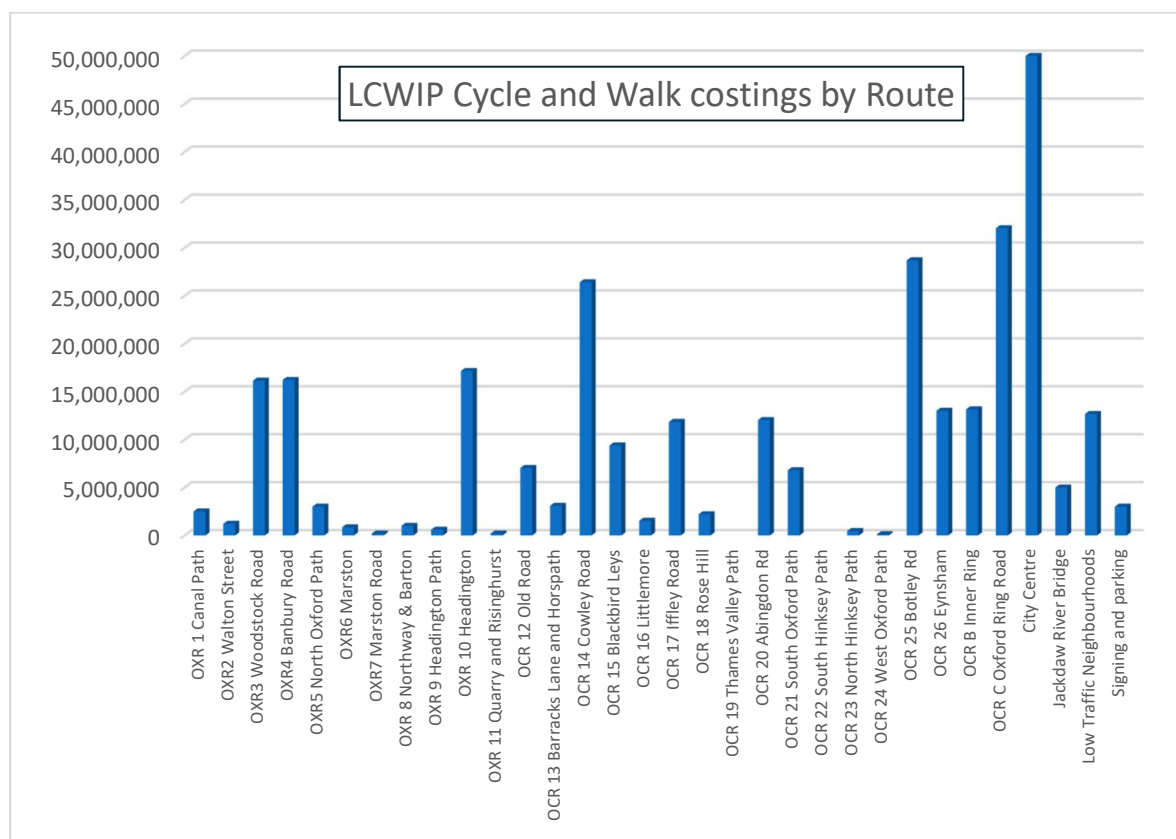
The costings are listed by the cycle route number (column B). Column A lists schemes added to the list since its last iteration. Column C identifies the major schemes identified in LCWIP 26 Overview of schemes. Column D identifies whether there will be substantial improvements to walking in the schemes. It is worth noting that schemes with substantial walking benefits account for £135 million. Columns E and F give an indication of proposed construction year. Column G lists the scheme name. Column H gives some additional data

Oxford LCWIP v192001

on the scheme. Column I lists the costings. Column J comments on the deliverability in some cases. Column K notes how the costings were calculated.

The costs have been assessed by the infrastructure delivery team from various different sources. In some cases, detailed costings have been undertaken. In others, standard pro-rata costs have been applied. In others, a more general estimate has been used on the basis of experience. Generally, we believe the costs are reliable first estimates before moving to more detailed design.

The chart below summarises the costings for each cycle route (including walking schemes on that route). The information is set out in tab “LCWIP costs by Route”.



25.1.9 Last word

Oxford LCWIP has taken around 12 months to prepare. It has involved extensive engagement with many stakeholders and the creation and publicising of an internet survey to really understand cyclists’ problems and the willingness of 2600 Oxford cyclists to respond with issues on the network. This has been supplemented by a cycle audit of every route and by an assessment of many data sources, in particular a detailed analysis of every cyclist casualty in Oxford over the last 5 years. OxPA have willingly contributed their own time to walk and audit the main pedestrian routes. Within the Council, Public Health and Oxford Localities team have all contributed their time to its completion. Senior management have committed their support and the resources to get it completed.

In January 2020, we will be taking the final report to another round of consultation externally with all the main stakeholders and internally with all the teams who will be involved in turning this report into reality. In Spring, the report will be included in a wider public consultation as part of the Local Transport and Connectivity Plan which will embed the LCWIP as a key component of Oxfordshire’s ambitions to transform Oxford. There is still a lot of work to do, but we believe that Oxford LCWIP will be a launchpad to really making Oxford an exemplar cycling and walking city.

26 Overview of LCWIP cycle schemes

The detail of the cycle schemes is set out in the attached annexes for each route. This section gives an overview of the concept behind each scheme.

OCR		Centre	Oxford	All	Main Issue	Oxford	Major schemes	Outside Oxford
1	QT	66	48	37	Poor quality narrow towpath	Widen and improve surface and connections	1) Cycle Bridge over canal to provide link from train station to OCR 6-9	Quiet alternative to OCR3
2	QK	833	750		Radial route –traffic volume	LTN cells to reduce traffic. Cycle Street design.	2) Walton Street shared space Cycle Street	
3	QK	1700	1530	932	Main road without cycle lanes or with substandard track	Provide continuous cycle lanes both sides with speed control. Provide for connecting route crossings.	3) Norham Manor shared space; 4) A40 roundabout safety 5) Peartree Rbt safety	Improve quality of cycle track. Extend to Kidlington
4	QK	2300	1582		Main road with bus or cycle lanes. 5 cycle accident blackspots.	Widen cycle lanes. Provide for connecting route crossings.	6) Parks Rd junction 7) Marston Ferry Rd junction 8) Kidlington Rbt	Improve cycle track. Review Kidlington.
5	QT	1133	703		Narrow paths and lack of lighting	Improve cycle path widths, lighting and connectivity		
6	QT	1567	850		Alternative route to Plain Rbt.	Improve roads with LTN cells		
7	QK	940	814		Main roads lacking cycle lanes	Add and widen cycle lanes. Improve link to bypass	9) St Clements junction 10) Cherwell Drive junction	
8	QT	400	267		Good quiet road route	LTN cells to reduce traffic. Cycle Street design.	11) Crossing of B4495	
9	QT	100	100		Potential route along existing paths	Linkages to create new route		
10	QK	2857	1740	1384	Main road with mix of cycle lanes and cycle tracks. St Clements narrow street with shopping and conflicts. 4 cycle accident blackspots	Add and widen cycle lanes.	12) St Clements shared space scheme 13) Windmill Rd junction 14) Barton subway	Widen and resurface cycle track
11	QT	1600	573		Good quiet road route	LTN cells to reduce traffic. Cycle Street design.		
12	QK	1300	650	723	Busy narrow road. Main link to hospital.	Add uphill cycle lanes. Remove on street car parking. Reduce morning queues	15) Slade Junction	New surfaced cycle path
13	QT		270	76	Cycle path and roads – poor surface	Resurface route to high quality. LTN cells to reduce side road conflicts and traffic	16) Horspath Rd link to Pony Rd industrial estate	Average speed cameras
14	QK	2057	1206	1050	Busy shopping street with very high cycle flows. Was Mixed Priority Demonstration Project: Severe traffic queues. 12 cycle accident black spots.	Review design to make a cycle street. A mixture of solutions. Extend 20 mph limit (average speed cameras). Realign and remove car parking. Introduce LTNs in side streets to reduce traffic rat runs and turning accidents	17) Marsh Lane junction 18) Between Towns Rd junction 19) Hollow Way junction 20) Garsington Rd Rbt	Average speed cameras
15	QT		827		This route is currently in 2 poorly connected halves: 1) Quiet road, marred by rat running. 2) Busy road: Cycle lanes marked by car parking. 2 cycle accident black spots	1) LTN to prevent rat running. 2) Light segregation on cycle lanes.	21) New cycle path up slope to link Barns Rd to quiet road. 22) Barns Rd Rbt 23) Knights Rd junction 24) BBL shopping shared space scheme	

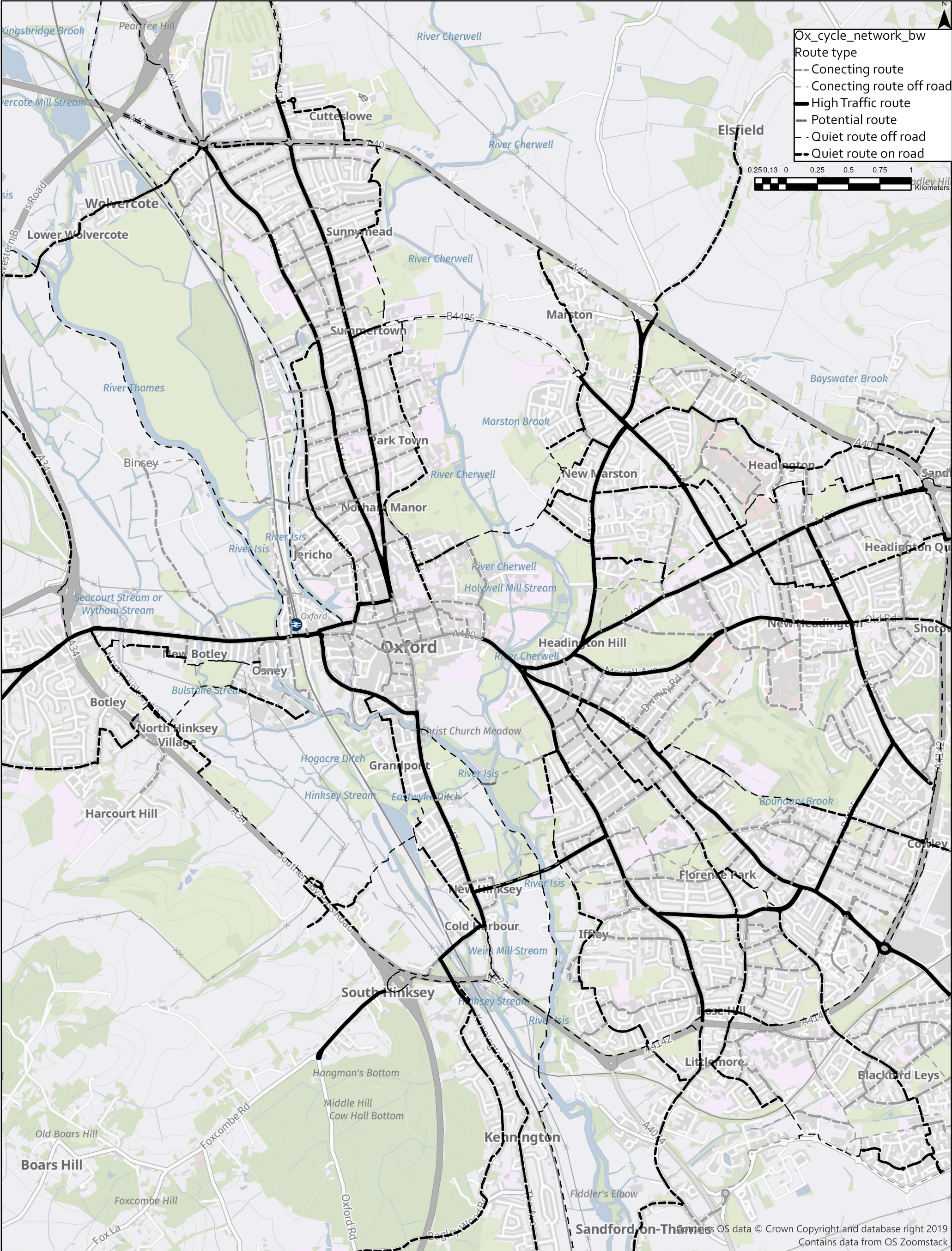
Oxford LCWIP v192001

OCR		Centre	Oxford	All	Main Issue	Oxford	Major schemes	Outside Oxford
16	QT		306		Potential good quiet road route marred by rat running	LTN to prevent rat running.		
17	QK	3114	1628	1430	Main road with high cycling flows but intermittent cycle lanes and lots of car parking. 4 cycle accident black spots.	Cycle lanes over whole route. Remove car parking to side streets (a political challenge!)	25) Donnington Bridge Rd junction 26) Iffley Turn junction 27) Southern Bypass Rbt 28) Village enhancement scheme	Resurface quiet road
18	QT	363	214		Quiet route following path then residential roads. Bridge over bypass narrow and not cycleable	Mostly minor improvements	29) Upgrade cycle bridge over bypass	
19	QT	700	540	429	River path OK but no lighting.	Add solar lighting entire length	30) Potential bridge over River Thames to link to East Oxford via Jackdaw Lane	Widen and surface cycle path and add solar lighting
20	QK	2680	2175	1427	Main road busy with cyclists, but narrow and very narrow cycle lanes. Severe traffic queues. 3 cycle accident black spots.	Extend 20 mph. Average speed cameras.	31) Weirs Lane junction 32) Old Abingdon Rd junction	Average speed camera
21	QT	333	389	385	Quiet road alternative to OCR 20. Poor bridge connection to Oxford.	Cycle Street, LTN, resurface road	33) New cycle bridge over Thames	Slip road high speed traffic – new cycle path
22	QT	78			Path to Village over railway – inconvenient bridge. Narrow path	Potential improvements linked to OFA (Oxford Flood Alleviation) project		
23	QT	100	85		1) Industrial road, 2) path, 3) residential roads	Section 1 dependent on new development. Widen path. LTNs and traffic calming		
24	QT	136			Path then car park roads through retail park	Widen path		
25	QK				Wide busy road with heavy traffic	Botley Road scheme in preparation – not considered in LCWIP		Rural high speed road
26	QK				Route along busy narrow rural road to nearby small town and major development	.		Narrow busy road to nearby town New parallel cycle track
27	QT				Recreational path in Port Meadow by river - unsurfaced	Surface and widen path		
B	QK		571		Mixture of roads creating inner ring. Busy narrow roads some with no cycle lanes. 6 cycle accident black spots.	Mixture of solutions. Route will have bus gates under Connecting Oxford proposals.	34) Between Towns Road – redesign to make tree lined boulevard	
C	QK		202		Mostly cycle path but also on road sections. Cycle path poor surface. On road sections speed. 1 cycle accident black spot. There is a major gap in the route.	Resurface and widen paths. Add lighting.	35) South Hinksey Rbt – as part of bigger scheme. There is no viable cycle connection across this junction.	

References

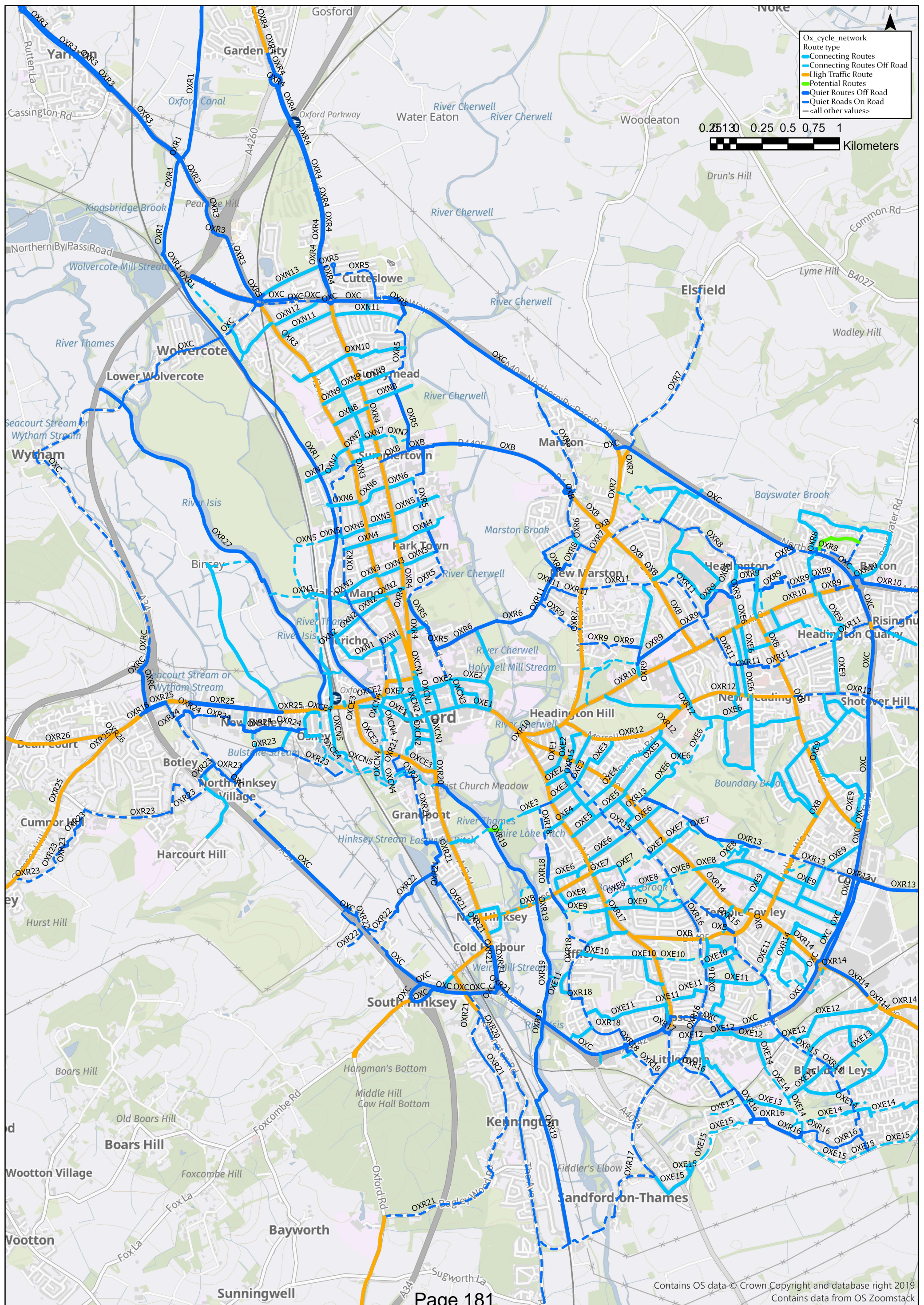
- ⁱ NIC's 'Running out of Road Report' <https://www.nic.org.uk/publications/running-out-of-road-investing-in-cycling-in-cambridge-milton-keynes-and-oxford/>
- ⁱⁱ Oxford City Centre Movement and Public Realm Strategy Final Report Phil Jones Associates and ITP
- ⁱⁱⁱ Climate Change Committee/BEIS 2019
- ^{iv} <https://publications.parliament.uk/pa/cm201719/cmselect/cmsctech/1454/145403.htm>
- ^v http://www.ecf.com/wp-content/uploads/ECF_CO2_WEB.pdf
- ^{vi} Study reported at <https://www.theguardian.com/environment/2017/jul/12/want-to-fight-climate-change-have-fewer-children>
- ^{vii} <https://fingertips.phe.org.uk/search/walking#page/6/qid/1/pat/6/par/E12000008/ati/201/are/E07000178/iid/93439/age/164/s ex/4>
- ^{viii} Source: University of Glasgow 2017 - https://www.gla.ac.uk/news/archiveofnews/2017/may/headline_522765_en.html.
- ^{ix} Source: Global Burden of Disease Study 2017 Results. Seattle, United States: Institute for Health Metrics and Evaluation, 2018. Available from <http://ghdx.healthdata.org/gbd-results-tool>.
- ^x Source https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PH_E_CRCE_010.pdf
- ^{xi} Source: <https://www.kcl.ac.uk/news/living-near-a-busy-road-can-stunt-childrens-lung-growth>
- ^{xii} Oxford City Centre Movement and Public Realm Strategy Final Report Phil Jones Associates and ITP
- ^{xiii} [Effectiveness and equity impacts of town-wide cycling initiatives in England: A longitudinal, controlled natural experimental study.](https://www.sportengland.org/media/13943/active-travel-full-report-evidence-review.pdf)
- ^{xiv} <https://www.sportengland.org/media/13943/active-travel-full-report-evidence-review.pdf>
- ^{xv} <https://www.cherwell.oxon.sch.uk/446/transport>
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<https://www.cedar.iph.cam.ac.uk/cambridgehshire-guided-busway-encouraging-people-to-be-more-active-on-the-commute/>
- ^{xvii} <https://www.sciencedirect.com/science/article/pii/S0966692318306689> Does new bicycle infrastructure result in new or rerouted cyclists?
- ^{xviii} <https://walthamforest.gov.uk/content/independent-studies-find-people-waltham-forest-are-living-longer-and-getting-more-exercise>
- ^{xix} Fietsberaad (2006) Continuous and Integral: the cycling policies of Groningen and other European cycling cities.
- ^{xx} City of Groningen (2015) Groningen Cycling Strategy 2015-2025
- ^{xxi} TRL Report PPR 580
- ^{xxii} Oxford City Centre Movement and Public Realm Strategy Final Report Phil Jones Associates and ITP
- ^{xxiii} Patrick Lingwood MSc dissertation 1998 "Walking to the Shops"
- ^{xxiv} House of Commons 2019 Transport Committee Pavement Parking 13th Report of Session 2017-9

Oxford Cycle Network for LCWIP



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Oxford Cycle Network Map



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Division(s):All

CABINET – 17 March 2020

Digital Infrastructure Strategy

Report by Digital Infrastructure Programme Director

RECOMMENDATION

1. The Cabinet is RECOMMENDED to approve:
 - (a) the Digital Infrastructure & Delivery Plan; and
 - (b) the associated Memorandum of Understanding forming a Digital Infrastructure Partnership between Oxfordshire Local Authorities and OxLEP

Executive Summary

2. The volume of global internet traffic is forecast to increase to 95 times that of 2005, by 2020, and is doubling every two years. In the mobile data domain traffic increases by 42% each year.
3. There are many drivers increasing demand for ever-faster connectivity, orientated around two key areas – the move to cloud storage and applications, and huge growth in video-on-demand content. In tandem, the convergence of IoT (Internet of Things) and AI (Artificial Intelligence) is transforming service delivery and business models, creating what is increasingly understood as the 4th Industrial Revolution. With this in mind, the focus of the new Government (under the Department for Digital, Culture, Media, & Sport) is focussing on full-fibre broadband connectivity and 5G mobile data. The only way this rapid growth in bandwidth requirements can be accommodated is with full-fibre broadband which offers speeds of 1Gb/s today and capable of much higher speeds in the future. This same fibre is also the backbone for backhauling 5G mobile.
4. There are few areas in the UK where the importance of world-class digital infrastructure is as pronounced as in Oxfordshire. The county itself, and the Oxford to Cambridge Arc is the home to an economic growth engine for the UK, and this is predominantly founded on high Gross Value-Added businesses in aerospace, advanced motor engineering, biosciences, space technologies, electronics & sensors, and Life Sciences. We also have a workforce with above average skills, and excellence in academia. It is reasonable to compare this environment with the likes of Silicon Valley, Beijing, Los Angeles, Tel Aviv, and other world centres introducing revolutionary technical change. These are the locations Oxfordshire businesses compete with, and every one of these top tech hubs already have world class digital connectivity.

5. Whilst this critical infrastructure will secure business competitiveness and growth, it will also have a positive impact in assisting with the actions required to mitigate climate change. Fewer car journeys will need to be made as increasing numbers of people will be fully productive working from home, and when travel is required, fully connected vehicles and interactive signage will optimise journeys, reducing congestion. Beyond the clear economic benefits enabled with good digital infrastructure, there are numerous benefits to residents too, both in the obvious entertainment categories, but health and social care, education, & many other aspects of life will equally benefit.
6. This Digital Infrastructure Strategy as well as the supporting Partnership MoU have also been welcomed by the Oxfordshire Growth Board, as well as being approved by the city and district councils and OxLEP.

Introduction

7. Delivery of full-fibre and mobile digital infrastructure requires huge investment, and the economics of this will drive Operators to focus delivery in not just urban areas, but those which present the fewest barriers to deployment, such as highways access, availability of public assets which facilitate delivery such as public land (for laying fibre ducting), CCTV ducting, street furniture (for example lighting columns for installing small cell mobile transmitters, etc.)
8. Delivery of full-fibre infrastructure on a commercial basis (entirely supplier investment), is expected to account for approximately 80% of premises. The Prime Minister has announced that £5bn of public funding will be made available to support the cost of deploying in the remaining 20% of semi-rural and rural premises via an intervention programme along the lines of the Oxfordshire Better Broadband programme.
9. Whether this infrastructure build is delivered entirely by commercial investment, or supported by the public purse, Oxfordshire will be much better placed to facilitate deployment by operating a Digital Infrastructure programme and having a Digital Infrastructure Strategy in place
10. Successful execution of this strategy will bring about;
 - Greater equality of access across Oxfordshire by ensuring good digital connectivity is not just the preserve of the city and main urban areas;
 - Sustainable growth by enabling businesses to fully transact online, a growth in micro-businesses (which often operate from home), greater efficiency in industries such as agriculture where water and chemical applications may be optimised, etc;
 - Environmental benefits with reduced traffic and travel;
 - Business productivity gains;
 - Opportunities for the public sector to adopt greater collaboration in service delivery;
 - Opportunities to reduce the cost of, and improvement in health and social care provisions;
 - Thriving Communities.

11. The Digital Infrastructure & Delivery Plan is attached to this report as Annex 1. The Memorandum of Understanding forming a Digital Infrastructure Partnership between Oxfordshire Local Authorities and OxLEP is attached as Annex 2.

Exempt Information

12. There is no exempt information pertaining to this subject and full transparency of the strategy is encouraged.

Implementing the Digital infrastructure Strategy

13. The council has a Digital Infrastructure programme operating already, managing the Better Broadband for Oxfordshire contract, and the new DEFRA funded contracts for delivering full-fibre to businesses in rural Oxfordshire. This programme team has five years' experience of working with both HMG and the industry and is well positioned to lead on the wider remit set out in the Digital Infrastructure Strategy & Delivery Plan.
14. The Digital Infrastructure Partnership, supported by the MoU will be an important vehicle to help in driving the programme objectives, and is already supported by all the participating partnership authorities.
15. It should be noted that this model is also being promoted to potentially include a wider partnership with local authorities of the Oxford to Cambridge Arc.

Financial and Staff Implications

16. As the council has operated the joint public-funded Better Broadband programme, the county council is the contractual beneficiary of the funding agreement embedded in the contract with BT. This means that as the contract holder, we receive a share of the revenue generated under that contract, according to the percentage of take-up of the services enabled by our investment. With take-up at 70 % and growing (the highest in the UK), this generates cash receipts to Oxfordshire county council of c £13m over the next six years. The programme has also achieved an underspend (against forecast delivery costs), of some £3.6m.
17. As such, the Digital Infrastructure programme is effectively operating as self-funding, not only for the operating staff costs of the programme, but also allowing (subject to individual business cases and scrutiny) some capital investment in pump-priming digital infrastructure deployment in support of anticipated further central government funding for this purpose.

Equalities Implications

18. The Digital Infrastructure programme assists in reducing the gap between rural and urban communities in accessing fast fixed and mobile broadband services

Legal Implications

19. The Digital Infrastructure Strategy & Delivery plan sets out approaches to how the Partnership will facilitate deployment of full-fibre and mobile services. As such there are commitments to ‘...follow where practically possible...’ central government guidance from for example the Street Works Toolkit, or advice on removing barriers to digital infrastructure delivery provided by the Department for Digital, Culture, Media, & Sport. The language used is deliberately careful to avoid obliging the council to deviate from existing ways of working, but it should be noted that the advice referred to is generally best practice and the programme will generally seek for this to be adopted. Equally, the Memorandum of Understanding is not a legally enforceable Agreement but sets out best practice to be considered by all Partners. An example of this pertaining to district councils and city, is a reference to favourable consideration being given wherever possible, to granting planning permission to Mobile Network Operators in deploying new or enhanced mobile masts.

Paul Feehily, Corporate Director Place & Growth

Background papers:

<https://www.gov.uk/government/publications/future-telecoms-infrastructure-review>

Contact Officer: Craig Bower, Digital Infrastructure Programme Director

February 2020

Oxfordshire Digital Infrastructure Strategy and Delivery Plan

JANUARY 2020 – V11

Bower, Craig – COMMUNITIES |
CRAIG.BOWER@OXFORDSHIRE.GOV.UK

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Confidentiality of this document: Public

Statutory Bodies, Departments, Private Sector, and Stakeholders: Cross-Cutting;

Oxfordshire County Council, specifically Communities Directorate/Highways

Oxfordshire Planning Authorities

Oxfordshire Growth Board

Department for Digital, Culture, Media, and Sport

Ministry of Housing, Communities, and Local Government

Local Government Association

Association of Directors of Environment, Economy, Planning, and Transport

OxLEP

England's Economic Heartland

Fixed Network Operators

Mobile Network Operators

Oxfordshire Members of Parliament

Oxfordshire Councillors (County and Districts)

Oxfordshire Businesses

Oxfordshire Residents

Executive Summary

This document is formed from the Oxfordshire Local Broadband Plan which was put in place at the start of the Better Broadband for Oxfordshire programme in 2014.

This programme has delivered a step-change in digital connectivity for citizens and business in Oxfordshire, taking availability of superfast broadband to over 97% from 69%. However, the volume of global internet traffic is expected to increase to 95 times that of 2005, by 2020, and is doubling every two years. In the mobile data domain traffic increases by 42% each year.

There are many drivers increasing demand for ever-faster connectivity, orientated around two key areas – the move to cloud storage and applications, and huge growth in video-on-demand content. In tandem though, the convergence of IoT (Internet of Things) and AI (Artificial Intelligence) is transforming service delivery and business models, creating what is increasingly understood as the 4th Industrial Revolution. With this in mind, the focus of the Department for Digital, Culture, Media, & Sport (DCMS) has increasingly moved from superfast broadband to focus on full-fibre connectivity and 5G mobile data. The only way this rapid growth in bandwidth requirements can be accommodated is with full-fibre broadband which offers speeds of 1Gb/s today and capable of much higher speeds in the future. This same fibre is also the backbone for backhauling 5G mobile.

There are few areas in the UK where the importance of world-class digital infrastructure is as pronounced as in Oxfordshire. The county itself, and the Oxford to Cambridge Arc is the home to an economic growth engine for the UK, and this is predominantly founded on high Gross Value-Added businesses in aerospace, advanced motor engineering, biosciences, space technologies, electronics & sensors, and Life Sciences. We also have a workforce with above average skills, and of course excellence in academia. It is reasonable to compare this environment

with the likes of Silicon Valley, Beijing, Los Angeles, Tel Aviv, and other world centres introducing revolutionary technical change. These are the locations Oxfordshire businesses compete with, and every one of these top tech hubs already have world class digital connectivity.

Whilst this critical infrastructure will secure business competitiveness and growth, it will also have a positive impact in assisting with the actions required to mitigate climate change. Fewer car journeys will need to be made as increasing numbers of people will be fully productive working from home, and when travel is required, fully connected vehicles and interactive signage will optimise journeys, reducing congestion.

Vision

Our vision is for Oxfordshire to be enabled with smart infrastructure, extending the smart city concept out into our heartland. This means not only ensuring all residential premises and businesses are connected with full-fibre, but the infrastructure fabric of our highways, signage, street furniture, public buildings, public transport, cycle paths, green spaces, medical facilities etc are connected, integrated, and enabled with IoT applications. This becomes particularly powerful when the data collected can be interrogated and combined with Artificial Intelligence to provide predictive assessments associated with health, travel, environment, and economic factors. This is an important contribution to our mission of creating thriving communities and a thriving economy in a sustainable and environmentally friendly manner. Examples include;

- **Intelligent Streetlighting – central management can allow detailed control of lighting, saving money whilst providing flexibility**
- **Strategic planning for Connected Autonomous Vehicles by way of 5G connectivity to accurately control the highways network**
- **A raft of sensors to measure air quality, spot fly-tipping, manage efficient refuse collections, measure noise pollution etc**
- **The means to provide real-time integrated public transport information**
- **ANPR data collected to show traffic patterns and predictability of what happens when there are problems on the road network leading to safer and more efficient journeys**
- **Sensors in homes of vulnerable people to enable access to services and permitted monitoring of live health data**
- **Facilitation of a Living Labs environment to trial new technology**
- **Predictability and management of public safety risks**

The deliverability of this vision requires long-term preparation and planning. Oxfordshire has an ideal opportunity to develop this as we facilitate delivery of a significant amount of new housing. Where new garden villages are planned, the means of delivering the necessary integrated infrastructure is relatively easy to design-in, rather than retro-fit, and these locations then become ideal digital infrastructure bridgeheads to launch into neighbouring communities.

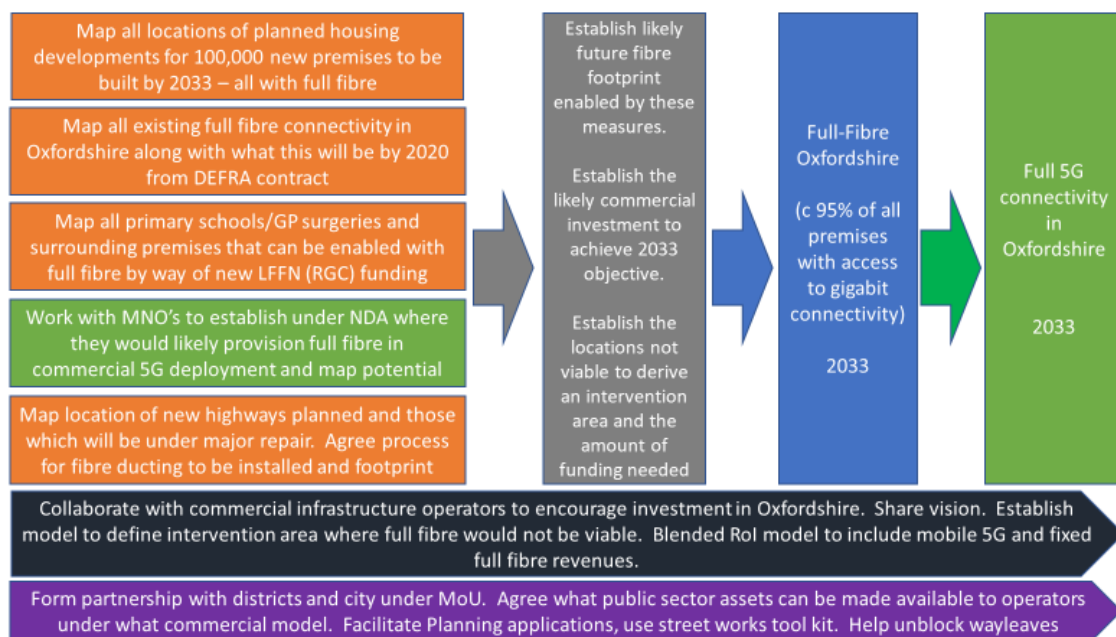
In Oxfordshire approximately 10.5% of premises currently have access to full-fibre broadband infrastructure, meaning that to achieve ubiquitous access to this future-

proof digital infrastructure will require deployment at a scale not seen before, if we are to realise our growth potential. Equally, the next generation of mobile connectivity, 5G, depends on extensive availability of fibre to deliver the low latency and very high capacity demanded by this wireless technology, whilst filling in geographical gaps in 5G mobile coverage remains an important requirement too. This creates a need for the OCC led programme to change emphasis too, with the forming of a Digital Infrastructure Programme underpinned by a Digital Infrastructure Partnership comprising the county council, OxLEP, city, and district councils. This partnership will be pivotal to the success of the programme. Operationally, ensuring that all planning policies are aligned and public sector assets made available to telecoms operators, whilst the partnership will also enable local leadership and ownership in driving the programme forward.

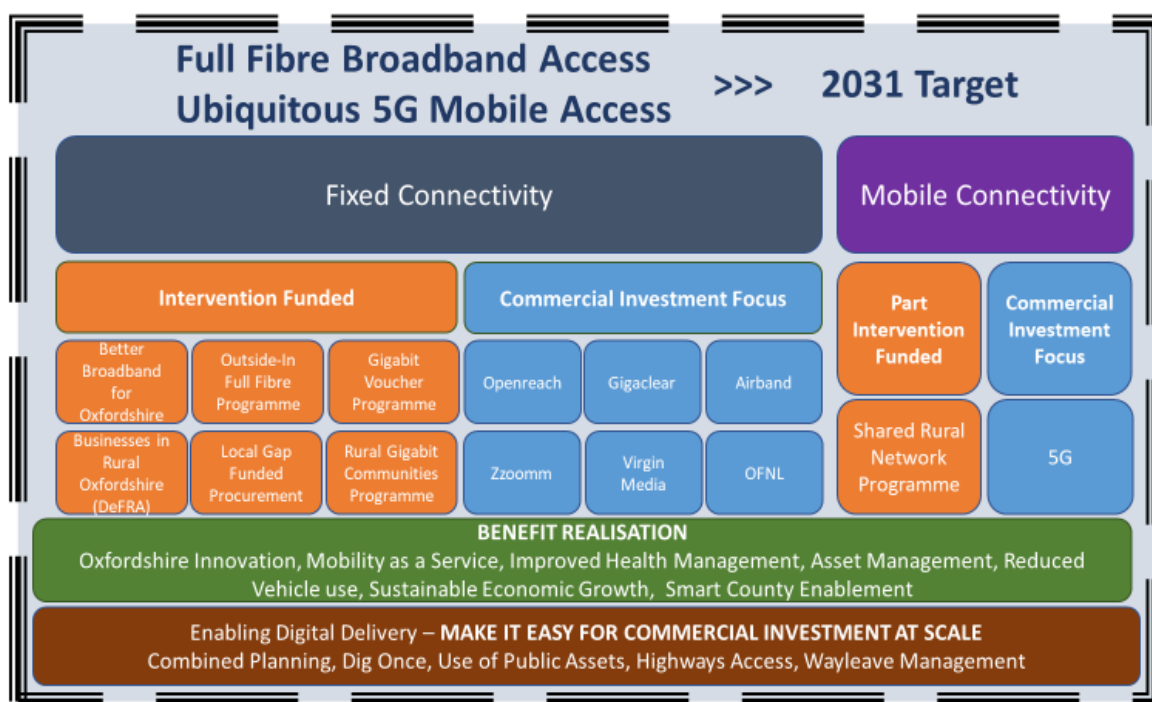
By definition the public sector is not a digital infrastructure provider, and although this document sets out specific workstreams aimed at contracting digital infrastructure improvements, the key responsibility of the Digital Infrastructure Partnership is to provide strategic leadership, providing a coordinated facilitation role in ensuring private sector investment in digital infrastructure is maximised in Oxfordshire, for example by;

- **Enabling network operator access to public sector assets such as ducts, street furniture, & rooftops**
- **Taking a strategic approach to use of public sector assets to achieve maximum benefit rather than short term financial benefits**
- **Mapping potential public sector assets and make available to fixed/mobile network operators**
- **Ensuring Local Plans (as a multi-tier authority) are aligned with the latest (Feb 2019) NPPF guidance in respect of full-fibre provision in all new housing developments**
- **Ensuring that a summary of this Digital Infrastructure Strategy and Delivery Plan is contained in all other relevant strategic documents such as the Local Industrial Strategy, Local Transport and Connectivity Plan, & Oxfordshire 2050**
- **Align OCC Highways with the DCMS Street works Toolkit where possible**
- **Appointment a Digital Infrastructure Champion by each partnership member to coordinate and lead on cross-public sector alignment and market engagement**
- **Creating a Digital Infrastructure Partnership with Oxford city council and all Oxfordshire district councils**
- **Setting targets for availability or superfast broadband, full-fibre, and 5G**

This partnership approach is critical in achieving the goal of significant **private sector investment** in our county, as well as being the agent applying for central government funding, and managing delivery of any resultant intervention programmes aimed at improving availability of full-fibre and 5G mobile. We must provide a path of least resistance to fixed and mobile network operators, supplying them with all appropriate information equally and consistently (for example the locations of planned housing development as part of the Oxfordshire Housing and Growth Deal), and remove barriers to digital infrastructure delivery wherever this is practically possible. The structure chart below sets out at a high-level approach;



The diagram below sets out the components of the Digital Infrastructure programme, under either intervention funded activity (public funds eligible to be used), and commercial activity requiring focussed working with telecoms operators;



Superfast Broadband

Commercial Operators in Oxfordshire

'Commercial' superfast broadband simply means coverage provided by an Operator on a standard commercial basis where the investment required is considered by the supplier to return a profit over a standard return-on-investment period. This contrasts with 'intervention' coverage where public funds have been needed to support the business case for investment in the build of new network infrastructure. As of the end of 2018, most broadband infrastructure Operators, including Openreach, are only building full-fibre (FTTP) infrastructure.

BT Plc - Openreach

Most commercial superfast broadband coverage in Oxfordshire is provided by BT Openreach. This is an 'Open Access' network whereby over 100 Service Providers can productise and sell fibre-based broadband services. This is mandated by OFCOM due to the relative

Technical Information: The predominant VDSL solution deployed by Openreach is Fibre to the Cabinet (FTTC). As this depends on using the existing copper access network to distribute service to premises, it is constrained by distance between the fibre cabinet and the served property. This is currently a maximum of 80Mb/s download and 20Mb/s upload. Increasingly BT are enhancing this capability in Oxfordshire with a technology called G-Fast which enables up to 300Mb/s download over existing copper wires, for premises within 200m of the fibre cabinet. There is also a growing Fibre-to-the Premise (FTTP) footprint offering 1Gb/s download speed capability

market dominance of the Openreach infrastructure.

Openreach also delivers Fibre to the Premise which currently has a reduced number of Service Providers but is expected to grow. Openreach has made a public commitment to connect 15m UK premises with full-fibre connectivity by 2025. It is important to note that Openreach is also required by OFCOM to grant other licensed Operators access to their duct and poles estate under an agreement known as PIA (Passive Infrastructure Access). From an engineering perspective, BT is also reconfiguring their network such that the hitherto separate leased line (private circuit) networks and fibre broadband networks are effectively combined into a single architecture whilst they prepare for switching off the PSTN (copper telephone line) network, currently set to happen towards the end of this decade. This will be important for the UK in a number of areas as we move to Voice over IP (VoIP), including the strategic benefit of freeing up much needed space in their duct network.

Virgin Media

Virgin Media also have significant coverage in metropolitan areas in Oxfordshire, notably, Oxford, Banbury, Abingdon, Didcot, & Bicester. It can be noted that collecting accurate planned coverage extension of the Virgin Media network has proven very difficult as this is demand-driven under Project Lightning.

<http://www.virginmedia.com/corporate/about-us/our-key-projects.html>

This project is promising some £3bn investment to extend their footprint by a further 4m homes. (As at 2016 VM are estimated to have coverage serving 14.5m premises). The VM network is not 'open access' and all services are contracted directly with Virgin Media (as at 2019). The demand-led investment process is informed by an application process known as 'Cable my Street'. Further information on Project Lightning, and registration of interest is available at: <http://www.virginmedia.com/cablemystreet/>

Technical Information: The Virgin Media network is a hybrid of fibre and 'cable' which is understood to be co-axial cable. Maximum speed generally available in 2019 is 500Mb/s.

Virgin Media along with Openreach are the two main national infrastructure Providers in the UK. Both have industrialised processes for building fibre infrastructure to new housing developments.

Gigaclear Plc

Gigaclear is a relatively new entrant to Fibre Broadband infrastructure delivery, having been formed in 2010. The business is based in Oxfordshire and delivered its first live network in Rutland. The Gigaclear network is predominantly contracted directly as a service from Gigaclear, but it is an open access network and they do have additional service providers. Further information is available at <https://www.gigaclear.com/>

Technical Information: Gigaclear is relatively unique in providing all broadband as FTTP, offering packages up to 1Gb/s.

Within Oxfordshire, Gigaclear have provided superfast broadband to some 11,000 premises entirely within rural and very rural topology. Although they started with a single supplier model, they have now onboarded additional service providers in a Wholesale model. They have yet to have sufficient scale to onboard larger service providers such as Sky or Talk Talk, but as the volume of their connected premises increases, this is more likely to happen. They are also delivering the second phase of BDUK broadband delivery in West Oxfordshire, among several other BDUK projects which they have successfully bid for, though they are currently not taking on any more intervention projects.

Airband

[Airband](#) is an independent broadband operator founded in 2009. The initial delivery followed a hybrid wireless model, but has shifted to delivery of full-fibre. In November 2019, Airband were successful in winning two Lots (of four) in the Oxfordshire county council procurement of full-fibre connectivity, funded by DeFRA. This contract will deliver full-fibre broadband access to c 1200 rural business and residential premises in Oxfordshire by September 2021.

Hyperoptic

Hyperoptic broadband is a relatively new entrant to Fibre Broadband infrastructure, having been founded in 2011. They specialise in full-fibre broadband to existing and

new Multiple Dwelling Units – flats and apartments. The company is estimated to have around 75,000 full-fibre connections in UK cities. They currently only provide retail services, but it is understood they are considering moving to an open access model. Hyperoptic is currently (May 2019) talking to Oxford city council about being able to provide their full-fibre services to social housing in Oxford city centre.

Open Fibre Networks Ltd (OFNL)

[OFNL](#) provides full-fibre broadband (as well as TV infrastructure) to new build residential and commercial MDU premises across cities in the UK. They have an open access network with six resellers currently providing service contracts. As with all full-fibre infrastructure operators, the network offers speeds of up to 1Gb/s. They currently have live installations or planned installations numbering nearly 7,000 premises in Oxfordshire.

Zzoomm

The ex-CEO and founder of Gigaclear, Matthew Hare, set up a new gigabit broadband operation called [ZZoomm](#) in March 2019. The company has decided it's first target coverage area is for some 6,500 premises in Henley-On-Thames to be delivered between September 2019 and December 2020. This coverage is delivered as full-fibre in a ducted network and is effectively for the entirety of Henley-on-Thames. ZZoomm's target locations are market towns and suburban areas of cities. The company aspires to extend full-fibre coverage to 1m premises over the next five years and is based in Oxford.

Swish Fibre

[Swish Fibre](#) is a new entrant to the full-fibre broadband scene. In December 2019, Swish Ltd announced it had been acquired by Fern Trading Ltd that is stated to unlock £250m of funding to invest in building full-fibre broadband to 250,000 homes. The planned rollout currently extends along the M40 corridor in Buckinghamshire, but extends to Thame and Cumnor in Oxfordshire. Swish is a registered Openreach Communications Provider and have obtained Code powers from Ofcom. It is understood they will use Openreach PIA in the majority of their infrastructure build.

VX Fiber

[VX Fiber](#) is a relatively new entrant into the UK digital infrastructure landscape, but has twenty years' experience of delivering full-fibre broadband internationally. The company has an open access model (software based) such that they do not operate directly as a service provider. Under an Oxford city project in partnership with [Pivot Power](#) installing an Energy Superhub on the Oxford southern ring road, VX Fiber is planning to install some 11km of fibre optic ducting on the powerline route. If successful, this will deliver the means of full-fibre broadband to be deployed along that route.

Fixed Wireless Broadband

There are several fixed wireless broadband providers operating in Oxfordshire. The Better Broadband programme has engaged with a range of these, including Wurzl, Suganet, Countryside Broadband, Voneus, & Village Networks. Further information including contact details is available at the Better Broadband for Oxfordshire website:

<http://www.betterbroadbandoxfordshire.org.uk/cms/>

Although the broadband services provided by these operators are not proven as technically Next Generation Access (NGA) compliant, in many cases they offer faster broadband access than is otherwise available.

Better Broadband for Oxfordshire (BBfO)

<http://www.betterbroadbandoxfordshire.org.uk/cms/>

The county council initiated the Better Broadband for Oxfordshire programme in 2013 to address broadband coverage in Oxfordshire which at the time had 69% of premises able to access broadband at speeds above 24Mb/s. The foundation of this initiative is a multi-million-pound contract with BT for superfast broadband to be deployed in areas defined as under market failure conditions, and targeted;

- 64,500 Premises to have access to superfast broadband by December 2015
- 75,600 Premises to have access to superfast broadband by December 2017
- 77,800 Premises to have access to superfast broadband by December 2018

Following Open Market Reviews (OMR's) in 2012, 2014, and most recently in December 2017, a premise qualified to be included within this targeted coverage only when no provider has superfast broadband available or planned on a commercial basis within three years from the date of the OMR. From the baseline commercial coverage data received in the OMR process we have been able to estimate percentage coverage of Oxfordshire in line with the dates/volumes above. The latest OMR data was extracted from September 2017 EPOCH 52 version of OS AddressBase Premium.

- 90% superfast coverage by December 2015 ✓
- 95% superfast coverage by December 2017 ✓
- 96.5% superfast coverage by December 2018 ✓

This is the broadband intervention programme managed by Oxfordshire County Council, in partnership with BT and supported by Broadband Delivery UK (BDUK). Funding Partners (Capital) for the programme are;

- Oxfordshire County Council (£10.4m)
- BDUK (£8m)
- South Oxfordshire District Council (£1m)
- Vale of White Horse District Council (£250k)
- Cherwell District Council (£500k)
- Oxford City Council (£150k)
- OxLEP (£2m)

- SEMLEP (£240k)
- BT (£9m)
- Total £31 .4m

Better Broadband for Oxfordshire (BBfO) was set up as a delivery programme in December 2013. This followed the selection of BT Telecommunications plc as the successful bidder for the intervention programme under the DCMS initiative for improving the availability of superfast broadband (defined as a minimum of 24Mb/s download speed). This is administered, governed, and part-funded by BDUK.

As described in the Introduction, coverage is contracted in three phases, currently concluding in March 2020.

BBfO Background & Strategy

Oxfordshire County Council (OCC) set out a simple vision for the programme in 2014. This was for the county to have the highest possible availability of superfast broadband (SFBB) with the funding available (£14m public funds + £6m BT investment). Coverage was modelled based on best value for money, i.e. no specific target sectors or types. The principle worked to was that this approach would build out the fibre footprint from urban locations (covered commercially), into the rural heartland of the county. The contract with BT was a non-framework contract and drafted to facilitate a call-off further coverage without the need for another procurement.

During 2014 BDUK confirmed a second round of DCMS funding under the Superfast Extension Programme (SEP), and OCC engaged with potential funding sources to be able to secure access to the SEP funding. This resulted in OCC contracting phase 2 during 2014, for delivery to start in 2016. This time, coverage was modelled to consider the funding source, as well as value for money. As three of the district councils had put up differing amounts and with different populations, the coverage was required to be modelled proportionately. Importantly, the funding provided by OxLEP was focussed on delivering to the Science Vale Enterprise Zone, and business parks across Oxfordshire.

Another driver for the BBfO programme was to make available better broadband based infrastructure to be able to migrate Oxfordshire schools and corporate sites from very expensive leased line services under the OCC legacy corporate WAN network, to superfast broadband. This has been substantively achieved under the programme with all but one school already migrated, and along with the savings achieved by migrating small and medium corporate sites, nearly £1m per annum cost avoidance has been achieved.

Intervention Area Delivery Statistics – December 2019

Speeds

- Below 2Mb/s = 610 Premises
- 2 – 24 Mb/s = 5,432 Premises

➤ 24 – 30Mb/s	= 2,246 Premises
➤ 30 – 50Mb/s	= 16,159 Premises
➤ 50 – 100Mb/s	= 75,745 Premises
➤ 100Mb/s+	= 1,642 Premises

Take-Up

70% (cumulative to date across all three delivery phases). This is a very important aspect. Not only does it clearly demonstrate demand for good digital connectivity, but the contract with BT Openreach has a clawback mechanism whereby take up above 20% accrues a payment back to OCC. This has enabled the Digital Infrastructure programme to move forward on a self-funding basis.

Overall coverage in Oxfordshire (Think Broadband data)

➤ Superfast (>24Mb/s)	= 97.5%
➤ Superfast (>30Mb/s)	= 97.2%
➤ Ultrafast (>100Mb/s)	= 58.8%
➤ Full-fibre	= 11.3%
➤ Below USC (<2Mb/s)	= 0.3%
➤ Below USO (<10Mb/s)	= 1.5%
➤ Below 15Mb/s	= 1.5%

West Oxfordshire

In 2014, West Oxfordshire DC (WODC) decided to not apply funding to the BBfO programme and to run a separate procurement targeting full superfast broadband coverage in the district. The initial progress was slow with the misfortune of the selected Supplier terminating the contract in late 2016, without any delivery achieved.

This resulted in WODC needing to run a further procurement which was initiated in early 2017, and resulted in the award of a contract to Gigaclear plc. Delivery is now well underway and adding to the composite coverage for the county. The contract will enable some 4,600 premises in the district to have access to full-fibre broadband and Gigaclear is also installing full-fibre access to a further 5,700 west Oxfordshire premises using its own investment.

Business in Rural Oxfordshire (BiRO)

OCC has been awarded £6.3m by Defra to provide ultrafast broadband coverage to businesses in rural Oxfordshire that remain without any planned coverage under the existing BT contract. This was subject to an OJEU procurement resulting in two new contracts being signed (BT & Airband) in November 2019 with the two Operators due to complete rollout will complete by September 2021.

This new delivery project will deliver full-fibre broadband to 968 rural business premises and 907 residential premises across four geographical Lots. This represents approximately 0.6% full-fibre connections in Oxfordshire. The project will

be delivered by the existing Oxfordshire Digital Infrastructure team with the project cost drawn down from the BT Better Broadband contract underspend and gainshare (from take-up) income.

New Focus on Full-Fibre and Mobile (including 5G)

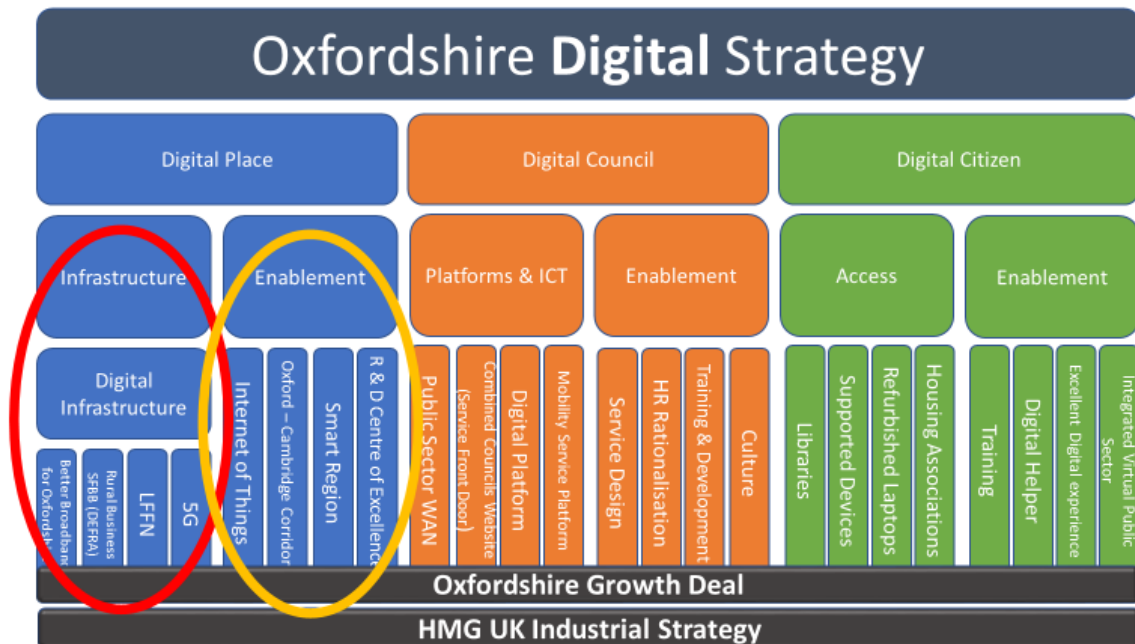
Whilst it was identified nearly ten years ago, that access to fast reliable broadband was to an important infrastructure consideration for Oxfordshire, the relevance and criticality of this has become more pronounced since the inception of the programme.

During 2018, DCMS significantly ramped up activity and focus on planning for the UK to have Full-fibre access to all premises by 2033, and for the UK to be a world leader in rollout of 5G mobile services. This is evidenced in the [Future Telecoms Infrastructure Review](#). Correspondingly, Better Broadband for Oxfordshire is now one pillar of a Digital Infrastructure programme, increasingly focussed on the Full-fibre and 5G agenda and is incorporated in the draft Oxfordshire 2050 Plan, the Oxfordshire Transport & Connectivity Plan, and the evolving Oxfordshire Local Industrial Strategy being led by OxLEP:

Digital Infrastructure is increasingly understood to be a key enabler for transforming many facets of Oxfordshire life;

- Digital Council/Digital Citizen. As Oxfordshire councils and Oxfordshire Health bodies transform how public services are delivered, it is increasingly important to ensure all citizens can transact online, and some of these applications, such as advanced remote healthcare, will require very high digital capacity
- Economic Growth – identified sectors/types
 - Enterprise Zones
 - Business Parks
 - Oxford, Milton Keynes, Cambridge Arc
 - Rural businesses/start-ups
 - Agriculture
- Attract inward investment and compete commercially both within UK markets and internationally
- Digital Inclusion to enable all to learn, work, and access economically advantageous goods and services online
- Environment – reducing the need to travel by working online from home
- Improving delivery of health and social care services
- Enabling the means of Connected Autonomous Vehicles (CAV's) to become reality
- Enabling Oxfordshire to operate as a Living Lab, for example by 'baking-in' Internet of Things (IoT) capability to all infrastructure projects, Oxfordshire can greatly improve the data capture (measuring/monitoring/tracking) to help improve analytics and ultimately improve service delivery

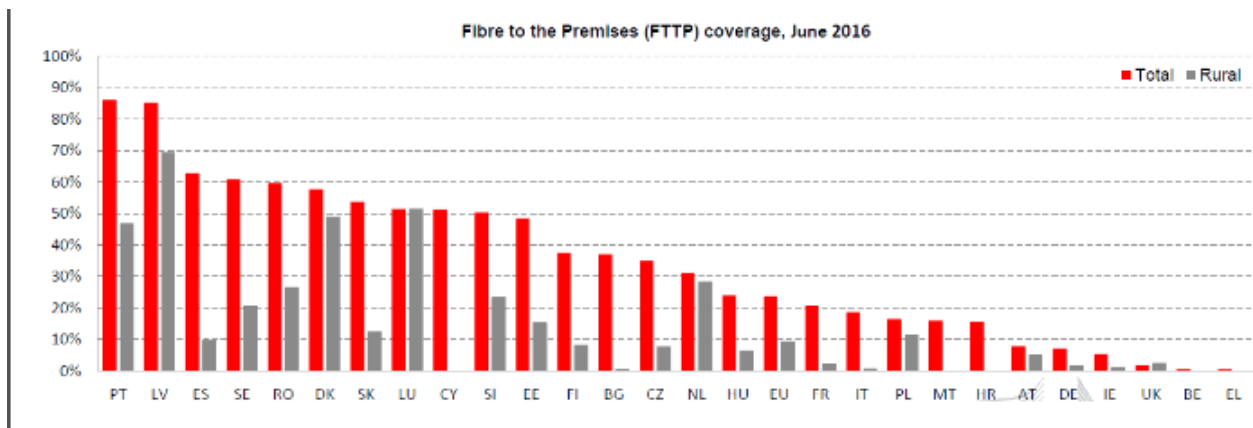
The Oxfordshire Digital Infrastructure Strategy can also be considered as a component of a broader Digital Strategy which encompasses how the public sector is increasingly shifting services online, which is described in the schematic below;



Full-Fibre

The appointment in 2016 of Matt Hancock as Minister of State for Digital, saw a refocussing in DCMS from availability of superfast broadband to the availability of 'full-fibre'. This has continued with Margot James in charge. The previous Minister, Ed Vaizey, had achieved a vast improvement in the availability of superfast broadband, defined as above 24Mb/s, but the current exponential growth in digital services has policy now directed to full-fibre connectivity. An example of this is with the digital content most used across the world – video. Standard Definition on-demand content made way for High Definition, then 4K Ultra High Definition. Now TV sets capable of 8K definition are being sold. Each of these steps requires a quadrupling of bandwidth in order to stream content. The other major growth area in consumption of huge amounts of data is the shift to cloud computing and storage.

The UK landscape is poor in respect of full-fibre connectivity at just 6% of premises having access. The table below shows the UK as third from bottom across Europe



Theoretically, full-fibre networks have almost unlimited speed capability, with the constraint being the equipment at either end of the fibre path. A single fibre can transmit at terabit speeds using existing technology, and although expensive to install, it is then by definition effectively ‘there for life’ and has very low failure rates meaning maintenance costs are modest.

With this in mind, HMG started developing plans to enhance full-fibre deployment during 2017/18. This led to a range of tactical interventions to trial different approaches. This currently mostly aimed at a model to stimulate commercial investment and exemplified by the Autumn Statement of 2016 in which HMG set out details of £700m of funding initiatives for Full-fibre & 5G rollout under the overarching National Productivity Improvement Fund. During 2017, DCMS provided details of the Local Full-fibre Networks (LFFN) aspect which has been released with provisions for an initial £190m challenge fund (from the [NPIF](#))

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/661364/Challenge_Fund.pdf for Government Bodies to apply for following four suggested themes*;

Public Sector Anchor Tenancy	DCMS support for the strategic procurement of fibre connectivity for multiple locations (where the public sector body is the long-term ‘anchor’ tenant) which creates additional fibre infrastructure in the region. This may include multiple public sector agencies. This approach may involve the separation of infrastructure provision from the delivery of services
Gigabit Voucher Scheme (GbVS)	The operation of a business voucher scheme which helps businesses (or clusters of businesses) buy gigabit capable connectivity, and anticipates the operator may subsequently extend the fibre ‘footprint’ to surrounding premises
Public Sector Building Upgrade	Direct tactical funding of connectivity using full fibre to specific public sector locations, where the costs of doing so cannot be met using existing business cases, and where the deployment of fibre extends the fibre ‘footprint’ to surrounding premises
Public Sector Asset Reuse	Support for capital costs associated with the re-use or development of public sector infrastructure assets (for example CCTV duct networks) to increase the commercial availability of fibre networks and extend the reach of backhaul or other services

Gigabit Voucher Scheme

[This scheme](#) is supplier led and provides business and residential premises (as part of a scheme including businesses); £2,500 and £500 vouchers respectively to help

fund installation of full-fibre infrastructure. The scheme has c £350k of vouchers committed in Oxfordshire. One possible large-scale scheme being worked on is to provide all premises in Watlington with full-fibre. This is being led by the [Watlington Business Association](#) and supported by the parish council as well as a campaign group headed by Peter Richardson of [Connect Eight](#). This could be an exemplar approach and is also being supported by OCC and SODC. Gigaclear, Airband, and Openreach have been invited to consider building proposals.

Rural Gigabit Connectivity Programme (RGCP)

The next round of funding was aimed as a pilot for an 'outside-in' approach and is known as the [Rural Gigabit Connectivity programme](#). This £200m programme was officially launched on 19th May 2019.

The basis of this programme is to consider commercial provision of full-fibre will be left to the market to deliver in urban and semi-urban areas and evidences a shift in government policy towards dealing with the hardest to reach areas first. The key with this programme is the definition of 'rural'. This is initially pegged against the DEFRA classification where premises must be in locations classified as D1 to F2. DCMS will also have a postcode checker which will further corroborate eligibility. The programme has two elements;

Rural Public Sector Hubs

Focussing initially on schools and GP practices, public sector building defined as being in the 'final 10%', i.e. rural as above, can be targeted to be provisioned with full-fibre broadband. This would be contracted via a public procurement, likely to be under a new [Crown Commercial Service \(CCS\)](#) framework for 'Broadband Connectivity Services'. This will be broken down into three categories;

- Broadband Connectivity Services
- Infrastructure Build
- Point to Point Dark Fibre

The anticipated scenario would be that Oxfordshire CC select a range of public sector buildings (in locations defined as rural) in collaboration with the government agency occupying those buildings. These buildings would form the scope of a procurement for installing full-fibre broadband infrastructure. In delivering that infrastructure however, it is expected the winning Supplier would also build out to other premises (business or residential) that would be passed by the infrastructure, at their own cost. This would then be augmented by;

Rural Gigabit Voucher Scheme

The [Rural Gigabit Voucher Scheme](#) will run in parallel with the Gigabit Voucher scheme (described above). This scheme is only available for premises in areas defined as 'rural' and differs in the following respects;

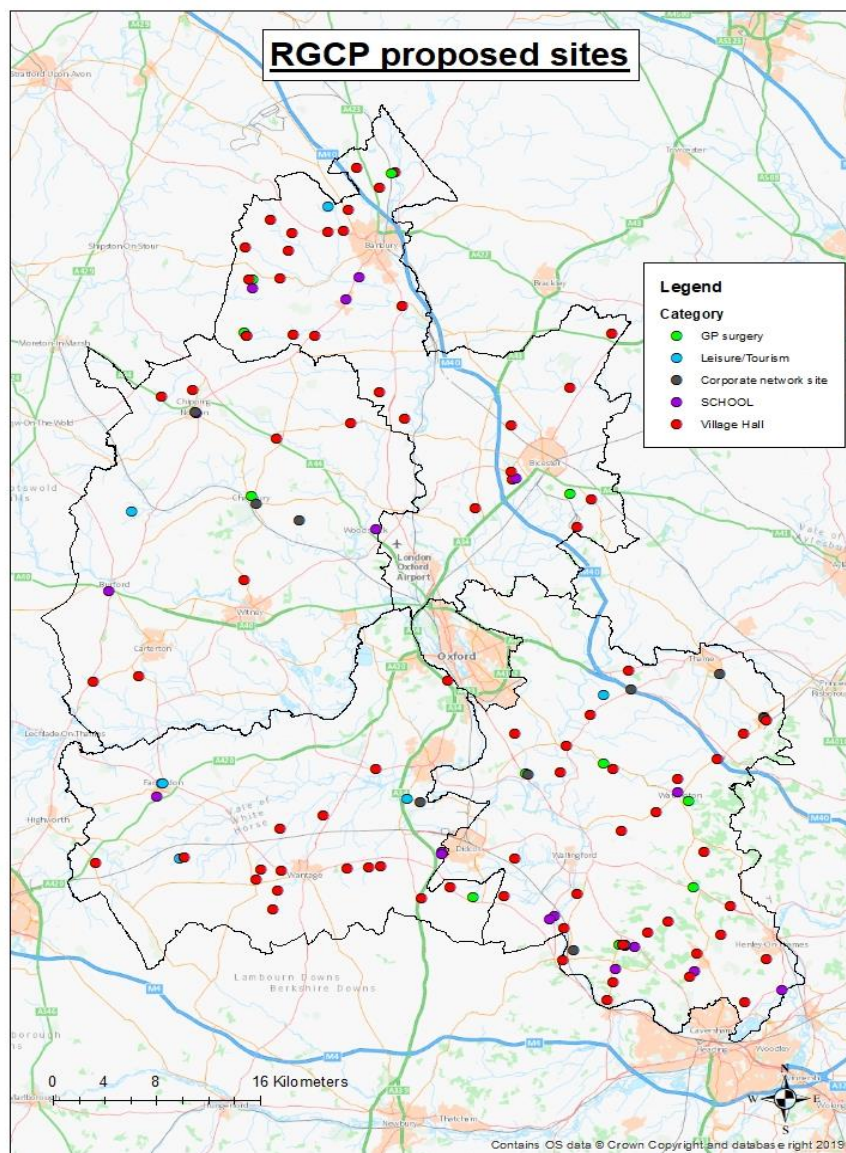
- Higher Values; The vouchers are worth £3,500 for a business premise and £1,500 for a residential premise
- The restriction for any joint scheme to include businesses is removed. Several residential premises may make a combined application without there being a business premise in the scope of the project
- There is however a new restriction whereby to qualify for a voucher, premises must not be able to receive superfast broadband (30Mb/s) currently or planned.

The plan is that premises within range of full-fibre broadband, for example delivered under the [Rural Public Sector Hubs initiative](#), can use the vouchers to connect to the fibre network by using the Rural Gigabit Vouchers

This renewed focus is raising the bar both in terms of the percentage superfast coverage aimed for, and the availability of full-fibre (gigabit capable) infrastructure.

OCC is planning to bid for funding aimed primarily at connecting rural schools and GP surgeries to full-fibre broadband infrastructure. Alternatively, or additionally, we have an option to procure full-fibre broadband infrastructure to serve OCC buildings which would have the additional benefit of reducing connectivity costs from existing leased lines. By bring fibre broadband connectivity to these buildings, it also means the presence of this fibre makes it more commercially viable for adjacent business and residential premises to benefit in the short-medium term.

Initial analysis of rural public sector buildings is shown below;



Outside-In programme

Current DCMS funding has recently been limited to testing approaches and assumptions and is therefore constrained by the amount of funding available and the requirement to have any resulting projects completed by March 2021. With the result of the general election in December 2019 however, it is expected that several key policy statements will be made by March 2020 and will be included in the next spending review. This is likely to include a major funding announcement for an **Outside-In** Programme, committing **£5bn** of intervention funding for full-fibre deployment in the UK where commercial delivery is unlikely to ever be achievable without public subsidy. This is likely to operate as follows;

Funding Model

The funding model is likely to be gap-funded, as in the existing superfast programmes, where suppliers/operators bid in a formal procurement on the basis of seeking intervention funding to support their own investments in locations of market failure. This will require the formation of a block exemption for state aid approval. If the UK leaves the EU without a Brexit deal, the same type of approval process will be implemented within domestic legislation.

Scope

As the programme title suggests, the funding will target rural areas rather than urban and semi-urban, which DCMS consider will not need state funding to support the necessary market investment in full-fibre infrastructure. It is not clear at this stage what classification process will be used to define eligible levels of rurality but it is likely that ONS classifications will be used.

Operation

The first step will be central government issuing an [Open Market Review](#) (OMR) to capture existing and future supplier/operator plans for delivery of full-fibre infrastructure at premise level. Supplier responses to the OMR are then aggregated such that a defined list of premises where no supplier has plans to build full-fibre infrastructure (within three years), is identified. These premises would then be geographically grouped to form clusters of a minimum 1,000 premises. Each cluster would then be able to be tendered for by suppliers/operators under the procurement. It is anticipated that the resulting contracts would have delivery managed locally.

City and Major towns

In line with the Outside-In programme, it is implicit that urban and semi-urban areas will be connected with full-fibre infrastructure without the need for public funding. Whilst this makes good sense as a combined business case where the infrastructure required for the part public funded rural areas will also assist the business case for the more urban areas in the vicinity, it will still require significant engagement with commercial operators to strategically align delivery of both rural and urban areas. The Oxfordshire Digital Infrastructure programme is engaging with the following commercial operators;

- BT Plc – Openreach
- Virgin Media
- Gigaclear Plc
- Airband
- Hyperoptic
- Open Fibre Networks Ltd (OFNL)
- Zzoomm
- VXFiber
- Fixed Wireless Broadband Operators

New-Build Housing and Growth Deal

The Oxfordshire 2050 (JSSP) plan is for 100,000 new houses to be built by 2033 (Approximately 25% of which are completed and 25% approved through the planning process). This represents an increase of nearly one third to the housing stock in Oxfordshire. OCC will work alongside Planning authorities to ensure appropriate steps are taken to have full-fibre infrastructure installed at these sites.

This also presents an opportunity to work proactively with fibre infrastructure operators to establish viability of connecting premises passed with fibre from their points of presence en route to the new housing developments. Equally, proactive working with Mobile Network Operators which will have new revenue opportunities from the new housing can encourage fibre to be installed for their mobile mast infrastructure. The Digital infrastructure programme is also developing a blueprint for embedding smart infrastructure in the new villages planned for build over the next twenty years. This will aim to reduce travel, improve well-being, and create a sustainable approach for a larger population.

Small Towns and Semi-rural

This is the mid-ground between rural areas which will have targeted intervention funding, the more densely populated areas which will be commercially covered, and the areas in which new housing is built.

The Oxfordshire Digital Infrastructure Partnership (See Enabling and Planning for Digital Infrastructure, p19), will have a collective role to play in promoting commercial investment by infrastructure operators in these areas. The OCC Better Broadband programme and the West Oxfordshire superfast programme have enabled some 600km of fibre to be installed across the county, with much of it laid in semi-rural environs. This means that the incremental cost of extending that fibre backhaul network into individual premises is significantly lower than it would have been without these intervention programmes. When combined with increased demand over time for ultrafast broadband, as online content and applications evolve, the business case for commercial upgrading of digital infrastructure will become stronger. Demand driven (for example vouchers) intervention may be required to supplement commercial investment to complete delivery

In summary, there are several aspects which will work together to collectively build a full-fibre Oxfordshire;

- Map all planned housing build in the county. Most of the locations for the 100,000 premises are known with some accuracy. With close management of developments going through planning we can ensure these are all built with full-fibre access
- Map all existing and planned FTTP deployment in the county by all suppliers
- Map the city and large towns in Oxfordshire as planned for full-fibre being built on a commercial basis by 2031
- That will leave the area and scale of uncertainty which can also be mapped at a premise level. These locations can then be plotted as approximate distances from existing fibre bridgeheads serving new housing developments and city/towns and existing FTTP.
- This becomes the intervention area requiring intervention funding under the DCMS Outside-In programme

Mobile Connectivity including 5G

Developments with very high-speed mobile broadband (under the banner of 5G), provide the enabler for a range of evolving technologies which are no longer 'sometime in the future'. This is the technology required for a connected world where device-to-device connectivity is to become a standard. This is known as the Internet of Things (IoT), and there are already estimated to be over 7bn such connected devices in the world, and again the growth is exponential. The efficient management of key infrastructure will be driven by access to 5G, allowing better use of highways, safer (probably driverless) cars, more environmentally sustainable street lighting, traffic monitoring, air quality measurements, integrated public transport, remote health and social care capabilities etc will all benefit from 5G access. A strategic aim of the Oxfordshire Digital Infrastructure programme is to develop 5G IoT applications in Oxfordshire which will have provide practical improvements to the lives of our residents and enhance economic growth whilst using this new technology to assist with sustainability and a reduction in travel and congestion wherever possible.

This technology cannot be separated from the full-fibre subject either. 5G depends on traditional mast mounted equipment and also small cell deployment. Small cell technology is dependent on mobile transmitters every 100m or so, and most transmitters requires a fibre connection. Even 3G and 4G mobile networks currently use wireless backhaul (mast to mast) in some 40% of the UK installations, and this is not going to be sufficient in the medium term.

Alongside the Full-fibre initiative being managed within the Department for Digital, Culture, Media, and Sport (DCMS), there is a 5G Testbeds and Trials Programme. This is aimed at ensuring the UK is at the forefront of 5G development and implementation. During the summer of 2018 DCMS launched a funding application process for Urban Connected Cities (UCC) with a grant of £100m being awarded to the West Midlands Combined Authority as selected partner to work alongside DCMS in delivering a large-scale testbed.

Further funding is expected to be made available by DCMS to support user cases for 5G applications in a rural environment.

Whilst government funding initiatives for 5G pilots has a role to play, delivery at scale is clearly dependent on MNO (Mobile Network Operator) investment. During the second half of 2019 the four UK MNO's (Vodafone, O2, EE, and Three) have been releasing information about when and where they are planning to roll out 5G infrastructure. To date there have been no plans formally announced for any coverage in Oxfordshire, but the digital infrastructure partnership team have engaged with the two UK mobile infrastructure service companies – [CTIL](#) and [MBNL](#) (CTIL build and maintain the radio mast infrastructure for Vodafone and O2, whilst MBNL perform this function for EE and Three). This has been facilitated by [Mobile UK](#) with discussions geared to encourage investment in Oxfordshire for both 5G and 3G/4G coverage. During December we have established that CTIL have plans to install a significant footprint of 5G cells across Oxford City.

Whilst the future of mobile connectivity is focussed on designing and delivering 5G platforms, there remains a real challenge in parts of Oxfordshire where there is no ability to make or receive simple voice calls, as well as areas devoid of 3/4G mobile data coverage.

Despite intervention attempts such as the Mobile Infrastructure Project (MIP), and promises from industry, a recent report (December 2017) identifies that only 20% of people living or working in rural areas (national) have access to 4G mobile connectivity. Ofcom has published coverage data for mobile connectivity, but it is difficult to use this to distil an informed view to real-world experience. ThinkBroadband estimates that the average download speed of mobile data (average of both 3G and 4G networks) in Oxfordshire is 28.6Mb/s. This is up from around 14Mb/s in 2016

Following the same trend as occurred with landline technology, data transmission has overtaken voice with mobile communications. Increasingly absence of fast data capability for mobile based workers, has become a real constraint to business efficiency and effectiveness. In a world where knowledge is the sought-after commodity, having no, or slow access to these virtual resources becomes a significant barrier to local economic growth.

There is a £1bn initiative between HMG and the mobile industry called the [Shared Rural Network](#) (SRN) which aims to banish rural 'not-spots', which is likely to be signed-off early in 2020. The HMG contribution (approximately £500m) is to fund the deployment of mast infrastructure in rural areas where there is no mobile coverage at all. Meanwhile the MNO's will jointly invest a further £500m to fix the problem of partial coverage where the coverage is not across all four MNO networks. They will cure this by way of agreeing to share the mast infrastructure such that all four MNO's host their equipment on masts. The SRN initiative has been in development for nearly two years and is the mobile industry's response to an HMG plan to force the MNO's to resolve the partial coverage problem by way of rural roaming (as for example happens when abroad and a mobile handset will default to whichever Operator has the strongest signal).

The combined effect of the infrastructure build associated with the 5G rollout and the SRN initiative will lead to significantly more build of mobile mast infrastructure than has been the case in recent years. The 2016 amendments to the Permitted Development Rights and the planned additional revisions of 2019 will make it easier for MNO's to progress the infrastructure build, but it will be important for Oxfordshire planning authorities to work closely with CTIL and MBNL on behalf of the MNO's, to facilitate the planning process. This is set out in the Digital Infrastructure Partnership Memorandum of Understanding.

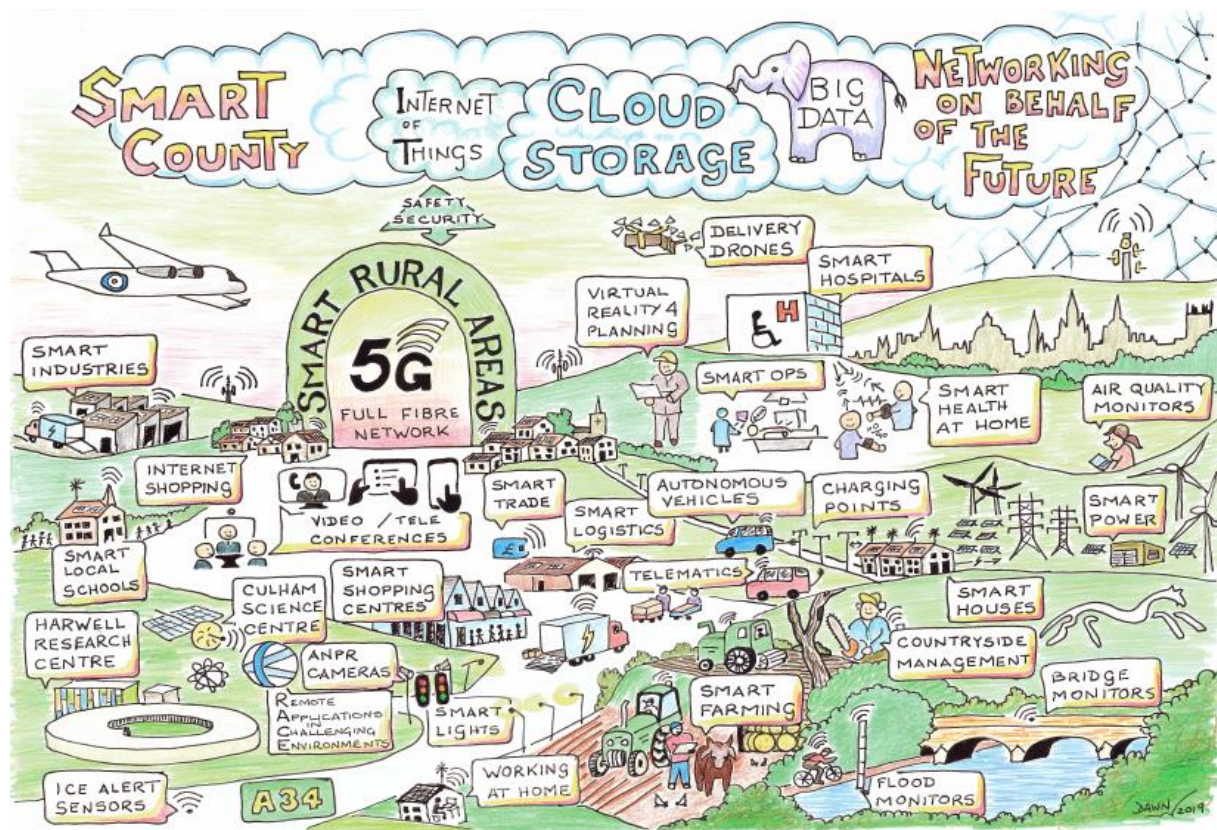
Smart Oxfordshire

Smart Infrastructure comprises a wide scope of components. Planning for a Smart County, requires coordination across a cross-section of OCC business units and

external public sector bodies. This impacts multiple vertical stakeholder groups across the region. Coordinating a strategy to bake-in smart capabilities requires a blueprint approach with separate approaches into;

Greenfield Blueprint

Aimed at new villages, towns, housing developments, and growth corridors where a clear vision combined with careful planning and coordination, this can translate to a few templates which can be embedded in design policy. A template vision for this is as shown in the infographic below:

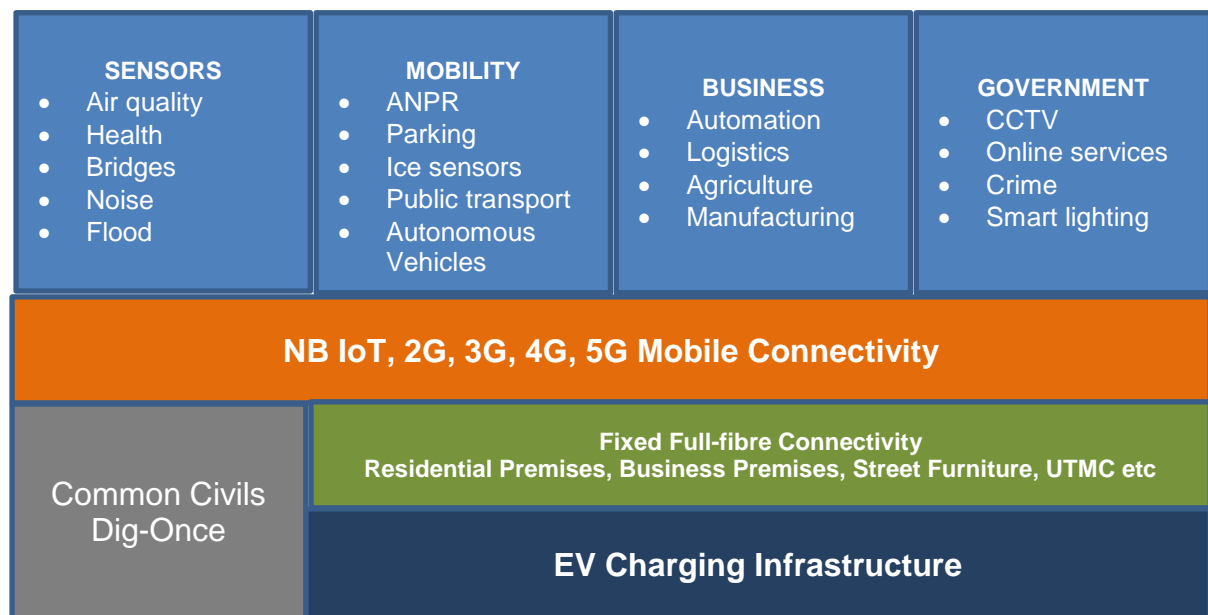


Retrofit Blueprint

The critical underlying full-fibre and 4G and 5G infrastructure dependency is the biggest barrier to enabling smart services. In approaching this challenge OCC will form a range of proactive policy changes to facilitate cost-effective commercial delivery of smart infrastructure into a built environment, design rules will be put in place to avoid dead-end architectures, and intelligence-led integration with any adjacent greenfield deployment. This latter point is vital given the amount of new-build housing planned in Oxfordshire. The blueprint needs to include a schedule of known locations for new-build housing, mapping opportunities for the greenfield infrastructure being built can extend into adjacent areas by way of a 'fibre bridgehead' strategy. A memorandum of understanding will be put in place with planning authorities to agree a common approach to encouraging commercial investment, and the OCC digital infrastructure team will continue to engage with

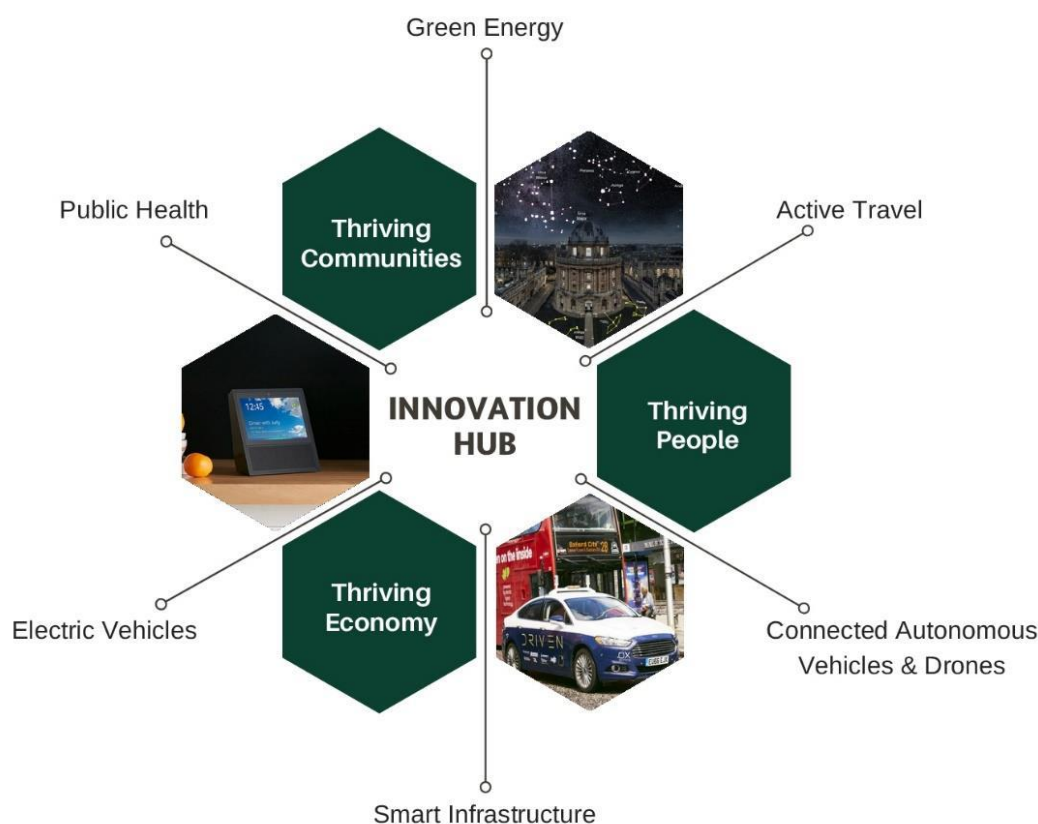
central government to secure intervention funding for the areas remaining as commercially unviable. See the [Future Telecoms Infrastructure Review](#)

Smart Infrastructure Components



Oxfordshire Innovation Hub

Fixed & Mobile Broadband – Applications and IoT



OCC has a Research and Innovation team responsible for developing capacity and capability in Smart City/Smart County, IoT applications including street furniture connectivity, Autonomous Vehicles, Integrated Mobility, Healthcare, and other related developments which will enrich the lives of Oxfordshire residents.

Much of the work undertaken by this team is dependent on enhanced digital infrastructure. This team also access funding opportunities through organisations such as Innovate UK and has a Community Interest Company [MoBOx CIC](#)

There are specific OCC projects which can encourage early deployment of next generation mobile broadband. A current example is the current procurement of a street lighting contract which will see over 20,000 streetlights replaced with new columns. Here the opportunity is to specify the columns to be able to have smart capabilities such that they can communicate with each other and a central control unit. This will likely be connected with LoRa WAN (Low Power, Wide Area) networking technology. The opportunity is to consider commercial models for Mobile Network Operators (MNO's) to have access to this as an asset for improving small cell mobile coverage on a non-exclusive basis. In return OCC might have access to the MNO fibre ducting for building a high capacity mobile network available to the public sector and small/medium enterprises looking to trial new technologies – this is known as a Living Lab approach. The diagram below describes the range of projects being evaluated or delivered.



Oxfordshire Local Industrial Strategy

OxLEP is currently building a Local Industrial Strategy submission to central government. This will be a critical placeholder for the development of Oxfordshire and the region from a local economic prosperity perspective. It also sets the scene as Oxfordshire being part of one of three regions with a very significant positive contribution in GVA to the Exchequer.

The Fourth Industrial Revolution in many respects holds a mirror to the development of Oxfordshire's Local Industrial Strategy. This confluence of digital, physical, and Bioscience aspects of industrial development typifies the opportunity for Oxfordshire to increase the pace of economic productivity. These are the areas of the most important technical and social change that the world will witness this century, building on the Personal Computing and www digital revolution of the late 20th century. The opportunity is enormous for those economies with the right mix of skills, infrastructure, and investment. The identifiable domains include artificial intelligence, robotics, nanotechnology, blockchain, quantum computing, IoT, 3D printing, autonomous vehicles, and biotechnology. These are all highly disruptive and likely to have a similar impact on society as the second industrial revolution of the late 19th century which saw mass automation displace jobs and huge population movements. For Oxfordshire this represents a significant opportunity for growth and wealth creation building on already well-established employment sectors.

The county has the expertise, skills, businesses, culture, and means of further skills development to create a highly developed, highly skilled, high value-add and well-

balanced economy to capitalise on this technological led change. We must however focus on ensuring the infrastructure is fit for purpose and '4IR Ready'. In this context no infrastructure is more important nor more relevant than digital infrastructure. Ubiquitous very high-speed affordable connectivity both fixed and mobile will be the lifeblood for ensuring opportunity is optimised. The building of this infrastructure will require significant investment both in cash terms and policy/planning/political terms.

Enabling & Planning Digital Infrastructure

The Future Telecoms Infrastructure review targets near 100% coverage of full-fibre broadband by 2033, and near full access to 5G mobile services. About 26,000 of Oxfordshire's 335,000 premises currently have full-fibre infrastructure. Therefore some 22,000 premises will need to be connected every year for the next fourteen years to achieve the full-fibre target. As this is by definition new infrastructure delivered to the curtilage of premises, it represents a huge civils undertaking over a protracted period. Planning and collaboration among multiple public and private sector entities will be a key element in bringing this goal to reality, along with the need to consider significant new structure deployment for mobile 5G infrastructure. Planning consent, access to public sector assets such as street furniture, access to install ducting in Oxfordshire's roads, paving, and verges will all require careful planning and noticing. This aspect will be a key output of the Digital Infrastructure Partnership and the role of Digital Infrastructure champions will be needed to help ensure there is a strong element of collaboration.

A focussed, collective, collaborative engagement with private sector Operators will be required to ensure Oxfordshire receives appropriate attention in bringing digital infrastructure investment into the county. We have to make it as easy as possible for Operators to see a return on investment, ease access to our highways, create non-restrictive access to our assets for deploying infrastructure, and be innovative in working with all utility companies to avoid multiple instances of civils. Above all we must engage to show the unique opportunity Oxfordshire presents through the planned growth strategies we have underway, and the means of using the county as a Living Lab to trial technical innovation here. Specific measures are being taken to facilitate digital infrastructure provision, including;

Planning Permission

The Mobile Network Operators (MNOs) frequently cite they are prevented from installing mast infrastructure in the locations necessary to improve coverage, because of not being granted the necessary planning consent by the Planning Authorities. OCC must ensure that encouragement is given to find ways to avoid this by bringing the MNOs together with the planning Authorities to seek alternatives

Public Sector Assets

OCC is about to invest in a significant street lighting replacement, including several thousand new columns. Consideration is being given in this procurement to specifying street furniture which is suitable for mounting not just IoT sensors such as traffic monitoring, air quality sensors etc, but also small cell wireless capability. OCC will consider as part of this how we may incentivise MNO's to extend coverage using these assets, preferring a neutral host commercial model to maximise the strategic value of these asset, providing the right strategic outcome (greater coverage from all mobile operators), rather than a short-term revenue opportunity. The potential use of public sector assets will include not just those assets owned by OCC, but the city and district councils too. Engagement with UK Mobile is underway to gain their perspective.

Facilitating Wayleaves

Experience gained in delivering the Better Broadband for Oxfordshire programme demonstrates that it is often easier for us a public body, to expedite telecoms related wayleaves, with private landowners. This is because we can provide context as to the community benefit achieved by installation of full-fibre broadband.

The Digital Infrastructure Programme is set up to encourage this collaboration;

- ✓ Formal partnership with Oxford City, Cherwell DC, West Oxfordshire DC, South Oxfordshire DC, Vale of White Horse DC, and OxLEP
- ✓ Partnership operational board meetings monthly
- ✓ Quarterly strategic boards
- ✓ Draft MoU in place to formalise;
 - Consistent approach to Planning Guidance in respect of Digital infrastructure
 - Library (and map) of public assets which could be of use to Suppliers in improving infrastructure
 - Formal conduit to engage and manage all stakeholders
 - Collaborative funding approach

Businesses

Whilst large enterprises are likely to continue to use leased line fibre connectivity due to the resilience and class of service incumbent with private high-speed connections, small and even medium sized businesses will benefit from access to full-fibre broadband. The Oxfordshire Better Broadband programme has targeted the enterprise zones and business parks in rolling out superfast broadband and we have ample [case studies](#) describing the huge benefit this has brought to businesses. As described in the Executive Summary, Oxfordshire has a much higher proliferation of digital, research, science, and technology companies. This profile of business has a particularly high dependency on world class digital connectivity for communicating with customers and their respective supply chains.

In general, the move to cloud-based applications and storage creates a demand for ever-faster broadband anyway, so when combined with the profile of businesses

which have invested in Oxfordshire, the requirement for connectivity is amplified. Additionally, as the strategy for enshrining the so called ‘brains’ arc between Oxford and Cambridge gathers pace, it is important to use this investment opportunity to plan now for how digital infrastructure can be deployed. Examples include ensuring all new highways and rail links have fibre ducting and mobile infrastructure backhaul designed-in rather than needing to be retro-fitted. Consideration should be given to the fact that 1m new homes are planned to be built in the Arc and although this is understandably unpopular for environmental reasons, ensuring 21st digital infrastructure is installed at the build phase will significantly mitigate environmental impacts; More people will be able to work from home, reducing the amount of traffic on the roads; Full 5G infrastructure and electric vehicle charging points installed at the point of new-build will enable a future of electrically powered autonomous vehicles to be used on-demand; Intelligent buildings will optimise environmental controls reducing power consumption are just a few examples.

The [Oxfordshire Housing and Growth Deal](#) affords Oxfordshire an opportunity to strategically plan digital infrastructure provision alongside ‘traditional infrastructure’ creating a place where businesses want to invest and grow. We have the skills, resources, academic institutions, planned housing, and potential world class digital connectivity that will enable this part of the UK to compete with anywhere in the world.

Targets

The Digital Infrastructure Programme has interim targets of achieving **99% superfast** coverage by 2021 and **16% Full-fibre** coverage in the same timeframe.

Digital Infrastructure for Oxfordshire Stakeholders

Members of Parliament

Parish	Name
Banbury	Victoria Prentis
Henley	John Howell
Oxford East	Anneliese Dodds
Oxford West & Abingdon	Layla Moran
Wantage	David Johnston
Witney	Robert Courts

Oxfordshire County Council

Name	Role
Cllr Ian Hudspeth	Leader
Cllr Ian Corkin	Cabinet Member

District Councils

Parish	Name
Oxford City	Cllr Susan Brown
Cherwell	Cllr Barry Wood
West Oxfordshire	Cllr James Mills
South Oxfordshire	Cllr Sue Cooper
Vale of White Horse	Cllr Emily Smith

Parish Councils

Parish	Name	Role
Abingdon-on-Thames Town Council	Mr Nigel Warner	Town Clerk
Adderbury Parish Council	Mrs Theresa Goss	Clerk
Adwell Parish Meeting	Mr W.R.A. Birch-Reynardson	Chairman
Alvescot Parish Council	Mrs C Hoad	Clerk
Ambrosden Parish Council	Lynne Bustin	Clerk
Appleford Parish Council	Lucy Guinn	Clerk
Appleton-with-Eaton Parish Council	Ms Susan Blomerus	Clerk
Ardington and Lockinge Parish Council	Dr C.F. Knights	Clerk
Ardley with Fewcott Parish Council	Mr Huw Jenkins	Clerk
Arncott Parish Council	Mrs A.J. Davies	Clerk
Ascott-under-Wychwood Parish Council	Mrs Angela Barnes	Clerk
Ashbury Parish Council	Clarie Arnold	Clerk
Asthall Parish Council	Mrs Rita Gunn	Clerk
Aston Cote Shifford and Chimney Parish Council	Mrs Helen Sandhu	Clerk
Aston Rowant Parish Council	Tracy Lambourne	Clerk
Aston Tirrold Parish Council	Ms Claire Picken	Clerk
Aston Upthorpe Parish Council	Claire Picken	Clerk
Baldons Parish Council	Lisa Fermer	Clerk
Bampton Parish Council	Mrs C Street	Clerk
Banbury Town Council	Mr Mark Recchia	Clerk
Barford St. John and St. Michael Parish Council	Mr David Best	Clerk
Baulking Parish Meeting	Mrs Chris Butler	Clerk
Beckley and Stowood Parish Council	Mrs Sue Cox	Clerk
Begbroke Parish Council	Mr Jeffrey Wright	Clerk
Benson Parish Council	Mrs Dianne Brooks	Clerk

Berinsfield Parish Council	Mrs A. Loveland	Clerk
Berrick Salome Parish Council	Chris Cussens	Clerk
Besselsleigh Parish Meeting	Mrs Carol Dodimead	Clerk
Bicester Town Council	Mrs Samantha Shippen	FCIS, Fellow ILCM, CMC
Binfield Heath	Mrs Marilyn Sermon	Clerk
Bix and Assendon Parish Council	Ms Jane Pryce	Clerk
Black Bourton Parish Council	Ms L Thorn	Clerk
Blackbird Leys Parish Council	Mr Nicky Clargo	Clerk
Blackthorn Parish Council	Mrs Charlesworth	Clerk
Bladon Parish Council	Ms P Aldridge	Clerk
Blenheim Parish Meeting	Mr D Hare	Clerk
Bletchington Parish Council	Mrs Rebecca McNaught	Clerk
Blewbury Parish Council	Miss Michelle Taylor	Clerk
Bloxham Parish Council	Theresa Goss	Clerk
Bodicote Parish Council	Mrs V. Russell	Clerk
Bourton (Faringdon) Parish Council	Mrs Maggie Brown	Clerk
Bourtons (Banbury) Parish Council	Mr Stephen Bowen	Clerk
Brightwell Baldwin Parish Meeting	Dr Stephen Rousseau	Clerk
Brightwell-cum-Sotwell Parish Council	Lucy Dalby	Clerk
Britwell Salome Parish Meeting	Mrs Denise Ballard	Clerk
Brize Norton Parish Council	Mrs A Riseley	Clerk
Broadwell Parish Meeting	Mr M Hough	Chairman
Broughton Parish Council	Mrs Christine Coles	Clerk
Bruern Parish Meeting	Mr D.W. Astor	Chairman
Buckland Parish Council	David Page	Clerk
Bucknell Parish Council	Sue Mackrell	Clerk
Burford Town Council	Mrs M. Andrews	Town Clerk
Buscot Parish Council	Mr J.D. Lindsey	Clerk
Carterton Town Council	Mrs Tan Marchant	Town Clerk
Cassington Parish Council	Ms T Cameron	Clerk
Caversfield Parish Council	Mrs Jane Olds	Clerk
Chadlington Parish Council	Ms Gill Hill	Clerk
Chalgrove Parish Council	Jo Murphy	Clerk
Charlbury Town Council	Mr S.R. Clarke	Clerk
Charlton-on-Otmoor Parish Council	Mrs S Hatwell	Clerk
Charney Bassett Parish Council	Mr Trevor Brown	Clerk
Chastleton Parish Meeting	Mr P. Eve	Clerk
Chesterton Parish Council	Mr Vic Keeble	Clerk

Childrey Parish Council	Mrs Deborah Lewis-Pryde	Clerk
Chilson Parish Meeting	Mrs D Walker-Arncott	Clerk
Chilton Parish Council	Mrs M.E. Morris	Clerk
Chinnor Parish Council	Mrs Liz Folley	Clerk
Chipping Norton Town Council	Mrs V Oliveri	Clerk
Cholsey Parish Council	Lucy Dalby	Clerk
Churchill and Sarsden Parish Council	Ms Helen Tomalin	Clerk
Clanfield Parish Council	Mrs L Scott	Clerk
Claydon with Clattercote Parish Council	Kirsty Buttle	Clerk & Responsible Financial Officer
Clifton Hampden Parish Council	Mrs A. Davies	Clerk
Coleshill Parish Council	Mrs Susan Homersham	Chairman
Combe Parish Council	Ms Julia Sharpe	Clerk
Compton Beauchamp Parish Meeting	Hamish McIntosh	Chairman
Cornbury and Wychwood Parish Meeting	The Lord Rotherwick	Chairman
Cornwell Parish Meeting	Ms L. Blackwell	Secretary
Cottisford Parish Meeting	Mr I.S. Torrance	Chairman
Crawley Parish Council	Ms J Butler Parker	Clerk
Cropredy Parish Council	Mr K I Porter	Clerk
Crowell Parish Meeting	Mr Daniel Squirrel	Chairman
Crowmarsh Parish Council	Mrs S. Rance	Clerk
Cuddesdon and Denton Parish Council	Dr Michael J. Mount	Clerk
Culham Parish Council	Mrs L. Dalby	Clerk
Cumnor Parish Council	Mrs Tina Brock	Clerk
Curbridge & Lew Parish Council	Mr Nigel Parker	Clerk
Cuxham with Easington Parish Meeting	Mr Ian Goldsmith	Clerk
Deddington Parish Council	Ms Lorraine Watling	Clerk
Denchworth Parish Meeting	Mrs Glenys Coldwell	Clerk
Didcot Town Council	Julie Perrin	Town Clerk
Dorchester Parish Council	Mr G.D. Russell	Clerk
Drayton (Abingdon) Parish Council	Mr David Perrow	Clerk
Drayton (Banbury) Parish Council	Mr G. Reynolds	Clerk
Drayton St Leonard Parish Council	Mrs Cassie Pinnells	Clerk
Ducklington Parish Council	Mr Richard Brown	Clerk
Duns Tew Parish Council	Mrs Hilary Skaar	Clerk
East Challow Parish Council	Ms Sheryl Sanders	Clerk
East Hagbourne Parish Council	Allison Leigh	Clerk

East Hanney Parish Council	Mr Guy Langton	Clerk
East Hendred Parish Council	Mrs Julia Evans	Clerk
Eaton Hastings Parish Meeting	Mr A.J. Cole	Chairman
Elsfield Parish Meeting	Mr James Plunket	Chairman
Enstone Parish Council	Mrs B. Sinclair	Clerk
Epwell Parish Council	Jacqui Harris	Clerk
Ewelme Parish Council	Mrs Penny Cooper	Clerk
Eye & Dunsden Parish Council	Mrs Marilyn Sermon	Clerk
Eynsham Parish Council	Mrs Katherine Doughty	Clerk
Faringdon Town Council	Mrs Sally Thurston	Town Clerk
Fawler Parish Meeting	Mrs Debbie lewis-Pryde	Clerk
Fencott and Murcott Parish Council	Vacancy	Clerk
Fernham Parish Meeting	Mr Mike Winter	Clerk
Fifield Parish Meeting	Mrs Catherine Hitchens	Chairman
Filkins and Broughton Poggs Parish Council	Mrs A Tyldesley	Clerk
Finmere Parish Council	Mrs Sharron Chalcraft	Clerk
Finstock Parish Council	Mrs J. Pratley	Clerk
Forest Hill with Shotover Parish Council	Helen Cross	Clerk & Responsible Financial Officer
Freeland Parish Council	Mrs L Smith	Clerk
Frilford Parish Meeting	Mr Shaun Forrestal	Chairman
Fringford Parish Council	Jane Olds	Clerk
Fritwell Parish Council	Mrs G Simmonds	Clerk
Fulbrook Parish Council	Mrs J Glyde	Clerk
Fyfield and Tubney Parish Council	Dr S. Fraser	Clerk
Garford Parish Meeting	Mr Neil Wright	Clerk
Garsington Parish Council	Mrs Lorna Stevenson	Clerk
Glympton Parish Meeting	Mr P Browne	Chairman
Godington Parish Meeting	Ms Lucy Broome	Co-Chairman
Goosey Parish Meeting	Mr Nicholas Kane	Chairman
Goring Heath Parish Council	Amanda Holland	Clerk
Goring-on-Thames Parish Council	Mr Colin Ratcliff	Clerk
Gosford and Water Eaton Parish Council	Ms Fern Spengler	Clerk
Grafton and Radcot Parish Meeting	Ms P Hichens	Clerk
Great Coxwell Parish Council	Miss Joanna King	Clerk
Great Haseley Parish Council	Mrs J. Simcox	Clerk
Great Milton Parish Council	Mr Tim Darch	Clerk

Great Tew Parish Meeting	Ms Sarah Holland	Clerk
Grove Parish Council	Mr G.M. Mundy	Clerk
Hailey Parish Council	Ms L Wilkinson	Clerk
Hampton Gay and Poyle Parish Meeting	Mr Andrew Smith	Clerk
Hanborough Parish Council	Mr Jon Gammage	Clerk
Hanwell Parish Council	Mrs Jayne Gordon	Clerk
Hardwick with Tusmore Parish Meeting	Mr David Barnes	Chairman
Hardwick-with-Yelford Parish Meeting	Dr D Rogers	Chairman
Harpsden Parish Council	Mrs Sarah Tipple	Clerk
Harwell Parish Council	Mrs Stephanie Taylor	Clerk
Hatford Parish Meeting	Mr Tony Thompson	Chairman
Henley-on-Thames Town Council	Janet Wheeler	Clerk
Hethe Parish Council	Mr David Jakeman	Clerk
Heythrop Parish Meeting	Mr E Rigg	Clerk
Highmoor Parish Council	Jane Pryce	Clerk
Hinton Waldrist Parish Council	Mrs Allison Leigh	Clerk
Holton Parish Council	Mrs S. Barter	Clerk
Holwell Parish Meeting	Mr Gordon Baker	Chairman
Hook Norton Parish Council	Mrs Rosemary Watts	Clerk
Horley Parish Council	Mr David Marriott	Clerk
Hornton Parish Council	Mrs Katherine Mills	Clerk & Responsible Financial Officer
Horspath Parish Council	Mrs Hayley Kogel	Clerk
Horton-cum-Studley Parish Council	Mrs Alexia Lewis	Clerk
Idbury Parish Meeting	Mrs Karen Pare	Chairman
Ipsden Parish Council	Mrs Amanda McCrea	Clerk
Islip Parish Council	Mr Michael Wilkinson	Clerk
Kelmscott Parish Meeting	Mr J. Nelson	Chairman
Kencot Parish Meeting	Mrs Gill Cox	Clerk
Kennington Parish Council	Ms Rachel Brown	Clerk
Kiddington with Asterleigh Parish Meeting	Mr J E Goffe	Clerk
Kidlington Parish Council	Rachel Faulkner	Clerk
Kidmore End Parish Council	Mr R.F. Penfold	Clerk
Kingham Parish Council	Ms A Ogilvie	Clerk
Kingston Bagpuize with Southmoor Parish Council	Janet Eustace	Clerk
Kingston Lisle Parish Council	Mrs Debbie Lewis-Pryde	Clerk
Kirtlington Parish Council	Mrs Ruth M. Powles	Clerk
Langford Parish Council	Ms A Tyldesley	Clerk
Launton Parish Council	Ms Caroline Dunn	Clerk

Leaffield Parish Council	Mrs L Grant	Clerk
Letcombe Bassett Parish Meeting	Ms Julie Davenport	Clerk
Letcombe Regis Parish Council	Mrs Elizabeth Jenkins	Clerk
Lewknor Parish Council	Ms Barbara Drysdale	Clerk
Little Coxwell Parish Council	Mrs Caroline Weston	Clerk
Little Faringdon Parish Meeting	Mr J. Abdy Collins	Acting Clerk
Little Milton Parish Council	Mr R. Fergusson	Clerk
Little Tew Parish Meeting	Mr C. Hollander	Clerk
Little Wittenham Parish Meeting	Mr Graham Warrington	Chairman
Littlemore Parish Council	Mr Richard Wilkins	Clerk
Littleworth Parish Meeting	Mr D J Mackay	Clerk
Long Wittenham Parish Council	Rhonda Hinson	Clerk
Longcot Parish Council	Mrs T. Brock	Clerk
Longworth Parish Council	Mrs Gill Carlisle	Clerk
Lower Heyford Parish Council	Ms Cathy Fleet	Clerk
Lyford Parish Meeting	Julie Halford	Clerk
Lyneham Parish Meeting	Mrs J. Lewis	Chairman
Mapledurham Parish Council	Mr R.F. Penfold	Clerk
Marcham Parish Council	Mrs L.A. Martin	Clerk
Merton Parish Council	Mrs Charlesworth	Clerk
Middle Aston Parish Meeting	Edward Dowler	Chairman
Middleton Stoney Parish Council	Mr A.F. Hickman	Clerk
Milcombe Parish Council	Mrs Thesesa Goss	Clerk
Milton (Abingdon) Parish Council	Mrs Joanne Myers	Clerk
Milton (Banbury) Parish Meeting	Mr Alan Plumb	Chairman
Milton-under-Wychwood Parish Council	Mrs Jenny Miller	Clerk
Minster Lovell Parish Council	Ms A Molton	Clerk
Mixbury Parish Meeting	Mrs Adrienne Brunton	Clerk
Mollington Parish Council	Mr Geoff Hall	Clerk
Moulsford Parish Council	Mr Geoff Twibell	Clerk
Nettlebed Parish Council	Jo Pugh	Clerk
Newington Parish Council	Claire Grant	Clerk
Newton Purcell with Shelswell Parish Meeting	Mr Patrick Clarke	Chairman
Noke Parish Meeting	Erica Rifat	Clerk
North Aston Parish Meeting	Mr James Taylor	Secretary
North Hinksey Parish Council	Mr A.J. Stone	Clerk
North Leigh Parish Council	Mrs Allison Leigh	Clerk
North Moreton Parish Council	Mr Andrew Wise	Clerk
North Newington Parish Council	Ms Sharon Davis	Clerk
Northmoor Parish Council	Mr M. Ryan	Clerk
Nuneham Courtenay Parish Council	Mr Geoffrey Ferres	Clerk

Oddington Parish Meeting	Dr Adrian Young	Chairman
Old Marston Parish Council	Mr Timothy Cann	Clerk & Responsible Financial Officer
Over Norton Parish Council	Miss K Linnington	Clerk
Piddington Parish Council	Mrs A Davies	Clerk
Pishill with Stonor Parish Council	Mrs P. Pearce	Clerk
Prescote Parish Meeting	Vacancy	Clerk
Pusey Parish Meeting	Mr Andrew Douglas	Clerk
Pyrton Parish Council	Genevieve Young	Clerk
Radley Parish Council	Mrs Jane Dymock	Clerk
Ramsden Parish Council	Mr J Gammage	Clerk
Risinghurst & Sandhills Parish Council	Miss Sonya Hill	Clerk
Rollright Parish Council	Ms Sue Glasson	Clerk
Rotherfield Greys Parish Council	Mrs Jane Pryce	Clerk
Rotherfield Peppard Parish Council	Mrs Joanne Askin	Clerk
Rousham Parish Meeting	Mr C. Cottrell-Dormer	Chairman
Saint Helen Without Parish Council	Ms Anna Clarke	Clerk
Salford Parish Council	Mrs Carol Ross	Clerk
Sandford St Martin Parish Council	Ms R Johnson	Clerk
Sandford-on-Thames Parish Council	Mrs E Shatford	Clerk
Shellingford Parish Meeting	Mr Roy Samways	Clerk
Shenington with Alkerton Parish Council	Ms C. Hill	Clerk
Shilton Parish Council	Ms A Tyldesley	Clerk
Shiplake Parish Council	Mr Roger Hudson	Clerk
Shipton-on-Cherwell and Thrupp Parish Council	Cherie Carruthers	Clerk
Shipton-under-Wychwood Parish Council	Ms L Wilkinson	Clerk
Shirburn Parish Meeting	Mr R. Beattie	Correspondent
Shrivenham Parish Council	Julia Evans	Clerk
Shutford Parish Council	Mrs B E Reynolds	Clerk
Sibford Ferris Parish Council	Mr Graham Beacham	Clerk
Sibford Gower Parish Council	Mr P Hardman	Clerk
Somerton Parish Council	Cathy Fleet	Clerk
Sonning Common Parish Council	Mr Philip Collings	Clerk
Souldern Parish Council	Cathy Fleet	Clerk
South Hinksey Parish Council	Mr G Ferres	Clerk
South Leigh Parish Council	Mr J. Ashwell	Clerk
South Moreton Parish Council	Cllr Lyn Deeley	Clerk
South Newington Parish Council	Mrs C Coles	Clerk

South Stoke Parish Council	Mr Colin Ratcliff	Clerk
Sparsholt Parish Council	Mrs Deborah Lewis-Pryde	Clerk
Spelsbury Parish Council	Ms Anne Ogilvie	Clerk
Stadhampton Parish Council	Vacancy	Clerk
Standlake Parish Council	Mr D.C. Bevan	Clerk
Stanford-in-the-Vale Parish Council	Mr M. Dew	Clerk
Stanton Harcourt Parish Council	Ms T. Gasser	Clerk
Stanton St. John Parish Council	Dr Clare Massey	Clerk & Responsible Financial Officer
Steeple Aston Parish Council	Cathy Fleet	Clerk
Steeple Barton Parish Council	Mrs Annette Fowler	Clerk
Steventon Parish Council	Mrs Angela Einon	Clerk
Stoke Lyne Parish Council	Mrs Anne Davies	Clerk
Stoke Talmage Parish Meeting	Dr J. Stoneham	Clerk
Stonesfield Parish Council	Ms G Hill	Clerk
Stratton Audley Parish Council	Mrs Anne Davies	Clerk
Sunningwell Parish Council	Mr Brian Rixon	Clerk
Sutton Courtenay Parish Council	Mrs L. Martin	Clerk
Swalcliffe Parish Council	Christine Coles	Clerk
Swerford Parish Council	Mr J Drinkwater	Acting Clerk
Swinbrook and Widford Parish Council	Mrs L Harrop	Clerk
Swyncombe Parish Council	Ms Kristina Tynan	Clerk
Sydenham Parish Council	Stephanie Johns	Clerk
Tackley Parish Council	Ms J Read	Clerk
Tadmarton Parish Council	Mrs Christine Coles	Clerk
Taynton Parish Meeting	Mr Barry Jenner	Chairman
Tetsworth Parish Council	Clare Devey	Clerk & Responsible Financial Officer
Thame Town Council	Mr Graham Hunt	Town Clerk
Tiddington-with-Albury Parish Council	Mr Ken Poyser FCA FRSA	Clerk
Towersey Parish Council	Mrs Joanne Wills	Clerk
Uffington Parish Council	Mrs Julie Evans	Clerk
Upper Heyford Parish Council	Mr Jack L. Goodman Jr	Clerk
Upton Parish Council	Ms Liz Cooper	Clerk
Wallingford Town Council	Mrs Paula Lopez	Town Clerk
Wantage Town Council	Mr W.P. Falkenau	Town Clerk
Warborough Parish Council	Mrs Lynda Raynor	Clerk
Wardington Parish Council	Mr G Page	Chairman
Watchfield Parish Council	Claire Arnold	Clerk
Waterperry with Thomley Parish Council	Mr Adrian Cave	Clerk & Responsible Financial Officer

Waterstock Parish Meeting	Mr M. Tyce	Chairman
Watlington Parish Council	Ms K Tynan	Clerk
Wendlebury Parish Council	Jane Olds	Clerk
West Challow Parish Council	Mrs Deborah Lewis-Pryde	Clerk
West Hagbourne Parish Council	Mr Andrew Wise	Clerk
West Hanney Parish Council	Mrs Kay Sayers	Clerk
West Hendred Parish Council	Mrs J. Evans	Clerk
Westcote Barton Parish Meeting	Mr Rupert Massey	Clerk
Weston-on-the-Green Parish Council	Mr Bob Hessian	Clerk
Westwell Parish Meeting	Mrs Sarah Robertson	Chairman
Wheatfield Parish Meeting	Mr I.R. Mann	Correspondent
Wheatley Parish Council	Michelle Legg	Clerk
Whitchurch-on-Thames Parish Council	Mrs Felipa House	Clerk
Wigginton Parish Council	Dr Coleen Weedon	Clerk
Witney Town Council	Mrs Sharon Groth	Clerk
Woodcote Parish Council	Ms Jenny Welham	Clerk
Woodeaton Parish Meeting	P.J. Hore	Clerk
Woodstock Town Council	Mrs Janine Saxton	Clerk
Woolstone Parish Meeting	Mr Julian Golec, PHD	Clerk
Wootton (Abingdon) Parish Council	Mr George Edmonds-Brown	Clerk
Wootton (Woodstock) Parish Council	Mrs J Carlin	Clerk
Worton Parish Meeting	Mr R.D. Bowerman	Clerk
Wroxton & Balscote Parish Council	Jacqui Harris	Clerk
Wytham Parish Meeting	Ms Stella O'Gara	Clerk
Yarnton Parish Council	Mrs L Whitley	Clerk

Local Enterprise Partnerships

LEP Area	Name	Role
OxLEP	Nigel Tipple	Chief Executive
OxLEP	Adrian Lockwood	Chair
SEMLEP	Hilary Chipping	Chief Executive
SEMLEP	Dr Anne Limb	Chair

Trade Bodies

Parish	Name
Banbury	Thames Valley Chamber of Commerce
Witney	Witney Chamber of Trade and Commerce
Buckinghamshire & Oxfordshire	NFU Berkshire



Digital Infrastructure Delivery Partnership

Memorandum of understanding

October 2019

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1 Background

- 1.1 Oxfordshire County Council, Oxford City Council, and all Oxfordshire district councils have collaborated for the last five years in ensuring Oxfordshire reaches a high level of superfast broadband coverage in Oxfordshire. This has enabled 97% of premises to date, to be able to access this increasingly vital service.
- 1.2 This achievement cannot stand still. As internet applications expand in scale and volume, internet traffic is doubling every two years, meaning that the current limitations of Fibre to the Cabinet based digital connectivity will cease to be fit for purpose within the next ten to fifteen years. Equally, mobile broadband is increasingly vital for businesses, residents, and the public sector itself, for efficient delivery of services. The impending arrival of 5G mobile will also be key to enabling ambitions for a smart Oxfordshire where autonomous vehicles, dynamic traffic information, IoT sensors, and as yet unknown applications will be key to a successful and thriving county. The solution is to plan now on how to deliver full fibre and mobile infrastructure to all of Oxfordshire within that timeframe.
- 1.3 Although the exact mix of commercial delivery and publicly subsidised coverage is yet to be defined, a common requirement will be facilitating wherever possible and practical, the means of operational delivery. This pertains to managing planning permission, use of public sector assets, access to our highways for civils works, and wayleave approvals. The partnership under this MoU will enable a collaborative approach to facilitating this, with each entity having an important operational role to play, as well as the partnership approach enabling a collective and strategic view of the issues and opportunities raised.

2 Partnership aims and objectives

- 2.1 Ensure that all Partners have input to and awareness of the Digital Infrastructure strategy, as well as being aware of the individual operational responsibilities required to facilitate delivery of Digital Infrastructure in Oxfordshire;
- 2.2 Specific objectives are:
 - 2.2.1 **Access to Public Sector Assets;** Build a combined list of assets (county council and district councils) such as buildings (possibly for rooftop mounting of mobile transmission), street furniture, any council owned ducting, or any other asset which could be used by Operators to install fixed or mobile transmission equipment. OCC and district councils to collectively understand commercial models and preferred approach – for example;

- a) Open Model; Allowing multiple Operators to contract directly with the local authority using the Code Agreement.
- b) Cooperative Model; Asset Sharing Agreement via for example a Joint Venture. Local Authority retains control of assets, simple to share with private sector, no complex revenue share – the Cooperative just pays a fee to the asset owner. Non-discriminatory and non-exclusive. This promotes competition, innovation, and public sector collaboration.
- c) Concession Model; If used, this must ensure it unlocks investment in hard to reach areas. Must mandate open access to Providers. Must have a 'use it or lose it' clause. This model has issues with the nature of Exclusivity baked in. This is less of a problem when the Concession holder is in the business of providing infrastructure to network providers rather than being a provider itself.

2.2.2 Highways; OCC to formally issue the DCMS street works guidance to OCC Highways for the purpose of being able to set out clear guidance to Operators on what Highways can do to facilitate Operators having access to our roads for the purpose of digital infrastructure provision. This approach needs to be transparent and available to all utility companies. OCC to consider funding a role within Highways to be solely responsible for digital infrastructure highways requests.

2.2.3 Planning Policy;

- a) New Build Development; Ensure all Local Plans specify that all planning for new development in Oxfordshire is subject to the Developer installing full fibre connectivity, i.e. adhering to the February 2019 NPPF updates. This to flow up through the Oxfordshire Plan 2050.
- b) Each Planning Authority agrees to providing all Operators with any information which may be relevant – for example any data held on where major new housing developments have passed planning. This can be useful to fixed and mobile Operators in planning capacity.
- c) Planning Applications for mobile masts; Whilst it is noted that Operators will need to show awareness of local concerns, all reasonable measures should be taken to work with Operators to allow permission for erecting infrastructure which improves digital access. Encouragement should be to allow sharing of assets between all relevant Operators to avoid duplication.
- d) Planning should be strategic such that opportunities are considered early and shared with Operators. For example if a new road is planned, or significant works scheduled, if this knowledge was proactively shared with Operators, they might choose to simultaneously install new fibre ducting.

2.2.4 **Wayleaves;**

- a) Each Authority to aim to have a standardised wayleave agreement template in place such that Operators requiring access to land owned by that Authority, can be familiar with the wayleave terms and conditions
- b) The representative of each Authority (named below) to agree to facilitate and try and reach consensus to progress a wayleave if it is proving difficult to progress – even if the wayleave is not for public land access

2.2.5 **Digital Infrastructure Champion;** each partnership member organisation should nominate a Digital Infrastructure Champion to advocate, promote, and share knowledge of the Oxfordshire Digital Infrastructure programme

3 **Partnership activities**

3.1 Activities to be delivered by the partnership are:

3.1.1 Monthly Digital Infrastructure Project Board with agenda, actions, and minutes.

3.1.2 All funding applications to DCMS (LFFN, 5G etc) to be collaborative efforts. This especially applies to getting senior officer and political signatories.

3.1.3 Each representative of this partnership to own issues within their respective organisations, where the issue in any way impedes digital infrastructure delivery.

3.2 The initial timeframe for partnership activities will be three years, commencing in April 2019.

3.3 Activities will be reviewed annually to ensure that they are being delivered as agreed, and that they are having the intended impact.

4 **Monitoring**

4.1 All partners commit to ongoing monitoring, with the aim of ensuring accountability and performance against targets/milestones.

4.2 The Digital Infrastructure Project Board will co-ordinate the monitoring and report back to senior teams and governing boards as appropriate.

5 Designated partnership leads

- 5.1 Each partner will appoint a senior member of staff to lead on the work of the partnership.
- 5.2 The designated lead member of staff for each partner will be:
 - 5.2.1 Oxfordshire County Council; Craig Bower
 - 5.2.2 West Oxfordshire District Council; Will Barton
 - 5.2.3 Oxford City Council; Tony Hart
 - 5.2.4 Cherwell District Council; Steve Newman
 - 5.2.5 South Oxfordshire District Council; Melanie Smans
 - 5.2.6 Vale of White Horse District Council; Melanie Smans

6 Partnership governance and oversight

- 6.1 Digital Infrastructure Project Boards are scheduled monthly. This may reduce to quarterly by the end of 2019. OCC to issue agenda items, minutes of previous meetings, and actions, a week before the scheduled board date.
 - 6.1.1 Each partnership organisation should have a nominated SRO and elected member which specifies Digital Infrastructure as their responsibility/portfolio.
 - 6.2.1 This Digital Infrastructure MoU is to be referred to in all related strategy documents; Oxfordshire Digital Infrastructure Strategy and Delivery, Oxfordshire Plan 2050, Oxfordshire Local Transport and Connectivity Plan, Oxfordshire Local Industrial Strategy, Oxfordshire Housing and Growth Deal.

7 Financial contributions

- 7.1 Oxfordshire County Council will fund the operational needs of the Digital Infrastructure partnership out of the existing Better Broadband for Oxfordshire programme. Each partnership representative will fund their own costs in terms of time and travel related to partnership activities.

8 Disclaimer

- 8.1 It should be noted that by signing this document or by participating in the Digital Infrastructure partnership, the partners are not committing to legally binding obligations. It is intended that the partners remain independent of each other and that their collaboration and use of the term 'partner' does not constitute the creation of a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

Signed on behalf of *Oxfordshire County Council*

..... Date
[NAME, POSITION]

Signed on behalf of *West Oxfordshire District Council*

..... Date
[NAME, POSITION]

Signed on behalf of *Oxford City Council*

..... Date
[NAME, POSITION]

Signed on behalf of *Cherwell District Council*

..... Date
[NAME, POSITION]

Signed on behalf of *South Oxfordshire District Council*

..... Date
[NAME, POSITION]

Signed on behalf of *Vale of White Horse District Council*

..... Date
[NAME, POSITION]

Division(s): N/A

CABINET - 17 MARCH 2020

OXFORDSHIRE MINERALS & WASTE DEVELOPMENT SCHEME (TENTH REVISION) 2020

Report by Director for Planning & Place

RECOMMENDATION

1. The Cabinet is RECOMMENDED to approve the Oxfordshire Minerals and Waste Development Scheme (Tenth Revision) 2020 at Annex 1, in order to have effect from 17 March 2020 and to delegate final detailed amendment and editing to the Corporate Director of Place and Growth in consultation with the Cabinet Member for Environment.

Executive Summary

2. The County Council must prepare and maintain a Minerals and Waste Development Scheme (MWDS), which sets out the programme for production of the Oxfordshire Minerals and Waste Local Plan. The most recent revision of the Oxfordshire Minerals and Waste Development Scheme was approved in February 2019. The Cabinet is asked to consider a revised programme following delays to the previously advised timetable and ultimately the proposed timetable for adoption of the Minerals and Waste Local Plan.
3. The Oxfordshire Minerals and Waste Local Plan is in two parts; Part 1 of the Plan, the Core Strategy, was adopted in September 2017. Work on Part 2, the Sites Allocation Plan, commenced in September 2017 and is ongoing. However, the timetable for the preparation of the Sites Allocation Plan in the February 2019 Minerals and Waste Development Scheme is now out of date and needs to be revised.
4. The proposed programme for the Sites Allocations Plan has a revised target for adoption by February 2022 which involves the following key stages: consultation on Preferred Site Options in January - March 2020; publication of the pre-submission Draft Plan in September 2020; and submission to the Planning Inspectorate for independent examination in January 2021.

Background

5. The Council must prepare, maintain and publish a Minerals and Waste Development Scheme (MWDS), setting out the Council's programme for preparing the Oxfordshire Minerals and Waste Local Plan. The original Oxfordshire MWDS came into effect in May 2005. Nine revisions of the MWDS have been produced since then, most recently in February 2019.

Key Issues

Need for Revision of the Minerals and Waste Development Scheme

6. The MWDS 2019 was prepared following the adoption of the Minerals and Waste Local Plan: Part 1 – Core Strategy in September 2017. It focused on preparation of the Minerals and Waste Local Plan: Part 2 – Site Allocations (Sites Plan), which commenced in September 2017 and included a timetable for preparation of the Sites Plan. This set a target for adoption by December 2020. Key stages in the programme were:

Consultation on Reg. 18 Issues & Options,	August - September 2018
Consultation on Reg. 18 Draft Site Allocations Plan (Preferred Options)	June - July 2019
Submission of Plan for Examination	March 2020
Adopt Part 2 Plan – Site Allocations	December 2020

7. Consultation on the Issues and Options was delayed by two to three months, mainly due to staff changes and related resource availability. Consequently, the target for consultation on the Draft Site Allocations Plan (Preferred Options) in June – July 2019 was not met so the timetable for the Sites Plan needs to be revised.

Revised Minerals and Waste Development Scheme 2020

8. We have considered how the work programme and timetable for the Sites Plan could be revised whilst maintaining the target for adoption of the Plan by December 2020 but have concluded that it is just not possible.
9. A draft revised MWDS 2020 is set out in Annex 1. This includes a timetable for preparation of the Part 2 Site Allocations Plan and has a target for adoption by February 2022. This will complete Part 2 of the Oxfordshire Minerals and Waste Local Plan.
10. The principal target dates in the programme for the Sites Plan are set out overleaf:

Commence preparation of Part 2 Site Allocations Plan	September 2017
Consultation on R.18 Issues and Options	August – October 2018
Consultation on R.18 Draft Site Allocations (Preferred Options)	January – March 2020
Publish R.19 proposed submission Draft Site Allocations Plan	September 2020

Submit to Secretary of State	January 2021
Examination hearings	May 2021
Publish Inspector's report	November 2021
Council adopts Part 2 Site Allocations Plan	February 2022

11. Earlier versions of the MWDS have included preparation of supplementary planning documents on a Minerals and Waste Development Code of Practice and on Restoration and After-use of Minerals and Waste Sites. These are not priority documents and therefore are not included in the revised programme; but the possible future need for them should be kept under review.
12. The revised programme for the Minerals and Waste Local Plan Part 2 – Site Allocations Plan is considered to be realistic taking account of experience to date, the outstanding work required, and the evidence base needed for the consultation, publication, submission and examination stages of the process.
13. Approval of the revised MWDS 2020 by the Cabinet is required before it can be brought into effect. The MWDS must then be published on the Council's website.

Budgetary Implications

14. The Minerals & Waste Local Plan is included within the work priorities of the Communities Directorate and is in part being progressed within the existing mainstream budget for the Council's minerals and waste policy function. The delay to the programme requires that the current budget for the preparation and adoption of the Part 2 (Sites Plan) needs to be transferred into the minerals and waste reserve in order to meet the anticipated costs of independent public examination. The unanticipated additional consultancy costs in the preparation of the Preferred Options for public consultation have been absorbed into the current budget, there are no other financial or staff implications arising from these changes.

Equalities Implications

15. None have been specifically identified.

Legal Implications

16. Under the Planning and Compulsory Purchase Act 2004 (as amended), the County Council is required to prepare and maintain an MWDS.

Risk Management

17. If a new Minerals and Waste Local Plan, including both a strategy and site allocations, is not adopted (for example, if the Sites Plan was abandoned or found to be “unsound” following examination), the County Council would not have a full, up to date and locally-determined land-use policy framework against which to determine applications for new mineral working and waste management developments in Oxfordshire. Such a diminution of local control over these operations would leave the authority with much less influence over the location of future minerals and waste operations and make it heavily reliant on the National Planning Policy Framework and National Planning Policy for Waste, which are considerably less comprehensive and detailed in their coverage of these matters and lack any local dimension. Having an up to date MWDS in place will help the Council to demonstrate that the Sites Plan is both legally compliant and “sound” when it is independently examined.

Communications

18. There has been no consultation with the public or key stakeholders as these are not required. However, once adopted, it would become a public document on the Council's website.

SUSAN HALLIWELL
Director for Planning & Place

Background papers: None

Contact Officer: Kevin Broughton – Minerals and Waste Policy Officer
February 2020

Oxfordshire Minerals and Waste Local Plan

**OXFORDSHIRE MINERALS AND
WASTE DEVELOPMENT SCHEME
(Tenth Revision) 2020**

January 2020



Oxfordshire Minerals and Waste Local Plan

OXFORDSHIRE MINERALS AND WASTE LOCAL DEVELOPMENT SCHEME (Tenth Revision) 2020

January 2020

**This revision of the Oxfordshire Minerals and Waste
Local Development Scheme came into effect on 17th March 2020**

Minerals & Waste Planning Policy
Communities
Oxfordshire County Council
County Hall
Oxford
OX1 1ND

www.oxfordshire.gov.uk

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1. INTRODUCTION

Purpose of the Oxfordshire Minerals and Waste Development Scheme

- 1.1. The County Council is preparing a new Oxfordshire Minerals and Waste Local Plan (Part 2 Site Allocations). The Oxfordshire Minerals and Waste Development Scheme sets out the programme for the production of this plan and the planning policy documents (local development documents) that will make up the plan.
- 1.2. Under the Planning and Compulsory Purchase Act 2004 (as amended), all local planning authorities must prepare and maintain a Local Development Scheme (LDS). Minerals and waste planning authorities (such as Oxfordshire County Council), which have responsibility to prepare plans and determine planning applications for minerals and waste development, must prepare and maintain an up to date Minerals and Waste Development Scheme (MWDS).
- 1.3. The MWDS must specify: the local development documents that are to be prepared and which of these are to be development plan documents (which will form part of the development plan for Oxfordshire); the subject matter and geographical area to which each development plan document is to relate; and the timetable for the preparation and revision of the development plan documents. It also includes information about minerals and waste planning policies for the county, and about the opportunities for people to be involved in the plan-making process.
- 1.4. The Oxfordshire Minerals and Waste Development Scheme, 2005 was brought into effect on 16 May 2005. Nine revisions of the Scheme have been produced by the County Council, in March 2006, March 2007, April 2009, May 2012, December 2013, December 2014, February 2016 and December 2017 and February 2019. The most recent of these revisions is now out of date and this (tenth) revised Minerals and Waste Development Scheme 2020 updates and replaces it.
- 1.5. The Oxfordshire Minerals and Waste Development Scheme (Tenth Revision) 2020 was approved by the County Council Cabinet on 17th March 2020 and came into effect on that date.
- 1.6. The OMWDS will be further reviewed, revised as necessary and rolled forward on a regular basis to take account of progress on preparation of the Minerals and Waste Local Plan and monitoring. The most recent version of the Oxfordshire Minerals and Waste Development Scheme Local Development Scheme will be published on the County Council website at:

<https://www.oxfordshire.gov.uk/cms/content/new-minerals-and-waste-local-plan>

or information can be obtained by contacting us at:

Minerals & Waste Planning Policy
Communities, Oxfordshire County Council
County Hall, Oxford OX1 1ND
Email: minerals.wasteplan@oxfordshire.gov.uk

2. OXFORDSHIRE MINERALS AND WASTE LOCAL PLAN

Purpose and Composition of the Minerals and Waste Local Plan

- 2.1. The first Oxfordshire Minerals and Waste Local Plan was adopted in 1996 and is now out of date. A new plan is needed that is in line with current legislation and national planning policy and provides for the future minerals and waste development needs of Oxfordshire. The new Oxfordshire Minerals and Waste Plan will replace the 1996 Minerals and Waste Local Plan and will cover the period to the end of 2031.
- 2.2. The new Minerals and Waste Local Plan will be in two parts:
 - Part 1 – Core Strategy; and
 - Part 2 – Site Allocations.
- 2.3. The **Minerals and Waste Local Plan: Part 1 – Core Strategy** was adopted in September 2017 and is a development plan document that covers the whole county of Oxfordshire. It sets out the Council's vision, objectives, spatial strategy, core policies and implementation framework for the supply of minerals and management of waste in Oxfordshire over the period to the end of 2031. The spatial strategies for minerals and waste includes strategic locations for development, supported by criteria based policies for the identification of specific sites and the consideration of planning applications for development. The spatial strategies are illustrated partly on a policies map (minerals) and partly on a key diagram (waste).
- 2.4. The **Minerals and Waste Local Plan: Part 2 – Site Allocations** will be a development plan document and will cover the whole county of Oxfordshire. It will make provision and identify sites for minerals and waste management development in Oxfordshire over the period to the end of 2031, in accordance with the spatial strategy and criteria based policies in the Core Strategy; and provide the detailed policy framework for minerals and/or waste management development management decisions. In particular, it will allocate the sites required to provide the additional capacity for minerals supply and waste management as set out in the Core Strategy.
- 2.5. The **Policies Map** shows proposals that are geographically defined, including mineral strategic resource areas and mineral safeguarding and consultation areas, and it will show specific minerals and waste site allocations and safeguarded minerals and waste sites and facilities. This has replaced the existing Proposals Map that forms part of the Oxfordshire Minerals and Waste Local Plan (1996). The new Policies Map will be amended and up-dated as required whenever new development plan documents with spatial policies are produced.
- 2.6. The minerals and waste matters shown on the Policies Map should also be included on the policies maps prepared by the Oxfordshire District Councils as part of their new local plans.

- 2.7. The Minerals and Waste Local Plan, together with the local plans and the joint strategic spatial plan (Oxfordshire Plan 2050) prepared by Oxfordshire's District Councils will comprise the statutory development plan for Oxfordshire. The development plan is the basis on which planning decisions are made.
- 2.8. The adopted Minerals and Waste Local Plan: Part 1 – Core Strategy and proposed Part 2 – Site Allocations will replace the saved policies of the Oxfordshire Minerals and Waste Local Plan, adopted in 1996. Chapter 4 provides further information about saved policies and their replacement by new development plan document policies.

Other Minerals and Waste Local Plan Documents

Statement of Community Involvement

- 2.9. The Statement of Community Involvement sets out the Council's policy and approach for involving communities and stakeholders in the preparation, review and alteration of local (minerals and waste) development documents; and in planning applications that the County Council determines.
- 2.10. The first Oxfordshire Statement of Community Involvement was adopted by the Council in November 2006, following consultation and examination by a government-appointed inspector. This was replaced by a revised Oxfordshire Statement of Community Involvement, which was adopted by the Council in March 2015 following public consultation in 2014. It relates to the whole of Oxfordshire. It is not a development plan document (i.e. it does not form part of the development plan for Oxfordshire).
- 2.11. The Revised Oxfordshire Statement of Community Involvement (SCI) reflects changes since 2006 in legislation and procedures affecting the way that local development documents are prepared, including provisions and requirements for community and stakeholder engagement and consultation. Statements of Community Involvement do not now have to be submitted for examination. A revised version was produced in 2019, and following consultation which took place in 2019, the revised version is due to go before Oxfordshire County Council in March 2020) for them to consider its adoption.

Supplementary Planning Documents

- 2.12. Supplementary planning documents may be prepared as part of a plan, where they can help applicants make successful planning applications or aid infrastructure delivery. They are not development plan documents (i.e. they do not form part of the development plan for the area).
- 2.13. The County Council may prepare supplementary planning documents on Minerals and Waste Development Code of Practice; and Restoration and After-use of Minerals and Waste Sites. These, however, are not priority documents and they are not currently included in the Council's programme for the Oxfordshire Minerals and Waste Local Plan.

Annual Monitoring Reports

- 2.14. The County Council has produced Oxfordshire Minerals and Waste Annual Monitoring Reports for each year from 2005 and they are published on the County Council website. They report on the implementation of the Minerals and Waste Local Plan and on the extent to which development plan policies are being achieved. The most recent report, for 2017 (calendar year), covers the period 1 January 2017 to 31 December 2017.
- 2.15. Monitoring reports are required to be produced and published at least annually. The County Council will monitor the effectiveness of policies and proposals in achieving the vision, spatial strategy and objectives of the Minerals and Waste Local Plan; and will assess:
- whether objectives and targets in the Plan are being met or are on track to be met and, if not, the reasons why;
 - what impact the policies of the Plan are having on other targets, at national, sub-national or local level;
 - whether any policies need to be replaced or amended to meet sustainable development objectives;
 - what action should be taken if any policies need to be replaced or amended.
- 2.16. The Annual Monitoring Reports do not form part of the Oxfordshire Minerals and Waste Local Plan but they are essential for monitoring the preparation and implementation of the plan and for indicating when and how review and revision needs to be carried out. The Council will use the results of monitoring in considering what, if any, changes need to be made to the Oxfordshire Minerals and Waste Local Plan, when such changes need to be brought forward, and whether any other documents need to be prepared. Programmes for any such changes will be included in future reviews of the Minerals and Waste Development Scheme.
- 2.17. Figure 1 (page 22) shows the relationship between the different Minerals and Waste Plan Documents.

Relationship of Minerals and Waste Local Plan to other Policies, Plans and Strategies

National Planning Policy

- 2.18. The Government's National Planning Policy Framework (NPPF) was published and came into effect in March 2012. This single policy document replaced previous national policy documents, including planning and minerals planning policy statements and guidance documents (PPSs, PPGs, MPSs and MPGs). A revised NPPF was published in February 2019. Planning Policy Statement 10: Planning for Sustainable Waste Management (PPS10) was replaced by the separate National Planning Policy for Waste, October 2014.

- 2.19. The Minerals and Waste Local Plan will be prepared to have regard to and be consistent with national policy. It will also have regard to the national Planning Practice Guidance, first published in October 2014 but subsequently updated.
- 2.20. The Government partially revoked the South East Plan on 25 March 2013. This revocation included all the minerals and waste policies of the plan, which ceased to have effect from that date.

Oxfordshire Joint Municipal Waste Management Strategy

- 2.21. The Oxfordshire Joint Municipal Waste Management Strategy 'No Time to Waste' was approved by the former Oxfordshire Waste Partnership (the County Council and the five District Councils in Oxfordshire) in January 2007. Reviews of the Strategy have been carried out in 2013 and 2019, and the County Council and five District Councils, under Oxfordshire Recycles, have agreed and adopted a revised Joint Municipal Waste Management Strategy. The Strategy does not form part of the development plan, but it is an important material consideration for spatial planning. It provides a framework for the management of municipal waste in the county and sets local waste management targets. It identifies a need for increased waste reduction, recycling and composting and notes the benefits of the Circular Economy. The Minerals and Waste Local Plan will have appropriate regard to the 2019 Strategy and to any further revision or replacement of it.

Oxfordshire Energy Strategy

- 2.22. The Council has endorsed the multi-stakeholder led Oxfordshire Energy Strategy, committing to reduce carbon emissions by 50% by 2030, reaching net zero by 2050 and secure a smart, clean, modern energy infrastructure.

Climate Change Declaration

- 2.23. Oxfordshire County Council has committed to bold new targets to reduce carbon emissions on its own estate and in the County. The council has committed to reduce emissions from its own operations to net zero by 2030 and play its full role in driving the low carbon transition in the county.

Oxfordshire Local Transport Plan

- 2.24. The Minerals and Waste Core Strategy will also have regard for to the Oxfordshire Local Transport Plan. Connecting Oxfordshire: Local Transport Plan 2015 – 2031 (LTP4) was adopted by OCC in September 2015, and was updated in 2016. A new plan, The Oxfordshire Local Transport and Connectivity Plan, is being developed, in order to reflect a) Oxfordshire County Council's acknowledgement of Climate Emergency b) Air Quality issues around the County and c) deliver Healthy place shaping for all residents. These objectives are on top of the goals from LTP4: to support jobs and housing growth and economic vitality; to reduce transport emissions; to protect and enhance Oxfordshire's environment and improve quality of life;

and to improve public health, air quality, safety and individual wellbeing. The new plan will cover the period up to 2050.

Oxfordshire Strategic Economic Plan (Local Industrial Strategy)

- 2.25. The Oxfordshire Strategic Economic Plan was published by the Oxfordshire Local Enterprise Partnership (OxLEP) in 2014. This was replaced by the revised Strategic Economic Plan for Oxfordshire in 2016. This sets out a strategic economic vision and objectives that reflect priorities for economic growth to 2030 and a related programme for growth. It is closely related to the Oxfordshire and Oxford City Deal that was agreed with the Government in January 2014, the Oxfordshire Growth Deal that was secured in January 2015 and the Oxfordshire Housing & Growth Deal that was signed in February 2018. In addition, the Creative, Cultural, Heritage and Tourism Investment Plan (2016) sits under the Strategic Economic Plan and will help deliver the ambitions for economic growth in Oxfordshire up to 2030. This has implications for mineral supply and waste management requirements in Oxfordshire over the plan period and the Minerals and Waste Local Plan will have appropriate regard to the Strategic Economic Plan.

Oxfordshire Plan 2050

- 2.26. As part of the Oxfordshire Housing & Growth Deal, February 2018, the Oxfordshire Plan 2050 is to be prepared jointly by the five Oxfordshire District Councils, with County Council involvement. It will help deliver the new houses and infrastructure needed in the county in a way that aligns strategies and infrastructure investment programmes for delivery. This will be a joint strategic spatial plan that is a statutory development plan document. It will build on the foundations set by current and emerging District Local Plans and take account of the strategic planning issues for the County up to 2050. It will identify key areas for sustainable housing and employment growth which will give the district councils a framework for production of future Local Plans that will provide a strategic view of how housing and infrastructure will be delivered up to 2050. The Minerals and Waste Local Plan will need to be consistent with and have appropriate regard to the Oxfordshire Plan 2050.
- 2.26 Figure 2 (page 20) shows the relationships between the Oxfordshire Minerals and Waste Local Plan and other plans and strategies.

3. PROGRAMME FOR THE PREPARATION OF OXFORDSHIRE'S MINERALS AND WASTE LOCAL PLAN

- 3.1 Table 1 (page 18) is a schedule of the local (minerals and waste) development documents that the County Council proposes should make up the Oxfordshire Minerals and Waste Local Plan, including the now adopted Core Strategy. It identifies which of the documents are to be development plan documents and the subject matter and geographic area to which each document relates; and it shows the current programme for their preparation, with the key stages towards adoption.
- 3.2 This revised Minerals and Waste Development Scheme covers the period to December 2021 and shows that the County Council will focus on preparation of the Minerals and Waste Local Plan: Part 2 – Site Allocations, now that the Minerals and Waste Local Plan: Part 1 – Core Strategy has been adopted. It includes a timetable for preparation of the Minerals and Waste Local Plan: Part 2 – Site Allocations from commencement in September 2017 to adoption in December 2020. It also includes a further revision of the Statement of Community Involvement, with a timetable for this to be completed by December 2020. The need and programme for any other documents, will be decided at a later date. This position reflects the government's changes to procedure, policy and guidance made through the Localism Act 2011, the Neighbourhood Planning Act 2017, the revised National Planning Policy Framework (July 2018) and the Planning Practice Guidance.

Statement of Community Involvement

- 3.3 In March 2005, the County Council commenced preparation of the Statement of Community Involvement, the Minerals and Waste Core Strategy and Minerals and Waste Sites documents (which were then proposed to be two separate documents). The Statement of Community Involvement was prepared on a faster timetable than the other documents, over a period of 21 months, and was adopted in November 2006.
- 3.4 In the light of changes in legislation and procedures since 2006, the Statement of Community Involvement has been revised. A draft was published for public consultation in September 2014. Following changes in legislation and procedures, Statements of Community Involvement no longer have to be submitted for examination. Comments received on the consultation draft were taken into account and some amendments were made to the document. The Revised Oxfordshire Statement of Community Involvement was adopted by the County Council in March 2015.
- 3.5 The Neighbourhood Planning Act 2017 made some legislative changes affecting Statements of Community Involvement. They must now include the Council's policies for giving advice or assistance on neighbourhood planning (even though neighbourhood planning does not deal with minerals and waste). Also, they should now be reviewed within 5 years of adoption. It is important that the Statement of Community Involvement is compliant with current legislation. Therefore, the Council will undertake a further revision of

the Statement of Community Involvement, in order to have a revised Statement in place for when the Sites Plan is submitted for examination.

Minerals and Waste Local Plan: Part 1 – Core Strategy

- 3.6 The County Council adopted the Minerals and Waste Local Plan: Part 1 – Core Strategy in September 2017. Therefore, it now forms part of the Development Plan and replaces the majority of the policies in the Oxfordshire Minerals & Waste Local Plan 1996.

Minerals and Waste Local Plan: Part 2 – Site Allocations

- 3.7 The Minerals and Waste Local Plan must be prepared in accordance with current government policy in the revised National Planning Policy Framework (July 2018) and the National Planning Policy for Waste (October 2014) and having due regard to national Planning Practice Guidance. Legislation and national policy allow for local plans to be prepared either as a single plan or multiple plan documents. The way in which provision for mineral working and waste management development is made in the plan is a matter for the Council to decide taking into account local circumstances and in consultation with the local community. The Council took the decision in December 2014 (Oxfordshire Minerals and Waste Development Scheme (Sixth Revision) 2014) to prepare the Minerals and Waste Local Plan in two parts: Core Strategy; and Site Allocations. There is an urgent need for a new plan to replace the out of date Minerals and Waste Local Plan (1996). With the Core Strategy having been adopted in 2017, continuation with a two-part plan approach provides the quickest and most effective way to achieve this and to put in place a complete up to date local policy framework for decision making on planning applications for minerals and waste developments.
- 3.8 The County Council published Issues and Options consultation papers for the then proposed Waste and Minerals Site Proposals and Policies Documents in February and April 2007 respectively. Work on those documents was not progressed beyond that as it was decided to focus on preparation of the Minerals and Waste Core Strategy. However, work that went into the preparation of those consultation papers, the responses to the consultations and subsequent work on mineral and waste sites was used to inform the preparation of the Minerals and Waste Local Plan: Part 1 – Core Strategy. This included assembly of information on potential minerals and waste development sites nominated by developers and landowners for possible inclusion in the Site Allocations plan, for use in testing the delivery of strategy options for the Core Strategy.
- 3.9 Preparation of the Minerals and Waste Local Plan: Part 2 – Site Allocations commenced in September 2017, following adoption of the Core Strategy. A draft Site Assessment Methodology (including a renewed call for site nominations) and draft Sustainability Appraisal Scoping Report (including the requirements for Strategic Environmental Assessment) were prepared and consultation was carried out on these in January/February 2018. The comments that were received have been considered and revised versions of

these two documents were published in August alongside the Issues and Options consultation document.

- 3.10 Preparation of the Issues and Options consultation document (including minerals and waste site options) was delayed, mainly due to staff changes and related resource availability, and the consultation took place from August to October 2018, two to three months later than the dates set in the Minerals and Waste Development Scheme 2016. Consequently, the January – February 2019 target date for consultation on a Draft Plan has not been met.
- 3.11 A revised timetable for preparation of the Site Allocations plan is set out in Table 1 (page 18) and shown in more detail in Annex 1 (page 27). This shows the commencement of plan preparation in September 2017, with evidence gathering, initial stakeholder and community engagement, and identification of site options, followed by the issues and options consultation undertaken in August to October 2018. It then shows the following subsequent stages:
- preparation of and consultation on draft plan document (Preferred Options, Regulation 18) in January – March 2020;
 - consideration of consultation responses, further evidence gathering and assessment, and preparation of a revised plan document, and publication of the proposed submission plan for representations (Regulation 19) in September – October 2020;
 - submission of the Site Allocations plan for examination in May 2021, with an expectation that hearings will be held in July 2021 with an expectation that the Inspector's report might be received in November 2021;
 - and expected adoption of the plan in February 2022.
- 3.12 The County Council considers this to be the fastest practicable timetable taking into account requirements for further assessment of site options; preparation of evidence base documents; engagement under the duty to co-operate; consultation with stakeholders; sustainability appraisal, strategic environmental assessment, habitats regulations assessment and strategic flood risk assessment; drafting of the plan; consideration of representations; the independent examination process; preparation of the Inspector's report and recommendations; consideration of the Inspector's report and the adoption process; committee reporting procedures and timetables; and the resources available for the project.

Other Documents

- 3.13 Earlier versions of the Development Scheme included preparation of supplementary planning documents on a Minerals and Waste Development Code of Practice and on Restoration and After-use of Minerals and Waste Sites. These are not priority documents and therefore are not included in this revision of the Development Scheme; but the possible future need for them will be kept under review.
- 3.14 Annex 1 (page 24) sets out profiles of the minerals and waste development documents that are to be prepared. For each document it gives an overview, briefly describing the role and subject of the document, its coverage and

status, together with a timetable for the key stages in preparation and a summary of the arrangements for production.

Policies Map

- 3.15 The Minerals and Waste Local Plan: Part 1 – Core Strategy includes a key diagram to illustrate the spatial strategy for waste development but the minerals strategy and proposals are shown on a Policies Map. This shows the mineral strategic resource areas and the mineral safeguarding and consultation areas. The Policies Map will in due course also show proposals in the Site Allocations plan that are geographically defined, including specific minerals and waste site allocations and any safeguarded minerals and waste sites and facilities. When the Site Allocations plan has been adopted, the Policies Map will completely replace the existing Minerals and Waste Proposals Map (including inset maps) in the Oxfordshire Minerals and Waste Local Plan (1996). The content of the Policies Map should be shown on the policies maps of the District Local Plans covering Oxfordshire. The Policies Map will subsequently be revised whenever a new development plan document or a revision of a development plan document that includes site specific proposals is adopted, to ensure it shows the up to date adopted policy position.

Monitoring and Review

- 3.16 The Minerals and Waste Local Plan will require a robust approach to future monitoring and review of the plan and particularly of minerals supply and demand in Oxfordshire and of waste management needs. This will be done through Annual Monitoring Reports linked to an annual review of the Local Aggregate Assessment and periodic review of the Waste Needs Assessment.

Plan Appraisal and Assessment

- 3.17 The policies and proposals in the Minerals and Waste Local Plan will be assessed for their contribution to the aims of sustainable development. Sustainability appraisal of plans is required under the Planning and Compulsory Purchase Act 2004 and strategic environmental assessment of plans is required under the European Directive on Strategic Environmental Assessment. The County Council is combining these in a single appraisal and assessment process, which is being carried out as an integral part of plan preparation. A sustainability appraisal report has been produced for the Minerals and Waste Local Plan: Part 1 – Core Strategy and will be for Part 2 – Site Allocations.
- 3.18 Minerals and waste development documents must also be subject to Habitats Regulations Assessment, under the European Habitats Directive, to assess the likely effects of plans, either alone or in combination with other plans and projects, on sites which have been designated as being of European importance for the habitat or species they support. A Habitats Regulations Assessment of the Minerals and Waste Local Plan: Part 1 – Core Strategy and for Part 2 – Site Allocations has been undertaken.

Resources

- 3.19 The programme for preparation of the Minerals and Waste Local Plan: Part 2 – Site Allocations takes into account the availability of staff and financial resources relative to the work expected to be required. Whilst there are uncertainties with the plan preparation process, the County Council considers the programme in this scheme to be realistic, subject to no significant unforeseen circumstances arising.
- 3.20 The plan will be prepared in-house by the Council's Minerals and Waste Policy Team of three officers (Principal, Senior and Planning Policy Officers), under the direction of the Assistant Director Strategic Infrastructure and Planning and the Director for Planning & Place. The team will, as required, draw on: administrative and technical support from within the wider Service; specialist input, particularly on transport, landscape, ecology and archaeology, from elsewhere within the Council; and input on communications from within the Council.
- 3.21 External consultants and temporary staff will be used where necessary, in particular if required to provide additional capacity at times of peak workload and specialist input that is not available within the Council. This may include support on: Local Aggregate Assessment; Waste Needs Assessment; Site Assessment; Sustainability Appraisal and Strategic Environmental Assessment; Habitats Regulations Assessment; Strategic Flood Risk Assessment; Aggregates Monitoring Report and facilitation of stakeholder meetings. External consultant support will in particular be used for technical work required to prepare the draft plan for Regulation 18 consultation in January – March 2020.

Council Procedures and Reporting Protocols

- 3.22 The Council has set up a Minerals and Waste Cabinet Advisory Group comprising County Council members, chaired by the Cabinet Member for Environment (who has responsibility for the Minerals and Waste Local Plan), supported by key officers. This Group will enable elected members to be engaged in and provide guidance to officers on preparation of the plan, prior to formal decision making by Cabinet and full County Council.
- 3.23 Decisions at key stages in the preparation of the Minerals and Waste Local Plan will be made by the Cabinet Member for Environment, Cabinet or full County Council, according to the requirements of legislation and Council procedure. The proposed submission document, submission and adoption stages of plan documents will require full County Council resolution.

Potential Risks to the Programme

- 3.24 The plan preparation process has a number of risk elements, including:
- Staff Resources;
 - Funding;
 - Performance of supporting consultants;

- The democratic decision making process;
- Capacity of other organisations to input to documents;
- Capacity of the Planning Inspectorate and speed of the Examination;
- Changes in legislation or national policy;
- 'Soundness' of plan documents;
- Legal challenge to plan preparation process.

The County Council has procedures in place to mitigate these risks.

4. EXISTING (SAVED) MINERALS AND WASTE PLANNING POLICIES

- 4.1 The Oxfordshire Structure Plan 2016, setting out the strategic policy framework for development in Oxfordshire, was adopted on 21 October 2005. All the policies in it were automatically 'saved' for three years from that date, i.e. until 20 October 2008. In September 2008 the Secretary of State issued a Direction listing those policies of the Structure Plan which were saved beyond that date. On 6 May 2009 the South East Plan (the regional spatial strategy) was approved by the Secretary of State. This replaced the saved policies of the Oxfordshire Structure Plan 2016, except for three saved policies which were not replaced. These included policy M2 on locations for sharp sand and gravel working. (The other two policies are not directly relevant to minerals or waste.) All other Structure Plan policies expired on 6 May 2009.
- 4.2 The South East Plan was partially revoked on 25 March 2013, including revocation of all minerals and waste policies. The revocation order also revoked the September 2008 Direction relating to the Oxfordshire Structure Plan except in respect of policy H2(a), which does not concern minerals or waste. All of the minerals and waste policies in the Oxfordshire Structure Plan 2016 have now expired.
- 4.3 The policies in the Oxfordshire Minerals and Waste Local Plan, adopted in 1996, were automatically 'saved' for three years from 28 September 2004, i.e. until 27 September 2007. In September 2007 the Secretary of State issued a Direction listing 46 policies of the Minerals and Waste Local Plan which were saved beyond that date. Policies not listed in the Direction expired on 27 September 2007. 30 of the saved policies have now been replaced by policies in the adopted Minerals and Waste Local Plan: Part 1 – Core Strategy. The remaining 16 saved policies are listed in Table 2 (page 18). These will continue in force until replaced by new policies in the Minerals and Waste Local Plan: Part 2 – Site Allocations, when this plan is adopted. Until then they will form part of the development plan for Oxfordshire.
- 4.4 A schedule of all saved minerals and waste policies in the Minerals and Waste Local Plan 1996 stating when they were or are proposed to be replaced, and by which new development plan document, is set out in Annex 2 (page 32). The relationships between the saved plans and the new development plan documents proposed in this Development Scheme are illustrated in Figure 1 (page 20).

Table 1
Oxfordshire Minerals and Waste Local Plan
Schedule and Programme of Proposed Local (Minerals and Waste) Development Documents

Document Title, Status and Geographic Area	Summary of Subject Matter	Chain of Conformity	Commence Preparation	Community Engagement & Consultation (Reg. 18)	Publish Proposed Submission Document (Reg. 19)	Submit to Secretary of State (Reg. 22)	Independent Examination (Reg. 24)	Inspector's Report (Reg 25)	Adoption (Reg. 26)
Statement of Community Involvement Non - Development Plan Document Covers whole of Oxfordshire	To set out the Council's policy on community involvement in local (minerals and waste) development documents and planning applications	Must be in conformity with legislative requirements	<i>Commenced March 2005</i>	<i>Issues & options consultation Sept 2005; Preferred options consultation Oct 2005</i>	<i>n/a</i>	<i>Submitted Feb 2006</i>	<i>Hearing held July 2006</i>	<i>Inspector's Report received July 2006</i>	<i>Adopted Nov 2006</i>
Review of Statement of Community Involvement As above	As above	As above	<i>Commenced May 2014</i>	<i>Public consultation on draft revised SCI Sept – Oct 2014</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>March 2015</i>
Second Review of Statement of Community Involvement As above	As above	As above	Commenced July 2019	Public consultation on draft revised SCI July – October 2019	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	March 2020
Minerals and Waste Local Plan: Part 1 – Core Strategy	To set out the Council's vision, objectives, spatial strategy and core	Must conform with legislative requirements and national	<i>Commenced March 2005</i>	<i>Initial issues & options consultation June 2006; Initial preferred options consultation</i>	<i>Published for representations to be made Aug 2015</i>	<i>Submitted for examination Dec 2015</i>	<i>Examination Hearings were held in September 2016</i>	<i>Inspector's report received and published</i>	<i>Adopted September 2017</i>

Development Plan Document Covers whole of Oxfordshire	policies for the supply of minerals and management of waste in Oxfordshire over the period to 2031	planning policy *		<i>Feb 2007; Further consultation on issues and options and preferred options Feb 2010 – Jan 2011; Consultation on draft (preferred) strategies Sept – Oct 2011 Consultation on revised draft plan Feb – March 2014</i>				<i>June 2017</i>	
Minerals and Waste Local Plan: Part 2 – Site Allocations Development Plan Document Covers whole of Oxfordshire	To make provision and allocate sites for minerals and waste development, in accordance with the Core Strategy; and provide the detailed policy framework for development management decisions	Must be in conformity with the Core Strategy	<i>Commenced September 2017 (after Core Strategy adoption)</i>	<i>Community and stakeholder engagement and consultation on site options (Issues and Options, Reg. 18) August – September 2018</i> Consultation on draft Site Allocations plan (Preferred Options, Reg. 18) January – March 2020.	Publish for representations to be made (Reg. 19) September – October 2020.	Submit for examination Jan 2021	Examination hearings May 2021	Receive and publish Inspector's report November 2021	Adopt Part 2 Plan - Site Allocations February 2022

Regulation (Reg.) numbers refer to The Town and Country Planning (Local Planning) (England) Regulations 2012.(Amended)

Stages in italics have already been completed.

* National planning policy at that time was contained in the National Planning Policy Framework, July 2018 and National Planning Policy for Waste, October 2014.

The need for any supplementary planning documents (e.g. minerals and waste development code of practice; and restoration and after-use of minerals and waste sites) will be kept under review; these documents are not included in this Development Scheme.

Table 2

Saved Policies that form part of the Oxfordshire Minerals and Waste Local Plan

Plan	Policy	Period Saved
Oxfordshire Minerals and Waste Local Plan	SC3 – Sutton Courtenay: traffic routeing	All saved from 27.09.08 until replaced by new policies in development plan documents when adopted.
	SW1 – Sutton Wick: area for working	
	SW2 – Sutton Wick: access restriction	
	SW3 – Sutton Wick: access requirement	
	SW4 – Sutton Wick: rate of production	
	SW5 – Sutton Wick: after-uses	
	SH1 – Stanton Harcourt: areas for working	
	SH2 – Stanton Harcourt: Sutton bypass	
	SH3 – Stanton Harcourt: traffic routeing	
	SH4 – Stanton Harcourt: traffic routeing requirements	
	SH5 – Stanton Harcourt: after-uses	
	SH6 – Stanton Harcourt: after-use management	
	CY1 – Cassington – Yarnton: area for working	
	CY2 – Cassington – Yarnton: conveyors and haul routes	
	CY3 – Cassington – Yarnton: after-uses	
	CY4 – Cassington – Yarnton: pedestrian and cycle routes	

Figure 1
Oxfordshire Minerals and Waste Local Plan – How the Separate Documents Fit Together

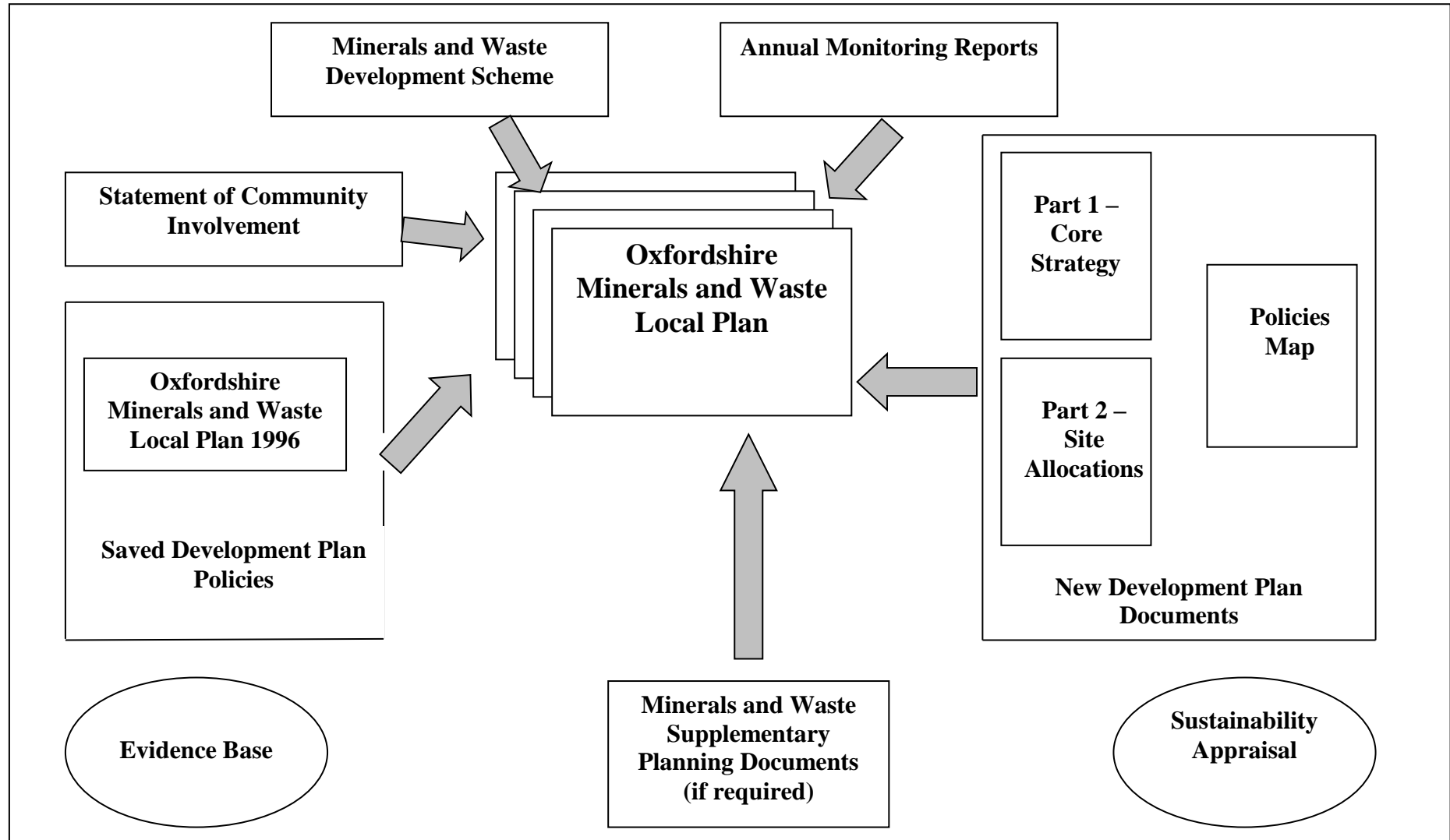
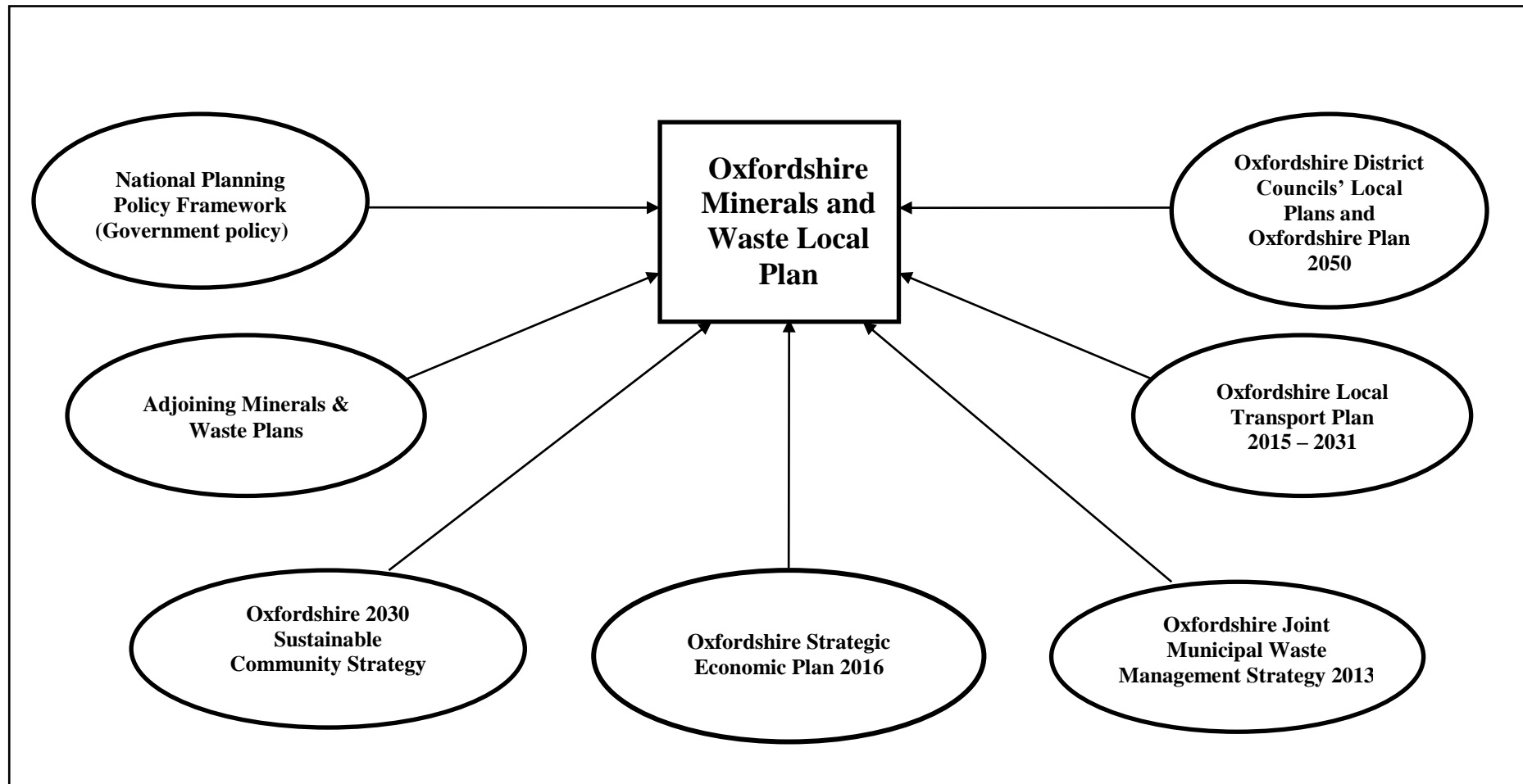


Figure 2
Relationships between Oxfordshire Minerals and Waste Local Plan and Other Strategies and Plans



ANNEX 1

PROFILES OF MINERALS AND WASTE DEVELOPMENT DOCUMENTS

Statement of Community Involvement

This has been replaced by the Revised Statement of Community Involvement.

Overview

Role and Subject

Oxfordshire County Council's service level agreement with stakeholders and the community covering engagement in the plan-making process and in planning applications.

Coverage The administrative area of Oxfordshire.

Status Non – Development Plan Document.

It must at least meet minimum requirements in the regulations and should have regard to the Council's corporate communications policy and the Oxfordshire Sustainable Community Strategy.

Timetable

Stage	Dates
Commence preparation of document	Commenced March 2005
Stakeholder & community engagement	Completed May – Sept 2005
Consultation on draft document	Completed Sept – Oct 2005
Submission to Secretary of State	Submitted February 2006
Commence Independent Examination	Hearing held July 2006
Receipt of Inspector's Report	Received July 2006
Adoption of Statement of Community Involvement	Adopted November 2006

Revised Statement of Community Involvement

This replaces the Statement of Community Involvement adopted in 2006.

Overview

Role and Subject

Oxfordshire County Council's policy and standards for consultation, engagement and involvement of consultees, stakeholders and other interested members of the community in the plan-making process and planning applications.

Coverage The administrative area of Oxfordshire.

Status Non – Development Plan Document.

It must at least meet minimum requirements in the regulations and should have regard to the Council's corporate communications policy and the Oxfordshire Sustainable Community Strategy.

Timetable

Stage	Dates
Commence preparation of document	Commenced May 2014
Stakeholder & community engagement – Consultation on draft document	Completed Sept – Oct 2014
Adoption of Revised Statement of Community Involvement	Adopted March 2015

Second Revised Statement of Community Involvement

This will replace the revised Statement of Community Involvement adopted in 2015.

Overview

Role and Subject

Oxfordshire County Council's policy and standards for consultation, engagement and involvement of consultees, stakeholders and other interested members of the community in the plan-making process and planning applications.

Coverage The administrative area of Oxfordshire.

Status Non – Development Plan Document.

It must at least meet minimum requirements in the regulations and should have regard to the Council's corporate communications policy and the Oxfordshire Sustainable Community Strategy.

Timetable

Stage	Dates
Commence preparation of document	January 2019
Stakeholder & community engagement – Consultation on draft document	July – October 2019
Adoption of Revised Statement of Community Involvement	March 2020

Minerals and Waste Local Plan: Part 1 – Core Strategy

Overview

Role and Subject

Strategic document setting out the vision, objectives, spatial strategies, core policies and implementation framework for meeting known and anticipated requirements for the supply of minerals and management of waste in Oxfordshire over the period to the end of 2031. It includes minerals, waste and common core policies and spatial strategies for minerals and waste, including strategic locations for minerals and waste developments supported by criteria based policies for the identification of specific sites and the consideration of planning applications for development. The spatial strategies will be shown on a policies map (minerals) and key diagram (waste). The Core Strategy identifies significant relationships with other relevant strategies and plans and with other local authority areas. It includes policies covering all types of minerals and waste development and general development control policies.

Coverage The administrative area of Oxfordshire.

Status Development Plan Document.

It must be consistent with relevant national planning policy (particularly the NPPF and National Planning Policy for Waste), and have regard to national Planning Practice Guidance and the Oxfordshire Sustainable Community Strategy.

Timetable

Stage	Dates
Commence preparation of document – Evidence gathering + Stakeholder & community engagement	Commenced March 2005
Consultation on Issues & Options	Consulted June – August 2006
Consultation on Initial Preferred Options	Consulted Feb – March 2007
Further evidence gathering and assessment	November 2008 – December 2009
Consultation on scope of Sustainability Appraisal	May 2009
Stakeholder and community engagement on Revised Options and Preferred Options	February 2010 – January 2011

Consultation on draft (preferred) Minerals and Waste Strategies	September – October 2011
Consultation on revised Minerals and Waste Core Strategy	February/March 2014
Published Proposed Submission Document for Representations	August 2015
Submitted document to Secretary of State	December 2015
Independent Examination Hearings	Held September 2016
Received and Published Inspector's Report	June 2017
Adoption of Core Strategy	Adopted September 2017

Arrangements for production

Organisational Lead	Director for Planning & Place.
Political Management	Cabinet Member for Environment; other County Council members involved through the Minerals & Waste Cabinet Advisory Group, Cabinet and full County Council at appropriate stages.
Internal Resources	MWLP Project Team (3 Officers) plus administrative and technical support; specialist input as required, particularly on transport, ecology and archaeology; and input from Corporate Communications Team as required.
External Resources	Consultant to facilitate stakeholder group meetings; Consultant to prepare Local Aggregate Assessment; Consultant to advise on Waste Needs Assessment; Consultants to advise on and undertake Sustainability Appraisal and Habitats Regulations Assessment; Consultant to undertake Strategic Flood Risk Assessments (partly in conjunction with district councils); Consultants or temporary staff to give additional capacity for workload peaks.
External Stakeholder Resources	Oxfordshire Partnership; Oxfordshire Growth Board; Minerals and Waste Forum (Stakeholder Group);

Oxfordshire Minerals and Biodiversity Stakeholder Group;
South East England Aggregate Working Party;
South East Waste Planning Advisory Group;
Nuclear Legacy Advisory Forum;
Duty to Co-operate bodies.

External Community &
Stakeholder
Involvement

Consultation bodies and other stakeholders canvassed for their views on issues and options and, as appropriate, advice sought on reasonable options.

Minerals and Waste Local Plan: Part 2 – Site Allocations

Overview

Role and Subject

Document making provision for and allocating specific sites for minerals and waste developments in Oxfordshire over the period to 2031 and setting out policies for control of development of those sites. It will in particular allocate sites within the minerals strategy areas and in accordance with the waste strategy in the Core Strategy, in order to deliver these strategies. This document will also identify safeguarded minerals and waste sites and facilities. In addition, it may include more detailed policies for making decisions on planning applications for minerals and waste and related development within allocated sites and elsewhere, building on general policies in the Core Strategy.

Coverage The administrative area of Oxfordshire.

Status Development Plan Document.

It will be consistent with the Core Strategy and consistent with national planning policy (particularly the NPPF and National Planning Policy for Waste), and will have regard to national Planning Practice Guidance and the Oxfordshire Sustainable Community Strategy.

Timetable

Stage	Dates
Evidence gathering, initial stakeholder and community engagement, identification of site options and initial assessment	September 2017 – April 2018
Preparation of issues and options consultation document	May – July 2018
Consultation on site options (Issues and Options, Regulation 18)	August – October 2018
Consider consultation responses; further evidence gathering and assessment; preparation of consultation draft document	October 2018 – December 2019
Consultation on draft document (Preferred Options, Regulation 18)	January – March 2020
Consider consultation responses; further evidence gathering and assessment; preparation of revised document for publication	March – August 2020

Publish proposed submission plan for representations (Regulation 19)	September 2020
Submit plan to Secretary of State	January 2021
Independent examination hearings	May 2021
Receive and publish Inspector's Report	November 2021
Adoption of Part 2 Plan – Site Allocations	February 2022

Arrangements for production

Organisational Lead	Director for Planning & Place.
Political Management	Cabinet Member for Environment; other County Council members involved through the Minerals & Waste Cabinet Advisory Group, Cabinet and full County Council at appropriate stages.
Internal Resources	MWLP Project Team (3 Officers) plus administrative and technical support; specialist input as required, particularly on transport, landscape, ecology and archaeology; and input from Corporate Communications Team as required.
External Resources	Consultant to provide technical support on site assessment and preparation of draft plan; Consultants to advise on and undertake Sustainability Appraisal and Habitats Regulations Assessment; Consultant to undertake Strategic Flood Risk Assessments; Consultants or temporary staff to carry out other specialist work or give additional capacity for workload peaks if required.
External Stakeholder Resources	Oxfordshire Partnership; Oxfordshire Growth Board; Oxfordshire District Councils; South East England Aggregate Working Party; South East Waste Planning Advisory Group; Nuclear Legacy Advisory Forum; Duty to Co-operate bodies.
External Community & Stakeholder Involvement	Consultation bodies and other stakeholders canvassed for their views on issues and options and, as appropriate, advice sought on reasonable options.

Policies Map

Overview

Role and Subject

Map showing graphic expression on an Ordnance Survey base of locationally specific policies and proposals in adopted development plan documents, in particular in the Minerals and Waste Local Plan: Part 1 – Core Strategy and Part 2 – Site Allocations, and any relevant saved policies and proposals for minerals and waste. It will include spatial representation of policies and proposals for minerals and waste management development and of any other relevant policies such as environmental designations, constraints and safeguarded areas and sites.

Coverage The administrative area of Oxfordshire.

Status Integral part of Development Plan Documents.

Timetable

The Policies Map will be prepared in parallel with preparation of the Minerals and Waste Local Plan, Part 1 – Core Strategy and Part 2 – Site Allocations (see document profiles above), and will be revised as and when any other development plan document that is prepared or revised is adopted, to illustrate geographically the application of the policies in the document or revision.

Arrangements for production

The Policies Map has been produced and will be updated when the Minerals and Waste Local Plan: Part 2 – Site Allocations is prepared and adopted. The arrangements for producing it will be as for that document (see document profiles above). The contents of the Policies Map will be shown on the Policies Maps of the District Local Plans covering Oxfordshire.

ANNEX 2

SCHEDULE OF SAVED MINERALS AND WASTE POLICIES AND THEIR PROPOSED REPLACEMENT

Oxfordshire Minerals and Waste Local Plan

Policy No.	Subject of Policy	To be replaced / deleted	When (estimate for those marked December 2020)	Replaced in which DPD
SD1	Sand and gravel landbanks	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD2	Small sand and gravel extensions	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD3	Limestone and chalk quarries	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD4	Ironstone extraction	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD5	Clay extraction	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD7	Rail head sites	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD9	Rail head safeguarding	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD10	Mineral safeguarding	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
SD11	Prior extraction	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
W2	Waste from elsewhere	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
W3	Recycling proposals	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
W4	Recycling in the countryside	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
W5	Screening waste plant etc	Replaced	Replaced	Minerals and Waste Local Plan: Part 1 – Core Strategy

			September 2017	
W6	Langford Lane site	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
W7	Landfill	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE2	Mineral working outside identified areas	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE3	Buffer zones	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE4	Groundwater	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE5	River Thames etc	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE7	Floodplain	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE8	Archaeological assessment	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE9	Archaeological remains	Replaced	Replaced September r 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE10	Woodland and forestry	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE11	Rights of way	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE12	Public access	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE13	Restoration and after-use	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE14	Nature conservation	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PE18	Determining applications	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PB1	Processing plant etc	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy
PB2	Removal of plant etc	Replaced	Replaced September 2017	Minerals and Waste Local Plan: Part 1 – Core Strategy

SC3	Sutton Courtenay: traffic routeing	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SW1	Sutton Wick: area for working	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SW2	Sutton Wick: access restriction	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SW3	Sutton Wick: access requirement	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SW4	Sutton Wick: rate of production	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SW5	Sutton Wick: after-uses	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SH1	Stanton Harcourt: areas for working	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SH2	Stanton Harcourt: Sutton bypass	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SH3	Stanton Harcourt: traffic routeing	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SH4	Stanton Harcourt: traffic routeing requirements	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SH5	Stanton Harcourt: after-uses	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
SH6	Stanton Harcourt: after-use management	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
CY1	Cassington – Yarnton: area for working	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
CY2	Cassington – Yarnton: conveyors and haul routes	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
CY3	Cassington – Yarnton: after-uses	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations
CY4	Cassington – Yarnton: pedestrian and cycle routes	To be replaced	(February 2022)	Minerals and Waste Local Plan: Part 2 – Site Allocations

Alternative Formats of this publication can be made available on request. These include other languages, large print, Braille, audio cassette, computer disk or e-mail

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CABINET – 17 MARCH 2020

OXFORDSHIRE MINERALS AND WASTE LOCAL PLAN: REVIEW OF OXFORDSHIRE STATEMENT OF COMMUNITY INVOLVEMENT

Report by Director for Planning and Place

RECOMMENDATION

1. **The Cabinet is RECOMMENDED to RECOMMEND to Council to:**
 - (a) **adopt the Oxfordshire Statement of Community Involvement with the amendments as shown in Annex 1; and**
 - (b) **to delegate to the Corporate Director for Place and Growth the approval of the Oxfordshire Minerals and Waste Statement of Community Involvement at Annex 1, subject to any further minor changes to be made in consultation with the Cabinet Member for Environment.**

Executive Summary

2. 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.
3. The current SCI was adopted by the Council in March 2015. The Town and Country Planning (Local Planning) (England) Regulations 2012(as amended) requires SCI's to be reviewed every 5 years. In view of these Regulations, and the legislative changes that have been made under the Neighbourhood Planning Act 2017, it is now an appropriate and relevant time to update the Statement of Community Involvement to incorporate these changes.
4. In view of these changes, a revised draft SCI was prepared and considered by Cabinet on 18th June 2019. Cabinet agreed the draft and authorised the publication of that document for public consultation. The revised draft Statement of Community Involvement 2019 can be seen at Annex 1.
5. Consultation on the revised draft took place between Wednesday 24th July and 2nd October 2019. We received four responses to the consultation. Only one of which made comment on the content of the Statement of Community

Involvement. This report sets out our response and implications for the revised draft SCI.

6. This report recommends a revised draft Statement of Community Involvement 2020 for adoption. This will ensure that an up to date SCI is in place before the Minerals and Waste Local Plan: Site Allocations Plan is submitted to the Secretary of State for examination later in 2020.

Introduction

7. 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.
8. The Council must comply with its SCI in preparing local plan documents.
9. 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 a number of 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 has been undertaken.

Review of the Statement of Community Involvement

10. 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.
11. 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.
12. 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.

13. 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.
14. To ensure the SCI is up to date, it should also now include the Oxfordshire Vision and Objectives; and it should make reference to the Oxfordshire 2050 Plan which is in preparation.
15. A draft revision of the SCI was considered by the Minerals & Waste Cabinet Advisory Group on 25th April 2019 and a draft SCI for consultation was approved by Cabinet on 18th June 2019.
16. This draft SCI was consulted on between Wednesday 24th July and 2nd October 2019.
17. The revised draft SCI closely follows the format of the 2015 SCI and covers:
 - What the SCI is; why it is being revised; and how to comment on the draft;
 - The Council's vision and values for Oxfordshire;
 - The Council's principles of community involvement;
 - The Council's planning responsibilities;
 - The Minerals and Waste Local Plan and how consultees and interested parties will be involved in the preparation of plan documents;
 - Planning applications and how consultees and interested parties will be involved in the determination of applications for minerals, waste and County Council developments;
 - Monitoring and review of the SCI.
18. The main changes from the 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.
19. To make it easier to see where changes have been made from the 2015 Statement of Community Involvement, the changes have been underlined or ~~deleted~~ where amendments were made.
20. The revised draft 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.

Consultation Responses and Amendments

21. We notified all those on our consultation database. This includes all Parish and Town Councils, surrounding Councils, local groups, industry, and anyone that has registered to be kept informed of the production of the Minerals and Waste Local Plan.
22. We received four emails to the consultation, only one of which contained specific comments on the content of the revised draft SCI. The responses are recorded in Annex 2 and are accompanied by an explanation of how these have been taken into account.
23. From the responses received it is not that felt we need to make any amendments to the revised draft Statement of Community Involvement as a result of the consultation.

Financial and Staff Implications

24. The Minerals and Waste Local Plan is included within the work priorities of the Planning and Place Directorate and funding provision for this project is held in the Minerals and Waste Plan Project earmarked reserve. The adoption of the SCI can be undertaken within existing resources and it does not raise any additional financial or staffing implications.

Equalities Implications

25. The revised Statement of Community Involvement is not expected to create any negative equality implications. By having an adopted SCI, it ensures that a clear process to community involvement and consultation is enabled within the planning process in the County and sets out the many different methodologies/approaches to engagement that are tailored to individual and group needs.

Susan Halliwell

Director for Planning and Place

Contact Officer: Charlotte Simms Minerals and Waste Senior Planning Policy Officer

Oxfordshire Minerals and Waste Local Plan

REVISED OXFORDSHIRE STATEMENT OF COMMUNITY INVOLVEMENT

**Draft for Public Consultation
July 2019**

Strategic Infrastructure and Planning
Oxfordshire County Council
County Hall
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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) require 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 County Council's current adopted Statement of Community Involvement 2015.
- 1.5 This revised draft of the SCI shows the changes that are proposed to be made to the current adopted Statement of Community Involvement 2015 as insertions and deletions.

Consultation on the Draft SCI – How to get involved

- 1.6 This document is a draft of the new SCI which is being published for public consultation in order to provide communities and other stakeholders with the

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

opportunity to get involved and have their say on the content of the document and the proposed methods of engagement before it is adopted.

1.7 All comments can be made via:

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 Wednesday 2nd October

The comments received will be used to inform the final version of the revised Statement of Community Involvement.

2. Our Vision and Values for Oxfordshire

2.1 Oxfordshire County Council's 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 the Council's Corporate 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 ~~2012~~ 2019 and Planning Practice Guidance ~~2014~~ 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 a Statement or Statements of Common Ground (SoCG) to highlight agreement on cross boundary strategic issues with neighbouring authorities and other relevant organisations. The SoCG documents where effective co-operation is and is not happening throughout the plan-making process, and is a way of demonstrating at examination that a local plan is deliverable over the plan period. The SoCG also forms part of the evidence required to demonstrate that the Council has 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 and 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 includes the Minerals and Waste Local Plan as well as Local Plans prepared by the Districts.
- 4.16 Neighbourhood Plans and Orders are not prepared by the County Council and the Oxfordshire Minerals and Waste SCI has no role in saying what methods of community engagement should be used in preparing them. However, we will expect organisations and 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 in the county and can provide strategic advice and comments on any significant potential impacts on minerals and waste planning interests and on County Council services.

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 is available on the Council's 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 plan preparation against the MWDS timetable is reported in the Council's Minerals and Waste Annual Monitoring Reports, which are 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 or wish to get involved in the preparation of the Minerals and Waste Local Plan.

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 to 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:

- 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.
- 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.
- 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 ~~monthly e-newsletter "Your Oxfordshire"~~ digital channels, including e-newsletters and social media.
- f) Place advertisements in local newspapers and through digital channels and issue ~~other media releases~~ packages including 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 ~~4.13~~ 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

- 5.26 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.
- 5.27 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.
- 5.28 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 a 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.
- 5.29 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 – <u>usually</u> 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 – <u>usually</u> 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 – <u>usually</u> 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 will 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 ~~keep~~ make a paper copy of ~~every~~ 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~~; Highways England;
- 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 undertaker
- Homes England

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~~; Historic England;
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes and Communities Agency;
- Clinical Commissioning Group;
- National Health Service Commissioning Board;
- Office of Rail ~~Regulation~~ and Road;
- 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 ~~Part 3 and Schedule 5 of The Town and Country Planning (Development Management Procedure) (England) Order 2010~~ Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. ~~This sets out~~ 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

- ~~Health and Safety Executive;~~
- ~~Highways Agency;~~
- ~~Rail network operators;~~
- ~~Local Highway Authority;~~
- ~~The Coal Authority;~~
- ~~Environment Agency;~~
- ~~English Heritage;~~
- ~~Natural England;~~
- ~~The Theatres Trust;~~
- ~~Defra;~~
- ~~Department for Culture, Media and Sport;~~
- ~~Department of Energy and Climate Change;~~
- ~~Sport England;~~
- ~~The Canals and River Trust;~~
- ~~Toll Road Concessionaries;~~
- ~~Crown Estate Commissioners;~~
- ~~Forestry Commission;~~
- ~~Garden History Society;~~
- ~~City and District Councils;~~
- ~~Parish and Town Councils.~~
- 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

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Annex 2

Report on Consultation Statement of Community Involvement January 2020

Introduction

The current Statement of Community Involvement was adopted by the Council in March 2015. The Town and Country Planning (Local Planning) (England) Regulations 2012(as amended) requires SCI's to be reviewed every 5 years. In view of these Regulations, and the legislative changes that have been made under the Neighbourhood Planning Act 2017, it is necessary to update the Statement of Community Involvement to incorporate these changes.

The main changes from the 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.

To make it easier to see where changes have been made from the 2015 Statement of Community Involvement, we underlined or ~~deleted~~ where amendments were made.

Consultation Period

The revised draft SCI was consulted on between Wednesday 24th July and 2nd October 2019.

Consultation

The draft revised Statement of Community Involvement and response form was available to view and download at:

<https://www.oxfordshire.gov.uk/cms/content/new-minerals-and-waste-local-plan>

We also placed the consultation on the Oxfordshire County Councils E-consult portal.

We also contacted all those respondents on our Minerals and Waste Database, either via email or by post. This database contains over 1100 contacts and includes all Town and Parish Councils within Oxfordshire, surrounding Councils, local and national groups, industry and individuals.

We also placed copies of the document at the following libraries across Oxfordshire.

Abingdon	Berinsfield	Didcot	Kennington	Wallingford
Bampton	Bicester	Eynsham	Kidlington	Wantage
Banbury	Burford	Faringdon	Oxford County	Witney
Benson	Carterton	Henley	Sonning Common	Woodstock

Respondents

We received four emails to the consultation, only one of which contained specific comments on the content of the draft SCI. No one responded via post or the online portal. The full emails are available on request from Minerals and Waste Policy Team.

Respondent	Comment	County Council Response
A Parish Council	Requested a copy of the SCI be sent to their local library.	Copy sent to library
A Parish Council	Found the document too lengthy and complex. Also requested a map showing the changes.	We responded with apologies for them finding the document too lengthy and complex. Explained why Oxfordshire County Council prepared the SCI and it's requirements. Also highlighted where changes were made from the previous Statement of Community Involvement. We clarified that the document did not relate to any specific pieces of land nor does it designate any mineral or waste sites and explained that these would come through the Site Allocations Plan. We also offered to meet with the Parish to go through the document.
Buckinghamshire County Council	Buckinghamshire County Council welcomes the opportunity to comment on Oxfordshire's Revised Statement of Community Involvement. We recognise that in section 5.15, subsection E, you mention that Oxfordshire CC 'may' extend the availability of consultation documents to locations like local government offices and the library. We would like to recommend that if it is possible, you do this so as to make the document accessible to as many	We acknowledge Buckinghamshire's comment, however all consultation documents are made available online at all times. There is access to the internet within Local Government offices and Libraries within Oxfordshire for people to be able to view the consultation documents. We do recognise that not everyone wishes to use computers or has internet access and we therefore we do provide a paper copy to the libraries if requested. At section 5.18 of the SCI we also offer to provide a copy in a variety of different formats to any person in order for them to be able to participate (though we may have to make a reasonable charge). Therefore, sending paper copies of all the documents to Local Government buildings and Libraries across Oxfordshire is not considered resource efficient and we do not feel a change in the text is necessary. No change required

	people as possible, thus making the consultation process more meaningful and yielding greater results.	
Surrey County Council	Have no comments to make on this document	Acknowledged

Conclusion

There were few responses to this consultation, as there were only minor changes to this document and the previous consultation during the preparation of the Statement of Community Involvement 2015 received only sixteen responses

No changes are required to the Revised draft Statement of Community Involvement as a result of the consultation.

Division(s): N/A

CABINET – 17 MARCH 2020

FORWARD PLAN AND FUTURE BUSINESS

Items identified from the Forward Plan for Forthcoming Decision

Topic/Decision	Portfolio/Ref
Cabinet, 21 April 2020	
<ul style="list-style-type: none"> ▪ Delegated Powers - April 2020 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 2019/196
<ul style="list-style-type: none"> ▪ Business Management & Monitoring Report - February 2020 To note and seek agreement of the report. 	Cabinet, Deputy Leader/Finance 2019/195
Joint Responsibility: Deputy Leader of the Council and Cabinet Member for Finance.	
<ul style="list-style-type: none"> ▪ Better Deal for Bus Users - Funding Opportunities To seek approval for the submission of Expressions of Interest to the Department for Transport's funding opportunities for buses: (1) all electric city; and (2) rural mobility fund (demands responsive services) 	Cabinet, Environment 2020/044
Cabinet Member for Environment, 30 April 2020	
<ul style="list-style-type: none"> ▪ Eynsham: Wharf Road - Proposed Waiting Restrictions To seek approval of the proposals. 	Cabinet Member for Environment, 2019/126
<ul style="list-style-type: none"> ▪ Abingdon: Northcourt Road - Proposed Revised Traffic Calming Measures To seek approval of the proposals. 	Cabinet Member for Environment, 2019/173
<ul style="list-style-type: none"> ▪ Cherwell and West Oxfordshire: Various Locations - Proposed Disabled Persons Parking Places To seek approval of the proposals. 	Cabinet Member for Environment, 2019/189

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| <ul style="list-style-type: none"> ▪ Didcot: Great Western Park - Proposed Zebra Crossings
To seek approval of the proposals. | Cabinet Member
for Environment,
2018/191 |
| <ul style="list-style-type: none"> ▪ Didcot: Great Western Park - Proposed Bus Gate
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/011 |
| <ul style="list-style-type: none"> ▪ Didcot: A4130 Didcot North Perimeter Road Near Mersey Way - Proposed Toucan Crossing
To see approval of the proposals. | Cabinet Member
for Environment,
2020/012 |
| <ul style="list-style-type: none"> ▪ Oxford: City Centre - Various Locations - Proposed Additional Cycle Parking Places
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/020 |
| <ul style="list-style-type: none"> ▪ Checkendon: Speed Limit Order - Administrative Correction
To seek approval on the proposed administrative correction to the speed limit order. | Cabinet Member
for Environment,
2020/031 |
| <ul style="list-style-type: none"> ▪ Bloxham: A361 and Bloxham Grove Road - Proposed Extension of 30mph Speed Limit
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/032 |
| <ul style="list-style-type: none"> ▪ Buckland: Carswell Lane - Proposed 20mph and 30mph Speed Limits
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/033 |
| <ul style="list-style-type: none"> ▪ Oxford: Abbey Road and Cripsey Road - Experimental Prohibition of Coaches
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/034 |
| <ul style="list-style-type: none"> ▪ Wendlebury: A41 - Proposed Extension of 40mph Speed Limit and 50mph Speed Limit
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/035 |
| <ul style="list-style-type: none"> ▪ Wallingford: A4130 Wallingford Bypass - Proposed 40mph Speed Limit and Right Turn Prohibition
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/036 |
| <ul style="list-style-type: none"> ▪ Carterton/Shilton: B4020 - Proposed Extension of 30mph Speed Limit and Traffic Calming Measures
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/037 |
| <ul style="list-style-type: none"> ▪ Faringdon: A417 Park Road - Proposed Puffin Crossing
To seek approval of the proposals. | Cabinet Member
for Environment,
2020/038 |

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| <ul style="list-style-type: none"> ▪ Faringdon: Southampton Street - Proposed Shared Use Footpath/Cycletrack Crossing
To seek approval of the proposals. | <p>Cabinet Member
for Environment,
2020/039</p> |
| <ul style="list-style-type: none"> ▪ Eynsham: High Street and Other Locations - Proposed Waiting Restrictions
To seek approval of the proposals. | <p>Cabinet Member
for Environment,
2020/040</p> |
| <ul style="list-style-type: none"> ▪ Sydenham: Proposed Traffic Calming Chicane
To seek approval of the proposals. | <p>Cabinet Member
for Environment,
2020/046</p> |
| <ul style="list-style-type: none"> ▪ Forest Hill: A40 Laybys - Proposed Closure
To seek approval of the proposals. | <p>Cabinet Member
for Environment,
2020/047</p> |

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