

# Council Briefing Note

Date: **Monday 24 June 2013**

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Time: **5.00 pm**

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Place: **Council Chamber, Town Hall**

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For any further information please contact:

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The meeting will also be available via a webcast. This means that people may choose to watch all or part of the meeting over the internet rather than attend in person. The webcast will be available to view on the City Council's website after the meeting.



## CONDUCT OF COUNCIL BUSINESS

- (1) Members should switch off mobile devices (or set them to flight mode) unless:-
  - They are expecting an urgent call, in which case they should use the vibrate mode for incoming calls and messages;
  - They are using a mobile device to read the Council agenda.
- (2) Ensure ipads are defaulting to WiFi;
- (3) Members should treat each other with mutual respect, should listen to what Members say and should not interrupt or disrupt Member speeches or addresses or questions by members of the public;
- (4) Council Business should be conducted through the Lord Mayor;
- (5) When the Lord Mayor stands to speak all Members should sit down;
- (6) Members when speaking should switch on and speak directly into the microphone and refrain from moving around when speaking, as this affects the audibility of their voice. They should also consider sitting down when speaking. They should avoid banging the benches as the loop is set up to counteract sudden sharp noises by cutting out momentarily.

### **PART 1 - BUSINESS PART OF THE MEETING**

#### **1 APOLOGIES**

Apologies have been received from Councillors Jones, Rundle and Wilkinson.

#### **2 DECLARATIONS OF INTEREST**

Guidance on this is contained within the main agenda. Members' attention is drawn to Section 22 of the Constitution.

If Members have queries about possible interests, would they please discuss them with the Monitoring Officer before the meeting commences.

### 3 MINUTES

To be signed as a correct record by the Lord Mayor. The Constitution does not permit any “matters arising”

See pages 1 to 54 of the main agenda.

### 4 APPOINTMENTS TO COMMITTEES

### 5 ANNOUNCEMENTS

- (a) The Lord Mayor
- (b) The Sheriff
- (c) The Leader of the Council
- (d) Chief Executive, Chief Finance Office, Monitoring Officer

There are no announcements by the Statutory Officers.

### 6 PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THE COUNCIL MEETING

1 - 2

***NOTE: for items 6 and 11 combined, the Constitution sets a time limit of 45 minutes. If there is insufficient time to take all of the addresses and questions, the Constitution says that a written response will be given to each of the questions not taken.***

#### Addresses

Jack Bloomer - Supporting the Financial Transactions Tax.

Text attached to the Briefing Note. The address relates to Motion 1.

#### Questions

None

### 7 EXECUTIVE BOARD RECOMMENDATIONS

3 - 54

Transfers to Earmarked Reserves – CEB 12<sup>th</sup> June, minute 6, recommendation 3. The report considered by CEB is attached to the Briefing Note.

## 8 OFFICER REPORTS

See pages 55 to 64 of the main agenda.

*The Leader will move adoption of the recommendation.*

## 9 CITY EXECUTIVE BOARD MINUTES - QUESTIONS

For the minutes of the meetings held on:

22<sup>nd</sup> April 2013

7<sup>th</sup> May 2013

12<sup>th</sup> June 2013

Please see pages 65 to 78 of the main agenda

*The Constitution sets a time limit of 15 minutes for questions arising from this item*

## 10 QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

55 - 70

*This item is not time limited*

Details of these questions and the replies given are attached to this Briefing Note.

### PART 2 – PUBLIC INVOLVEMENT AND SCRUTINY

## 11 PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THE COUNCIL MEETING

71 - 90

*NOTE: for items 6 and 11 combined, the Constitution sets a time limit of 45 minutes. If there is insufficient time to take all of the addresses and questions, the Constitution says that a written response will be given to each of the questions not taken.*

Addresses and questions with responses are attached to this Briefing Note.

### Addresses

Mark Stone – MND (Motor Neurone Disease) Charter  
(*The MND Charter has been placed in Members' pigeonholes in the Members' area*)

Fran Ryan – Community Led homes in Oxford;

William Clark – The Consultation Process;

Nigel Gibson – Openness and Transparency;

Daniel Tomlinson and Sarah Santhosham - Oxford University Students' Union Charities and Community;

Rowen Smith - Full Circle and Charity Mentors  
*(Details of these charities have been placed in Members' pigeonholes in the Members' area)*

### Questions

Andrew Brough – Teaching children to swim;

Sue Brough – Previous public consultation on building new pool in Blackbird Leys;

Cathy Wheeler – The legal nature of Oxford City Council;

Sietske Boeles – Potential risk to the environment caused by the Castle Mill development;

Jane Alexander – Access to swimming pools;

Adrian Arbib – Photo montages for the Roger Dudman Way development

## **12 PETITIONS**

None submitted

## **13 OUTSIDE ORGANISATION REPORTS AND QUESTIONS**

None submitted

## **14 SCRUTINY COMMITTEE - REPORTS FROM THE CHAIR**

Report attached to main agenda at pages 79 to 86

## **15 SCRUTINY COMMITTEE RECOMMENDATIONS**

None submitted

## PART 3 – MOTIONS – REPRESENTING THE CITY

### 16 MOTIONS ON NOTICE

91 - 94

***The Constitution provides for a total time of 60 minutes for this agenda item. Members' speeches are subject to a maximum of 3 minutes.***

***All Motions are attached to this Briefing Note, as follows:-***

- (1) Financial Transactions Tax – proposed by Councillor Bob Price, seconded by Councillor James Fry;
- (2) Community Budgets – proposed by Councillor Jean Fooks;
- (3) Tar Free Oxford – proposed by Councillor Sam Hollick;
- (4) Supermarket Levy – proposed by Councillor Craig Simmons, seconded by Councillor David Williams;
- (5) Supporting Youth Employment – proposed by Councillor David Williams, seconded by Councillor Sam Hollick;
- (6) Impartiality of the Planning Process – proposed by Councillor David Williams, seconded by Councillor Elise Benjamin;
- (7) Supporting the Robin Hood Tax – proposed by Councillor Elise Benjamin





## AGENDA ITEM 6

### PUBLIC ADDRESSES AND QUESTIONS THAT RELATE TO MATTERS FOR DECISION AT THIS MEETING.

Relates to: Item 16 – Motions on Notice

#### **1 Supporting the Financial Transactions Tax- Jack Bloomer**

We the undersigned are writing to ask you to show Oxford City councils' support for the introduction of a Financial Transaction Tax (FTT) otherwise known as the Robin Hood Tax.

Many of us students in Matthew Arnold school live in the city and West Oxford which is why we decided to approach the Oxford City Council through the local councillor for West Oxford – Susanna Pressel.

As students from Matthew Arnold's sixth's form we believe that the impact of the cuts is making the country more unfair and unequal, restricting our future opportunities, and making it a place that we do not want to grow up in. Three issues of particular concern to us, as students and teenagers, are the abolition of EMA, the increase in university of tuition fees, and lack of funding to combat climate change

We recognize that this has largely been due to the actions of central government in cutting grants to local authorities, but we believe this Council could be doing more to stand up for our country's future by speaking up for alternatives to the austerity approach of central government.

With unemployment at 2.5 million, growth stagnant across the country, frontline public services strapped for resources, and lack of action on climate change, we believe that without an alternative approach the world that the youth of this country will inherit looks bleak. This is why we think the Council should take a formal stand against this – and the FTT would be an important step in doing so.

An FTT would raise up to £20bn a year in the UK. It would see wealthy people and institutions in the financial sector help clear up the mess they caused, rather than today's youth paying with our futures and ordinary people paying with their jobs, frozen or lower wages, and declining public services. Local government has felt the cuts more than most, and should be at the forefront of the fight back against these centrally-imposed measures.

I write to ask you to bring forward a motion calling on the government to introduce an FTT, and secure formal backing for it from this Council. In doing so, you would be making a real, and popular, contribution to our collective future.

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To: City Executive Board

Date: 12th June 2013

Item No:

Report of: Head of Finance  
Head of Business Improvement and Technology

Title of Report: Integrated Report 4th Quarter 2012/2013

## Summary and Recommendations

**Purpose of report:** To update Members on Finance, Risk and Performance as at the end of Quarter 4, 31<sup>st</sup> March 2013.

**Key decision:** No

**Executive lead member:** Councillor Ed Turner

**Policy Framework:** Improving value for money and service performance

**Recommendation(s):**

The City Executive Board are requested to

a) Note the financial outturn and performance of the Council for the year 2012/13 and also the risks outstanding as at 31<sup>st</sup> March 2013.

b) Agree the transfer to earmarked reserves of unspent budgets detailed in paragraphs 7 to be used in 2013/14 and beyond.

c) To agree the transfer to earmarked reserves from the HRA as detailed in paragraph 10 and recommend to Council the approval of appropriate budgets in 2013/14 and beyond for these items.

## Executive Summary

Below is a brief list of the performance for 2012/13;

- **General Fund** – the outturn position equated to 100% of the Latest Budget and was achieved after transferring both service area and contingency savings to earmarked reserves that have been created to accommodate future Capital Programme priorities.
- **Efficiencies, Additional Income, Service Reduction targets** - 99% of these were met following additional mitigating circumstances.
- **Housing Revenue Account** – an additional surplus of £2.4million was created during the year. This has similarly assisted in transferring resources to specific HRA earmarked reserves to accommodate future Capital Programme priorities

- **Capital Programme** – the outturn position equated to 96% of the Latest Budget.
- **Performance** – Corporate target performance indicated at year end that 79% were either delivered as planned or were exceeded. Individual service area performance is detailed on Appendices C-F.

## **Background**

1. Historically Finance, Performance and Risk have been reported separately to the City Executive Board with little documented consideration of the interrelationship of these three key elements of management information.
2. An integrated reporting approach is one which enables a more holistic picture to be presented and understood. It is a concept many local authorities have and are grappling with.
3. Attached at Appendix B-F are the Council's Corporate and Directorate Integrated Performance reports. They have been produced using CorVu, the Council's performance management system and utilises a Red, Amber and Green reporting methodology.

## **Financial Implications**

4. Detailed financial analysis is shown in Appendix G with a further 3 supplement appendices detailing the GF, Capital and HRA outturn positions.
5. A summary is provided below of the main areas variances associated with the General Fund, Housing Revenue Account and total Capital Programme.

## **General Fund Revenue**

6. After allowing for budgeted transfers from the General Fund working balance of £1.622million and other net transfers to reserves the Council net expenditure was £20.778million for the year some £3.335million below its budgeted net expenditure of £24.113million. The variations primarily relate to the anticipated £1.241million Directorate underspends coupled with the non-use of several budgeted contingencies, namely Employee Inflation contingency of £0.624million the Pensions Provision Top Up contingency of £0.200million and £0.841million from the unachieved savings contingency, together with a £0.700million (0.9% of gross spend) favourable variance associated with the Local cost of Benefits. The cumulative impact of these created a surplus at year end of £3.335million the majority of which was transferred to an earmarked reserve to fund temporary car parking and other related activities in connection with the redevelopment of Westgate in the City Centre.
7. Some of the more significant transfer to earmarked reserves includes :

## **General Fund**

- Transfer to severance reserve to fund future redundancy payments - £0.508million
- Transfer of grants received pending usage - £1.139million
- Transfer to homelessness reserve - £0.650million
- Transfer to cover estimated the 2013/14 partnership payment £0.485million
- Transfer to cover future flood works - £0.150million
- Transfer for unspent budget carried forward to 2013/14 - £0.765million. These are summarised below with details shown in Appendix 4 of Appendix G.

### CARRY FORWARDS SUMMARY

<u>Service</u>	Approved £000's	Not Approved £000's	Total £000's
Policy and Communications	0	30	30
City Development	150	7	157
Housing	0	140	140
Leisure	0	5	5
Direct Services	150	100	250
Community Development	237	8	245
Customer Services	124	134	258
HR and Facilities	83	0	83
Law and Governance	21	0	21
<b>TOTAL</b>	<b>765</b>	<b>424</b>	<b>1,189</b>

8. During the year the Council incurred flooding emergency response costs, totalling £0.161million. Whilst we recognise that only the “additional” costs incurred are ordinarily claimed back from the Government under the Bellwin scheme, this is only approved for new areas of flooding, not repeat areas. As such the “additional” expenditure incurred was both unbudgeted and ineligible for grant claim.

### Housing Revenue Account

9. The latest budget for the Housing Revenue Account projected a deficit position of £1.321million. The actual outturn produced a net surplus of £1.080million, approximately £2.4million more than budgeted due to less funding needed for the HRA capital programme and increased income from both dwelling and non-dwelling rents. In addition a provision of £1.2million in respect of a rent review on Southfield Park was no longer required following a successful negotiated settlement. £7million was transferred to the Major Repairs Reserve to either fund the increased HRA capital programme from 2013/14 onwards or have the option to repay debt. More detailed explanations of the variances incurred are detailed in Appendix G.

10. In addition to the transfer to the Major Repairs Reserve other transfers of £0.815million to be spent on schemes in 2013/14 and beyond included :

- Stock condition survey - £0.250million
- HRA Staff Partnership Payments for next 3 years £0.100million
- Tenancy Fraud Officer salary 1 year £0.033million
- Alley Gating works £0.100million
- Future HRA Structure Reviews £0.150million
- HRA Carry Forward Requests £0.182million

11. The HRA working balance remains at c. £3.7million moving into 2013/14, which is considered a prudent level to cover unforeseen variations on HRA income and expenditure. It is also in accordance with the levels agreed by CEB as part of the 2013/14 Budget Report whereby a minimum working balance of £3.5million was recommended so as to cover unexpected eventualities including increased RTB's, increased rent arrears, falling investment rates and unforeseen costs.

### **Capital**

12. Capital expenditure outturn was £16.323million split £8.733million and £7.590million between General Fund and HRA respectively. This compared to an original approved budget of £27.86million the main variation relating to the delayed construction of the new completion pool at Blackbird Leys of around £8million.

### **Legal Implications**

13. There are no legal implications directly relevant to this report.

**Name and contact details of author:-**

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Service Area / Department: Finance, Business Improvement and Technology

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**List of background papers:**

**Version number:**

**Principles of the integrated report**

The key principles applied in producing the report are:

- Exception reporting utilising clear graphical summaries, followed by narrative which focuses only on those issues that requires attention.
- Narrative which pulls together and makes the links between risk, finance and performance to form a holistic view and incorporating trend data.
- CorVu will be used to create the base data for the report from existing information (i.e. no additional work created for Services).
- Some entries for performance monitoring and risk monitoring are shown as “no data”. What this means when referring to performance measures is the indicator is not required to be calculated for the period reported. For risk it is because the previous quarterly measurement was not undertaken so no assessment of the risk being increased or reduced is possible.
- The distinction between a summary Corporate-level view and Directorate-level picture of performance is retained and the latter enhanced by the inclusion of, service plan target performance
- The detail of the existing finance report will be appended to the integrated as it is needed to enable decisions to be taken at executive level (authorisations, virements etc.)
- The following tolerances apply to the financial dials:
  - **Green** – Forecast outturn is within 100% of the latest approved budget
  - **Amber** – Forecast outturn is within 100% - 105% of the latest approved budget
  - **Red** - Forecast outturn is over 105% of the latest approved budget. Performance in this area is a potential concern and will be commented on within the report.

**What Do the Dials Show?**

Several items are displayed below each dial.

Budget	This is the monetary value of the Latest Budget for the above dial
Forecast	This is the projected outturn position i.e. what we think the year-end spend will be
Variance	Difference between the Latest Budget and the Projected Outturn (Forecast)
Prev Qtr	The projected outturn estimated at the time of the previous quarter
Movement	Change in projected outturn for the previous quarter with the projected outturn for the current quarter. Please note

	that the projected outturn for the previous quarter can be retrospectively revised if additions/transfers to latest budget levels have taken place during the interim.
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### **Performance Summary**

This section is broken down into 3 sub-sections;

- Current Quarter's information on performance targets broken down between the RAG categories.
- A summary of the previous quarter's position.
- Direction of Travel table displaying the movement between categories from one quarter to the next.

### **Risk Management**

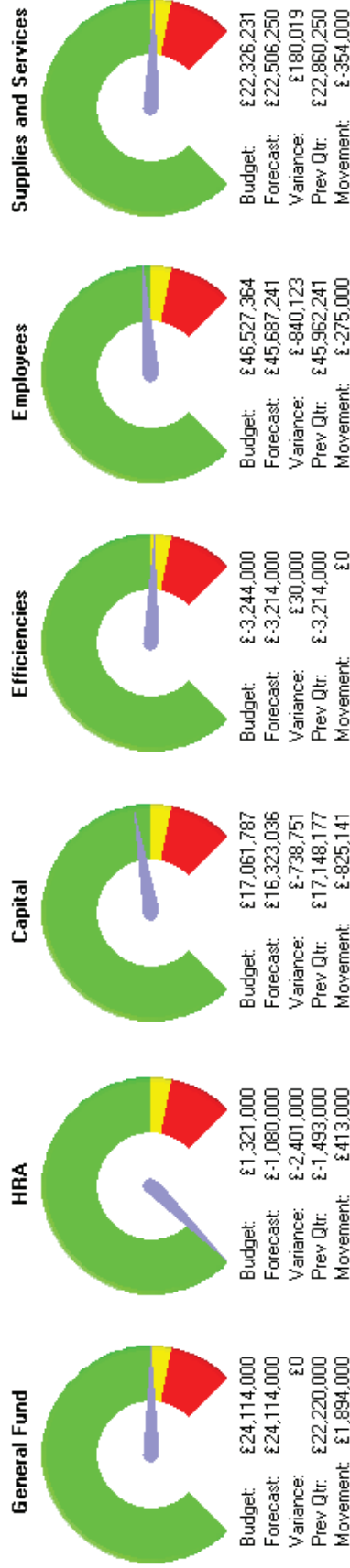
This section is similarly broken down into the same 3 sub-sections;

- Current Quarter's information on performance targets broken down between the RAG categories.
- A summary of the previous quarter's position.
- A Direction of Travel table displaying the movement between categories from one quarter to the next.



# Appendix B Integrated Report- Corporate Q4 2012/13

## Financial Performance



### Performance Summary

Priority	No Data	Red	Amber	Green
Vibrant and Sustainable Economy	0 (0%)	1 (33%)	0 (0%)	2 (67%)
Meeting Housing Need	0 (0%)	0 (0%)	0 (0%)	4 (100%)
Strong and Active Communities	0 (0%)	1 (33%)	0 (0%)	2 (67%)
Cleaner Greener Oxford	0 (0%)	2 (40%)	0 (0%)	3 (60%)
An Efficient and Effective Council	0 (0%)	1 (25%)	0 (0%)	3 (75%)
<b>Total</b>	<b>0 (0%)</b>	<b>5 (26%)</b>	<b>0 (0%)</b>	<b>14 (74%)</b>

Previous Quarter	No Data	Red	Amber	Green
Previous Quarter	0 (0%)	0 (0%)	7 (37%)	12 (63%)

### Direction of Travel

Priority	No Data	Declining	No Change	Improving
Vibrant and Sustainable Economy	0 (0%)	0 (0%)	1 (33%)	2 (67%)
Meeting Housing Need	0 (0%)	0 (0%)	1 (25%)	3 (75%)
Strong and Active Communities	0 (0%)	1 (33%)	1 (33%)	1 (33%)
Cleaner Greener Oxford	0 (0%)	1 (20%)	0 (0%)	4 (80%)
An Efficient and Effective Council	0 (0%)	0 (0%)	1 (25%)	3 (75%)
<b>Total</b>	<b>0 (0%)</b>	<b>2 (11%)</b>	<b>4 (21%)</b>	<b>13 (68%)</b>

### Risk Management

Ref.	Category	Description	Previous Current			Trend Declined to red?	
			P	I	P		
CRR-013	Impact on homelessness of changes in Housing Benefit	Changes in housing benefit and universal housing benefit increase homelessness	5	3	5	3	→
CRR-007	Health and Safety	Existence of operational risks (relating to internal as well as public concerns - property not vehicle)	3	4	3	4	→
CRR-004	Delivery of key projects = ability to deliver cross cutting projects	People and the council are not developed sufficiently to make risk based decisions, carry out options appraisals. Decision making can be poor. Innovation is not encouraged, low risk appetite.	3	3	3	3	→
CRR-006	Supplier Management	Ability of the council to manage large contracts and to obtain best value from those contracts	2	3	3	2	→
CRR-012	Failure to achieve budget reductions over four year period	Inability to achieve savings in budget	3	3	2	3	↑

## CORPORATE SUMMARY

### 1 OVERALL SUMMARY POSITION

The Council's financial position and projected outlook remains strong principally due to the strategic approach to delivering current efficiency targets and the methodology surrounding the provision of contingencies within the budget setting process as well as improved budget monitoring. This approach has created capacity and flexibility to respond to budget needs as and when they arise none more so than the necessity to provide £3.3m for Westgate Development. However, spending against planned priorities does need better forecasting and targeting as this has impacted on delivering all identified performance measures listed for the year. Furthermore, the progress of continually delivering on efficiency targets will be challenging as will delivering on the Council's capital programme, which has increased to over £40m in 2013/14. The corporate risks associated with principally the external threats relating to homelessness and welfare reform, ability to deliver efficiencies given the current and future Comprehensive Spending Review, together with changes around Business Rates Retention all highlight the need to ensure continued robust budgeting and monitoring remains, together with ensuring performance measures are continually improved for customers and residents during ever increasing financial constraints as well as the importance to deliver on projects as originally intended.

### 2 FINANCE OVERALL

10

#### **Overall financial performance was good against latest budget projections.**

For the General Fund Directorates the collective movement between the Q3 projected outturn position and the final year-end spend at Q4 was only £0.257m. Decisions regarding known underspends against in-year contingencies were made during the last quarter with the main requirement being the transfer of £3.3m to a specific Earmark Reserve for temporary car parking facilities during the re-development of the Westgate shopping centre.

For the HRA the movement between the Q3 projected outturn position and the final year-end spend at Q4 was £0.413m. There was an additional surplus £2.4m in the year caused by lower revenue funding of £0.940m needed for the HRA capital programme, resources associated with the balance left from the reversal of the Southfield Park provision that was no longer required and additional income from both dwelling and non-dwelling rents along with a re-imbursment of £0.231m of negative housing subsidy from DCLG following the external audit of the 2011/12 final claim.

For Capital the movement between the latest projected budget position and the final year-end outturn at Q4 was £0.739m. However, this was after substantial reductions of over £10.8m from the original programme had been made during the course of the year, mainly related to the deferred start date associated with the City's new swimming pool facility. There has been significant improvement in the monitoring and the delivering of the capital programme this year but it is recognised that more can still be done in this area.

For Efficiencies, Service Reductions and Additional Fees and Charges the Council had a target for the year of £3.244m. At the end of the financial year a total of £3.214m of these were delivered. Some efficiency targets were not delivered as originally planned. That said additional income

generated in the year ensured that after accounting for these mitigating issues the level of Efficiencies/Additional Fees and Charges/Service Reduction actually achieved for 2012/13 were 99% complete.

Summarising the monitoring of most budget areas of the Council's GF, HRA and Capital projects was good however; some service areas do continue to need more attention to ensure budget projections capture all eventualities.

### 3 PERFORMANCE

**Overall the Council's performance against its corporate targets is Good** with 14 (74%) targets delivered as planned or exceeded by year end, and 5 (26%) having missed their target. Missed targets in individual performance areas are set out in the exceptions section below.

This is a reduction on the end of year position for 2011/12 where 90% of targets were achieved or exceeded.

#### Corporate performance indicator exceptions

##### Delivery of the Council's efficiency savings

During 2012/13, £1,502,000 of efficiencies were delivered, and a further £137,000 in mitigating savings. This contributed to cumulative efficiency savings of £7,061,000, narrowly missing the target of £7,182,000 for the end of the year. Further details are provided in Appendix G of the report, including other areas of increased income or service reductions that have more than offset this small shortfall.

##### The number of training places and jobs created through Council investment projects and other activities

The final position for the year was 197 new jobs compared to a target of 246 which had been dependent on major construction projects progressing, such as the competition pool. A number of new jobs have been created this year through the letting of properties in the City: 70 jobs from National Motion at Ramsey House, 15 jobs at 33/35 George St, 10 jobs Formula One Car Repairs at Oxpens Rd, 18 jobs were created with the opening of the hotel on St Michael Street, 45 jobs at Bills Restaurant in Northgate Hall and one job created at the Westgate Kiosk.

##### Satisfaction with our neighbourhoods

Satisfaction with the local area as a place to live has fallen from 86% in 2011 to 83.8% for 2012 compared to a target of 87%. The total number of responses was 544, giving an accuracy rate of ±4%. Work is currently being done to better understand the reasons for these results, including holding focus groups with members of the Citizens' Panel who had expressed dissatisfaction. Next year's survey will be undertaken as part of a wider national exercise with the LGA and will allow us to compare changes in our satisfaction levels against national trends.

##### Reduction in the Council's water consumption

At the end of March 2013 the reduction in water consumption achieved was 3,141m<sup>3</sup> compared to a target of 4,711m<sup>3</sup>. However, we are awaiting confirmation of the status of the Hinksey Pool leak repair; if successful this will mean a reduction in around 10,000m<sup>3</sup> per annum saving.

##### Household waste recycled or composted

The year-end recycling rate was 48.08% compared to a target of 50%, and represents a 4.87% improvement on 2011/12 performance. The figure

includes an agreed 3.5% year end adjustment for “street sweep arisings” to give a like for like comparison on previous years following changes to the rules concerning the classification of this type of waste.

#### **4 RISK**

**Overall risk management has been slightly below what was originally planned.**

Too many corporate risks have remained in the amber/red categories during the year. Whilst there has been a general improvement, progress has probably not been as quick as originally planned. A ‘blank paper’ exercise is planned shortly to be undertaken by the Corporate Management Team to thoroughly review these risks and this revised position will be reflected in the first quarters monitoring position,

# Appendix C

## Integrated Report- Organisational Development and Corporate Services Q4 2012/13

### Financial Performance

Transformation



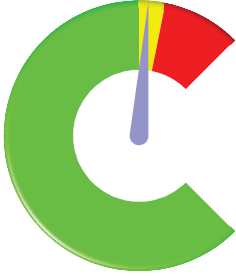
Budget: £621,000  
Forecast: £621,000  
Variance: £0  
Prev Qtr: £621,000  
Movement: £0

Business Improvement and Technology



Budget: £3,315,000  
Forecast: £3,283,000  
Variance: £-32,000  
Prev Qtr: £3,251,000  
Movement: £32,000

Customer Services



Budget: £2,688,000  
Forecast: £2,735,000  
Variance: £47,000  
Prev Qtr: £2,782,000  
Movement: £-47,000

Finance



Budget: £2,172,000  
Forecast: £2,065,000  
Variance: £-107,000  
Prev Qtr: £2,048,000  
Movement: £17,000

Human Resources and Facilities



Budget: £1,616,000  
Forecast: £1,893,000  
Variance: £277,000  
Prev Qtr: £2,080,000  
Movement: £-187,000

Law and Governance



Budget: £2,549,000  
Forecast: £2,825,000  
Variance: £276,000  
Prev Qtr: £3,001,000  
Movement: £-176,000

### Performance Summary

Service	No Data	Red	Amber	Green
Business Improvement and Technology	0 (0%)	0 (0%)	0 (0%)	6 (100%)
Customer Services	5 (42%)	6 (50%)	0 (0%)	1 (8%)
Finance	0 (0%)	7 (44%)	0 (0%)	9 (56%)
Human Resources and Facilities	0 (0%)	2 (40%)	0 (0%)	3 (60%)
Law and Governance	0 (0%)	0 (0%)	0 (0%)	2 (100%)
<b>Total</b>	<b>5 (12%)</b>	<b>15 (37%)</b>	<b>0 (0%)</b>	<b>21 (51%)</b>
Previous Quarter	No Data	Red	Amber	Green
	5 (12%)	7 (17%)	7 (17%)	22 (54%)

### Direction of Travel

Service	No Data	Declining	No Change	Improving
Business Improvement and Technology	0 (0%)	0 (0%)	4 (67%)	2 (33%)
Customer Services	0 (0%)	7 (58%)	0 (0%)	5 (42%)
Finance	0 (0%)	4 (25%)	6 (38%)	6 (38%)
Human Resources and Facilities	0 (0%)	2 (40%)	1 (20%)	2 (40%)
Law and Governance	0 (0%)	1 (50%)	1 (50%)	0 (0%)
<b>Grand Total</b>	<b>0 (0%)</b>	<b>14 (34%)</b>	<b>12 (29%)</b>	<b>15 (37%)</b>

### Risk Summary

Service	No Data	Red	Amber	Green
Business Improvement and Technology	0 (0%)	0 (0%)	3 (75%)	1 (25%)
Customer Services	0 (0%)	0 (0%)	0 (0%)	6 (100%)
Finance	0 (0%)	0 (0%)	3 (43%)	4 (57%)
Human Resources and Facilities	0 (0%)	0 (0%)	2 (40%)	3 (60%)
Law and Governance	0 (0%)	0 (0%)	1 (50%)	1 (50%)
<b>Total</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>9 (38%)</b>	<b>15 (63%)</b>
Previous Quarter	No Data	Red	Amber	Green
	1 (4%)	0 (0%)	9 (29%)	13 (37%)

### Direction of Travel

Service	No Data	Declining	No change	Improving
Business Improvement and Technology	3 (75%)	0 (0%)	0 (0%)	1 (25%)
Customer Services	0 (0%)	4 (44%)	5 (56%)	0 (0%)
Finance	0 (0%)	1 (14%)	2 (29%)	4 (57%)
Human Resources and Facilities	0 (0%)	1 (20%)	4 (80%)	0 (0%)
Law and Governance	0 (0%)	0 (0%)	2 (100%)	0 (0%)
<b>Total</b>	<b>3 (11%)</b>	<b>6 (22%)</b>	<b>13 (48%)</b>	<b>5 (19%)</b>

## ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES DIRECTORATE

### **Directorate Overview**

Management of Customer Services, HR and Facilities and Law and Governance require significant improvement in certain areas if both financial performance and agreed performance targets are to be achieved in future years. These issues if not addressed will inevitably increase the scale and significance of risks within the Directorate's risk register. This is reinforced with overall Directorate performance declining slightly with 51% of measures now meeting or exceeding target at the end of Quarter 4 compared to 54% at the end of the previous quarter. The number of measures off target increased from 14 to 15 compared to the previous quarter.

### **1. Directorate Financial Performance**

#### **Business Improvement and Technology**

Overall the service area was underspent by £0.032m on the technology side of the business.

#### **Customer Services**

The volatility of projected outturn positions associated with this service area during the course of the financial year is of concern. At year-end whilst only a slight overspend of £0.047m was realised, there were nonetheless large overspend projections forecast during the first half of the financial year and the ability to deliver efficiency savings within this service area remain challenging.

#### **Finance**

At year-end savings in salaries and spend on external and internal audit were main contributors to the year-end favourable variance of £0.107m against the latest budget.

#### **Human Resources and Facilities**

Concerns regarding achieving Town Hall income targets have been a regular comment in the monitoring for this service area during 2012/13. Furthermore, the deliverability of key corporate initiatives e.g. apprenticeships and corporate training have nonetheless slipped during the year that does impact on achieving set performance targets. Overall there was a net overspend of £0.277m for the year.

#### **Law and Governance**

£0.276m overspend, £0.161m of which represents the "total" flooding emergency response costs which have been isolated under the emergency planning cost centre. Whilst we recognise that only the "additional" costs incurred are ordinarily claimed back from the Government under the Bellwin scheme, this is only approved for new areas of flooding, not repeat areas. As such the "additional" expenditure incurred was both unbudgeted and ineligible for grant claim. The remainder of the overspend consisted of additional canvassing costs for electoral registration ( £0.015m), a shortfall in Legal Hub income ( £0.020m), unbudgeted employee costs (£0.090m) and a historic budgetary shortfall for Members allowances (£0.025m) offset by under spends across other cost centres within the Service. This does now necessitate more intense scrutiny of financial performance in 2013/14 if

similar overspends are going to be avoided.

## 2. Directorate Performance - Exceptions

### **Customer Services**

Percentage of Business Rates Collected: End of year performance was 97.81% compared to a target of 98%. This was a disappointing final result and with the Business Rates retention changes taking effect from April 2013 additional resources will be moved into this area to improve performance.

Percentage of Council Tax collected: The target of 97.10% was narrowly missed (97.01%, equating to just £57,000 short of the sum expected) and still represents the best collection performance achieved by the Council. The target should be reached by the end of April 2013.

End of year performance for the time to process changes in circumstances was 12 days compared to a target of 10 days. For the processing of new benefit claims, performance was 26.65 days compared to a target of 14 days. The Benefits Fundamental Service Review recommended a number of process improvements based on the implementation of a number of technological solutions. It has taken longer than anticipated to implement the new technology which means that performance has not improved to where we would have expected. The two main tools to drive this improvement are Risk Based Verification (RBV) and an electronic claim form (eClaim). RBV went live at the end of January and eClaim is in a live pilot stage. As such we would expect to meet the challenging performance measures we have set by Quarter 2 of 2013/14.

Customers getting through first time on Councils Main Service lines: Performance in the Contact Centre been steadily improving since October 2012 and as a result the year end performance has increased to 87.73%, although this falls short of the target of 95%. Monthly performance in March 2013 had risen to 97.52%.

Percentage of rent collected: End of year performance was 96.83% compared to a target of 97.60%. The increase in rent arrears is attributable to the Direct Payments pilot that wasn't taken into account when setting targets for 2012/13. Two significant increases in arrears occurred during the year; the first in July 2012 at Phase 1 of implementation (an increase of £443k), and the second at phase 6 throughout December 2012 (an increase of £229k). There has been significant improvement in performance since December 2012 with arrears reducing by £253k due to the concentrated efforts of the rents team.

### **Finance**

Percentage of invoices paid on time: End of year performance was 94.33% compared to a target of 97%. Performance during March 2013 was just 10 invoices short of achieving target, and all Service Areas achieved over 90% for the first time, but lower performance earlier in the year has prevented the target from being reached.

Housing Benefit Security - Number of prosecutions and sanctions per 1000 caseload: End of year performance was 4.88 compared to a target of 5.35. The number of successful sanction cases in year was set at 23 per investigator (69 in total). 61 sanctions have been achieved, but 10 potential sanction cases have been closed in Quarter 4 due to unreasonable time delay.

Number of cases per investigator at any given time: All but 2 officers have had a case load of below the target of 45, resulting in overall performance of 47.

Percentage of debtors on direct debits: End of year performance was 11% compared to a target of 15%. This has risen moderately through the year but

despite efforts to push this to new and existing customers, performance has not come close to the target.

Investment return above base rate: Performance improved in March 2013 due to several of our deposits with Local Authorities (that pay a lower yield) maturing. Our result for the year was 0.43% above base rate. This is under the target of 0.5% above base rate due to interest rates from all our counterparties steadily decreasing over the last 12 months.

Percentage of remittance advices emailed: Although end of year performance of 84%, narrowly missed the annual target of 85%, monthly performance for the last 4 months of the year has exceeded this target, which is a positive sign for the future.

Number of returned Council owned dwellings through civil and criminal proceedings: No dwellings were returned compared to a target of 2 for the year. The Prevention of Social Housing Fraud Act, which would make the subletting a social housing property a criminal offence, has not been enacted to allow this action by the Council.

### **Human Resources and Facilities**

Income from Town Hall and Museum operations: End of year performance was £532,165 compared to a target of £670,000. The service is in the early stages of embedding a sales process to improve on income generation in 2013/14

Percentage of black and ethnic minority employees: Performance was 5.7% compared to a target of 9%. This is an area where we need to improve significantly. Work is planned to understand what barriers to employment there may be from various communities in the City and then we will take steps to overcome those barriers. We will be focusing on raising the profile of the Council as an employer of choice in 2013/14.



### **Risk Performance- Exceptions**

#### **Business Improvement and Technology**

No exceptions to report in this area, as all risks show either no movement or an improvement.

#### **Customer Services**

Three risks relating to inability to deliver financial savings; corporate focus for customer first programme and reduced rental income collection for tenants have all been closed in this quarter as sufficient work has been carried out to mitigate and improve the position on these risks.

#### **Finance**

There is one declining risk relating to the recruitment and retention of key staff.

#### **Human Resources and Facilities**



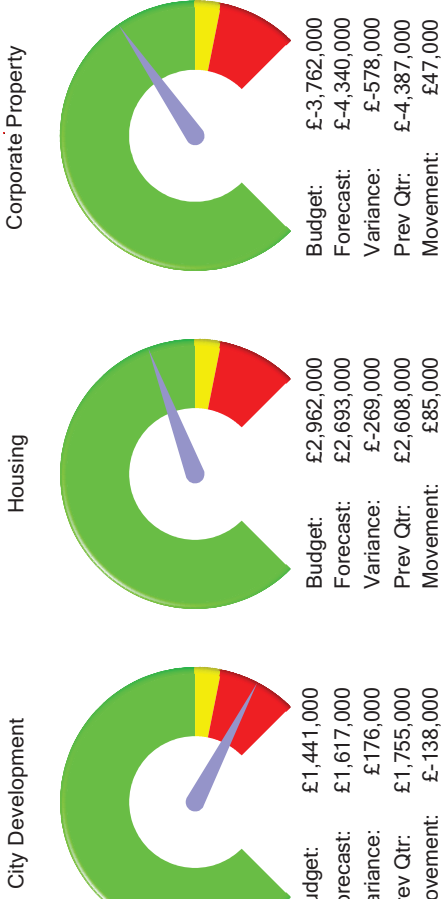
There is one declining risk relating to the maintaining and developing an effectively resourced team with the right skills, due to the inability to recruit to key posts on first advert.

**Law and Governance**

No exceptions to report in this area, as all risks show no movement.

Integrated Report- City Regeneration Q4 2012/13

Financial Performance



Performance Summary

Service	No Data	Red	Amber	Green
City Development	0 (0%)	2 (67%)	0 (0%)	1 (33%)
Corporate Property	3 (13%)	3 (13%)	0 (0%)	18 (75%)
Housing	0 (0%)	1 (17%)	0 (0%)	5 (83%)
<b>Total</b>	<b>3 (9%)</b>	<b>6 (18%)</b>	<b>0 (0%)</b>	<b>24 (73%)</b>

Direction of Travel

Service	No Data	Declining	No Change	Improving
City Development	0 (0%)	0 (0%)	0 (0%)	3 (100%)
Corporate Property	0 (0%)	1 (5%)	11 (50%)	10 (45%)
Housing	0 (0%)	1 (17%)	1 (17%)	4 (67%)
<b>Grand Total</b>	<b>0 (0%)</b>	<b>2 (6%)</b>	<b>12 (39%)</b>	<b>17 (55%)</b>

Risk Summary

Service	No Data	Red	Amber	Green
City Development	0 (0%)	1 (13%)	3 (38%)	4 (50%)
Corporate Property	0 (0%)	2 (17%)	4 (33%)	6 (50%)
Housing	0 (0%)	1 (25%)	1 (25%)	2 (50%)
<b>Total</b>	<b>0 (0%)</b>	<b>4 (17%)</b>	<b>8 (33%)</b>	<b>12 (50%)</b>

Direction of Travel

Service	No Data	Declining	No change	Improving
City Development	0 (0%)	1 (11%)	7 (78%)	1 (11%)
Corporate Property	0 (0%)	1 (8%)	11 (92%)	0 (0%)
Housing	0 (0%)	0 (0%)	4 (100%)	0 (0%)
<b>Total</b>	<b>0 (0%)</b>	<b>2 (8%)</b>	<b>22 (88%)</b>	<b>1 (4%)</b>

Service	No Data	Red	Amber	Green
Previous Quarter	1 (3%)	4 (12%)	5 (15%)	23 (70%)

Service	No Data	Red	Amber	Green
Previous Quarter	0 (0%)	6 (20%)	6 (20%)	12 (33%)

## CITY REGENERATION DIRECTORATE

### Directorate Overview

Overall financial performance has been very good but some budget concerns, especially associated with income levels remain. This hasn't necessarily affected performance as this has been maintained at 73% of measures meeting or exceeding target at the end of Quarter 4 compared the end of the previous quarter. The number of measures off target has reduced from 8 to 6 compared to the previous quarter. Risk in certain areas remains and this may have some impact on both financial and service performance in certain areas of City Development.

#### 1. Directorate Financial Performance

##### **City Development**

During 2012/13 the service area experienced a net year-end overspend due to the non-achievement of budgeted Building Control and Planning Fee income. Concerns regarding the budgeted level of Building Control fees will be problematic moving forward as given the current economic climate they are proving too difficult to achieve. Re-adjustments reflecting these concerns may be needed within the MTFP as well as more innovative ways of generating income levels. It is believed the Planning Fees issue is more to do with timing and more Planning Fee income will be received in 2013/14 as will a continuation of pre-planning advice income.

##### **Housing**

Savings associated with staff vacancies (which have all now been filled) created some savings in the year. The impact of welfare reforms on homelessness is putting pressure on our Housing Service and is a major concern moving forward.

##### **Corporate Property**

The additional rent income levels from the Council's commercial portfolio continue to be strong. However, it is accepted that continued review of the income generated from these assets is needed in order that £6m plus of income is generated for the authority each year.

#### 2. Directorate Performance - Exceptions:

##### **City Development**

Net additional homes provided: End of year performance was 194 compared to a target of 230. House building in Oxford has been sluggish, reflecting the national situation and the absence of large housing sites currently under construction. There may also be a time lag whereby some completions are not formally recorded in the month they take place.

Processing of minor planning applications: End of year performance was 72% compared to a target of 75%, but is still a good achievement. The old National Target was 60%. The drop in performance this year is principally because the number of minor applications requested to be determined by the area planning committees (call-ins) rose from 15 last year to 44 this year. As a result it was possible to determine only 18% of these minor

applications within the 8 weeks.

#### **Housing**

Development of on-line housing applications: Progress has been delayed due to the late release of a new software product which was then found to be unsuited to needs. A second product has since been assessed as suitable, and a business plan is being put together.

Number of new Rough Sleepers spending a second night on the streets: A rough sleeper count in February 2013 identified 1 new rough sleeper spending a second night on the street, missing the target of zero second nights out.

#### **Corporate Property**

Percentage of market tenants satisfied with landlord services: No satisfaction survey has been carried out for 2012/13, and in view of the ongoing market rent reviews this has been deferred to 2013/14.

Achieve budget savings: Actual savings achieved were £319,832 compared to a target of £405,009. This target would have been achieved had the New Pool in Cowley gone ahead through the recouping of fees through time charged to the project.

### **3. Risk Performance- Exceptions**

#### **City Development**

There is one declining risk which still remains as an amber risk, relating to project delays due to poor project management. There is still one red risk remaining in this area relating to major systems failure due to the reliance on ICT systems for processing and whilst mitigating actions are still being undertaken the impact of such failure would be major.

#### **Housing**

No exceptions to report in this area, as all risks show no movement.

#### **Corporate Property**

There is one remaining red risk within this service area in relation to the Westgate redevelopment project. However recent developments on this area indicate that the project continues to show forward movement.

Integrated Report- Community Services Q4 2012/13

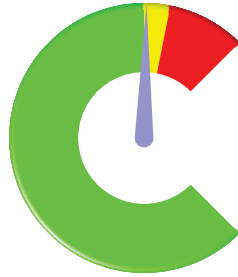
Financial Performance

Environmental Development



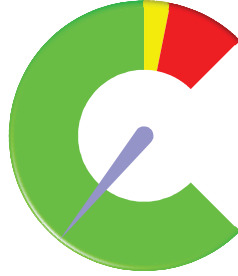
Budget: £1,489,000  
Forecast: £1,393,000  
Variance: £-96,000  
Prev Qtr: £1,297,000  
Movement: £96,000

Leisure and Parks



Budget: £3,103,000  
Forecast: £3,117,000  
Variance: £14,000  
Prev Qtr: £3,162,000  
Movement: £-45,000

Direct Services



Budget: £-1,034,000  
Forecast: £-1,682,000  
Variance: £-648,000  
Prev Qtr: £-1,630,000  
Movement: £-52,000

Community Development



Budget: £3,754,000  
Forecast: £3,565,000  
Variance: £-189,000  
Prev Qtr: £3,567,000  
Movement: £-2,000

Performance Summary

Service	No Data	Red	Amber	Green
Community Development	0 (0%)	1 (25%)	0 (0%)	3 (75%)
Direct Services	0 (0%)	0 (0%)	0 (0%)	9 (100%)
Environmental Development	0 (0%)	1 (14%)	0 (0%)	6 (86%)
Leisure and Parks	0 (0%)	3 (15%)	0 (0%)	17 (85%)
<b>Total</b>	<b>0 (0%)</b>	<b>5 (13%)</b>	<b>0 (0%)</b>	<b>35 (88%)</b>

Direction of Travel

Service	No Data	Declining	No Change	Improving
Community Development	0 (0%)	0 (0%)	2 (50%)	2 (50%)
Direct Services	0 (0%)	2 (22%)	5 (56%)	2 (22%)
Environmental Development	0 (0%)	0 (0%)	2 (29%)	5 (71%)
Leisure and Parks	0 (0%)	3 (15%)	12 (60%)	5 (25%)
<b>Grand Total</b>	<b>0 (0%)</b>	<b>5 (13%)</b>	<b>21 (53%)</b>	<b>14 (35%)</b>

Risk Summary

Service	No Data	Red	Amber	Green
Community Development	0 (0%)	0 (0%)	1 (50%)	1 (50%)
Direct Services	0 (0%)	0 (0%)	4 (36%)	7 (64%)
Environmental Development	1 (13%)	0 (0%)	5 (63%)	2 (25%)
Leisure and Parks	0 (0%)	0 (0%)	6 (55%)	5 (45%)
<b>Total</b>	<b>1 (3%)</b>	<b>0 (0%)</b>	<b>16 (50%)</b>	<b>15 (47%)</b>

Direction of Travel

Service	No Data	Declining	No change	Improving
Community Development	0 (0%)	0 (0%)	2 (100%)	0 (0%)
Direct Services	0 (0%)	0 (0%)	11 (79%)	3 (21%)
Environmental Development	1 (11%)	0 (0%)	8 (89%)	0 (0%)
Leisure and Parks	0 (0%)	1 (8%)	9 (75%)	2 (17%)
<b>Total</b>	<b>1 (3%)</b>	<b>1 (3%)</b>	<b>30 (81%)</b>	<b>5 (14%)</b>

## **Directorate Overview**

Whilst savings have been realised especially within the Community Development team this has impacted on performance, especially the ability to meet Anti-Social Behaviour satisfaction targets. That said generally performance has improved with 88% of measures now meeting or exceeding target at the end of Quarter 4 compared to 85% at the end of the previous quarter. The number of measures off target reduced from 6 to 4 compared to the previous quarter. Overall both financial monitoring and the risk management associated with the Directorate has remained very good throughout the financial year with only one service risk now remaining in the red category. It is important that future service area risks identified within the Directorate's risk register are regularly reviewed as the diverse nature of activities across the Directorate and the ability to operate within budgetary levels in 2013/14 onwards remain challenging.

### **1. Directorate Financial Performance**

#### **Environmental Development**

A slight underspend of £0.096m on employees occurred at year-end but generally financial performance for this service area is good.

#### **Leisure and Parks**

Budget overspends associated with leisure management utility costs were realised during the year but they were offset by increased income levels in other areas within the service, resulting in a slight net overspend for the year of £0.015m.

#### **Direct Services**

The complexity, value and range of services provided within this business unit does require significant resources in monitoring projected contribution levels. The outturn position of £0.648m surplus for this service area was projected early during the financial year but challenges remain moving forward, especially the ability to bid and win external contracts.

#### **Community Development Team**

Underspends of £0.189m were similarly identified early and these related to salary savings associated with the recruitment of staff, especially to the CANACT team. The service now has a full complement of staff.

### **2. Directorate Performance - Exceptions**

#### **Leisure and Parks**

Commence work on the new pool at Blackbird Leys: Progress on the pool has been held up by an application for town green status.

Reduce the cost of parks per household: The end of year figure was £41 compared to a target of £39. However, this still compared favourably to a

national benchmark average cost of £61 per household.

Continuously improve our approach to people and equalities: The target for development days per employee of 3.5 days was narrowly missed (3.11 days) due to the need to re-profile the scheduled training. This target will be met for 2013/14.

### **Community Development Team**

Dealing with local concerns about anti-social behaviour (ASB) and crime by the local council and police: End of year performance was 46.6% satisfaction compared with the target of 55%. This indicator is measured using the results of a question in an annual Talkback survey. Although the target was not met this year, we have been doing further consultation work with Talkback panellists around the way we deal with ASB, and hope that by incorporating their suggestions into our new ASB plan and policy, the satisfaction scores will be improved next year.

## **3. Risk Performance- Exceptions**

### **Direct Services**

Showing an overall improving position, with three risks changing and one moving from an Amber risk to a Green risk, this is in relation to delivery of an efficient service.

### **Leisure and Parks**

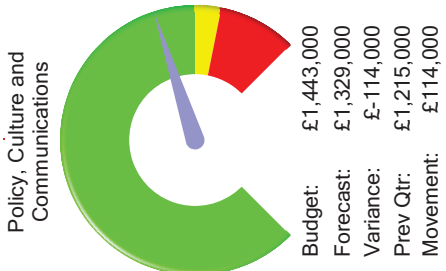
Two risks have been closed this quarter relating to delivery of VFM targets by the Leisure contractor and the impact of Ash dieback disease. These two risks are no longer relevant to the service.

### **Environmental Development**

No exceptions to report in this area, as all risks show no movement.

Integrated Report- Chief Executives Q4 2012/13

Financial Performance



Performance Summary

Service	No Data	Red	Amber	Green
Policy Culture and Communications	1 (8%)	0 (0%)	0 (0%)	12 (92%)
<b>Total</b>	<b>1 (8%)</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>12 (92%)</b>

Risk Summary

Service	No Data	Red	Amber	Green
Policy Culture and Communications	0 (0%)	0 (0%)	3 (100%)	0 (0%)
<b>Total</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>3 (100%)</b>	<b>0 (0%)</b>

Direction of Travel

Service	No Data	Red	Amber	Green
Previous Quarter	1 (8%)	1 (8%)	1 (8%)	10 (77%)

Direction of Travel

Service	No Data	Red	Amber	Green
Previous Quarter	0 (0%)	0 (0%)	3 (50%)	0 (0%)

Service	No Data	Declining	No Change	Improving
Policy Culture and Communications	0 (0%)	0 (0%)	7 (58%)	5 (42%)
<b>Grand Total</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>7 (58%)</b>	<b>5 (42%)</b>

Service	No Data	Declining	No change	Improving
Policy Culture and Communications	0 (0%)	0 (0%)	3 (100%)	0 (0%)
<b>Total</b>	<b>0 (0%)</b>	<b>0 (0%)</b>	<b>3 (100%)</b>	<b>0 (0%)</b>



## CHIEF EXECUTIVES DIRECTORATE

### Directorate Overview

Financial performance was generally good as was service area performance which improved with 100% of measures meeting or exceeding target at the end of Quarter 4 compared to 86% at the end of the previous quarter. No major concerns to the management of the service risk register were identified during the year. As such overall general performance was good although better planning of some budget provision which is earmarked to performance targets is needed moving forward.

#### 1. Directorate Financial Performance

##### **Policy, Culture and Communications**

The directorate had a projected outturn position of £1.329m, which was £0.114m lower than the approved latest budget. This is as a result of reduced expenditure within the educational attainment budget.

#### 2. Directorate Performance - Exceptions

##### **Policy, Culture and Communications**

There were no exceptions as all targets were met or exceeded.

#### 3. Risk Performance- Exceptions

##### **Policy, Culture and Communications**

There were no exceptions to report as there have been no changes to the risks in this quarter.

**Draft Finance Monitoring as at 31<sup>st</sup> March 2013 (Quarter 4)**

**Appendix 1:** March 2013 monitoring – General Fund Draft Outturn

**Appendix 2:** March 2013 monitoring – Capital Programme Draft Outturn

**Appendix 3:** March 2013 monitoring – Housing Revenue Account Draft Outturn

**Appendix 4:** March 2013 monitoring – Carried Forward List

**EXECUTIVE SUMMARY**

1. This report sets out the Council's draft final outturn position as at the 31st March 2013 and highlights major variances to the approved latest budget. In summary
  - As Appendix 1 demonstrates the General Fund Revenue account outturn position was as per the latest budget. This was achieved through a variety of transfers to earmarked reserves during the last quarter utilising resources previously identified from unused budgeted contingency provision (detailed later in this report). The services element of the General Fund only showed a movement from the outturn position predicted at Q3 of £0.257million.
  - Appendix 2 details the draft capital outturn position which shows a surplus variance against the latest budget of £0.739million as at the end of the financial year. There have been several reductions to the capital programme during the year, notably the new competition swimming pool project that accounts for most of the slippage.
  - Appendix 3 indicates that the HRA's draft outturn position for 2012/13 was a deficit of £1.321m for the year. The outturn for the year was in fact a surplus of £1.080m; approximately £2.402m more than budgeted due to less funding needed for the HRA capital programme and increased income from both dwelling and non-dwelling rents. £7m has been transferred to the Major Repairs Reserve to either fund the increased HRA capital programme from 2013/14 onwards or have the option to repay debt.
  - The collection rate for Council Tax arrears was 97.01%, up on March 2012's position of 96.80%.
  - Business Rate collection at the end of March 2013 was 98.88% compared to 97.75% for 2011/12.
  - The payment of invoices within 30 days has improved slightly since Q3's position of 94.33%. However, this is still below the 2012/13 target of 97%.
  - HRA total arrears were £1.348million as at the end of March. This represents a significant improvement on Q3 when they stood at £1.595million, a reduction of over 15% for the quarter.
2. As part of the monitoring process Finance staff have met and had budget monitoring discussions with Cost Centre Managers and Heads of Service to verify the current budgetary position.
3. The main projected General Fund outturn variances compared to the latest budget are shown below:
4. **Chief Executive's Directorate** – A favourable variance of £0.114million was realised at year-end due to additional slippages of spend within Policy, Culture and Communication.
5. **City Regeneration Directorate** – A favourable outturn variance of approximately £0.670million, which was only £0.007million different from that reported at Q3. The main

reason for the variance is the additional rent generated from the Council's commercial property portfolio.

6. **Community Services Directorate** – A £0.918 million favourable variance, which was again only slightly different, £0.002 million, from that reported at Q3. This has principally been caused by the predicted additional contributions generated by Direct Services from their range of service activities during the year.
7. **Organisational Development and Corporate Services Directorate** – As at the end of March the Directorate is projecting a £0.462million adverse variance, an increase of £0.362million than that reported at Q3. This has been caused from Emergency Planning flood works having to be absorbed by the Council and reduced Town Hall income.

## GENERAL FUND OUTTURN

8. Appendix 1 provides a General Fund revenue outturn position, broken down by Service Area. Table 1 below also details the summarised GF position as at the end of March 2013 and compares the position to that reported in Quarter 3.

**Table 1 General Fund Revenue**

GF Outturn Report 12/13	Approved Budget (per Budget book)	Latest Budget	Actual YTD	% Budget Spent to 31st Mar 2013	Outturn Variance Q4	Outturn Variance Q3	Outturn Variance Movement from Q3 to Q4
	£000's	£000's	£000's	%	£000's		
<b>Directorates</b>							
Chief Executive	1,525	1,443	1,329	92%	(114)		114
City Regeneration	4,457	641	(30)	(5%)	(670)	(677)	(7)
Community Services	3,882	7,312	6,394	87%	(918)	(921)	(3)
Organisational Dev & Corp Services	12,180	12,962	13,423	104%	462	100	(362)
<b>Directorate Total Excl SLA's &amp; Capital Charges</b>	<b>22,044</b>	<b>22,357</b>	<b>21,117</b>	<b>94%</b>	<b>(1,241)</b>	<b>(1,498)</b>	<b>(257)</b>
SLA's & Capital Charges	(1,274)	(1,276)	738	(58%)	2,013		(2,013)
<b>Corporate Accounts</b>	<b>1,815</b>	<b>1,831</b>	<b>(849)</b>	<b>(46%)</b>	<b>(2,680)</b>	<b>367</b>	<b>3,047</b>
<b>Contingencies</b>	<b>3,151</b>	<b>775</b>	<b>61</b>	<b>8%</b>	<b>(714)</b>		<b>714</b>
<b>Total Corporate Accounts &amp; Contingencies</b>	<b>4,966</b>	<b>2,606</b>	<b>(788)</b>	<b>()</b>	<b>(3,394)</b>	<b>367</b>	<b>3,761</b>
<b>Net Expenditure Budget</b>	<b>25,736</b>	<b>23,688</b>	<b>21,066</b>		<b>(2,621)</b>	<b>(1,131)</b>	<b>1,490</b>
Transfer to / (from) GF working balances	(1,622)	(1,622)	(1,622)	100%			
Transfer to / (from) Ear Marked Reserves		2,049	5,053		3,005		(3,005)
<b>Net Budget Requirement</b>	<b>24,113</b>	<b>24,114</b>	<b>24,497</b>		<b>383</b>	<b>(1,131)</b>	<b>(1,514)</b>
<b>Funding</b>							
External Funding	11,719	11,719	12,028	103%	309	310	1
Council tax	12,587	12,587	12,661	101%	74		(74)
Less Parish Precepts	(193)	(193)	(193)	100%			
<b>Total Funding Available</b>	<b>24,113</b>	<b>24,113</b>	<b>24,497</b>		<b>383</b>	<b>310</b>	<b>(73)</b>
<b>(Surplus) / Deficit for year</b>			<b>(0)</b>	<b>(0)</b>		<b>(1,441)</b>	<b>(1,441)</b>

9. As at the end of March the outturn position was as per the latest budget position. This has been achieved by utilising unused contingency provision to specific earmarked reserves, mainly £3.3million for a Westgate Re-Development Reserve to provide temporary car parking at Westgate.
10. **Chief Executive's Directorate** - The directorate is currently estimated to have a projected outturn position of £1.329million, which is £0.114million lower than the

approved latest budget. This is as a result of reduced expenditure within the educational attainment budget. This budget spend has subsequently been re-profiled in line with the current agreed programme.

11. **City Regeneration Directorate** - The directorate is currently estimated to have a projected outturn favourable position of £0.030million, which is £0.670million lower than the approved latest budget but only £0.007million different to that reported at Q3. City Development was £0.176million overspend is as a result of a decline in Building Control Fees against budget and reduced Planning Fees. GF Housing services was £0.269million underspend created by staff budget savings and Corporate Property was £0.577million favourable at year-end caused by positive commercial property rent reviews.
12. **Community Services Directorate** - The directorate is currently estimated to have a projected outturn position of £6.394million, which is a favourable variance of £0.918million against the latest budget and primarily relates to savings/additional income associated with Direct Services. This outturn position is only £0.003m different to that projected at Q3. Environmental Development was £0.096million underspent caused by salary savings incurred towards the end of the financial year. Leisure & Parks Services was £0.015million adverse caused by pressures on the leisure management area due to utilities, and fleet and fuel pressures within parks slightly offset by additional income from burial services and tree works. Direct Services was a net £0.648million favourable largely caused by a surplus (£0.078million) from off-street car parking primarily due to St Clements remaining open for an additional 11 months, additional Engineering works won (£0.386million), Streetscene re-structure and employees not being in the pension scheme (£0.418million), Building Services making a contribution from Non-HRA Works (£0.044million), all of which were slightly offset by income targets not being achieved within Motor Transport (£0.145million) and Commercial waste (£0.135million). Lastly Community Development was £0.189million underspent at year-end principally caused by staff savings due to vacancies that have now all been filled.
13. **Organisational Development and Corporate Services Directorate** - The directorate is estimated to have a projected outturn position of £13.423million, which is £0.462million adverse to the latest budget. This is a £0.362million higher than that reported in Q3. Business Imp & Tech was £0.32 million underspent as a result of lower spending on the technology side of the business. Customer Services was £0.047 million adverse. This was a mixture of additional council tax court cost income, and court fees budgets. The Finance Service was £0.107million favourable caused by salary savings, over provision of legal costs and reduced internal/external audit fees. HR & Facilities was £0.277million overspent. The main pressures within the service were as a result of a shortfall in Town Hall and post room income, as well as additional spending on Town Hall and facilities supplies and services. These pressures were partly offset by savings through vacant posts. Lastly, Law & Governance was £0.276million overspent resulting from £0.161million of costs associated with Emergency Planning flood works that the Council were unable to recover, together with salary overspends and a shortfall in Legal Hub budgeted income are the main reasons for the adverse variance at year-end.

## **CORPORATE ACTIVITIES**

14. With regard to SLA's/Capital Charges and Corporate Accounts it is best to view these two items together. The overspend on SLA's/Capital Charges mainly relates to capital charges where both depreciation charged for the year and deferred charges were approximately £2million higher than budgeted, hence the adverse variance shown. These costs for the GF, in accordance with current accounting rules, are however

reversed out within the Corporate Accounts section so as not to hit the bottom line and as such a cost to Council Taxpayers and this accounts for the majority of the favourable variance for this line. The balance of the favourable outturn associated with Corporate Accounts related to the Local Cost of Benefits.

15. With regard to Contingencies the Employee Inflation contingency of £0.624million was not needed, together with unused amounts from the Pensions Provision Top Up contingency, £0.200million and £0.841million from the unachieved savings reserve. These resources coupled with the service area underspends of £1.241million shown above were used to principally transfer resources to a year-end earmarked reserve of £3.3million for Westgate Re-Development that had the result of bringing the outturn position in line with the latest GF budget at year-end.

16. The Council has utilised £1.622m from existing working balances as originally estimated.

17. The new earmarked reserves created at year-end were:

- £3.279million Westgate Re-Development Reserve to fund temporary car parking facilities that will be required during the projected Westgate re-development.
- £0.150million Emergency Flood Reserve to fund future flood works as and when they arise.

18. Appendix 1 incorporates the transfers and budget adjustments associated with the agreed £0.765million of GF service carry forward requests suggested by CMT. These are as follows:

City Development	£0.150m	Unlawful Dwellings
Direct Services	£0.150m	Marsh Road Depot Improvements
Community Development	£0.039m	Ward Member Budget slippage
	£0.010m	BBL Work club
	£0.106m	Youth Ambition slippage
	£0.032m	Youth Ambition Grants
	£0.050m	Social Inclusion Fund
Customer Services	£0.054m	Unused DCLG grant for CT Benefit claimants
	£0.037m	Grant money for Welfare Reform
	£0.033m	Grant money for support to benefit claimants
HR and Facilities	£0.083m	Apprenticeships
Law and Governance	£0.021m	Archivist Project

## **ACHIEVEMENT OF SAVINGS AND EFFICIENCIES**

19. The Council's budget identifies £1.761million of efficiencies, £0.290million of service reductions and £1.193million of additional fees and charges for 2012/13. As at the end of March some efficiency targets weren't delivered. However, both mitigating activities and additional on-going fees and charges ensured that across all three areas associated with "Efficiency" targets, these were 99% delivered.

20. Table 2 below details the forecast outturn position relating to efficiencies, service reductions and additional fees and charges at the end of March 2013.

**Table 2 – Savings and Efficiencies as at 31st March 2013**

	Efficiencies			Service Reductions			Fees and Charges		
	Approved Savings	Variance	Savings made to date	Approved Savings	Variance	Savings made to date	Approved Savings	Variance	Savings made to date
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Policy, Culture & Communications							(17)	4	(13)
<b>Chief Executive</b>							(17)	4	(13)
Finance	(225)		(225)	(72)		(72)			
Business Improvement & Technology	(130)		(130)						
Law & Governance	(33)		(33)	(53)		(53)	(5)	5	
Human Resources & Facilities	(67)	36	(31)				(30)	30	
Customer Services	(247)	46	(201)						
<b>Organisational Development and Corporate Services</b>	<b>(702)</b>	<b>82</b>	<b>(620)</b>	<b>(125)</b>		<b>(125)</b>	<b>(35)</b>	<b>35</b>	
Direct Services	(120)		(120)				(836)	(117)	(953)
Leisure & Parks	(310)	78	(232)	(35)		(35)	(54)	2	(52)
Environmental Development	(12)		(12)	(98)		(98)	(10)		(10)
<b>Community Services</b>	<b>(442)</b>	<b>78</b>	<b>(364)</b>	<b>(133)</b>		<b>(133)</b>	<b>(900)</b>	<b>(115)</b>	<b>(1,015)</b>
City Development	(5)		(5)	(16)		(16)	(191)	36	(155)
Housing and Communities	(192)		(192)	(16)		(16)			
Corporate Property	(420)	91	(329)				(50)		(50)
<b>City Regeneration</b>	<b>(617)</b>	<b>91</b>	<b>(526)</b>	<b>(32)</b>		<b>(32)</b>	<b>(241)</b>	<b>36</b>	<b>(205)</b>
<b>Mitigating Savings</b>		<b>(137)</b>	<b>(137)</b>					<b>(44)</b>	<b>(44)</b>
<b>Total</b>	<b>(1,761)</b>	<b>114</b>	<b>(1,647)</b>	<b>(290)</b>		<b>(290)</b>	<b>(1,193)</b>	<b>(84)</b>	<b>(1,277)</b>

## HRA OUTTURN

21. The summarised HRA position as at 31st March 2013 is set out in Table 3 and detailed on the attached Appendix 3.

**Table 3 – Housing Revenue Account HRA**

HRA Outturn Report 12/13	Approved Budget (per budget book)	Latest Budget	Actual YTD	% Budget Spent to 31st March 2013	Outturn Variance Q4	Outturn Variance Q3	Outturn Variance Movement from Q3 to Q4
	£'000	£'000	£'000	%	£'000	£'000	£'000
Dwelling Rent	(36,508)	(36,508)	(37,140)	102%	(632)	90	722
Service Charges	(956)	(956)	(970)	101%	(13)		13
Shops/Garages/Furn/Other Rent	(2,208)	(2,300)	(2,433)	106%	(133)		133
Rechargeable Fees/Other	(721)	(621)	(187)	30%	434		(434)
<b>Net Income</b>	<b>(40,393)</b>	<b>(40,386)</b>	<b>(40,730)</b>		<b>(345)</b>	<b>90</b>	<b>435</b>
Rent/Income Collection	361	357	(866)	-242%	(1,222)	(1,296)	(74)
Tower Blocks and Flats	598	597	490	82%	(108)	2	110
Management/Infrastructure	1,839	1,883	2,175	116%	292	(46)	(338)
Depreciation	8,147	5,888	5,888	100%	( )		
ICT services	281	281	281	100%	( )		
Contact Centre	786	786	782	100%	(4)		4
Rent Team	499	502	446	89%	(56)	122	178
Tenant's Participation	208	250	226	91%	(24)	(42)	(18)
Furnished Tenancies	473	543	487	90%	(57)		57
Local Housing Management	835	837	875	105%	38	(4)	(42)
Major Projects/Policy/Technical	626	626	531	85%	(95)	(2)	93
Bad Debt Provision	410	410	274	67%	(136)		136
Site Preparation	201	200	134	67%	(66)		66
<b>Sub Total Tenancy Management</b>	<b>15,264</b>	<b>13,160</b>	<b>11,722</b>		<b>(1,438)</b>	<b>(1,266)</b>	<b>172</b>
Caretaking Service	941	941	941	100%			
Garden Scheme	268	268	268	100%			
Void Property officers/Garage team	248	248	248	100%			
Day to Day Responsive	4,450	4,463	4,844	109%	382		(382)
Planned Maintenance	4,938	5,205	5,286	102%	81	400	319
Direct Services Capital Overheads	636	740	518	70%	(222)		222
<b>Sub Total Repairs &amp; Maintenance</b>	<b>11,481</b>	<b>11,865</b>	<b>12,106</b>		<b>241</b>	<b>400</b>	<b>159</b>
<b>Total Expenditure</b>	<b>26,746</b>	<b>25,025</b>	<b>23,828</b>		<b>(1,197)</b>	<b>(866)</b>	<b>331</b>
Net Transfer To/From Reserves	7,000	6,862	7,506	109%	644	(780)	(1,424)
Revenue Contribution to Capital	383	2,642	1,702	64%	(940)	(383)	557
Additional HRA Subsidy			(231)		(231)		231
Interest On Balances	(35)	(35)	(64)	184%	(29)	(50)	(21)
Interest Payable	8,055	7,100	6,895	97%	(205)		205
CDC, Pensions & Retirement Costs	111	112	15	13%	(97)		97
<b>Total Appropriations</b>	<b>15,514</b>	<b>16,682</b>	<b>15,822</b>		<b>(860)</b>	<b>(1,213)</b>	<b>(353)</b>
<b>Total HRA (Surplus)/Deficit</b>	<b>1,867</b>	<b>1,321</b>	<b>(1,080)</b>		<b>(2,402)</b>	<b>(1,989)</b>	<b>413</b>

## Income

22. Dwelling rent income was higher than budgeted due to the lower number of Right To Buy disposals. The HRA Business Plan estimated 78 RTB disposals representing a uniform 10% reduction in housing stock over a 10 year period. This was in response to the Government's paper Re-Invigorating Right To Buy in which they increased the available discounts up to a maximum of £0.075million. It was difficult to predict the impact of this initiative and as such a prudent approach was adopted for revenue purposes. Non-dwelling income from shops and garages was also up mainly due to favourable rent reviews. Lower rechargeable fees to capital were incurred due to a

reduction in the non-Direct Services element of the HRA programme, together with half the fee income now no longer chargeable.

## **Expenditure**

23. Rent Income Collection shows a large credit for the year. This represents the reversal of most of the £1.2million Southfield Park provision following a successful conclusion to the dispute. £0.633million of this has been transferred to reserves to fund specific future activity and is discussed further in this report. Tower Blocks and flats were also lower than budgeted primarily due to public utility savings and lower disturbance payments being made.
24. Management and Infrastructure expenditure for the year was higher than budgeted due to increased SLA recharges from Community Housing and Business Systems.
25. Despite the increase in HRA dwelling arrears predominately caused by the introduction of the Direct Payments scheme the resultant bad debts provision contribution required from revenue was still contained within the annual budget. This is due to a prudent approach to this area being planned within the HRA Business Plan. This approach continues in future years as we see the continuation of the Government's welfare reforms.
26. Day to day responsive repairs was higher than budgeted due to increased night time call out costs, fire damage and emergency repairs expenditure, together with a higher demand placed on the service during the later months of the financial year. This was mainly offset by the surplus generated by the Building Services service on its £17million annual turnover. The surplus arose from vacant posts and increased contributions from HRA capital works, mainly from Kitchens and Bathroom installations.

## **Appropriations**

27. There was a £7million transfer to the Major Repairs Reserve to fund future capital spend, £0.250million for a stock condition survey to take place in 2013/14, £0.183million being approved carry forward requests for the HRA with the balance made up from setting resources aside to fund the new local pay deal for HRA staff, fund future structure reviews and contribute towards new Welfare Fraud officers.
28. The HRA capital programme was overall underspent for the year against the original budget and this is reflected in a reduced level of revenue contributions of £0.940million. Furthermore, following the final audit of the Council's housing subsidy claim for 2011/12 the authority received £0.231million back from DCLG as part of the claim. Lastly, savings in interest payments were made against the HRA internal borrowing levels due to a lower interest rate being applied than budgeted.

## **CAPITAL PROGRAMME**

### **General Fund and HRA Capital Programme**

29. A capital budget position, approved for the General Fund and HRA Capital Programme for 2012/13 is shown in summary at Table 4 below. Appendix 2 attached shows the Capital Programme on a scheme by scheme basis.
30. As at the end of March the Capital Programme shows a favourable variance of £0.739million.



**Table 4 – Capital Programme as at 31st March 2013**

Capital Scheme	Approved Budget (per Budget Book)	Latest Budget	Actual YTD	% Budget Spent to 31st March 2013	Outturn Variance Q4	Outturn Variance due to Slippage	Outturn Variance due to Over/ Under spend	Outturn Variance Q3	Outturn Variance Movement Q3 to Q4
	£	£	£	%	£	£	£	£	£
City Development	0	511,484	543,817	106%	32,333	(19,311)	51,645	(258,030)	(290,363)
Environmental Development	800,000	550,000	626,403	114%	76,403	76,403	0	(200,000)	(276,403)
Communities and Housing	252,302	340,000	175,196	52%	(164,804)	(19,300)	(145,504)	15,000	179,804
Corporate Assets	5,409,565	3,691,050	3,346,467	91%	(344,584)	(344,584)	0	(329,022)	15,562
Customer Services	126,958	0	0	0%	0	0	0	0	0
City Leisure	9,682,589	1,474,774	1,312,088	89%	(162,686)	(195,132)	32,446	(572,841)	(410,155)
Direct Services	2,564,051	2,283,407	2,152,525	94%	(130,882)	(134,735)	3,852	(219,000)	(88,118)
Business Transformation	637,434	575,860	576,895	100%	1,035	0	1,035	0	(1,035)
<b>GF Total</b>	<b>19,472,898</b>	<b>9,426,576</b>	<b>8,733,390</b>	<b>93%</b>	<b>(693,186)</b>	<b>(636,659)</b>	<b>(56,526)</b>	<b>(1,563,893)</b>	<b>(870,707)</b>
Housing Revenue Account	8,395,000	7,635,211	7,589,646	99%	(45,567)	0	(45,567)	0	45,567
<b>Grand Total</b>	<b>27,867,898</b>	<b>17,061,787</b>	<b>16,323,036</b>	<b>96%</b>	<b>(738,753)</b>	<b>(636,659)</b>	<b>(102,093)</b>	<b>(1,563,893)</b>	<b>(825,140)</b>
<b>Total General Fund Financing</b>	<b>19,472,898</b>	<b>9,426,576</b>	<b>8,733,394</b>	<b>93%</b>	<b>(693,186)</b>	<b>(636,659)</b>	<b>(56,527)</b>	<b>(1,563,894)</b>	<b>(870,708)</b>
<b>Total HRA Financing</b>	<b>8,395,000</b>	<b>7,635,211</b>	<b>7,635,211</b>	<b>100%</b>	<b>(45,567)</b>	<b>0</b>	<b>(45,567)</b>	<b>0</b>	<b>45,567</b>
<b>Total Financing</b>	<b>27,867,898</b>	<b>17,061,787</b>	<b>16,368,605</b>	<b>96%</b>	<b>(738,753)</b>	<b>(636,659)</b>	<b>(102,094)</b>	<b>(1,563,894)</b>	<b>(825,141)</b>

31. Overall the Council achieved a 96% spend against the latest budget for the year. Taking each service area in turn the comments are as follows:

32. City Development £0.032million adverse variance largely caused by increased Wayfinding work that was funded from New Growth Points capital grant.

33. Environmental Development £0.076million adverse variance principally relating to increased contributions towards County Council Occupational Therapist costs relating to Disabled Facilities Grants activity.

34. Communities & Housing £0.165million favourable variance largely caused by reduced Old Fire Station expenditure incurred in 2012/13 relating to final retention and defects period payments.

35. Corporate Assets £0.345million favourable variance caused by slippages relating to capital projects including Covered Market improvements, Broad Street upgrade and roof repairs to 44-46 George Street, Depot Relocation Feasibility studies, various Parks and Leisure buildings and conference/Fire Alarm works to the Town Hall.

36. City Leisure £0.163million favourable variance resulting from slippages on capital projects including General Leisure centre improvements, Lye Valley and Chiswell Valley walkways, delays in Sports Pavilions improvements and slippages to upgrades on tennis courts and existing multi-use games areas.

37. Direct Services £0.131million favourable variance being the net impact of delays in purchasing replacement vehicles and plant.

38. HRA £0.046million favourable variance being the net underspends in the year primarily associated with voids work, disabled adaptations associated with major conversions, general reductions in the Major Projects Team capital activity and structural type works. There were increased spends associated with Kitchens and Bathrooms replacements where an additional 45 properties over and above those originally planned for the year were undertaken along with increased spend associated with consultancy work linked with the AHP New Build properties.

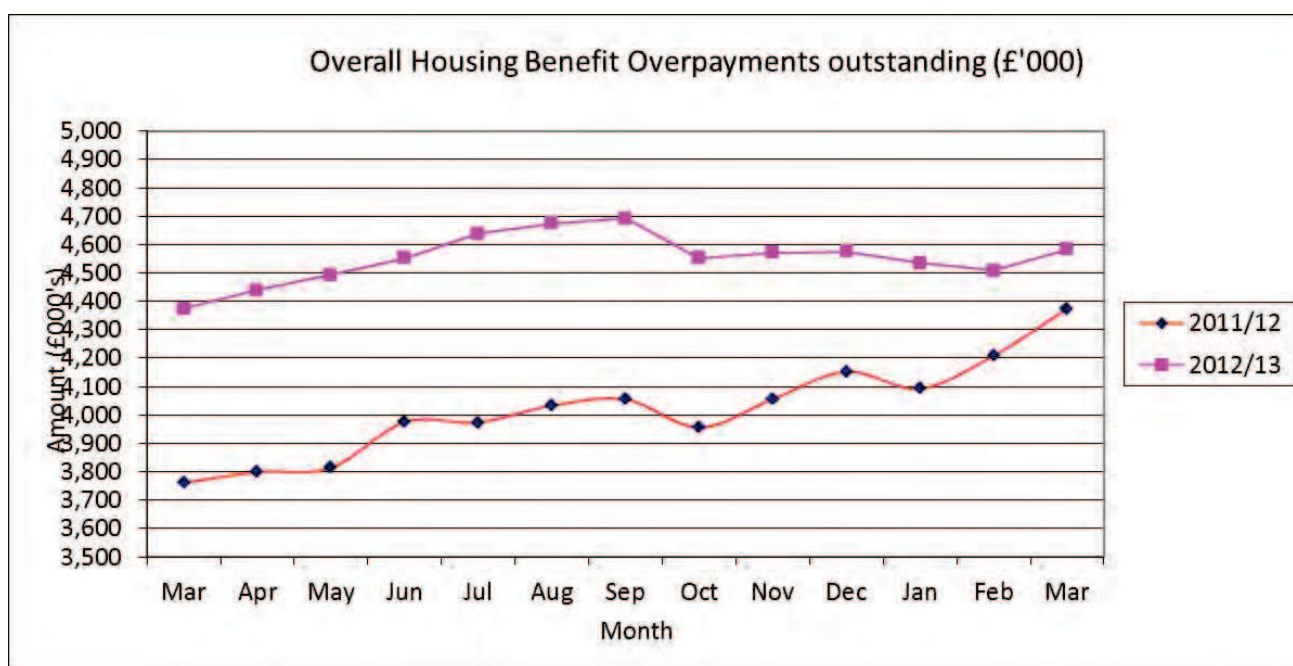
## PERFORMANCE INFORMATION

39. There are a number of additional key performance indicators that need to be assessed along with the financial performance information to provide an overall financial health check position for the authority as at the end of March 2013. These additional indicators are detailed as follows:

### Housing Benefit Overpayments

40. During March new overpayments totalling £0.338million were identified whilst a total of £0.230million was recovered - either by offsets/deductions of Housing Payment or by actual payments received. The monthly collection rate was thus 67.91% making the cumulative year to date result 84.15% (internal target 82%).

41. Total overpayments raised for the period 01/04/12-31/03/13 were £3.689million, a figure that is 2.9% down on last year's equivalent of £3.798million. The overall arrears rose over March from £4.509million at the start of the month to £4.584million at the end of the month. The current total is 4.8% up on the equivalent figure of 12 months ago. Please note that there remain a considerable number of accounts that are awaiting write-off. The outstanding amount will become much more realistic when those write offs have been processed.



### Investment Performance

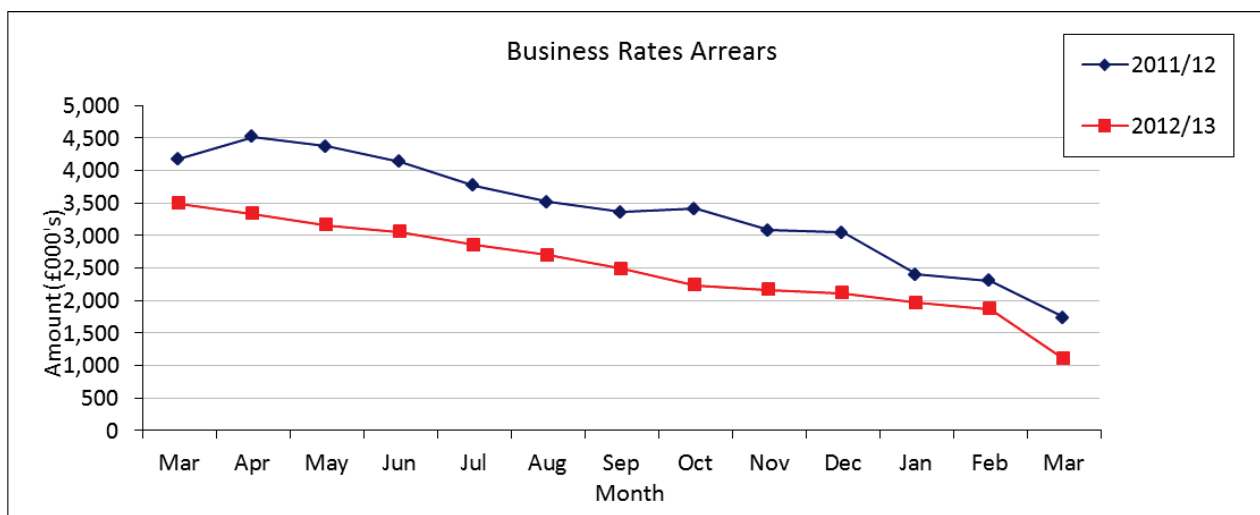
42. The cumulative average rate of return on investments to 31st March 2013 was 0.89%. This continues to be 11 basis points below the treasury performance indicator target of 50 basis points above the Bank of England's Base Rate and is forecast to continue this downturn in performance.

43. The reduction in the rate of return over the last few months has been due to worsening market conditions, which has led to a reduction in lending options and a significant decrease in LIBID rates offered by the remaining counterparties on the Council's Treasury Management Lending List. Although there has been a steady increase in average investment balances (caused by the favourable variances on the General Fund

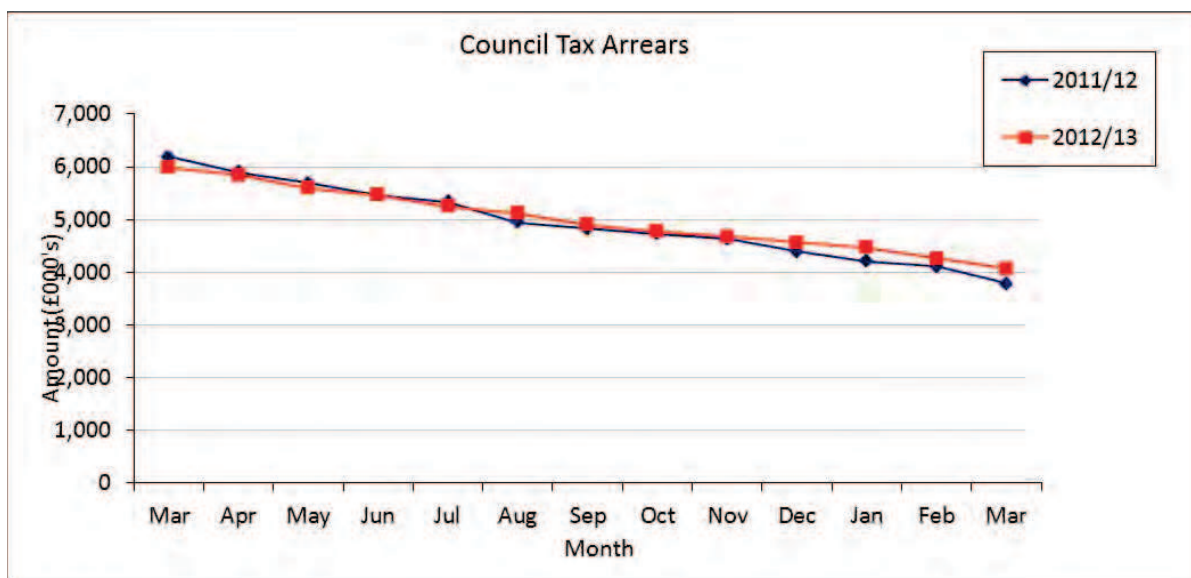
and slippages in both the HRA and GF capital programme), which has led to new deposits placed being invested albeit at much lower return rates than budgeted.

### **Business Rates**

44. The arrears carried forward on April 1st 2012 of £3.490m had fallen to £1.100m a year later, a reduction of 68.47%. This figure was a healthy 36.9% down on the arrears figure 12 months earlier.
45. During March payments received were £0.073m making total arrears cash received in 2012/13 £1.207m. Write offs processed during March totalled £0.697m making the total for the year £1.026m. During March there were credit adjustments of £0.167m that were mainly due to Mandatory Relief being granted to Academies. There was a total of £0.171m refunded.
46. The collection rate for 2011/12 had moved on from 97.75% at year end to 98.88% at the end of March. The 2012/13 collection rate was 97.41% at 31/03/13, 0.34% down on last year's equivalent of 97.75%. We were at 31 March £0.496m down on our profiled year-end collection target 98%.



### **Council Tax Arrears Collection**

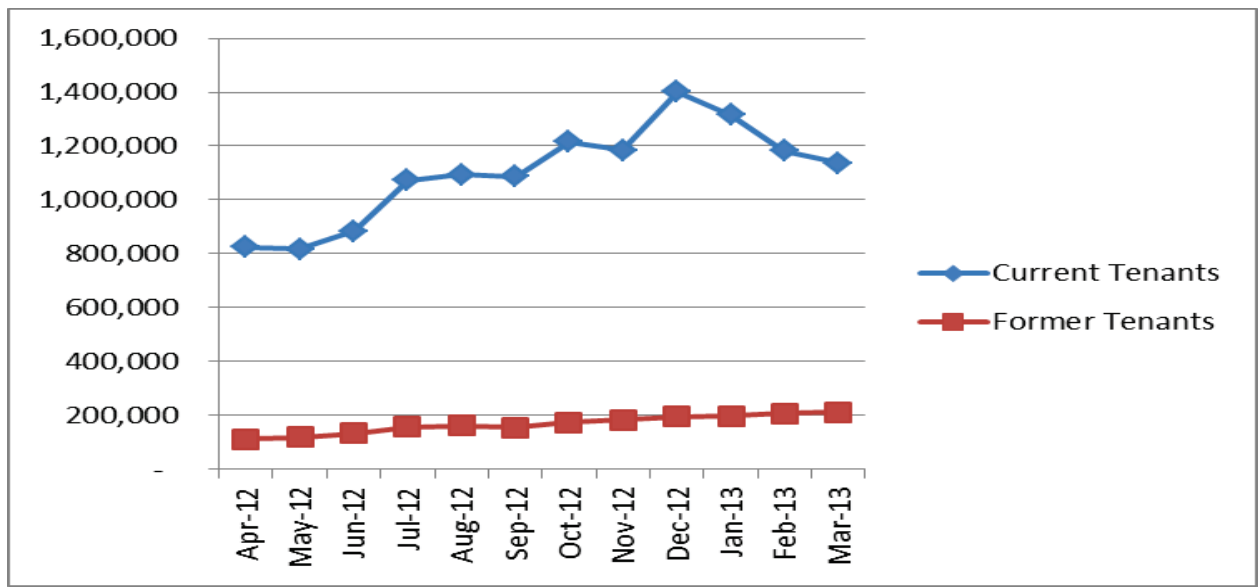


47. The arrears carried forward at the beginning of the financial year were £5.986m and had dropped to £4.070m by March 2013. This represents an overall reduction in the year of 32%. The arrears figure on 31 March 2013 was 7.4% up on the equivalent figure 12 months ago.
48. During March the arrears fell by £0.197m. This was helped by write offs being processed during the month of £0.088m. Payments received during the month totalled £0.089m but a total of £0.017m was refunded. Debit adjustments (retrospective discounts, exemptions etc.) of £0.024m were also undertaken during March.
49. During 2012/13 the Council received arrears cash of £1.456m. This has meant that last year's collection rate had moved from 96.80% (at 31/03/12) to 98.08% as at the end of 2012/13.
50. The current year collection rate at 31 March 2013 was 97.01%, which was up on last year's equivalent of 96.80%. In cash collection terms we were £0.057k down on the profiled collection target for the 31 March 2013 of 97.1%.

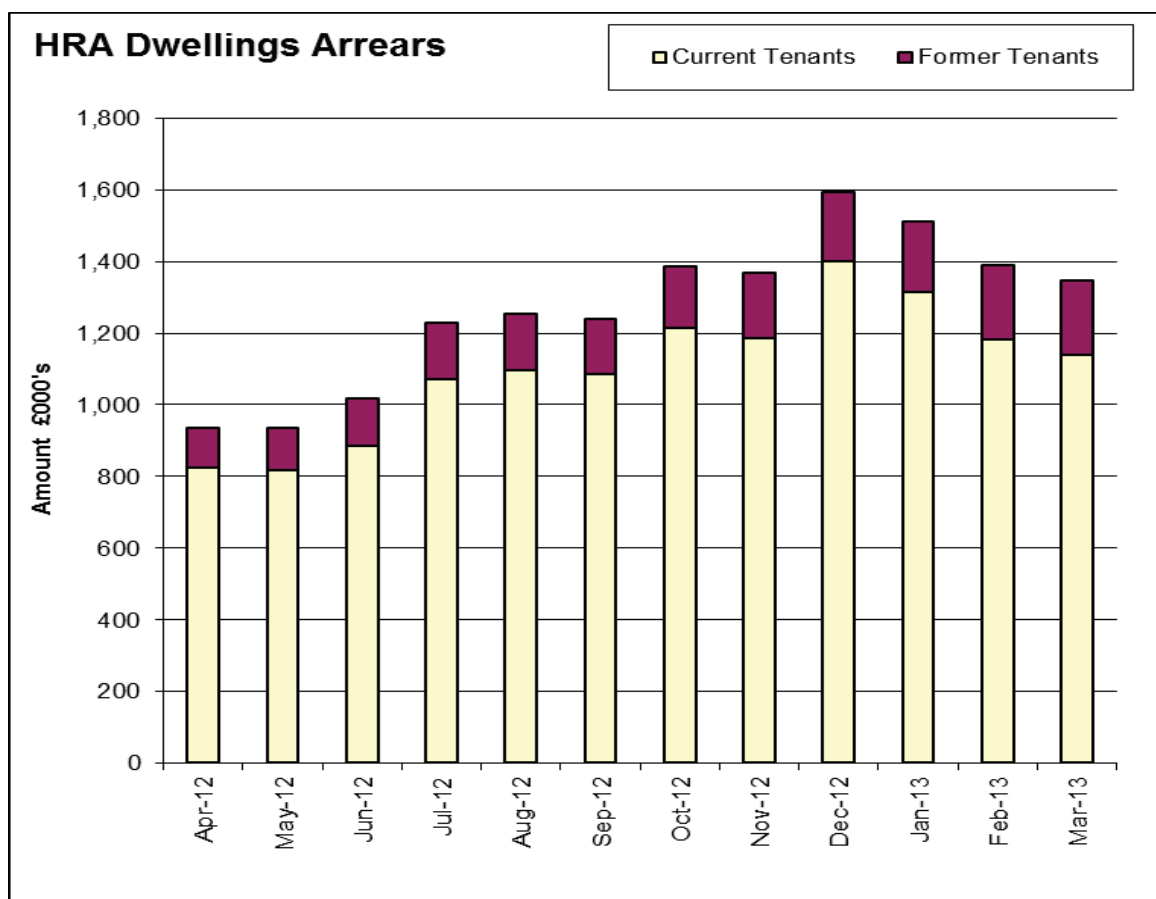
**Housing Rent Arrears**

51. Analysis of current and former tenant rent arrears is shown below for the 12 month period ending 31st March 2013.

**Analysis 1 - HRA Rent Arrears Current Tenants and Former Tenants**



## Analysis 2 - HRA Rent Arrears Current Tenants and Former Tenants



52. HRA arrears (including dwellings, garages and rechargeable repairs etc.) totalled £1.348million at the end of the financial year, a reduction of £0.040million on last month's position of £1.388million. The overall total is £0.529million more than that reported 12 months ago, principally created by timing differences arising from the Council being one of the first authorities in the country to pilot Direct Payments. The scheme has been extended and detail regarding compensation for increased arrears resulting from the pilot is still awaited from DWP.

53. Former tenant arrears stood at £0.202million as at the end of March 2013, which is £0.077million higher than that reported for a year ago. This has occurred as a result of several tenants that have recently vacated their property and doing so with substantial arrears associated with their rent accounts. The authority has only written-off approximately £0.022m of former tenant arrears during the year, which is considerably lower than previous years (£0.156m 2011/12, £0.154m 2010/11) and has inevitably contributed to the higher figure. The Rents Team is determined to recover all rent arrears and is confident this figure will reduce during 2013/14.

54. The Council provided a bad debt provision of £0.410million in 2012/13 and only £0.274million was needed despite the increased arrears position.

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GF Outturn Report 12/13	Approved Budget (per Budget book)	Latest Budget	Actual YTD	% Budget Spent to 31st Mar 2013	Outturn Variance Q4	Outturn Variance Q3	Outturn Variance Movement from Q3 to Q4
	£000's	£000's	£000's	%	£000's		
<b>Directorates</b>							
Policy, Culture & Communication	1,525	1,443	1,329	92%	(114)		114
<b>Chief Executive</b>	1,525	1,443	1,329	92%	(114)		114
City Development	1,039	1,441	1,617	112%	176	38	(138)
Housing	7,152	2,962	2,693	91%	(269)	(184)	85
Corporate Property	(3,733)	(3,762)	(4,340)	115%	(578)	(531)	47
<b>City Regeneration</b>	4,457	641	(30)	(5%)	(670)	(677)	(7)
Environmental Development	1,638	1,489	1,393	94%	(96)		96
Leisure & Parks	3,357	3,103	3,117	100%	15	(30)	(45)
Direct Services	(1,113)	(1,034)	(1,682)	163%	(648)	(700)	(52)
Community Development Team		3,754	3,565	95%	(189)	(191)	(2)
<b>Community Services</b>	3,882	7,312	6,394	87%	(918)	(921)	(3)
Transformation Fund	376	621	621	100%			()
Business Improvement & Technology	3,533	3,315	3,283	99%	(32)		32
Customer Services	2,536	2,688	2,735	102%	47		(47)
Finance	2,209	2,172	2,065	95%	(107)	(90)	17
Human Resources & Facilities	1,078	1,616	1,893	117%	277	90	(187)
Law & Governance	2,448	2,549	2,825	111%	276	100	(176)
<b>Organisational Dev &amp; Corp Services</b>	12,180	12,962	13,423	104%	462	100	(362)
<b>Directorate Total Excl SLA's &amp; Capital Charges</b>	22,044	22,357	21,117	94%	(1,241)	(1,498)	(257)
<b>SLA's &amp; Capital Charges</b>	(1,274)	(1,276)	738	(58%)	2,013		(2,013)
<b>Corporate Accounts</b>	1,815	1,831	(849)	(46%)	(2,680)	367	3,047
<b>Contingencies</b>	3,151	775	61	8%	(714)		714
<b>Total Corporate Accounts &amp; Contingencies</b>	4,966	2,606	(788)	()	(3,394)	367	3,761
<b>Net Expenditure Budget</b>	25,736	23,688	21,066		(2,621)	(1,131)	1,490
Transfer to / (from) GF working balances	(1,622)	(1,622)	(1,622)	100%			
Transfer to / (from) Ear Marked Reserves		2,049	5,053		3,005		(3,005)
<b>Net Budget Requirement</b>	24,113	24,114	24,497		383	(1,131)	(1,514)
<b>Funding</b>							
External Funding	11,719	11,719	12,028	103%	309	310	1
Council tax	12,587	12,587	12,661	101%	74		(74)
Less Parish Precepts	(193)	(193)	(193)	100%			
<b>Total Funding Available</b>	24,113	24,113	24,497		383	310	(73)
<b>(Surplus) / Deficit for year</b>			()	()		(1,441)	(1,441)

## Capital Budget and Spend as at 31st March 2013

Capital Scheme	Approved Budget (per Budget Book)	Latest Budget	Actual YTD	% Budget Spent to 31st March 2013	Outturn Variance Q4	Outturn Variance due to Slippage	Outturn Variance due to Over/Under spend	Outturn Variance Q3	Outturn Variance Movement Q3 to Q4
	£	£	£	%	£	£	£	£	£
F1323 Bridge Over Fiddlers Stream		150,000	146,687	98%	(3,313)	(3,313)	0	0	0
F1330 Work of Art Donnington Middle School		1,000	929	93%	(72)	0	(72)	0	(72)
F6013 Bullingdon Community Centre -Enhancement of Community Facilities		4,807	3,270	68%	(1,537)	(1,537)	0	0	0
F6015 Slade Area Public Work of Art		3,379	3,150	93%	(229)	0	(229)	0	(229)
F7008 Landscaping Work at Lamarsh Road		15,636	1,176	8%	(14,460)	(14,460)	0	0	0
F7019 Work of Art at Rose Hill		5,300	9,022	170%	3,722	0	3,722	0	3,722
F7021 St Lukes Church Community Facilities		16,362	16,362	100%	(0)	0	0	0	0
M5014 West End Partnership		315,000	363,222	115%	48,222	0	48,222	0	48,222
<b>City Development</b>	<b>0</b>	<b>511,484</b>	<b>543,817</b>	<b>106%</b>	<b>32,333</b>	<b>(19,311)</b>	<b>51,645</b>	<b>(258,030)</b>	<b>(290,363)</b>
E3511 Renovation Grants	50,000	50,000	52,986	106%	2,986	2,986	0	0	0
E3521 Disabled Facilities Grants	750,000	500,000	573,417	115%	73,417	73,417	0	0	0
E3553 Carbon Reduction									
<b>Environmental Development</b>	<b>800,000</b>	<b>550,000</b>	<b>626,403</b>	<b>114%</b>	<b>76,403</b>	<b>76,403</b>	<b>0</b>	<b>(200,000)</b>	<b>(276,403)</b>
G1013 Dawson Street Gardens	19,000	0	0	0%	0	0	0	0	0
G3013 Diamond Place car park footpath extension	6,324	0	0	0%	0	0	0	0	0
G3014 East Oxford Community Association Improvements	2,550	0	0	0%	0	0	0	0	0
G4006 Florence Park CC Kitchen	1,411	0	0	0%	0	0	0	0	0
G6010 Mount Place Square Refurbishment	383	0	0	0%	0	0	0	0	0
G6011 St Lukes Church Hall Extension	10,000	10,000	10,000	100%	0	0	0	0	0
G6012 South Oxford Community Centre Main Hall Replacement Ceiling	9,238	0	0	0%	0	0	0	0	0
G3015 NE Marston Croft Road Recreation Ground	25,000	25,000	5,700	23%	(19,300)	(19,300)	0	0	0
G3016 Peat Moors all weather pitch	17,000	0	0	0%	0	0	0	0	0
G3017 CCTV Replacement Programme	84,271	0	0	0%	0	0	0	0	0
M5015 Old Fire Station	77,125	305,000	159,496	52%	(145,504)	0	(145,504)	0	(145,504)
<b>Communities and Housing</b>	<b>252,302</b>	<b>340,000</b>	<b>175,196</b>	<b>52%</b>	<b>(164,804)</b>	<b>(19,300)</b>	<b>(145,504)</b>	<b>15,000</b>	<b>179,804</b>
A4808 Blackbird Leys LC Improvements	128,278	0	0	0%	0	0	0	0	0
A4812 Building Improvements (GF Leisure)	22,684	0	0	0%	0	0	0	0	0
A4813 Hinksey Pools main pool liner	110,000	110,000	117,400	107%	7,400	0	7,400	0	7,400
A4814 Leisure Centre substantive repairs	419,641	242,326	174,011	72%	(68,316)	(60,916)	(7,400)	(7,400)	(7,400)
<b>Offices for the Future</b>									
Q2000 Offices for the Future	383,347	543,347	563,391	104%	20,044	0	20,044	0	20,044
<b>Community Centres</b>									
B0022 DDA East Oxford Community Centre Lift	109,083	103,000	101,077	98%	(1,923)	0	(1,923)	0	(1,923)
B0033 Community Centres	315,765	315,765	224,069	71%	(91,696)	(91,696)	0	0	0
B0034 Rose Hill Community Centre	148,000	90,000	81,662	91%	(8,338)	(8,338)	0	0	0
<b>Covered Market</b>									
B0010 Covered Market signage improvements	42,941	22,000	29,584	134%	7,584	7,584	0	0	0
B0027 Covered Market - Improvements & Upgrade to Roof	76,061	70,061	13,090	19%	(56,971)	(56,971)	0	0	0
B0028 Covered Market - New Roof Structures to High St Entrances	115,000	25,000	1,800	7%	(23,200)	(23,200)	0	0	0
B0036 Investment ~ Covered Market	232,251	182,251	150,451	83%	(31,800)	(31,800)	0	0	0
B0063 Covered Market Replacement Sprinkler System	150,000	20,000	24,879	124%	4,879	4,879	0	0	0
B0064 Covered Market - Improvements to Emergency Lighting	50,000	50,000	79,790	160%	29,790	29,790	0	0	0
<b>Investment Properties</b>									
B0003 Roof Repairs & Ext Refurbishment 44-46 George St	30,000	30,000	2,923	10%	(27,077)	(27,077)	0	0	0
B0040 Investment ~ Broad Street	167,500	154,500	35,416	23%	(119,084)	(113,911)	(5,173)	(5,173)	(5,173)
B0041 Investment - Misc City Centre Properties	7,000	7,000	9,520	136%	2,520	2,520	0	0	0
B0042 Investment - Gloucester Green	5,500	17,000	21,457	126%	4,457	0	4,457	0	4,457
B0044 Investment - Outer City	15,000	18,000	17,846	99%	(154)	0	(154)	0	(154)
B0045 Investment ~ St. Michael's Street	43,000	0	3,750	0%	3,750	3,750	0	0	0
B0046 Investment - Ship Street	20,000	0	500	0%	500	500	0	0	0
B0070 Ramsay House Replacement Comfort Cooling System	300,000	175,000	181,294	104%	6,294	0	6,294	0	6,294
<b>Miscellaneous Council Properties</b>									
B0031 Miscellaneous Admin Buildings	25,000	0	0	0%	0	0	0	0	0
B0035 Miscellaneous Civic Properties	52,218	52,218	58,028	111%	5,809	0	5,809	0	5,809
B0037 Car Parks	135,380	62,380	69,328	111%	6,948	6,948	0	0	0
B0039 Houses and Lodges	16,423	0	0	0%	0	0	0	0	0
B0052 Miscellaneous Properties	75,000	0	0	0%	0	0	0	0	0
B0053 Public Toilets	489	0	0	0%	0	0	0	0	0
B0055 Property Surveys	57,600	116,000	120,521	104%	4,521	0	4,521	0	4,521
B0059 FIT Panels on Leisure Buildings	0	1,150	9,683	842%	8,533	0	8,533	0	8,533
B0060 Feasibility Studies Depot Relocation	250,000	90,000	59,453	66%	(30,547)	0	(30,547)	0	(30,547)
<b>Parks &amp; Cemeteries</b>									
B0048 Leisure - Cemeteries	13,500	13,500	16,866	125%	3,366	3,366	0	0	0
B0050 Leisure ~ Depots	74,000	74,000	70,191	95%	(3,809)	(3,809)	0	0	0
B0051 Leisure - Pavilions	110,500	60,500	120,225	199%	59,725	59,725	0	0	0
B0065 Parks & Cemetery - Masonry Walls & Path Improvements	40,000	40,000	25,326	63%	(14,674)	(14,674)	0	0	0
B0067 Fencing Repairs across the City	150,000	75,000	91,564	122%	16,564	16,564	0	0	0
B0071 Parks properties (H&S works)	36,648	14,648	7,624	52%	(7,024)	(7,024)	0	0	0
A4825 Oxford City Football Ground		65,000	65,000	100%	0	0	0	0	0
A4823 Cemetery Development	15,000	2,500	2,479	99%	(21)	0	(21)	0	(21)
<b>Town Hall</b>									
B0054 Town Hall	795,852	398,000	390,220	98%	(7,780)	(7,780)	0	0	0
B0056 City Centre Office Security	75,904	0	0	0%	0	0	0	0	0
B0057 - Town Hall Fire Alarm	195,000	350,904	339,064	97%	(11,840)	0	(11,840)	0	(11,840)
B0068 Town Hall - Conference System Refurbishment	400,000	100,000	66,988	67%	(33,012)	(33,012)	0	0	0
<b>Corporate Assets</b>	<b>5,409,565</b>	<b>3,691,050</b>	<b>3,346,467</b>	<b>91%</b>	<b>(344,584)</b>	<b>(344,584)</b>	<b>0</b>	<b>(329,022)</b>	<b>15,562</b>
C3041 New server for telephone system	11,288	0	0	0%	0	0	0	0	0
C3042 Customer First Programme	115,670	0	0	0%	0	0	0	0	0
<b>Customer Services</b>	<b>126,958</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
A1300 Playground Refurbishment	414,797	404,797	419,600	104%	14,803	14,803	0	0	14,803
A1301 Play Barton	113,538	20,951	20,963	100%	12	0	12	0	12



## Capital Budget and Spend as at 31st March 2013

Capital Scheme	Approved Budget (per Budget Book)	Latest Budget	Actual YTD	% Budget Spent to 31st March 2013	Outturn Variance Q4	Outturn Variance due to Slippage	Outturn Variance due to Over/Under spend	Outturn Variance Q3	Outturn Variance Movement Q3 to Q4
A4810 New Build Completion Pool	7,582,254	22,000	21,337	97%	(663)	0	(663)	0	(663)
A4824 Contribution to Skate Park	50,000	313,813	332,806	106%	18,993	0	18,993	0	18,993
Z3010 Rosehill/Iffley Play Sites	38,000	0	0	0%	0	0	0	0	0
A4815 Leisure Centre Improvement Work	700,000	324,013	276,762	85%	(47,251)	(47,251)	0	0	0
A4830 Develop new burial space	0	0	0	0%	0	0	0	0	0
A4818 Lye Valley & Chiswell Valley Walkways	62,000	62,000	0	0%	(62,000)	(62,000)	0	0	0
A4816 Sports Pavilions	450,000	100,000	34,182	34%	(65,818)	(65,818)	0	0	0
A4819 Rose Hill Cemetery Water Leak	8,000	8,000	7,300	0%	(700)	0	(700)	0	(700)
A4820 Upgrade Existing Tennis Courts	50,000	50,000	40,817	82%	(9,183)	(9,183)	0	0	0
A4821 Upgrade Existing Multi-Use Games Area	76,000	93,000	77,824	84%	(15,176)	(15,176)	0	0	0
A4822 Recycling & Bin Improvement (City Parks)	38,000	75,000	75,000	100%	0	0	0	0	0
F0015 Cycle Oxford	100,000	1,200	5,497	458%	4,297	4,297	0	0	0
<b>City Leisure</b>	<b>9,682,589</b>	<b>1,474,774</b>	<b>1,312,088</b>	<b>89%</b>	<b>(162,686)</b>	<b>(195,132)</b>	<b>32,446</b>	<b>(572,841)</b>	<b>(410,155)</b>
F0011 Pay & Display Parking in the Car Parks	84,000	0	0	0%	0	0	0	0	0
F0012 P & R Purchase of Capital Items - Peartree, Redbridge	191,644	10,000	27,335	273%	17,335	17,335	0	0	0
F0014 Purchase of ANPR for use in car park enforcement	50,000	32,000	48,143	150%	16,143	16,143	0	0	0
R0005 MT Vehicles/Plant Replacement Programme.	1,500,500	1,497,500	1,318,622	88%	(178,879)	(178,879)	0	0	0
T2266 Purchase of Brown Bins Waste Recycling	7,907	7,907	7,907	100%	0	0	0	0	0
T2267 Purchase of two hand operated street sweepers	30,000	30,000	30,000	100%	0	0	0	0	0
T2268 Purchase of two vehicles for garden waste collection	155,000	155,000	162,610	105%	7,610	7,610	0	0	0
T2269 Toilet improvements	185,000	191,000	194,055	102%	3,055	3,055	0	0	0
T2270 Bin stores for council flats to assist recycling	325,000	325,000	329,158	101%	4,158	0	4,158	0	4,158
T2271 Low emission vehicle for litter bin collection	20,000	20,000	19,929	100%	(71)	0	(71)	0	(71)
T2272 Wyatt Road Resurfacing Works	15,000	15,000	14,765	98%	(235)	0	(235)	0	(235)
<b>Direct Services</b>	<b>2,564,051</b>	<b>2,283,407</b>	<b>2,152,525</b>	<b>94%</b>	<b>(130,882)</b>	<b>(134,735)</b>	<b>3,852</b>	<b>(219,000)</b>	<b>(88,118)</b>
C3039 ICT Infrastructure	260,434	260,434	220,719	85%	(39,715)	0	(39,715)	0	(39,715)
C3043 ICT Development	200,000	150,000	190,662	127%	40,662	0	40,662	0	40,662
C3044 Software Licences	177,000	165,426	165,514	100%	88	0	88	0	88
<b>Business Transformation</b>	<b>637,434</b>	<b>575,860</b>	<b>576,895</b>	<b>100%</b>	<b>1,035</b>	<b>0</b>	<b>1,035</b>	<b>0</b>	<b>(1,035)</b>
<b>GF Total</b>	<b>19,472,898</b>	<b>9,426,576</b>	<b>8,733,390</b>	<b>93%</b>	<b>(693,186)</b>	<b>(636,659)</b>	<b>(56,526)</b>	<b>(1,563,893)</b>	<b>(870,707)</b>
<b>External Contracts</b>									
N6384 Foresters Towers	1,000,000	35,000	6,564	19%	(78,436)	0	(78,436)	0	28,436
N6387 Controlled Entry	0	175,000	138,997	79%	(36,003)	0	(36,003)	0	36,003
N6393 External Doors	200,000	200,000	172,044	86%	(27,956)	0	(27,956)	0	27,956
N7020 External Adaptations	0	250,000	78,405	31%	(171,595)	0	(171,595)	0	171,595
N7021 Extensions	0	0	32,554	0%	32,554	0	32,554	0	(32,554)
N7018 Minox	0	19,500	1,063	5%	(18,437)	0	(18,437)	0	18,437
N6394 Windows	300,000	300,000	299,257	100%	(743)	0	(743)	0	743
N6389 Damp-proof works (K&B)	0	90,000	88,106	98%	(1,894)	0	(1,894)	0	1,894
N6392 Roofing	250,000	150,000	132,428	88%	(17,572)	0	(17,572)	0	17,572
N6386 Structural	0	125,000	91,609	73%	(33,391)	0	(33,391)	0	33,391
N7010 Headley House - Refurbishment	0	0	2	0%	2	0	2	0	(2)
N6427 Shops	0	69,000	65,232	95%	(3,768)	0	(3,768)	0	3,768
N6396 Sheltered Blocks	0	0	602	0%	602	0	602	0	(602)
N7028 Non Dwelling HRA Assets	117,000	48,000	0	0%	(48,000)	0	(48,000)	0	48,000
N7026 Communal Areas	150,000	35,000	38,027	109%	3,027	0	3,027	0	(3,027)
N7027 Environmental Improvements	100,000	0	0	0%	0	0	0	0	0
<b>New Build</b>									
N7010 Headley House - Refurbishment	0	0	2	0%	0	0	0	0	0
N7011 Cardinal House - Refurbishment	0	15,427	(5,434)	0%	(20,861)	0	(20,861)	0	20,861
N7019 Lambourn Road	0	(12,716)	6,673	0%	19,389	0	19,389	0	(19,389)
N7029 HCA New Build	0	550,000	727,007	132%	177,007	0	177,007	0	(177,007)
<b>Internal Contracts</b>									
N6385 Adaptations for disabled	900,000	600,000	570,510	95%	(29,490)	0	(29,490)	0	29,490
N6390 Kitchens & Bathrooms	2,850,000	2,850,000	3,128,858	110%	278,858	0	278,858	0	(278,858)
N6391 Heating	1,256,000	1,256,000	1,230,123	98%	(25,877)	0	(25,877)	0	25,877
N6388 Major Voids	850,000	550,000	456,386	83%	(93,614)	0	(93,614)	0	93,614
N6395 Electrics	422,000	330,000	330,632	100%	632	0	632	0	(632)
<b>New HRA Bids Approved for 2013/14</b>									
<b>Housing Revenue Account</b>	<b>8,395,000</b>	<b>7,635,211</b>	<b>7,589,646</b>	<b>99%</b>	<b>(45,567)</b>	<b>0</b>	<b>(45,567)</b>	<b>0</b>	<b>45,567</b>
<b>Grand Total</b>	<b>27,867,898</b>	<b>17,061,787</b>	<b>16,323,036</b>	<b>96%</b>	<b>(738,753)</b>	<b>(636,659)</b>	<b>(102,093)</b>	<b>(1,563,893)</b>	<b>(825,140)</b>
<b>Financing - General Fund</b>									
Developer contributions	0	512,503	514,011		1,508	1,508			
Government Funding	590,000	766,927	1,253,911		486,984	486,984			
Capital Receipts	7,079,787	2,382,140	1,613,449		(768,691)	(712,164)	(56,527)	(1,563,894)	(870,708)
Direct Revenue Funding	3,600,000	3,600,000	3,270,642		(329,362)	(329,362)			
Revenue Reserves	457,505	617,505	550,220		(67,285)	(67,285)			
DRF For Vehicles	1,481,485	1,547,500	1,531,161		(16,339)	(16,339)			
Prudential Borrowing	6,264,121								
<b>Total General Fund Financing</b>	<b>19,472,898</b>	<b>9,426,576</b>	<b>8,733,394</b>	<b>93%</b>	<b>(693,186)</b>	<b>(636,659)</b>	<b>(56,527)</b>	<b>(1,563,894)</b>	<b>(870,708)</b>
<b>Financing - HRA</b>									
MRR	8,395,000	7,635,211	7,635,211		(45,567)	0	(45,567)	0	45,567
Capital receipts	0								
Decent Homes Reserve	0								
Prudential Borrowing	0								
External Contributions	0								
<b>Total HRA Financing</b>	<b>8,395,000</b>	<b>7,635,211</b>	<b>7,635,211</b>	<b>100%</b>	<b>(45,567)</b>	<b>0</b>	<b>(45,567)</b>	<b>0</b>	<b>45,567</b>
<b>Total Financing</b>	<b>27,867,898</b>	<b>17,061,787</b>	<b>16,368,605</b>	<b>96%</b>	<b>(738,753)</b>	<b>(636,659)</b>	<b>(102,093)</b>	<b>(1,563,894)</b>	<b>(825,141)</b>

## HRA DRAFT OUTTURN 2012-13

HRA Outturn Report 12/13	Approved Budget (per budget book)	Latest Budget	Actual YTD	% Budget Spent to 31st March 2013	Outturn Variance Q4	Outturn Variance Q3	Outturn Variance Movement from Q3 to Q4
	£'000	£'000	£'000	%	£'000	£'000	£'000
Dwelling Rent	(36,508)	(36,508)	(37,140)	102%	(632)	90	722
Service Charges	(956)	(956)	(970)	101%	(13)		13
Shops/Garages/Furn/Other Rent	(2,208)	(2,300)	(2,433)	106%	(133)		133
Rechargeable Fees/Other	(721)	(621)	(187)	30%	434		(434)
<b>Net Income</b>	<b>(40,393)</b>	<b>(40,386)</b>	<b>(40,730)</b>		<b>(345)</b>	<b>90</b>	<b>435</b>
Rent/Income Collection	361	357	(866)	-242%	(1,222)	(1,296)	(74)
Tower Blocks and Flats	598	597	490	82%	(108)	2	110
Management/Infrastructure	1,839	1,883	2,175	116%	292	(46)	(338)
Depreciation	8,147	5,888	5,888	100%	( )		
ICT services	281	281	281	100%	( )		
Contact Centre	786	786	782	100%	(4)		4
Rent Team	499	502	446	89%	(56)	122	178
Tenant's Participation	208	250	226	91%	(24)	(42)	(18)
Furnished Tenancies	473	543	487	90%	(57)		57
Local Housing Management	835	837	875	105%	38	(4)	(42)
Major Projects/Policy/Technical	626	626	531	85%	(95)	(2)	93
Bad Debt Provision	410	410	274	67%	(136)		136
Site Preparation	201	200	134	67%	(66)		66
<b>Sub Total Tenancy Management</b>	<b>15,264</b>	<b>13,160</b>	<b>11,722</b>		<b>(1,438)</b>	<b>(1,266)</b>	<b>172</b>
Caretaking Service	941	941	941	100%			
Garden Scheme	268	268	268	100%			
Void Property officers/Garage team	248	248	248	100%			
Day to Day Responsive	4,450	4,463	4,844	109%	382		(382)
Planned Maintenance	4,938	5,205	5,286	102%	81	400	319
Direct Services Capital Overheads	636	740	518	70%	(222)		222
<b>Sub Total Repairs &amp; Maintenance</b>	<b>11,481</b>	<b>11,865</b>	<b>12,106</b>		<b>241</b>	<b>400</b>	<b>159</b>
<b>Total Expenditure</b>	<b>26,746</b>	<b>25,025</b>	<b>23,828</b>		<b>(1,197)</b>	<b>(866)</b>	<b>331</b>
Net Transfer To/From Reserves	7,000	6,862	7,506	109%	644	(780)	(1,424)
Revenue Contribution to Capital	383	2,642	1,702	64%	(940)	(383)	557
Additional HRA Subsidy			(231)		(231)		231
Interest On Balances	(35)	(35)	(64)	184%	(29)	(50)	(21)
Interest Payable	8,055	7,100	6,895	97%	(205)		205
CDC, Pensions & Retirement Costs	111	112	15	13%	(97)		97
<b>Total Appropriations</b>	<b>15,514</b>	<b>16,682</b>	<b>15,822</b>		<b>(860)</b>	<b>(1,213)</b>	<b>(353)</b>
<b>Total HRA (Surplus)/Deficit</b>	<b>1,867</b>	<b>1,321</b>	<b>(1,080)</b>		<b>(2,402)</b>	<b>(1,989)</b>	<b>413</b>

SUMMARY OF CARRY FORWARD REQUESTS 2012/13

Description	Amount Requested	Directors Not Approved		Total
		£	£	
PCC	30,000	0	30,000	30,000
City Development	157,000	150,000	7,000	157,000
Housing	140,000	0	140,000	140,000
Leisure and Parks	5,000	0	5,000	5,000
Direct Services	250,000	150,000	100,000	250,000
Community Development	245,301	237,247	8,133	245,380
Customer Services	257,696	124,031	133,665	257,696
Human Resources and Facilities	82,946	82,946	0	82,946
Law and Governance	21,124	21,124	0	21,124
	<b>1,189,067</b>	<b>765,348</b>	<b>423,798</b>	<b>1,189,146</b>
HRA	182,896	182,896	0	182,896

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13  
POLICY, CULTURE AND COMMUNICATION**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
Customer First - Revenue	P McQuitty	£ 30,000	£ 30,000	£ 30,000	£ 30,000	Income targets for 2013/14 will not be realised.
		30,000	0	30,000	30,000	

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13  
CITY DEVELOPMENT**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
		£	£	£	£	
Cycle City	M Bates	7,000	7,000		7,000	
Unlawful dwellings	j Copley	150,000	150,000		150,000	
		<u>157,000</u>	<u>150,000</u>		<u>7,000</u>	<u>157,000</u>

Continue with work to improve cycle network and encourage more cycling in the City.

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13  
HOUSING**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
		£	£	£	£	
Temporary Accommodation Costs	S Clarke	100,000	100,000		100,000	Underspend incurred in 2012/13 to use against targets set for 2013/14
Welfare Reform - Organisational Response	S Clarke	40,000	40,000		40,000	Staffing underspend incurred in 2012/13 used to fund outreach officer in 2013/14 re Welfare Reform
		<u>140,000</u>	<u>0</u>		<u>140,000</u>	<u>140,000</u>

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13  
LEISURE AND PARKS**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
		£	£	£	£	
Parks Training	Sarah Bowers	5,000		5,000	5,000	Pursuance to gain Arboriculture Association accreditation
		5,000	0	5,000	5,000	

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13**  
**DIRECT SERVICES**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
March Road Depot Improvements	G Bourton	£ 250,000	£ 150,000	£ 100,000	£ 250,000	To improve the layout of Marsh Road Depot to facilitate increased turnover in line with MTFP. No budget was under spent as these resources are the utilisation of additional income that was generated by the service in 2012/13.
		250,000	150,000	100,000	250,000	



**SUMMARY OF CARRY FORWARD REQUESTS 2012/13**  
**COMMUNITY DEVELOPMENT**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
		£	£	£	£	
Ward Member budget	A Cristofoli	39,113	39,113		39,113	To support Member spends in their Wards
Older Peoples Isolation Project	A Cristofoli	3,133		3,133	3,133	Represents the balance of the £20k awarded in 2012/13 to support isolated older people in community.
BBL Work club	A Cristofoli	10,049	10,049		10,049	Deliver drop in sessions for unemployed in the area.
Social Inclusion Fund	A Cristofoli	50,000	50,000		50,000	This was a bid provided in 2012/13 but not actioned.
Homeshare Project	A Cristofoli	5,000		5,000	5,000	Scoping exercise will not be undertaken
Youth Ambition Project	I Brooke	106,079	106,079		106,079	Agreed programme of project scoping, albeit delayed, will not be able to be implemented in full.
Youth Ambition Grants Programme	A Cristofoli	32,006	32,006		32,006	Community and voluntary groups would not receive their funding.
		<u>245,301</u>	<u>237,247</u>	<u>8,133</u>	<u>245,380</u>	

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13  
CUSTOMER SERVICES**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
		£	£	£	£	
Customer First - Revenue	H Bishop	12,145		12,145	12,145	Not known. Depends on outcome of ICT review and prioritisation.
Discretionary Housing Payment Expenditure	H Bishop	121,520		121,520	121,520	Unable to top up claimants Housing Benefit rent requests. Thus more people getting into debt. Have £0.916m in Homelessness Reserve.
New Burdens Funding for Council Tax Benefit reform	H Bishop	53,707	53,707		53,707	Unused grant money from DCLG to develop and deliver a support system for Council Tax Benefit claimants.
Universal Credit Pilot	H Bishop	32,614	32,614		32,614	Unable to support benefit claimants back into work.
Funding to assist with Implementation of Welfare Reform	H Bishop	37,710	37,710		37,710	Grant money from DCLG to assist in the delivery of Welfare Reform.
		<b>257,696</b>	<b>124,031</b>	<b>133,665</b>	<b>257,696</b>	

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13  
HUMAN RESOURCES AND FACILITIES**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
Apprentices	S Howick	£ 82,946	£ 82,946	£ 0	£ 82,946	Appointment of apprentices was made mid-year, so this is to finance the salary commitments that now fall in 2013/14.
		£ 82,946	£ 82,946	£ 0	£ 82,946	

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13**  
**LAW AND GOVERNANCE**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
Archivist Project	J Thomas	£ 21,124	£ 21,124	£ 0	£ 21,124	The Archivist project of the City's valuable historical records will not be undertaken.
		21,124	21,124	0	21,124	

**SUMMARY OF CARRY FORWARD REQUESTS 2012/13**  
**HRA**

Description	Submitted By	Amount Requested	Directors		Total	Consequences of not approving
			Approved	Not Approved		
External Painting	C Pyle	£ 182,896	£ 182,896	£ 0	£ 182,896	Delays in pre-painting works planned for August 2013.
		182,896	182,896	0	182,896	

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## Questions to Board Members.

### **1 Question to Board Member for Communities (Councillor Bev Clack) from Councillor David Williams**

#### **Donnington Recreation Ground**

Would the Board Member care to elaborate what plans he has for the development of Donnington Recreation Grounds and the supposed rebuilding of the Community Association Building in a new grandiose format.

Could he give details of the planned leasing arrangements with the Community Association for the management of this grand pavilion and indicate how much will be spent and where the money is coming from.

Could the Portfolio holder also explain why the plans for this new venture have only been discussed in private with former Labour Councillor Bill Baker and the Chair of the present Community Association and why the local Councillors for the area (myself and Councillor Elise Benjamin) have been excluded from these discussions.

Further to the point could the Portfolio holder give a precise timescale for the implementation of this project with a clear commitment that a period of local consultation will be included in the proposal?

#### **Reply**

*The Committee of the Donnington Community Association has been pressing for some time for improvements to the site and to their building, and discussions have taken place over the past year with the Chair and the Secretary about the scope for partially funding an improved centre from additional housing. No plan has yet emerged from those discussions, and there will be a strategic review this coming year of our community centres that will include Donnington. The Chair and Secretary at Donnington are also the main officers of the Federation and I have had discussions with them about this review since taking on this portfolio.*

### **2 Question to Board Member for City Development (Councillor Cook) from Councillor Elise Benjamin**

#### **Covered Market rent rises.**

Will the Portfolio Holder please provide an update on negotiations with the Covered Market traders, who are fighting the Council's attempt to increase rents by up to 70%?

### **Reply**

*Five reviews are currently going to arbitration. The outcome of the arbitration is expected in July. At the request of the CMTA tenants, the Council has agreed to a separate consolidated arbitration in respect of the CMTA reviews with the same arbitrator. The respective agents are in contact regarding the consolidated arbitration to agree the process going forward.*

### **3 Question to Board Member for City Development (Councillor Cook) from Councillor Elise Benjamin**

#### **Covered Market Charter**

Will the Portfolio Holder please reassure the Council that, unlike his predecessor, he will ensure that the Covered Market Charter is followed, and that no more chain stores are allowed into the Covered Market, thus preserving its character?

### **Reply**

*I am not aware of the document Cllr Benjamin refers to. If Cllr Benjamin is referring to the Covered Market Leasing Strategy I can reassure her that all lettings have been, and will continue to be, in compliance with that Strategy.*

### **4 Question to Board Member for Corporate Governance and Strategic Partnerships (Councillor Bob Price) from Councillor Craig Simmons**

#### **Supporting Oxford's Turkish Community**

Will the Labour and Liberal Democrat leaders join me in supporting Oxford's Turkish Community who recently staged a vigil in Cornmarket street in support of those peaceful protesters in Gezi park and Taksim Square, suffering violence at the hands of the Erdogan Government?

### **Reply from Councillor Bob Price, Leader of Council**

*I am sure that all members of Council will support the right of the Turkish people to express peaceful opposition to the policies of the current government, and will deplore the use of violence leading to some deaths in breaking up these protests.*



5 **Questions to the Board Member for Corporate Governance and Strategic Partnerships, and Leader of Oxford City Council, (Councillor Bob Price) from Councillor Dick Wolff.**

**Castle Mill development, Roger Dudman Way**

(a) Regarding the *planning process* for the Castle Mill development:-

Could the leader confirm that the construction of the Oxford University buildings on the former railway siding at Roger Dudman Way not only went ahead but that the structural works were completed without carrying out the required land contamination surveys and resulting remediation prior to the start of development, despite the fact that both officers and applicants believed the land to be contaminated (as minuted in a meeting between officers and developers on February 5th 2011) and the Phase 1 Environmental Review (dated July 2011) recommended that “the presence of . . . historical contamination should be investigated in detail”?

Could he also confirm that the Planning Committee was not informed, that the University had not only failed to research contamination adequately and supply the necessary information within the required time, but had also erroneously declared on their application dated 1st Nov 2011 that contamination was *not* “suspected for all or part of the site” when both officers and applicant knew this to be incorrect?

Would the leader confirm that it is therefore not possible to justify the claim (made by both City Council and University developers) that correct planning process was followed with respect to this application?

Given the persistent claims being made that the planning process was *not* flawed, would the leader therefore agree with the MP for Oxford West & Abingdon that an independent inquiry into the whole handling of this application by Oxford City Council “may be the only way we will get to the bottom of it”, and would he agree that the very fact that this statement has been so publicly made by a local MP brings our Council into disrepute?

**Reply**

*The report to West Area Planning Committee in February 2013 advised that there were a number of conditions, including number 16, where details were still required to be formally submitted and agreed. It did not advise Members that information required by part of condition 16 had not been received in a timely manner as the University was seeking to remedy this. Officers gave a verbal assurance that the conditions were being complied with, in good faith. A subsequent review of the evidence shows that in the case of*

*one of the conditions (Condition 16) the University was late in submitting information and the Council has requested additional analyses, so the condition is not discharged. It is open to the University to remedy this, which it has been doing through further analyses and reports. The University had completed a risk assessment before commencing development, but had not agreed the content of the report and submitted this to the Council prior to starting on site.*

*If there has been a breach of a part of this condition it is open in the first instance to the University to remedy this after the event. Retrospective compliance is a possibility in view of the nature of the breach and its timing. While the matter is still under investigation there is no ground for litigation or pursuing the partial demolition of the development.*

(b) Regarding the potential environmental hazard presented by the Castle Mill development :

Would the leader confirm that the builders of the Castle Mill development have chosen, against the recommendations of the ground investigation undertaken by the Frankham Consultancy Group to set the buildings on piles, to set the buildings on spread foundations some 2m below ground level and below the water table by a depth of between 2m and 4m, and that this use of excavated deep foundations (as opposed to piles) made a completed contaminated land risk assessment even more important prior to building?

Could he also confirm that the developer has still not satisfied the Council or the Environment Agency that the development does not represent an environmental hazard?

Will the Council, given the risk to public health and environment, consider issuing a stop notice as for 10 months the University has been given the opportunity to deal with the breach of condition retrospectively without resolving this serious matter?

**Reply**

*It was agreed some time ago that there would be an enquiry that would review the planning processes and would seek to identify lessons to be learnt and potential changes to future procedures for handling planning applications. The structure and terms of reference of that enquiry are under discussion and it is of course intended to be thorough.*

(c) Regarding the visibility of the Castle Mill Development :

Would the leader confirm that, contrary to the wording in the planning proposal “will not be visible from the majority of Port Meadow”, that the Roger Dudman Way buildings are in fact highly visible from most of Port Meadow even as far as Wolvercote and from the other side of the river, as well as from every other vantage point (Oxford Canal, railway station etc.)?

Therefore would the leader please suggest any measures which could be taken to restore the views of the ‘Dreaming Spires’ and Grade I listed St Barnabas tower from Port Meadow, which would not involve lowering the roofs of the buildings? And if unable to do so would he agree that in order to restore the view the roofs must be lowered?

Does he believe that the choice of white painted walls and reflective roofs is the best choice for minimising the visibility of the buildings? If he does not, would he agree that the developer appears to have made not the slightest effort to minimise their visual impact?

**Reply**

*The officers’ report to West Area Planning Committee of 15<sup>th</sup> February 2012 referred at some length to the matter of its built form and visual impacts, including views from Port Meadow. Paragraphs 7 to 18 of that report in particular referred to these issues and concluded by indicating that a judgement had to be made by members of the committee:*

*“...as to whether the degree of change to the views and landscape setting in this direction which would result from the proposed development is sufficient to warrant refusal of planning permission, taking into account other benefits and objectives to be weighed in the balance. Certainly it is not the case that the development would be entirely hidden from view from Port Meadow or that there would be no impact from the development on the landscape setting and on public views. Rather officers have come to a conclusion, on balance, that with the mitigation described in place then in similar fashion to the extant permission the impact is not such that taken in context with the benefits of the development in provided much needed purpose built student accommodation at an allocated site that planning permission should be denied.”*

*The report to committee included views of Oxford from the Port Meadow “View Cone” at Wolvercote with advice on the character and significance of the view so that the officers’ recommendation could be understood and Members could in turn weigh in the*

*balance the positive and negative impacts with an understanding of the heritage significance of the view.*

*Members were not misled about the height of the development. The report clearly stated that the development would not be screened from view from Port Meadow, though the intended mitigation would assist in the development sitting more comfortably within its wider context. Rather in this view it would sit between a line of trees and greenery set along the edge of Willow Walk in front of it and a second line of trees and greenery along the eastern side of the railway line set behind it. An image was submitted with the planning application which showed the intended position of the development compared with the extant 2002 planning permission. This constituted a suitable representation of the intended development to assist committee in coming to its decision on the application.*

*In addition attached to the report to the Committee in Feb 2013 was an image taken on 24th January 2013 of the development as built. These and other images were displayed at the committee and showed that the tree line and that the 'red line' photograph were accurate.*

*The Head of City Development submitted a report to the West Area Planning Committee on 7<sup>th</sup> February 2013 which reviewed the 2012 planning permission (reference 11/02881/FUL). The Committee resolved:-*

- To instruct the Head of City Development to negotiate with the University of Oxford in order to ameliorate the size and impact of the development given planning permission under 11/02881/FUL*
- To instruct the Head of City Development to submit a report back to this Committee at the earliest opportunity on the progress of his negotiations, and by the scheduled April 2013 meeting at the latest*
- To establish a working party to recommend to the Council any changes to procedures or policies which the process of handling and determining the application 11/02881/FUL (including the pre-application and consultation stages) might suggest would be desirable.*

*The University has commissioned consultants, LDA Design, to prepare a Landscape Mitigation Strategy. This will consider a wide range of options for mitigation, including options on the buildings, on site, near but off site and also further afield.*

(d) Is the leader content that the Castle Mill development should stand in its present form as a permanent memorial to his term of office as Leader of Oxford City Council?

If so, will he encourage the Council's tourism officer to build on the little stream of people currently visiting Port Meadow in order to wonder at this example of contemporary "environmentally sensitive" (sec. Longcross builders) architecture by promoting such visits and including views of the development in the city's tourism literature?

If he is not so content, what remediation measures does he believe could be undertaken that might restore his pride, and what steps has his administration taken so far in this direction?

**Reply**

*Development Control is not an executive function and hence is not determined by the policies of the administration. The planning process is regulated in a quasi-judicial manner through the application of Council approved policies, and, in particular, the Core Strategy. The West Area Planning Committee will no doubt be able to comment on the mitigation measures proposed by the University of Oxford, as the developers of this scheme.*

**6 Question to Board member for Finance and Efficiency (Councillor Ed Turner) from Councillor Craig Simmons**

**Council Tax exempt houses**

Can the Portfolio Holder please tell me how frequently the Council checks that properties with council Tax exemptions are still eligible?

**Reply**

*With the exception of Student exemptions, all awards of Council Tax discounts and exemptions are reviewed on an annual rolling review basis.*

*Student exemptions are awarded to the end date of the course they are attending or end of the tenancy, whichever is the sooner.*

**7 Question to the Portfolio Holder for Youth and Communities (Councillor Bev Clack) from Councillor Dick Wolff**

**Communities and Neighbourhoods Team**

Can the Portfolio Holder please explain how a reduction in the Communities and Neighbourhoods team will impact on support for area fora?

**Reply**

*The original restructure documents were agreed by a cross-party group. There is no reduction in the Communities and Neighbourhoods team in terms of fulltime equivalent posts. What we have done is to realign resources to focus on council priorities especially for areas of greatest need. The Communities & Neighbourhoods Team will provide the following resource to Area Forums:*

- *There will continue to be a co-ordinated support service to the organisational aspects of Area Forums;*
- *Support to the annual planning meeting for agreeing Area Forums topic/location etc;*
- *Publicising meetings and minutes via the website, using social media, production of standard posters and emailing residents on database;*
- *CAN will administrate the booking of venues for Area Fora up to a total cost of £150 per annum (Additional costs will have to be met through ward members' budgets);*
- *We have also developed an Area Support Officer post within the new structure which is currently being advertised. This post will carry out the organisational aspects for the Area Fora. In the meantime the planning meetings for the Area Fora have been arranged and are taking place;*
- *In addition each Area Forum meeting will be attended by a member of the council's Corporate Management Team to provide a strategic oversight and deal with any service issues/questions arising.*

**8 Question to Board Member for Housing (Councillor Scott Seamons) from Councillor Craig Simmons**

**Council House Rent Increases**

In the light of the unexpected £1million surplus in the Housing Revenue Account reported to CEB on 12<sup>th</sup> June, will the Portfolio Holder re-consider the above inflation rent (average 4.6%) and service charge (average 3/.6%) increases it had levied on Council house tenants this year?

## **Reply**

*I think it is important to make clear that the £1.2m benefit to the HRA wasn't unexpected but couldn't be guaranteed. It was a result of our prudent accounting which made provision to cover the risk of an adverse result of a rent review at Southfield Park and a successful negotiation that meant that the provision was not needed. The Council tonight will be asked to confirm a CEB decision to allocate some of this money for service improvements such as tenancy fraud and environmental works on estates and a much needed stock survey that will enable us to have even more effective targeting of our housing investment programmes.*

*I think it is also important to point out that this was a one off benefit and if used to effectively reduce rents then that would erode the income base of the HRA going forward and would restrict our abilities to provide excellent services, invest in our existing housing and continue to build new housing for those most disadvantaged in the City. The City Council with average rents of £96.83 continues to offer good value for money when compared with other social housing providers and certainly the private rented sector. Indeed in a recent survey 77% of our tenants thought this was the case.*

## **9 Question to Board Member for Housing (Councillor Scott Seamons) from Councillor Sam Hollick**

### **Re-classifying spare rooms**

In response to the Government's appalling new bedroom tax, will the Portfolio Holder consider the approach taken by Leeds Council to help vulnerable tenants and look into the possibility of re-classifying "spare" rooms as "non-specific" rooms in Council housing?

## **Reply**

*There is an assumption in the question that is not correct. As one of the leading authorities as a national pilot in welfare reform we have examined a whole range of measures that will mitigate the impact of the changes on our residents including the actions that Leeds and other Authorities have taken. Clearly Oxford is in a very different situation to Leeds in not having lots of difficult to let stock and in already having a classification system that is much tighter in its interpretation. The reclassification is not as simple as it sounds and could carry with it risks of retrospective claims for reductions. The net effect would be a reduction in the income base which would impact negatively on our HRA business plan and put at risk our continuing aspiration to provide excellent services, a well maintained stock and new council housing going forward. Our strategy to mitigate the impact of welfare reform agreed by Council is to target resources to help*

*people on a case by case basis with exchanging homes, moving homes and helping people get back to work.*

**10 Question to Board Member for Housing (Councillor Scott Seamons) from Councillor Sam Hollick**

**Container Housing**

Has the Portfolio Holder considered any innovative solutions to meeting the City's housing crisis, for example the provision of high quality "container" housing, which the Public Sector and Local Government magazine called "a cost effective and sustainable approach to building design"?

**Reply**

*This Council cannot be accused of lacking in innovation given our ground breaking joint venture with Grosvenor Estates to build 350 new Council homes to a very high standard and for social rent, and our own new build programme that will provide 112 new units over the next 2 years. Our main problem of course is the availability of land and we will explore all opportunities to maintain a supply programme going forward.*

**11 Question to Board Member for Housing (Councillor Scott Seamons) from Councillor Sam Hollick**

**Houses in Multiple Occupation (HMOs)**

The board member will be aware of the case brought to councillors' attention in an email on 15th June, where the council's policy on HMOs is requiring people to move out of a house where they are living as a family, because they are not considered a family by the definition of the policy. Could the board member explain what options they are considering to prevent council policy from causing disruption to peoples lives as in this case?"

**Reply from Councillor Ed Turner**

*Firstly, it is not the council's policy that defines a house in multiple occupation and what constitutes a family; this is defined in national legislation made under the Housing Act 2004.*

*The Council has a policy of licensing houses in multiple occupation, which clearly needs to be applied consistently, but with appropriate flexibility.*



*The situation in this case is rather more complicated than it would appear: although the person affected has raised it in both the press and with many councillors, I do not think it is appropriate to divulge personal details in this forum, but am happy to speak with the councillor about the details outside the meeting, and will also be writing to the person affected.*

**12 Question to the Board Member for Cleaner, Greener Oxford (Councillor John Tanner) from Councillor Craig Simmons**

**Electric vehicle charging points**

Will the Portfolio Holder please explain the reason for the delay in the installation of electric vehicle charging points, and when we can expect to see the promised number installed?

**Reply**

*The City Council has provided charging points at car parks as we said we would. ChargeMaster has responsibility for any increase in the numbers of electric charging points.*

*The existing network was installed by Scottish and Southern Energy (SSE) now owned by ChargeMaster consists of dual charging points at each of the following Council owned car parks:*

- *Pear Tree, Redbridge and Seacourt Park and Ride*
- *Headington Car Park*
- *Summertown Car Park*
- *Union Street*
- *Westgate Car Park*
- *Worcester Street Car Park*

*Usage figures for June 2011 to December 2012 (79 charging sessions in total).*

<i>Westgate</i>	<i>9</i>
<i>Worcester Street</i>	<i>36</i>
<i>Summertown</i>	<i>19</i>
<i>St Clements</i>	<i>5</i>
<i>Headington</i>	<i>0</i>
<i>Unions Street</i>	<i>1</i>
<i>Peartree</i>	<i>1</i>
<i>Seacourt</i>	<i>1</i>
<i>Redbridge</i>	<i>7</i>

**13 Question to Board Member for Finance and Efficiency (Councillor Ed Turner) from Councillor Jim Campbell**

**Oxford Pound**

Following recent interest in the media and the apparently successful introduction of the Bristol Pound in collaboration with the Bristol Credit Union, will you consider looking into the feasibility of introducing the Oxford Pound in this city?

**Reply**

*This is an interesting idea, and I understand one which is currently taken up by 0.2% of Bristol's population (although arguably one with some pitfalls, for instance in the appropriate payment of tax!). However, given the savage cuts imposed upon Oxford City Council by the Tory / Lib Dem coalition, and recent reports of at least a further 10% average to be hacked off government grant, I do not think I should ask finance officers to prioritise the promotion of such a scheme when there are more urgent priorities. However, if another organisation were to take on the promotion of this, or if the Scrutiny Committee decided it should be a priority, I am sure we would look at such work with interest.*

**14 Question to Board Member for Cleaner, Green Oxford (Councillor John Tanner) Cllr Jean Fooks**

**Charging point for electric vehicles in North Oxford**

Oxford is committed to reducing its carbon footprint each year for the foreseeable future. One way to do this is to encourage electric vehicles. North Oxford is trying to set up an e-car club, which needs charging points for the vehicles. There is a charging point in the Diamond Place car park but it is not reserved for electric vehicles so is not always available – and an allocated space is needed. Apparently the Council is claiming that to reserve this space for electric vehicles would lose the city £3,500 per year so it is not being progressed.

This seems totally at odds with the aims of the City Council – why is the Council not supporting this venture? Is the £3,500 figure really accurate?

**Reply**

*I am continuing to pursue this issue with officers and I will advise Cllr Fooks when I have made satisfactory progress*

**15 Question to the Board Member for Finance and Efficiency  
(Councillor Ed Turner) from Cllr Jean Fooks**

**Westgate Temporary Car Park**

The administration is proposing to put almost the entire underspend of £3.3m for 2012/13 towards temporary car parking to facilitate the Westgate development. How was this figure arrived at? Where can Council and the public see the itemised costs?

**Reply**

*In advance of completion of the revised legal documentation for the Westgate redevelopment between the Council and the Westgate Oxford Alliance, an informal report was considered by the Cross Party Working Group on 13<sup>th</sup> May 2013 in relation to Westgate which, amongst other things, set out suggested proposals for both temporary car and coach parking during the scheme of redevelopment. The estimate of the costs of the works quoted was based on professional knowledge and enquiry but with only limited information on site conditions and the like that was available at the time. Following completion of the conditional development documentation with the Alliance full design has now been commissioned, detailed investigations are taking place and detailed costs are being produced. Clearly the final cost will depend both on the outcome of the investigations and also the extent of provision which is necessary, so no breakdown can yet be given.*

*The intention is that a report will be presented in September to seek approval to the inclusion of the scheme within the Council's capital programme. Pending that approval, the Council has prudently established a suitable earmarked reserve to cover the cost of these works. The Council's support in this matter is set in the overall context of the investment and the outcomes of the Scheme, and the desire by the Council to endeavour to protect, to the extent possible during the construction phase, the prosperity of Oxford and the City Centre. I would also note that, were the Westgate not to proceed, we would need to earmark substantial investment to bring the existing Westgate car park up to scratch.*

**16 Question to Board Member for Cleaner, Green Oxford (Councillor John Tanner) Cllr Jean Fooks**

**Bulky Waste Collection service**

What kinds of domestic waste can be collected by the Bulky waste collection service?

**Reply**

*Bulky waste refers to items that are too large to be taken away with the normal refuse collection. This can mean items such as furniture, beds and mattresses, white goods, fridges and freezers.*

*We collect the following white goods.*

- a. Washing Machine*
- b. Dish Washer*
- c. Micro Wave*
- d. Cooker*
- e. Hob*
- f. Tumble Dryer*

*We also collect televisions, computers and screens from **residential properties**.*

*Due to WEEE regulations we are not able dispose of small electrical items in landfill. Examples of items covered by the WEEE regulations - Deep Fat fryers, Electric fires, Fans & Fan Heaters, Hi-Fi's, Hoovers, Irons, Kettles, Lamps, Printers, Speakers, Stereos. Some of the Bring Bank sites around the city offer **small** electrical recycling facilities.*

*We are unable to collect the following items through the Bulky Waste Collection Service as they cannot be disposed of at landfill sites.*

<i>Asbestos</i>	<i>Laminate Flooring</i>
<i>Air Conditioning Units</i>	<i>Lawn Mowers (Electric &amp; Petrol)</i>
<i>Baths</i>	<i>Mirrors from built in wardrobes - this does not included mirrors on wardrobe doors. These types of mirrors and wall hanging mirrors must be wrapped in newspaper and taped down to prevent shattering when crushed.</i>
<i>BBQ's - Gas, Electrical and drum BBQ's</i>	<i>Oil - Cooking Oil, Car, Diesel</i>
<i>Black Bags - must specify what is in a bag, collection of general rubbish is not allowed on the Bulky Service.</i>	<i>Paint</i>

<i>Boilers</i>	<i>Paving Slabs</i>
<i>Bricks</i>	<i>Photo Copiers</i>
<i>Building Rubble</i>	<i>Pianos</i>
<i>Car Parts</i>	<i>Planks of Wood</i>
<i>Cardboard - large amounts must be flat packed and placed out on the blue box collection day</i>	<i>Polystyrene</i>
<i>Ceiling/Plaster Board</i>	<i>Radiators</i>
<i>Cast Iron items / Iron made</i>	<i>Roof guttering/down pipes</i>
<i>Carpet or carpet underlay</i>	<i>Rubbish Bags - must specify what is in a bag, collection of general rubbish is not allowed on the Bulky Service.</i>
<i>Concrete</i>	<i>Sheds</i>
<i>Copper Piping</i>	<i>Sun Tanning Beds</i>
<i>Doors - internal or external</i>	<i>Sinks - kitchen or bathroom</i>
<i>Down Pipes</i>	<i>Storage Heaters - only if the heating bricks are removed, we will not collect the bricks</i>
<i>Electrical Items - Due to WEE regulations we are not able dispose of electrical items in landfill. Examples of items covered by the WEE regulations - Deep Fat fryers, Electric fires, Fans &amp; Fan Heaters, Hi-Fi's, Hoovers, Irons, Kettles, Lamps, Printers, Speakers, Stereos.</i>	<i>Tiles - wall or floor</i>
<i>Exercise equipment - depending if it is made of aluminium or steel and if can be lifted</i>	<i>Toilets</i>
<i>Fencing Panels</i>	<i>Tyres</i>
<i>Gas Bottles</i>	<i>Water Heating Boilers</i>
<i>Garden Waste - more than what will fit into a garden bag i.e. trees or bushes</i>	<i>Windows</i>
<i>Garages and Garage Doors</i>	<i>Wooden Flooring</i>
<i>Heating Boilers</i>	
<i>Kitchen Work Tops or Units</i>	
<i>Ladders</i>	

*We aim to recycle as much of the bulky waste we collect as possible, but if it is not suitable for reuse or recycling then it will go to landfill. Each household is entitled to 2 free collection visits per year of up to 3 items per visit.*

**17 Question to the Board Member for Corporate Governance and Strategic Partnerships (Councillor Bob Price) from Cllr Jean Fooks**

**Email messages to Councillors**

We have recently discovered that messages sent by officers to all councillors have not been getting through- they have disappeared into the ether. How did this happen and will all 'lost' messages be resent? What measures are being taken to ensure that the new electronic system provides Councillors with all the reports and attachments they need?

**Reply**

*The "Councillor all members e mail address is limited to be used by only certain groups of officers to avoid Councillors being included in group e mails that are only relevant to a smaller group of Councillors.*

*Officers are being reminded that if they wish to send an "all Councillor" e mail that this needs to be sent via either;*

- *The Democratic services team*
- *The Communications team*
- *Their Service Head*

*Any other officer that uses this e mail address will receive an automatic e mail advising that their e mail has not been sent as they do not have the authorisation to do this.*

*The officer that sent an e mail to all Councillors which raised the concern that e mails to Councillors were not getting through the e mail system did not spot the automatic e mail he received after sending the e mail advising him that his e mail had not got through as he was not authorised to send e mails to this e mail address.*

*Officers attaching a copy of an earlier e mail within any message to a Councillor has been advised that they must attach this as a word document or PDF so that this can be read on an iPad.*

## **PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THE COUNCIL MEETING.**

### **Part 1: Public Addresses.**

#### **1 The MND Charter – Mark Stone**

Thank you very much for allowing me to speak to you about how Oxford City Council can demonstrate its support for Oxfordshire residents who are living with Motor Neurone Disease by signing the MND Charter.

MND is a rapidly progressive and terminal condition. It can affect any adult at any time - it attacks the motor neurones that send messages from the brain to the muscles, leaving people unable to walk, talk or feed themselves. In Victorian times, it was known as 'creeping paralysis' and that still serves as a good description of what happens.

The cause of the disease is unknown and there is no known cure. Around 5,000 people in the UK have MND at any one time, with half of people with the disease dying within 14 months of diagnosis. It kills five people every day in the UK.

I was diagnosed with MND in January of last year at the John Radcliffe Hospital, after going to my GP about a slight limp in my right foot. As I am sure you can imagine, the diagnosis was an unexpected – and a totally devastating piece of news.

I have lived in Oxford for more than 20 years – originally in Jericho, but now in East Oxford, off the Cowley Road. My wife is a professional cellist and we have two daughters, Emma and Isabel, both of whom were born at the JR & both of whom are at local schools.

Since my diagnosis, I have had the honour of being elected as a Trustee of the MND Association, the national charity, whose vision is a world free of MND.

The Association funds and promotes research to understand what causes MND, how to diagnose it and, most importantly, how to treat it so that it no longer devastates lives. It provides support and care for people living with MND, their families and their carers, both nationally – and locally, through its branch network of volunteers.

I come here supported by

- Rachael Marsden, a specialist nurse and Care Co-ordinator of the Oxford MND Care and Research Centre at the John Radcliffe Hospital
- Lynda Wigley, volunteer and chair of the Oxfordshire Branch of the MND Association
- Moira McIver, person living with MND, who has lived in Oxford for more

than 20 years, first in East Oxford and now in Cumnor.

The Charter is a simple five-point document, created by the Association, to ensure that people with MND receive the right care, in the right place, at the right time.

Since its publication in May last year, the Charter has won widespread support including from:

- **national organisations** like the Royal College of GPs, the Royal College of Nursing, Rare Diseases UK, the British Association of Occupational Therapists and the Association of Directors of Adult Social Services
- **local organisations** like Gloucestershire Care Services, Wiltshire Council, South Warwickshire NHS Trust and Royal Devon & Exeter NHS Trust
- **prominent individuals** like Professor Stephen Hawking, Terrence Higgins, Baroness Susan Greenfield and Lord Antony Giddens.

Last month I attended a workshop at the Royal Society, hosted by HRH Princess Anne, which focused specifically on the MND Charter.

At the event, leaders from the Royal College of GPs, the Royal College of Nursing, the National Council for Palliative Care, the Association of Directors of Adult Social Services and the Carers Trust all spoke about the importance of the Charter – and how they supported its adoption both nationally and locally. Indeed the representative from ADASS spoke of how he would like to see the Charter adopted by every council in the country.

Here in Oxford, it has been signed by Oxford University Hospitals Trust, the Bishop of Oxford John Pritchard, Sir Roger Bannister, Professor Colin Blakemore and Oxford MPs Andrew Smith & Nicola Blackwood. Indeed more than a dozen of you here have signed the Charter, representing all three parties in the City Council.

With its internationally renowned MND Care and Research Centre, Oxford is recognized as a centre of excellence for both MND care and for MND research. Its team of specialists, including Rachael Marsden, who is supporting me here – is almost unparalleled. I know that some of you went to the inaugural lecture by Professor Kevin Talbot in Nov 2011 – who has the first Professorship of Motor Neuron Biology in the UK.

In March 2012, the Parliamentary Public Accounts Committee produced a devastating report on Services for People with Neurological Conditions. Introducing the report, the Chair, Margaret Hodge MP, said: “individual care is often poorly coordinated and the quality of services received depends on where you live.”



With the structural changes in the last 2 years to public services – and particularly to the NHS - local authorities like Oxford City Council have an increasingly important role to play, alongside the NHS, in the support and care of people with long-term and neurological conditions like MND.

The MND Charter is an important tool for raising awareness of MND across both the general public and those in the health and social care professions. It helps raise standards and demonstrates publicly an organisation's support for those living with MND, their families and their carers.

Each of its 5 points addresses specific issues. For example, 'People with MND have the right to early diagnosis and information' speaks to the difficulty of diagnosing MND and the lack of accurate information & awareness, particularly amongst those providing care and support.

Diagnosis can take months or even years, with inappropriate referrals common (as happened to myself) – and it is common to find care professionals who have no realization of the seriousness of the condition and speed of progression. When life expectancy after diagnosis can be measured in months, any delay in providing essential support or equipment is not merely an inconvenience – but may have a devastating impact on somebody's last few months.

For all the above reasons, I hope you will agree that it is entirely appropriate that the City of Oxford should sign the MND Charter in support of its citizens living with Motor Neurone Disease.

I would therefore like to propose, with the support of a number of Councillors, including Councillors Bob Price, Bev Clack, Graham Jones and Elise Benjamin, that:

**“Oxford City Council shows its support for people living with Motor Neurone Disease by affirming the five principles of the MND Charter:**

- 1. People with MND have the right to an early diagnosis and information**
- 2. People with MND have the right to access quality care and treatments**
- 3. People with MND have the right to be treated as individuals and with dignity and respect**
- 4. People with MND have the right to maximise their quality of life**
- 5. Carers of people with MND have the right to be valued, respected, listened to and well-supported.**

**The City Council demonstrates its affirmation for the above principles by signing the MND Charter on behalf of the City of**

**Oxford."**

On behalf of all of us living with this devastating condition, I hope that you will support this proposal.

Thank you.

## **2. Building Community Led Homes in Oxford – Fran Ryan, Oxford Co-Housing**

### **INTRODUCTION**

Would you like to live where you know all your neighbours, where your children can play outside safely and where there's always someone to watch out for you as you get older? Where you have the privacy of your own home and also access to shared facilities such as gardens, dining room, workshops? This is cohousing. We are a group of Oxford residents who believe that by pooling our resources we can build such a community. It won't just be for ourselves, but to invite others to join.

We will each have our own front door but we will support each other and share our skills. Crucially we will reduce our carbon footprint and our demands on public services.

We know it can be done. There are long established cohousing developments in Dorset and Gloucestershire, and in the last twelve months two new ones in Lancaster and Leeds.

Here in Oxford we face great challenges, but with your help we can succeed.

### **SO WHO ARE WE?**

We are a diverse group but most of us have houses to sell to fund the project. We started planning about three years ago. We have set up a Company Ltd by Guarantee and we have local support from both councillors and Oxford residents. We have been looking for land within the ring road to build 20-40 homes including the usual quota of affordable ones. But we're having to compete with developers who have deeper pockets than ours. So we're finding it really hard.

### **WHY WOULD COHOUSING BE GOOD FOR OXFORD?**

Lots of benefits with cohousing: energy efficient homes with small gardens and shared green space. Car sharing, so we'll need less land for parking. Bulk purchase of food will ensure high quality even for people on £53 a week.

Cooperating with each other and being good neighbours helps meet our social needs. We already have several members with a disability and that is a critical strand in our thinking as some of us are feeling our age. All can be involved in joint activities such as cooking and shared meals. We know that such cooperatively run housing reduces demand on local services, and leads to greater wellbeing, citizenship and happiness.

Our scheme will be a good place for children to play together or join in with adults, such as when they are gardening and maintaining the site. Everyone in a cohousing community feels more secure.

We could say much more now but instead invite you to read more by looking at the attached leaflet or visiting us via our website (see end).

## HOW YOU CAN HELP

We invite you to join us but even more to support our enterprise. You could make Oxford City a leading edge council in supporting community-led housing projects.

There are three specific things we'd like you to do:

**1. LAND: Help us find land:** We need 1½ acres or so within the ring road. But most of all we need some kind of preferred bidder status because we can't raise money as quickly as the big developers. For example having some extra time between contract and completion would help us raise the cash to pay for land. If we buy at a below-market price we will lock in the benefit to keep the homes permanently affordable.

**2. POLICY: Enable this project by being flexible with your policies.**

**2.1 Planning:** It may be that the only suitable land is not currently designated for housing. We may need flexibility around parking (we'd want fewer cars than is usual). We may want higher density homes to keep land for gardens.

**2.2 Nominations:** We will need flexibility around nominations. We want a mixed community. If nearly half our residents are going to come from the Housing Needs Register we need to think about how best to do this so as not to compromise the social viability of the project. We want people who will commit to our cooperative way of working and put time into our project. So we need to find them early to *participate* in our planning process. Several officers and councillors have already shown openness to this. We need a firm agreement in principle now, pending formalizing it in the planning legal agreement. There needs to be a double hurdle for access to the cohousing social rented homes: people being nominated for social homes must show not just evidence of housing need but also commitment to the project.

**2.3 Local lettings:** We want to benefit people from our immediate area: if we build in Wolvercote we would want some social rented homes to go to people with a Wolvercote connection. Your current policy doesn't allow this.

**2.4: Existing council tenants:** We want members who already live in social rented homes to be able to move into cohousing. Currently there is no provision for that without downsizing.

**3. PROJECT WORKER:** Take the lead and joint-fund a project worker with us to support community-led homes including cohousing. No other city has done this.

We have some cash to fund a project worker. Meet us half way and help us to do this.

**AND FINALLY...**

Picture a future in which you have enabled us to set up several supportive mixed tenure communities in the city. And a model for others to follow across the UK.

(Contact: Fran Ryan, Oxford Cohousing, June 14<sup>th</sup> 2013 07889 209448 [fran@peopleincharge.co.uk](mailto:fran@peopleincharge.co.uk))

### **3 The Consultation Process - William Clark**

I was heartened by the last meeting to hear the encouraging words coming from the opposition benches on the topic of consulting with groups who are opposed to the new swimming pool on Blackbird Leys. However the councillor on this side said it would be a clear waste of his time and effort. Well let me refer him to a national statesman who lies only a few miles north of Oxford in Bladon and he stated "it is better to jaw jaw than to war war" and he should know as he endured both activities.

It does make me wonder just what the Labour group are all about! I thought "naively" it was to support all members of a parish/district not just those who voted them into office.

I can see the Liberal Democrats, Greens and Independents have a system which allows for a free vote whatever the topic, unless I'm missing something" As for the Labour group I am ashamed to say your idea of democracy leaves a lot to be desired. I have been attending this place for a good few meetings and witnessed a fair few votes taken and it strikes me that if the leader puts his hand up they all do just like good little puppies. Well let me tell you something for free you are creating the perfect storm scenario, you have alienated countless residents and groups across the city and as my grandmother used to say, [wise old lady she was] "as you sow the wind so you reap the whirlwind" which will come sooner rather than latter which will see large chunks of this chamber turned to other colours other than red. And what about the Conservative party they own all areas outside Oxford City but there is not one representative on this council, so who will support the Tory voter if not you, where is their voice in this chamber.

It's my view you don't care about the voter who put you here, you don't care about the lives you have blighted with accommodation blocks or swimming pools. Let's just examine the last statement again, "who is affected most by the closure of the Blackbird Leys swimming pool – the elderly and the young – why because it is a nice warm pool suitable for their bodies. Who will be affected most by the creation of your white elephant – the elderly and the young – why the population facing the green space is predominantly pensionable age who only want a quiet life not this noisy thing they will get, and the young – why at the moment the other residents living along Pegasus Road want their children to play safe and the park opposite offers that choice, after all said and done they can't play on the green outside their house because you have erected signs saying no ballgames so it has to be across the road and into the playing field. I do think there is more than a touch of discrimination in this chamber as you only appear to be looking after yourselves and always toe the party line.

But what do I know I am only one of the ageing population who had to earn respect the hard way by doing what is right and treating people fairly which brings me right back to the councillor responsible for leisure why won't you talk with us, is it too much of an effort to fit into your busy schedule or have I been speaking the truth all along and you are afraid your leader will use the whip on you?

#### **4 Openness and Transparency – Nigel Gibson.**

At the last Full Council Meeting on the 22nd of April, I gave an address introducing the latest petition from the Save Temple Cowley Pools Campaign. Over 1,500 people had signed the petition, asking you to explain openly and transparently, in complete contrast to how you have responded before, your reasons for removing a leisure centre from Temple Cowley, the focus of so many communities across East Oxford and beyond, and key to many thousands of people maintaining their fitness and quality of life. We were extremely disappointed that the then Labour CEB Member for Leisure Services refused to engage, and we were all left wondering, as articulated by Green Councillor Benjamin, “What have you got to hide?”

The lack of transparency was only underlined by the reference to the minutes of the meeting between the Campaign and the MACE architects. I have clearly demonstrated, it seems endlessly, that all the information from the Council concerning the proposed new swimming pool and the close of Temple Cowley Pools is a combination of misleading, inaccurate, incomplete and untrue, and the minutes of this meeting are an exemplar. The meeting between the Campaign and the MACE architect was authorised by one of your Executive Directors, Tim Sadler, at the public meeting in August 2010 when MACE presented their plans for the proposed new swimming pool in Blackbird Leys. It seems a long time ago, but it is the only meeting that we have had with council representatives. The minutes, as you like to call them, were taken without reference to the Campaign, we have never been asked to check or validate them, and they completely misrepresent what actually happened. They were incorrectly used in Planning meetings, and were again incorrectly referenced at the last Council Meeting.

This lack of openness and transparency in the Council’s dealing with the public has been a theme running through the Campaign over nearly four years, and is becoming increasingly pervasive in your dealings with other campaigns as well, where members of the public quite rightly expect their council to properly explain what is going on.

In my address at the last meeting, I explained that any local authority has a public law obligation to review its decisions if circumstances change. I further explained that circumstances had changed significantly in relation to your decision to close Temple Cowley Pools, taken back in July 2011. I expected that the Council would respond, but I heard nothing. So I then wrote to our Chief Executive, Peter Sloman, and asked him, very clearly, to provide the Council’s position on two points:

- Does Oxford City Council acknowledge that there is an obligation on local authorities to review their decisions, and if so,



- Will Oxford City Council review its decision to close Temple Cowley Pools given that circumstances have changed?

These were not trick questions, just very simply trying to find out the Council's position. Bizarrely, Mr Sloman's response was firstly to not answer the question and secondly to dismiss my enquiry as vexatious. Now, I have many better things to do with my time than try and annoy a Council Chief Executive.

And this refusal to deal with the public is becoming a very worrying trend within Oxford City Council. When I challenged Cllr Rowley, the new CEB Member for Leisure Services, with evidence that his interviews were misleading the public, he also refused to respond. And we learn recently that your legal department's advice to councillors, which apparently you have to follow, is not to meet with members of the Campaign. Is it any Campaign, or just this one, we wonder?

No explanation. No openness. No transparency. What have you got to hide?

Well, we're going to try again to find out. There are several stages to a Judicial Review. The first is to try and resolve things without going to law. I've done that, and Mr Sloman, for reasons that are unclear and in a response that will be seen in an unfavourable light by a court, has refused to respond positively. The next stage is a pre-action protocol – this is where I formally set out why I think the Council should be reviewing its decision to close Temple Cowley Pools. The Council can then respond, and if I am satisfied with the answer, the matter goes no further.

The final stage is then moving formally to an application for a Judicial Review. You have a choice. If you commit funds while this process is going on, in the knowledge that you may lose a Judicial Review, then you are not only wasting public funds but are also guilty of maladministration. Or, you have the opportunity to resolve matters now, by stopping any more work on the proposed new pool, while establishing clearly, openly and transparently why you won't review your decision.

The choice is yours.

### **Response**

*In July 2011 CEB delegated authority to the Executive Director Community Services, in consultation with the Monitoring Officer, to award a contract for the build of the new pool. That report recognised that legal challenges may mean that the contract would not "go live" for some time. After a procurement exercise was completed the contract was let in March 2012 to Willmott Dixon. Due to legal challenges and anticipating further delays that contract contained two conditions*

*precedent relating to the dismissal or withdrawal of two legal challenges - the request for Judicial Review of the Council's decision making process by Nigel Gibson and the a request for Judicial Review by Mrs Zani of the County Council's decision to reject an application to have Blackbird Leys Park declared a Town Green.*

*On satisfaction of these two conditions precedent, the contract by definition became unconditional, and therefore active.*

*Mr Gibson applied for Judicial Review of the CEB's July 2011 decision in regard to closing the Temple Cowley pool, but after twice failing to obtain consent from the Administrative Court, he finally discontinued his application in March 2013.*

*Mrs. Zani's application to have the County's decision judicially reviewed has now been withdrawn and therefore the County Council's decision not to register the land as a Town Green stands.*

*From the above you will see that the conditions precedent in the contract have been met, and as a consequence the contract is now active. There has been no material change in the relevant circumstances concerning the need for the facility or the Council's ability to pay for it, and preparations to commence on site are therefore now well advanced.*

**5 Oxford University Students Union Charities and Community – Daniel Tomlinson and Sarah Santhosham**

Thank you for allowing us to address you today. My name is Sarah Santhosham and I am the outgoing Vice President for Charities and Community at Oxford University Student Union. A year ago I came along to Full Council to introduce myself and outline my vision for the year by working with you to achieve a stronger community. I'm here today to outline what we have achieved by working in partnership and to introduce my successor, Daniel Tomlinson, whom I hope you will work with over the year ahead to continue the progress we have made.

Over the last year we have made a lot of progress in a number of areas, through our new initiatives and projects, the representation of students in the community and through our charitable fundraising. The permanent establishment of our Community Warden scheme has made a lot of difference to the relationship between students and residents on the ground; the wardens visit households to foster good relations and spread useful information, and they are well equipped to deal with the new intake of students next term. Another project I have been pleased to work on is a scheme to foster partnerships between local primary schools and College sports grounds; we have worked with a number of local organisations, including the Council's Leisure and Parks Department, to lay the groundwork and I am confident that this will translate into actual schemes next year. I am particularly grateful to City Councillors for part funding the first Oxford Volunteering Showcase earlier this year; the event attracted 47 stall holders and provided a good opportunity for students and permanent residents to interact around shared activities, from community volunteering, to environmental work, and educational volunteering in the City.

On the representation front, the Oxford Student Community Partnership Group, a group which brings together stakeholders from across the city to discuss matters affecting students as residents, has been going strong, and I am grateful to the Councillors who have made a valuable contribution to this group over the year. We have also continued to represent students through area forums, NAGs and police groups. One of the highlights of my year has been the ability to work with and direct Oxford RAG, the main student fundraising groups in the University. Since April 2012 we have raised around £109,000 for a range of charities, including the local charities Jacari, Helen & Douglas House, Crisis Skylight Oxford and the Oxford Food Bank; hearing how this money will be used for the benefit of the local community has been a real privilege and Oxford RAG is in a good place to be able to raise even larger amounts next year.

It has been a pleasure to work with students at the University to effect change, and in particular with the City Council and individual Councillors this year. This year has taught me how much can be achieved when organisations work together on issues that affect us all

and I hope that the partnership we have as a student union with Councillors and the City Council will remain strong in the future.

(Daniel Tomlinson)

I will be taking on Sarah's role as Vice-President for Charities and Community at the Oxford University Student Union for the next academic year.

I plan on continuing many of the projects that Sarah, and yourselves, have worked on up to this point. Notably, in the 'community' part of my role I will continue to work on:-

- The Community Wardens Scheme
- The project to open up Oxford Colleges Playing Fields to Local Schools
- The Living Wage Campaign

I also want to thank you for assisting with funding the Oxford Volunteering Showcase and hope that we will be able to work together in similar ways over the next year.

Further to the projects that Sarah, and OUSU, already work on I hope that we will be able to work together on 3 further issues:-

- Increasing student engagement with the issue of homelessness in our city
- Increasing cycle safety and reducing cycle theft
- Making the University and its buildings more accessible to the local community

If you would like to contact me you should be able to find my contact details in the agenda. Over the summer I plan to meet with a large number of partners such as yourselves and I look forwards to working with you over the next year.

Daniel Tomlinson, Vice President (Charities & Community), Oxford University Student Union (charities@ousu.org)

## **6 Full Circle and Charity Mentors – Rowen Smith**

### About Full Circle

Full Circle is a charitable organisation which began working in Oxfordshire in 2000. Currently based in primary and secondary schools, it brings children and older people together on a weekly basis, with the aim of nurturing friendship and understanding between generations.

### About Charity Mentors

Charity Mentors supports charity and social enterprise managers to improve the all round performance of services. It provides mentors who can help clarify goals, consider options and plan outcomes. The mentoring is free. All the mentors have had senior leadership roles and experience, in the voluntary sector.

What we can do – the innovation of the project and how it can benefit Councillors?

## **Part 2: Public Questions**

### **Q1 Question to the Board Member for Leisure (Councillor Mike Rowley) from Andrew Brough**

It is very important that children living in the vicinity of rivers and waterways are able to learn to swim and have proper swimming pool facilities near to where they live, to avoid the tragedies that have happened in recent years. When there is only one pool in Blackbird Leys, instead of the existing two pools in Blackbird Leys and Temple Cowley, how will the Council make sure that children still have the same amount of time for learning to swim?

When Temple Cowley Pool was completely rebuilt in 1987, the Oxford branch of the British sub-aqua club was unable to regain their training session slots on Wednesday and Friday evenings. The existing Blackbird Leys Pool has many small group users. Examples have included canoe safety training and aqua aerobics. How will all these groups be accommodated when the two pools in Blackbird Leys and Temple Cowley are replaced by one in Blackbird Leys?

#### **Reply**

*The new pool has a teaching pool, splash water and an eight lane 25 meter pool. The eight-lane pool also has a moveable floor that enables greatly improved programming for both swimming lessons and mobility water sessions. We have also continued to offer free swimming and targeted free swimming lessons to young people in the city.*

### **Q2 Question to the Board Member for Leisure (Councillor Mike Rowley) from Sue Brough**

Could you please give full details (dates, names of people present, points discussed, any outcomes or action points, etc.) of the public consultation meeting(s) which took place before the City Council decided to spend £9.2 million building one new 25m pool in Blackbird Leys, closing the two existing pools and selling off the Temple Cowley site; and has the decision been reviewed since the latest Census Data from 2011 became available?

#### **Reply**

*While we would not provide names, the council's web pages contain the detailed consultation information.*

**Q3 Question to the Leader of the Council (Councillor Bob Price) from Cathy Wheeler, Oxford Voice.**

I am increasingly concerned at how Oxford City Council is Profiting from Selling or donating land and retreating from providing Services, particularly in East Oxford; this is bewildering to the hard-pressed Council Tax payers of Oxford.

It is imperative for the open and transparent local Authority Democracy at Oxford City to be able to effectively hold our elected councillors and the overly financially rewarded Executive Officers to account for their decisions, and that the governance structure is properly understood.

Can you please explain the Legal and Corporate Status of Oxford City Council: for example, is Oxford City Council a for profit Corporation? If Oxford City Council is a Corporation, what is the Trading Name, and what happens to the Profits? Is Oxford City Council a Co operative? Is Oxford City Council a Public Limited Company?

Or is Oxford City Council Company limited by Shares?

If Oxford City Council has shareholders, who are these Shareholders?

**Reply**

*Oxford City Council is a local authority with powers regulated by the various Local Government Acts. All financial and other monitoring information about the Council's policies and services to the people of the City can be found on the Council's website.*

**Q4 Question to the Leader of the Council (Councillor Bob Price) from Sietske Boeles**

Regarding the *potential risk to public health and the environment* posed by the Castle Mill development, could the Leader confirm:-

- (i) that the Council has allowed this development to go ahead on land which it knew to be contaminated with highly toxic pollutants such as asbestos and polycyclic Aromatic Hydrocarbons (PAHs), which are linked to birth defects and cancer; and elevated levels of metals such as lead with are linked to brain abnormalities in children;
- (ii) that the Council's environmental health officer identified in December 2012 that adjacent allotments may be at risk and requested further surveys to assess risk on surrounding sites;
- (iii) that surveys submitted recently on behalf of the developers have shown that groundwater is contaminated with PAHs, that these

are well above safe levels, and that the Environment Agency has required further surveys.

In view of the above, what reassurances can the leader offer the people of Oxford that this development has not posed, and does not continue to pose, a risk to public health and the environment ?

Specifically, can the leader confirm:-

- (i) that no contaminants, including contaminated dust, has spread outside the development site;
- (ii) that it is safe for people to visit Cripsey Meadow allotments, and consume the food produced there;
- (iii) that an assessment has been carried out to determine whether any damage has been caused, or is being caused by the development to Port Meadow, which is both a SAC and SSSI.

If the leader cannot offer the above reassurances, will the Council issue an immediate stop notice or explain why it does not believe that this is necessary.

### **Reply**

*The Planning Committee imposed a condition as part of the planning permission for the development which required the developer to undertake tests and produce data and reports which would indicate whether any significant risk exists and what, if any, steps might be taken to address that risk..*

*That condition has not yet been discharged.*

*Interim results were received and this led the Council, working in conjunction with Environment Agency (EA), to require a detailed quantitative risk assessment (DQRA) in accordance with model procedures. This has just been completed and the results are now being analysed by the EA and the Council.*

*There are no data or reports that demonstrate an unacceptable risk exists to public health on the allotments. Site investigations were carried out between 2008 and 2011 and levels of contaminants were below the threshold for determining the site as contaminated land. Precautionary advice was given to allotment holders which included washing hands before eating and washing/peeling vegetables grown on the site before consumption. This advice remains sound today.*

*No assessment has been made to determine whether any damage has been caused or is being caused by potential contamination on the land of the Castle Mill development. This is because such an assessment has not been requested by Natural England or the Environment*



*Agency as the Statutory Consultees and because Port Meadow is separated from the development site by the allotments and the Castle Mill Stream.*

**Q5 Question to the Board Member for Leisure Services (Councillor Mike Rowley) from Jane Alexander**

The Oxford City Council Summer 2013 'Your Oxford Paper' had a small article within it which headlined 'Better Access to leisure facilities'. Does Oxford City Council accept this as an oxymoron because:-

1. You are actually closing two swimming pools and replacing them with one and removing a gym which is open from 6am until 10pm and replacing it with a gym that cannot be open to the general public in school hours;
2. Individuals with the concessions membership scheme will be unable to use this facility;
3. Without canvassing those who already regularly use the Temple Cowley pool and fitness centre it is unclear how many people will want to attend a school to use the gym, especially one that will be open for a much shorter period and that will be busy in terms of mechanical and pedestrian traffic at very particular times (excluding some morning use if it was offered) and that is in a poorly lit area at night.

And how will the council either remedy this inaccurate article or actually improve in real terms access to leisure facilities inside the ring road in East Oxford, for example by keeping Temple Cowley Pools open?

**Reply**

*The article is entirely accurate. The new pool is a city-wide facility and when it opens the East of Oxford will for the first time have a top-quality, modern, integrated leisure centre to compare with what North Oxford has in Ferry Leisure Centre. The partnership with Oxford Spires Academy will help to ensure that Temple Cowley continues to have a good local leisure offer.*

*Our approach to leisure is detailed in the city's leisure strategy, and it is a continuing success. Since 2006 the city has had the third highest increase in activity nationally with 27.8% of adults now doing at least 3 x 30 minute sessions of exercise each week. This puts Oxford City Council in the top 20 Councils in England for leisure participation.*

**Q6 Question to the Board Member for City Development (Councillor Colin Cook) from Adrian Arbib**

Re: Red line photo montages, dated December 21, 2011 and now available on the planning portal, regarding the Roger Dudman Way development.

Can the portfolio holder confirm that these photo montages, including the red line, were submitted by the developer and if so when? And when were they made available to (a) the public and (b) councillors? Were they submitted with the wirelines?

There are 13 of them in total and presumably they were all loaded at the same time?

Were these photo montages available to councillors when they determined the planning application in February 2012?

**Reply**

*The photographs including the 'red line' plan or wireline were submitted by the Applicant, the University.*

*The photographs from Port Meadow indicating the location of the development were received and uploaded to the website on 21st December 2011. They were available to be viewed by the public and councillors from this date.*

*The red and white wirelines were mounted up on the website at a later date, on 8th February 2012, having been received a day or two earlier. The committee met on 15th February 2012 and all these images were available to Councillors when they met.*

## Item 16: Motions on Notice.

1 **Financial Transactions Tax** (Proposed by Councillor Bob Price, seconded by Councillor James Fry)

This Council declares its support for the introduction of a Financial Transactions Tax across the European Union and G12 economies as an important contribution by the banking and finance sector to the funding of public investment in education, housing, infrastructure and social security.'

2 **Community Budgets** (Proposed by Councillor Jean Fooks)

Council notes that:

Public sector cuts would have been made whichever party was in national government (as the former Labour Chief Secretary to the Treasury put it, "There is no money left") and all parties have to work together to find a solution to this problem.

This Council is facing increasing pressures on available budgets due to the cuts in Government funding and the extra burdens placed on it by the welfare cuts. Staff are working to help those affected by cuts in benefits with advice and support but are limited by the particular local situation of an acute shortage of affordable homes and the highest rents outside London.

Council recognises that the whole-place Community Budget pilots have shown the potential for delivering better services at less cost by the approach to transforming public services by integration and demand reduction. It believes that Oxford would benefit hugely from such an approach.

Council notes that the Local Government Association commissioned Ernst and Young to review the potential for the aggregation of whole place community budgets. The report notes that community budgets have the potential to deliver better outcomes and realise substantial financial benefits; with the potential of a net benefit of five years of between £9.4bn and £20.6bn.

Council also recognises that the current government has been working with councils across the country on the Troubled Families programme, with an additional £448 million to support this work. Council urges the government to build on this cross departmental working and extend Community Budgets

Council therefore asks the Leader to write to the Oxford MPs asking them to support the LGA's call for Community Budgets to be extended nationally as the preferred local delivery mechanism for government departments, with appropriate support to local areas to ensure that the maximum benefits are felt from the change.

### 3 **Tar Free Oxford** (Proposed by Councillor Sam Hollick)

**This council notes that:** Canada's tar sands are the biggest energy project in the world. Already, millions of barrels of tar sands oil have been extracted from the Canadian wilderness, decimating the landscape and producing 3.2 to 4.5 times more greenhouse gas emissions than conventional oil extraction (as calculated for example by the US Government's National Energy Technology Laboratory). Nearby First Nations communities are also being devastated by the loss of their traditional lands and access to food and medicine. In 2008, Alberta Health confirmed a 30 per cent rise of cancer rates between 1995 – 2006 in Fort Chipewyan, a nearby community.

Although tar sands oil hasn't yet arrived in the UK in significant quantities, its large-scale import is highly likely as Canada attempts to find new markets for export. Opening up Europe and the UK to tar sands would be a green light for more reckless expansion of this huge industry.

**This council also notes that** the City Council's Carbon Management Plan states that the council "places environmental sustainability and carbon reduction at the heart of everything that the Council does", and believes that an important part of the city's responsibility in "provid[ing] wider leadership...in reducing the overall carbon footprint of the City" is rejecting tar sands for the carbon-intensive fuel that they are.

**This council therefore resolves to:**

1. Rejects tar sands as an acceptable source of liquid fuel, and declare Oxford a 'Tar Free City';
2. Include measures in its future liquid fuels procurement policies which will ensure that tar sands will not be part of the fuel mix it purchases for its vehicle and plant fleet.

### 4 **Supermarket Levy** (Proposed by Councillor Craig Simmons, seconded by Councillor David Williams)

This Council notes the national campaign by Local Works to gather support from local authorities wishing to make a submission under the Sustainable Communities Act to introduce a 'Supermarket Levy'.

This proposal would give local authorities the power to levy a new local rate of 8.5% on large retail outlets in their area with a rateable value not less than £500,000 and the power to use the revenue collected to improve social and community wellbeing and environmental protection.

There is precedent for this already in Northern Ireland where, in 2012, the Northern Ireland Assembly legislated for just such a Levy.

This Council believes that Oxford would benefit from such a Levy which would help boost local jobs, local trade, local services and local communities.

This Council therefore asks the CEB to write to Local Works stating their support for the Supermarket Levy campaign and commence the process of making a submission under the Sustainable Communities Act.

5      **Supporting Youth Employment** (Proposed by Councillor David Williams, seconded by Councillor Sam Hollick)

This Council recognises that youth unemployment is now an extremely serious issue with damaging long term social and personal consequences.

In accordance with its own priorities, Oxford City Council therefore seeks to establish from its suppliers evidence that they have employees drawn from all age cohorts and do not neglect young people.

Council therefore agrees that a condition of securing a contract to supply goods and services to Oxford City Council will be that the contracting company must have at least 5% of its registered workforce under the age of 23. (Applicable to all companies with a workforce of 25 or more employees).

This Council asks CEB to amend the Council's Procurement Policy accordingly.

6      **Impartiality of Planning Process** (Proposed by Councillor David Williams, seconded by Councillor Elise Benjamin)

This Council believes that both Councillors and officers must act, and be seen to act, in an impartial and objective way if public faith in the planning process is to be enhanced.

There is already a requirement under the Employee Code of Conduct for each Service Area to maintain a Register of Gifts and Hospitality, but members of the public are unable to easily access this information.

Council therefore resolves that, in the interest of openness and transparency:

- 1) All Service Area Registers of Gifts and Hospitality should be made readily available to Councillors and members of the public via a link on the Council website; and
- 2) Planning Applications should include reference to any related disclosures.

**7 Supporting the Robin Hood Tax (Proposed by Councillor Elise Benjamin)**

Council notes that:

- as a result of the economic crisis, unemployment has become a serious concern;
- local government will see real term cuts in central grant of 28% over the 2010;
- Comprehensive Spending Review period, meaning a cut of £6bn in annual grant by 2015;
- extending the current Financial Transaction Tax (FTT) on shares to other asset classes such as bonds and derivatives could raise £20bn of additional revenue in the UK a year; and;
- At least 11 European nations including France, Germany, Italy and Spain are moving ahead with FTTs on shares, bonds and derivatives estimated to raise £30bn a year.

Council believes that:

- revenues from the FTT could help repair the damage caused by cuts in public services since 2010;
- local government deserves to receive a significant proportion of FTT revenues, making an important contribution to both capital and revenue expenditure such as reversing cuts to council tax benefits; and that whilst an FTT might have a negligible effect on jobs in the City of London, investing FTT revenues in a smart and progressive way would see a significant increase in employment levels in other sectors.

Council resolves that:

- the UK government should extend the current FTT on shares to other asset classes, such as bonds and derivatives.

Council further resolves to:

- write to the Prime Minister, Deputy Prime Minister, Leader of the Opposition, Chancellor and Shadow Chancellor of the Exchequer, and Secretary of State for Communities and Local Government stating this council's support for extending FTTs; and;
- write to all local MPs outlining the Council's position.