

Agenda

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Council

Date: **Monday 1 December 2014**

Time: **5.00 pm**

Place: **Council Chamber, Town Hall**

For any further information please contact:

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Council

Membership

Lord Mayor **Councillor Mohammed Abbasi**

Deputy Lord Mayor **Councillor Craig Simmons**

Sheriff **Councillor Rae Humberstone**

Councillor Mohammed Altaf-Khan

Councillor Farida Anwar

Councillor Elise Benjamin

Councillor Ruthi Brandt

Councillor Susan Brown

Councillor Bev Clack

Councillor Mary Clarkson

Councillor Colin Cook

Councillor Van Coulter

Councillor Roy Darke

Councillor Jean Fooks

Councillor James Fry

Councillor Andrew Gant

Councillor Stephen Goddard

Councillor Michael Gotch

Councillor Mick Haines

Councillor Tom Hayes

Councillor David Henwood

Councillor Sam Hollick

Councillor Alex Hollingsworth

Councillor Pat Kennedy

Councillor Ben Lloyd-Shogbesan

Councillor Mark Lygo

Councillor Sajjad Malik

Councillor Chewe Munkonge

Councillor Michele Paule

Councillor Susanna Pressel

Councillor Bob Price

Councillor Mike Rowley

Councillor Gwynneth Royce

Councillor Gill Sanders

Councillor Scott Seamons

Councillor Christine Simm

Councillor Dee Sinclair

Councillor John Tanner

Councillor Richard Tarver

Councillor David Thomas

Councillor Ed Turner

Councillor Louise Upton

Councillor Oscar Van Nooijen

Councillor Elizabeth Wade

Councillor Ruth Wilkinson

Councillor Dick Wolff

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SUMMONS

A meeting of the City Council will be held in the Council Chamber, Town Hall, on Monday 1 December 2014 at 5.00 pm to transact the business set out below.

A handwritten signature in blue ink that reads "Peter Sloman". The signature is written in a cursive style and is positioned above a horizontal line.

Proper Officer

AGENDA

Pages

PART 1 - PUBLIC BUSINESS

1 APOLOGIES FOR ABSENCE

2 MINUTES

11 - 40

Minutes of the ordinary meeting of Council held on 29 September 2014.

3 DECLARATIONS OF INTERESTS

4 APPOINTMENT TO COMMITTEES

The Head of Law and Governance will submit a report inviting Council to make appointments to committees following two by-elections on 27 November. This report will be circulated with the briefing note.

5 ANNOUNCEMENTS

Announcements by:

- (1) The Lord Mayor
- (2) The Sheriff
- (3) The Leader of the Council
- (4) The Chief Executive, Chief Finance Officer, Monitoring Officer

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

Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11.

The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 25 November 2014.

Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note.

CITY EXECUTIVE BOARD RECOMMENDATIONS

7 ASSET MANAGEMENT PLAN REFRESH 2014-15

41 - 68

The Regeneration and Major Projects Manager has submitted a report which seeks approval for the adoption of the Asset Management Plan Refresh 2014-15.

The relevant minutes of the City Executive Board meeting on 15 October 2014 are attached later in this agenda.

Council is recommended to adopt the Asset Management Plan Refresh 2014- 2015.

8 WESTGATE AND COMMUNITY INFRASTRUCTURE LEVY

69 - 78

The Head of City Development has submitted a report which considers a proposed financial contribution to the Westgate Alliance towards the public realm works associated with the Westgate development.

The relevant minutes of the City Executive Board meeting on 15 October are attached later in this agenda.

Council is recommended to apply Community Infrastructure Levy receipts to the value of £1,134,000 in two phases of £567,000 each (50% in Q1 2016/17 and 50% in Q1 2017/18) in order to fund public realm works that fall outside the site covered by the planning application for the Westgate redevelopment scheme.

OFFICER REPORTS

9 REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014

79 - 96

The Head of Law and Governance has submitted a report asking Council to approve the schedule of polling districts and polling places (shown at Appendix A) for the administrative area of the City Council as required by the Electoral Administration Act 2006.

Council is recommended to:

1. approve the Schedule of polling districts and polling places as in Appendix B, subject to recommendation 2;
2. ask the Returning Officer to investigate the alternative polling stations suggested and notify political groups if suitable alternatives can be found;
3. authorise the Returning Officer to make changes to polling stations in emergencies in order to ensure the effective conduct of any elections.

10 COUNCILLORS' ALLOWANCES - REPORT OF THE INDEPENDENT REMUNERATION PANEL

97 - 122

The Head of Law and Governance has submitted a report presenting the recommendations of the Council's Independent Remuneration Panel (IRP).

Council is recommended to:

1. agree that Members' Basic Allowances (and therefore Members' Special Responsibility Allowances (SRAs)) from 2015/16 onwards are set at a level which compounds the 1% interest that has been available for the last two financial years, but with no backdating, making the Basic Allowance from April 2015 onwards £4,809;
2. agree that the new Members' Allowances Scheme should allow for indexation of Councillors' Allowances in line with the local staff pay deal for the following four years;
3. agree that the Basic Allowance will now cover subsistence, some travel, broadband and incidental costs which are currently claimed separately and that Councillors will no longer be able to claim for those other costs other than travel outside the City within a scheme of duties as set out in paragraphs 32-35 of the IRP's report;
4. agree that the 'maximum of two special responsibility allowances per councillor' rule be retained, but that SRAs for Civic Office Holders will not be included in this rule;
5. to agree to adjust the positions that attract a Special Responsibility Allowance (SRA) to reflect contemporary demands and to include the Civic Office Holders in line with the recommendations at paragraphs 28 (i) – (x)
6. to agree the following levels of SRA:-

Leader - 3 x Basic Allowance	(£14,427)
Deputy Leader – 1 x Basic Allowance	(£4,809)
Lord Mayor –1 x Basic Allowance	(£4,809)
Deputy Lord Mayor – 0.25 x Basic Allowance	(£1,202)
Sheriff - 0.25 x Basic Allowance	(£1,202)
Board Members with Particular Responsibilities – 1.5 x Basic Allowance	(£7,213)
Board Members without particular Responsibilities – 0.5 x Basic Allowance	(£2,404)

Chair of Audit & Governance Committee – 0.25 x Basic Allowance

(£1,202)

Chair of Planning Committee – 1 x Basic Allowance (£4,809)

Chair of Scrutiny Committee – 1 x Basic Allowance (£4,809)

Chair of Scrutiny Panel – 0.25 x Basic Allowance (£1,202)

(Panel must meet at least 5 times to qualify. A maximum of 2 SRAs will be available (£2,404) to be shared by the Chairs of the qualifying Standing Panels)

Opposition Group Leader – 1 x Basic Allowance (£4,809)

to be shared between the Group Leaders equally.

7. agree that the carer's allowances for children and adults be on the basis of full cost recovery subject to a maximum of £1000 per councillor per year in line with paragraphs 37 – 39 of the IRP's report;
8. that a mechanism be put in place for dealing with special circumstances in relation to Dependent Carers' Allowances, perhaps the Committee and Members' Services Manager and one other officer;
9. agree that there will be no allowances paid to co-optees other than incidental expenses;
10. agree that where a member of Council is also a member of another Council, that member may not receive allowances from more than one Council in respect of the same duties;
11. agree that where allowances have been paid in advance for a period during which a Councillor is suspended from office or is no longer a Councillor, those allowances will be repaid;
12. agree to remove any reference in the Members' Allowances Scheme to the right for councillors to join the Local Government Pension Scheme;
13. agree that claims must be made on the forms provided and should be accompanied by receipts/invoices;
14. agree that claims will be paid in line with the payment schedule set by the Council's payroll team;
15. agree that a Councillor may elect to forego any part of their entitlement to an allowance under the scheme by providing written notice to the Monitoring Officer;
16. agree that there will be a 15% reduction from future allowances for Councillors who attend less than 2/3rds of the scheduled meetings required within a Special Responsibility;
17. give effect to the recommendations of the IRP in paragraphs 43 and 44 of the IRP Report that there should be a 15% reduction from the payment of future Basic Allowance for non-attendance at Council or the required training by a collective resolution and consequential adjustments to protocols within the constitution;
18. authorise the Head of Law and Governance to draft the new Members' Allowances scheme and to incorporate it into the Council's Constitution before 1 April 2015; and
19. thank the Independent Remuneration Panel for its work.

11	COUNCIL AND COMMITTEE PROGRAMME MAY 2015 TO MAY 2016	123 - 132
	<p>The Head of Law and Governance has submitted a report asking Council to agree a programme of Council and Committee meetings for the 2015/16 council year (May 2015 to May 2016 inclusive).</p> <p>Council is recommended to:</p> <ol style="list-style-type: none">1. approve the programme of Council and Committee meetings attached at Appendix 1 for the council year 2015/16; and2. delegate the setting of dates for the Standards Committee to the Head of Law and Governance, in consultation with the Chair.	
12	CITY EXECUTIVE BOARD MINUTES	133 - 146
	<p>Minutes of the meeting held on 15 October 2014.</p> <p>Minutes of the meeting held on 19 November 2014.</p>	
13	QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL	
	<p>Questions on notice received in accordance with Council Procedure Rule 11.9(b)</p> <p>Questions may be asked of the Lord Mayor, a Member of the City Executive Board or a Chair of a Committee.</p> <p>The full text of questions must be received by the Head of Law and Governance by no later than 1.00pm on Monday 24 November 2014.</p> <p>Full details of all questions, and written responses where available, will be provided in the briefing note.</p> <p>PART 2 - PUBLIC INVOLVEMENT AND SCRUTINY</p>	
14	PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THIS COUNCIL MEETING	
	<p>Public addresses and questions to the Leader or other Board member received in accordance with Council Procedure Rule 11.10 and 11.11.</p> <p>The full text of any address or question must be received by the Head of Law and Governance by 5.00 pm on Tuesday 25 November 2014.</p> <p>Full details of addresses submitted by the deadline will be provided in the briefing note. Full details of questions submitted by the deadline, and written responses where available, will be provided in the briefing note.</p>	

15	OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS	147 - 200
	<p>(a) Members who are Council representatives on external bodies or Chairs of Council Committees who consider that a significant decision or event has taken place, will give notice to the Head of Law and Governance by 1.00 pm on Thursday 25 September 2014 to present a written or oral report on the event or the significant decision and how it may influence future events.</p> <p>(b) Each ordinary meeting of Council shall receive a written report concerning the work of one of the partnerships on which the Council is represented.</p> <p>On behalf of Councillor Price the Head of Policy, Communications and Culture has submitted the Annual Report on Oxfordshire Partnerships produced for the Oxford Strategic Partnership by the County Council in October 2014.</p> <p>(c) The programme of reporting will be:</p> <ul style="list-style-type: none"> • Community Safety – February 2015 • Environmental and Waste – April 2015 <p>Council is invited to comment on and note the submitted report.</p>	
16	SCRUTINY COMMITTEE BRIEFING	201 - 220
	<p>The Chair of the Scrutiny Committee has submitted a report which updates Council on the activities of scrutiny and other non-executive Councillors since the last meeting of Council.</p> <p>Council is invited to comment on and note the report.</p> <p>PART 3 - MOTIONS REPRESENTING THE CITY</p>	
17	MOTIONS ON NOTICE	221 - 222
	<p>Motions received in accordance with Council Procedure Rule 11.16.</p> <p>The full text of motions received by the Head of Law and Governance by the deadline of 1.00pm on Wednesday 19 November 2014, and as amended by the proposer, is attached to this agenda.</p> <p>Substantive amendments to these motions must be received by the Head of Law and Governance by no later than 1.00pm on Friday 28 November.</p> <p>Full details of motions submitted by the deadline are attached and the briefing note will contain any substantive amendments submitted before its publication.</p>	

18 MATTERS EXEMPT FROM PUBLICATION

If Council wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules – Section 15 of the Council's Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

UPDATES AND ADDITIONAL INFORMATION TO SUPPLEMENT THIS AGENDA IS PUBLISHED IN THE COUNCIL BRIEFING NOTE.

The Agenda and Briefing Note should be read together. The Briefing Note is available on the Friday before the meeting and can be accessed from the calendar of meetings page on the council's website.

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

COUNCIL

Monday 29 September 2014

COUNCILLORS PRESENT: Councillors Abbasi (Lord Mayor), Humberstone (Sheriff), Simmons (Deputy Lord Mayor), Altaf-Khan, Brown, Clack, Clarkson, Cook, Coulter, Curran, Fooks, Fry, Gotch, Haines, Henwood, Hollick, Hollingsworth, Kennedy, Lloyd-Shogbesan, Lygo, Malik, Munkonge, Paule, Pressel, Price, Rowley, Royce, Sanders, Seamons, Sinclair, Tanner, Turner, Upton, Van Nooijen, Wolff, Brandt, Gant, Goddard, Simm, Tarver, Thomas and Wade.

38. APOLOGIES FOR ABSENCE

The Lord Mayor welcomed Councillors Henwood, Hollingsworth and Munkonge to their first meeting of full council since their election.

Apologies were received from Councillors Farida Anwar, Elise Benjamin, Roy Darke, Tom Hayes, and Ruth Wilkinson.

39. DECLARATIONS OF INTERESTS

No declarations of interest were made.

40. MINUTES

Council agreed to approve the minutes of the ordinary meeting held on 14th July 2014 as a true and correct record.

41. APPOINTMENT TO COMMITTEES

Council had before it nominations for vacant places allocated to the Labour Group on West Area Planning, Scrutiny, and Licensing & Gambling Acts Committees.

Council agreed to appoint:

- Councillor Alex Holingsworth to West Area Planning Committee;
- Councillor David Henwood to Scrutiny Committee; and
- Councillor Chewe Munkonge to Licensing and Gambling Acts Committee.

42. ANNOUNCEMENTS

The Lord Mayor, Councillor Abbasi, announced:

- Prince William had visited the city to open the University of Oxford's China centre and Princess Anne had attended the Royal Society of Tropical Medicine and Hygiene's conference in the town hall;
- the annual St Giles Fair had taken place;

- he had attended a reception for London Welsh Rugby Club and a reception at the Ashmolean museum.

He notified Council of the resignation of Councillor Val Smith and paid tribute to her as the representative of Blackbird Leys for 27 years and her time as Lord Mayor.

Councillor Bob Price (Leader of the Council), Councillor Jean Fooks, and Councillor Craig Simmons paid tribute to Councillor Val Smith and her service to the city and its residents as a parish, district and county councillor and as officer holder over many years. They sent their good wishes to her and her family.

The Sherriff, Councillor announced he had attended the AGM in Canterbury.

The Leader of the Council, Councillor Bob Price, announced:

- congratulations to the Motor Transport team who won the Best Service Team in the Transport & Fleet category and the Youth Ambition Team who won the Best Service Team for the Sports, Leisure & Culture category at the recent public service excellence awards;
- an opportunity to invest in the low carbon hub's community share offer to finance renewable energy projects;
- he hoped the council could support World Cancer Day on 4th February 2015 by supporting local charities.

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

Under Council procedure rule 11.11, Sarah Lasenby submitted a written question to the Leader of the Council (Councillor Bob Price) but did not attend to ask it.

Question on petition (minute 52 refers)

Will Bob Price the Leader of the Council ask the Lord Mayor to intervene if any of the Councillors who speak in favour of the motion for debate [Save Temple Cowley Pools] then vote against that motion?

This has happened in the past and seems most undemocratic. It also appears as if Councillors are not interested in the views of these very large numbers of the public who want to keep the leisure centre. These specially include those from Rose Hill, Wood Farm and Cowley who will lose out if the leisure complex is not saved.

The voters are relying on fair and transparent processes and expect them to be used. What we have seen is voting by Councillors from the Groups in line with pre-agreed decisions rather than considering the facts and the issues that the public want debated and then voting in the way indicated by those facts.

Written Response

The Lord Mayor has no constitutional power to direct the way that members vote on these issues. Such a restriction would be ultra vires.

44. DRAFT COMMUNITY ENGAGEMENT POLICY STATEMENT 2014-17

Council had before it the report of the Head of Policy, Culture and Communications to the City Executive Board on 3rd July 2014 and the relevant extract of the minutes of that meetings. This asked Council to adopt the draft Community Engagement Policy Statement 2014–17 (which replaces the Consultation Strategy 2010–13) as part of the Policy Framework.

Councillor Simm moved the report.

Council agreed to adopt the Community Engagement Policy Statement 2014-17 as part of the council's Policy Framework.

45. INTEGRATED PERFORMANCE REPORT QUARTER 1 2014/15

Council had before it the report of the Head of Finance and the Head of Business Improvement & Technology to the City Executive Board on 10th September 2014 and an extract from the minutes of that meeting. This detailed the Council's finances, risk and performance as at the end of Quarter 1, 30th June 2014 and made two recommendations to Council.

Councillor Turner moved the report.

Council agreed to:

1. approve a £160,000 capital investment in a Heavy Goods Vehicle Testing Facility; and
2. bring forward a £2 million capital investment in Homelessness Property acquisitions from 2015/16 to 2014/15 with the balance of the £10 million budget being profiled £2 million each year over four years from 2015/16.

46. ROSE HILL COMMUNITY CENTRE DEVELOPMENT

Council had before it the joint report of the Head of Leisure, Parks & Communities and the Service Manager, Regeneration and Major Projects to the City Executive Board meeting on 24th September, and the minutes of that meeting.

Councillor Turner moved the report.

Councillor Thomas moved an amendment to add a third point "If/when it becomes apparent that the contingency funds are not needed, the matter of redirecting these towards the purchase of the Gladiator Club is considered by the City Executive Board". This was lost on being put to the vote.

Council therefore considered the unamended recommendation in the report.

Council agreed to allocate a revised capital budget of £4,764,000 for the construction of the Rose Hill Community Centre.

47. HONORARY RECORDER - APPOINTMENT

Council had before it the report of the Head of Law and Governance asking Council to appoint the Honorary Recorder of Oxford.

Councillor Price moved the report.

Council agreed to:

1. appoint His Honour Judge Ian Pringle QC to the post of Honorary Recorder of Oxford for as long as he holds the position of resident Judge at the Crown Court; and
2. thank His Honour Judge Gordon Risius CB who stands down from his appointment as Resident Judge on 3rd October 2014.

48. COVENANT OF MAYORS

Council had before it the report of the Head of Environmental Development requesting Council to support the Covenant of Mayors. This is the mainstream European movement involving local and regional authorities, voluntarily committing to increasing energy efficiency and the use of renewable energy sources in their municipality.

Councillor Tanner moved the report.

Council agreed to support the Covenant of Mayors and authorised the Lord Mayor to sign the Covenant adhesion form.

49. CITY EXECUTIVE BOARD MINUTES

Council had before it minutes of the City Executive Board from:

- (a) 10th September 2014
- (b) 24th September 2014.

City Executive Board Minute 49 - Councillor Fooks said she was pleased to note the meetings of the Oxfordshire Growth Board and the minutes and agendas were open to the public, and that councillors should keep informed of the work of the Board.

In response Councillor Price said he agreed and that he would report the work of the Growth Board to future meetings of Council.

50. QUESTIONS ON NOTICE FROM MEMBERS OF COUNCIL

1. To the Board member for Sports, Events and Parks (Councillor Mark Lygo) from Councillor Jean Fooks: Cutteslowe Park trees

Volunteers, many of them children, have planted hundreds of trees in Cutteslowe Park and in other parks in the city. It is heartrending to see that many have been destroyed when nearby paths are mown; this has happened more than once. What steps are you taking to prevent this destruction? And what replacement trees are being planted to make up for those lost in this way?

Written response

Having received this question the parks operations manager has undertaken an audit of Cutteslowe Park. None of the planted trees within Cutteslowe Park have been cut down and the staff are aware of the location of the trees. Pathways are cut infrequently due to the heavy footfall.

Supplementary question

Could the Board member please investigate to ensure that it was indeed the case that no trees had been lost?

Response

This would be confirmed with Cutteslowe parks staff when the portfolio holder met with them later in the week.

2. To the Board member for Sports, Events and Parks (Councillor Mark Lygo) from Councillor Jean Fooks: Cutteslowe Park rangers

There have been several incidents in Cutteslowe Park which might have been prevented if the park rangers had been on site. What are you doing to ensure that the rangers are able to spend more time in the park, not just in the office?

Written response

The team covers 266 hectares of parkland and also support the countryside rangers to manage 387 hectares of countryside. We have a seven day patrol service and undertake a range of tasks that help to make Oxford's green spaces vibrant, active and safe.

The team plan and change their patrols based on feedback from stakeholders and the public.

With the parks team being based Cutteslowe the park has by far the highest level of presence from the parks team and we are not aware of an increase in incidents at Cutteslowe park.

As such we are not planning to increase the patrols at Cutteslowe park. If Councillor Fooks has any feedback on incidents then the team are always very keen to receive this as soon as possible so we can take the appropriate action.

Supplementary question

Why were park staff not aware of the pollution in the pond and other damage?

Response

Councillor Lygo agreed to look into Councillor Fooks' concerns.

3. To the Board member for Housing and Estate Regeneration (Councillor Scott Seamons) from Councillor Sam Hollick: Cuts to homelessness services

Will the Leader join me in condemning the planned cuts to homelessness services recently consulted on by the County Council? What has been the City's response to this consultation?

Written response

Yes, the City Council are deeply concerned about the impact of the proposed cuts to Housing related support budgets by the County Council. Detailed below is the City Council's detailed response to the consultation.

'Oxford City Council strongly opposes the scale of cuts this this area of service. It considers that this funding stream is essential in providing quality services to assist some of the most vulnerable members of our community, at a time when they need help most, and to help them move towards independent living. Many clients, in the adult homeless pathway in particular, have very high and complex needs that without suitable support, in a supported accommodation environment, will fail to achieve this goal. Failing to address the needs of the various client groups impacted by this change, has the potential to destroy lives. Furthermore, the impact of not making sufficient, responsive and timely interventions to achieve effective outcomes, will significantly add to the pressure on other services, statutory and non-statutory, including adult social care, homelessness, physical and mental health services, hospital admissions, police, community safety, courts, and food banks, to name but a few.

Whilst acknowledging that Oxfordshire County Council is under increasing financial pressure from Central Government, and needs to make savings and efficiencies, Oxford City Council considers that making a significant cut to services that impact on these most vulnerable people is inappropriate, and that cuts should be directed elsewhere. With an effective 38% cut to this funding stream, there are insufficient funds to be confident of ensuring the continued delivery of effective services. It should be noted that Oxford City Council is proposing to maintain its overall budget for homeless services in full because it regards them as a high priority, especially if shielding the most vulnerable is to have any real meaning. We very much regret that the County Council has not taken the same approach.

As a partner organisation in the commissioning of these services, Oxford City Council agrees that the broad principles and outcomes, as proposed are correct. We appreciate the additional funding contributions proposed from Public Health funds, and feel that these do acknowledge the broader impact, and the social investment outcomes that in these services achieve.

The Council feels that the consultation proposals, as they stand at present, represent a missed opportunity for more effective joint commissioning of these services, between all Oxfordshire Councils and the Oxfordshire Clinical Commissioning Group, with funding contributions from these organisations used to commission agreed joint outcomes, and we would welcome further consideration being given to this. Specifically, we are keen to offer a contribution at the same level as is currently provided to commission hostel services in Oxford City, subject to an appropriate local connection policy being available (as we cannot use our funds to support clients from outside Oxford), and to jointly commission this service. We would encourage the Clinical Commissioning Group to make a similar commitment and to be similarly involved.

In terms of the detail of the proposals, Oxford City Council would make the following comments:

- While we appreciate that there is no reduction in bed spaces to the adult homeless hostel provision in the City, we are concerned at the management

implications of unsupported beds in hostels. This concern is heightened by the severe reductions proposed to floating support.

- We note that more support and accommodation is proposed in the neighbouring districts to Oxford, and acknowledge that a more dispersed model may reduce the draw of some vulnerable clients into Oxford City for services.
- We support the view that the drug treatment services will instead be commissioned under public health.
- We acknowledge that a strategic review of the domestic abuse services, including the helpline and outreach services, is to take place, and believe this is a better proposal than simply to reduce the service. We would want to ensure that refuge bed places are maintained at current levels. If the review shows that savings cannot be achieved in this area without harming victims of domestic abuse, we would encourage the County Council to reinstate funding to existing levels.
- We will work with fellow commissioners and providers to ensure that effective and high quality services can be maintained at the best value, and wish to ensure that support rates are set to ensure that quality staff can be recruited and retained to deliver these. Oxford City Council pays a living wage and would wish to see such a commitment included for these services.
- We understand that the 31% cut to floating support services will be implemented over two years rather than one, with a review after the first year to assess impacts and to draw lessons from any new models of delivering support, before further cuts are made. However, Oxford City Council remains gravely concerned, at the present time, that this level of cut will require a significant drop to the number of clients supported in their own homes, which risks higher numbers of people being evicted or falling out of accommodation, and increasing the demand on other services. Furthermore, the Council is concerned to ensure that additional service demands for floating support can be met, for example, should some accommodation-based support be reduced.

Oxford City Council would also welcome a further review of the Social Impact Assessment of this proposal, as it assesses the impacts to be greater than those presently stated. Children are, for example, another protected group impacted, in the areas of domestic abuse and floating support, in particular.

These proposals are being implemented late in the day, and they would require a significant transition period, the timescale for which is not presently clear.

We would strongly encourage County Council members to reconsider their scale, and in doing so act decisively to protect the most vulnerable in our community.'

Supplementary

Councillor Hollick thanked Councillor Seamons for his response and hoped the cross-party work would continue.

4. To the Board member for Housing and Estate Regeneration (Councillor Scott Seamons) from Councillor Craig Simmons: Empty homes

According to Government statistics, there are over 1,000 empty homes in Oxford City. What action is the City Council taking, and what more could it do, to put these homes back into use?

Written response tabled at the meeting:

The empty homes figures over the period of the last 5 years speak for themselves. The number of long term empty homes has over the last 5 years reduced by over 65% to the current figures of 251. Compared to Oxfordshire, in 2011/12 the number of empty homes as a proportion of the total stock was 2.35%. Oxford empty homes in 2011/12 were 2.19%. The England average was 3.06%. Compared to this now, the City Council have almost half the number of empty homes as a proportion of their total stock as the England average.

		Apr 2009	Feb 2013	Sep 2014
Second Homes		1088	875	976
Long Term Empties (>6 months)		717	440	251
Short Term Empty (<6mths)		915	710	622
Total Empty Homes		1632	1129	873
(b plus c plus d)				
No. of properties City Wide		57,638	59,123	59,379
Total Empties as % of total properties		2.83%	1.91%	1.47%
NDR EMPTY PROPERTIES	commercial properties	319		318

The Council continually monitors empty properties and this is reflected in the Empty Property Strategy 2013-18. If a property is considered to be long term empty the owners are written to and made aware that the Council are committed to encouraging them to bring them back into use. The Council has been very active in dealing with issues relating to empty dwellings, including serving nuisance notices, empty dwelling management orders (EDMO) and culminating in a list being compiled identifying dwellings suitable for compulsory purchase orders. Previously the Council had 3 EDMO's confirmed at a residential tribunal however all properties were brought back into use by the owner before being taken over by the Council. Last October CEB endorsed action being taken with regard to the CPO of a long term empty dwelling.

In addition to the above the empty property officer sends out a yearly mailshot to owners (listed by Council Tax) asking them to clarify occupancy status of their property. Those properties identified as occupied are listed and the Council Tax database is then updated. This is reflected in the fall in the number of empty dwellings from August to September as shown above.

For every empty dwelling brought back into use the Council receives an additional payment which matches that of the yearly Council tax value of the property (provided this is not countered by additional empty dwellings for the same year). This additional sum continues to be paid for each property for 6

years. In response to this year's mailshot (24.09.14), 60 properties have been identified as being occupied.

The potential income from this exercise if you take an average council tax band £1658 is $£1658 \times 60 = £99,480$.

Over a 6 year period $£99,480 \times 6 = £596,880$

The introduction of a premium charge is likely to have brought about the best response to this mailshot type to date. It should be noted Properties identified as occupied by this means do not count towards the Council's Empty Property performance indicator (usually around 12).

There is a lot of work happening in the background at the Council to ensure that empty homes are identified and tackled using the most appropriate powers available to the Council.

5. To the Board member for Housing and Estate Regeneration (Councillor Scott Seamons) from Councillor Sam Hollick: OXPAT charity box

In light of the recent rise in rough sleeping, why has the Oxford Poverty Action Trust collection box been removed from the Town Hall reception?

Written response

The Oxford Poverty Action Trust was removed around 2 years ago. The Council have contacted OXPAT to see if they wish to relocate the box back at the Town Hall which we would be happy to accommodate. The OXPAT Secretary appreciated our contact and will follow it up with the Chair to check if they wish to do this, and respond in due course. The council is certainly aware of the gravity of the position with regards to rough sleeping and homelessness. For some months a collection box for the Oxford Homeless Medical Fund has been placed at the town hall reception. The Oxford Homeless Medical Fund supports a range of organisations working with homeless individuals, its main beneficiary being the Luther Street Medical Centre.

6. To the Board member for Crime and Community Response (Councillor Dee Sinclair) from Councillor Craig Simmons: Late night levy

Given that the Police and Crime Commissioner, Anthony Stansfeld, has made it clear that those local authorities in the Thames Valley that decide to introduce a 'late night levy' will be able to retain the entire sum – rather than hand over a portion to the Police – will the Councillor re-consider the decision NOT to introduce the levy in Oxford?

Written response

Thank you for your question on the introduction of a Late Night Levy.

In 2012, the General Licensing Team identified the potential income that a levy in the city could raise. At that time the proscribed arrangements were for the council to receive 30% of the funds, with Thames Valley Police receiving 70%. The Police and Crime Commissioner has now indicated that local authorities can receive the full amount, approximately £100k. These funds would have to be spent on licensing-related activities to improve the late-night economy and assist in the prevention of disorder.

It is important to consider a number of issues. Firstly alcohol-related violent crime and disorder is falling in the city, driven down by the long running Nightsafe operation that takes place each weekend in the city centre and East Oxford. We are also in the midst of our Purple Flag assessment that recognises the breadth of offer in our night-time economy, transport infrastructure and levels of safety. We have received positive feedback so far and having been re-accredited each year since its inception we are hopeful of doing so again.

The biggest challenge we face of introducing a Late Night Levy are the legal implications this could have on our Special Saturation Policy. This policy restricts the number, capacity and opening hours of licensed premises in the city centre and East Oxford. It has been in place for many years and has been a very powerful tool in managing potential disorder. We need to better understand the legal challenges that a levy could pose to the existing SSPs.

The introduction of a levy would also impact on businesses. We are coming out of the longest economic depression in UK history and we have ambitious plans for the city. We want to see a vibrant city centre, economically strong and a range of offer second to none in the region.

In the light of the above, we are commissioning a review of the options that will help the Council establish the optimum course of action.

Supplementary

Councillor Simmons thanked Councillor Sinclair for agreeing to review the options for the late night levy.

7. To the Board member for Cleaner, Greener Oxford, Climate Change and Transport (Councillor John Tanner) from Councillor Jean Fooks: Dial a Ride

Can you tell Council when you will be announcing the improved transport for the elderly and disabled, to be funded from the £50k contingency, originally intended for a second Dial-a-Ride bus?

Written response

The City Council is still in discussion with the County Council and will look to bring negotiations to a conclusion shortly. We would like to see an improved Dial-a-Ride for elderly and disabled people in Oxford. But we are not prepared to hand over money unless as a result this County Council service improves'

Supplementary question

Are you consulting with AgeUK on the use of the available funds to meet the need?

Response

No, while it would be useful, we are continuing to press the County Council to work to improve transport for the elderly and disabled in the city. We would like to work with the County to make improvements to make life easier for those groups rather than just making cuts.

8. To the Board member for Cleaner, Greener Oxford, Climate Change and Transport (Councillor John Tanner) from Councillor Wolff: Cycling schemes

In July, you stated that less than 5% of the £400,000 budget allocated more than two years ago for cycling schemes in the City has actually been spent. Can the Portfolio holder provide a list of the projects lined up for funding and indicate those being held up by the County Council?

Written response

I'm pleased to say the budget associated with Cycle City is now fully allocated and significant progress has been made over the summer. I'm grateful for the many excellent ideas for cycling improvements suggested by the public.

Projects include new and improved cycle parking at our Park and Ride sites, upgrade of the surface in Hinksey Park and Meadow Lane, removal of barriers including in Queens Lane, and co-funding to the Canals and Rivers Trust to upgrade of the canal towpath near Aristotle Lane. The City Council will also co-fund a County Council led project to redesign The Plain Roundabout with on-road cycling improvements.

In addition, and this is extra money, we expect to make a financial contribution to the revamp of Frideswide Square which will include significant on and off-road improvements for cyclists.

Unfortunately the County Council is refusing to consider other cycle improvements until the new Transport Strategy for Oxford is consulted upon and agreed. This is likely to mean considerable delays to on-road schemes such as prohibiting parked cars from cycle lanes.

Supplementary question

Could members have a list of planned schemes, their status, and likely timescale for completion as it would be useful to know what is accepted, held up and on track?

Response

Yes. County schemes are delayed until the county transport strategy is agreed but this Council has its own funds for some schemes, which will be carried out as there is no reason for delay.

9. To the Board member for Cleaner, Greener Oxford, Climate Change and Transport (Councillor John Tanner) from Councillor Ruthi Brandt: St Giles Fair

Has any assessment ever been made regarding the effect that the St Giles Fair - and other city centre events which use many generators – might have on local air quality?

Written response

The impact of the generators at St Giles Fair on pollution levels is likely to be negligible because they operate for only a few days and in a small area of Oxford. However this may be something we can look at in future years.

Supplementary question

Will the impact be assessed and scope for improvement examined as soon as practical?

Response

Yes.

10. To the Deputy Leader, Board member for Finance, Asset Management and Public Health (Councillor Ed Turner) from Councillor Ruthi Brandt: Covered market rent negotiations

Can the Leader update Council on the latest regarding the Covered Market rent negotiations?

Written response

The Council has met the Covered Market Traders Association (CMTA) and has written to the traders setting out formally two options; either an agreed settlement on the terms discussed at the meeting, or arbitration using an arbitrator agreed with the traders or an RICS appointment. The Council has asked for a decision by early October.

11. To the Deputy Leader, Board member for Finance, Asset Management and Public Health (Councillor Ed Turner) from Councillor Jean Fooks: Covered market and financial planning

Once the Covered Market rent issue has been settled, the City will be receiving extra income not allowed for in the Medium Term Financial plan. What will this extra revenue be spent on?

Written response

The implications for the Council's budget of any eventual settlement of the rent determination for the Covered Market cannot be assessed until the terms are known.

Supplementary question

Will you commit to spending any extra unplanned money not provided for in the budget on implementing the recommendations made by scrutiny and the retail group and accepted by the city executive board?

Response

We will need to wait and see if there is a surplus before making plans to spend it. The executive board made commitments which we will honour. The future of the market is important; scrutiny made some valuable recommendations and we will do what we can to implement these.

12. To the Deputy Leader, Board member for Finance, Asset Management and Public Health (Councillor Ed Turner) from Councillor Ruthi Brandt: Oxpens temporary car park

How much is the Oxpens temporary car park costing to build and operate and who is paying for it?

Written response

How much is the Oxpens temporary car park costing to build and operate and who is paying for it?

The budget for the new Redbridge coach parking bays and the city centre parking at Oxpens is £3.75m. The cost of operation is covered within the existing Westgate car park management budget. Both car parks are funded and operated by the City Council, and the full scheme is on time and within the budget.

Supplementary question

What is the budget for Oxpens itself? Who will meet any shortfall if the revenue does not cover the construction costs and what are the risks to the council?

Response

The budget for Oxpens is £1.6 million. The council will retain any underspend and there is a contingency for any shortfall. The Westgate car park would need to be replaced at our expense if there was no comprehensive redevelopment of the site.

13. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Dick Wolff: St Clements disruption

Now that the works at St Clements Car Park are coming to a close, what is the Council doing to help promote the many local small businesses that suffered during the disruption?

Written response

The Council budgeted £10,000 for advertising and promotion to support businesses in the St Clements area during the construction period, in addition to funding an alternative car park and a bus service. The building works have now been completed and there has been no indication of any need for further investment or support. Parking services report that the new car park is popular and well used.

Supplementary question

How many small businesses took up the offer of business rates reduction, and applied for higher relief if they had loss of income, and how much did this cost?

Response

A written answer would be supplied.

14. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Ruthi Brandt: Gloucester Green retail area

Can the portfolio holder update the Council about the current negotiations with New River Retail regarding Gloucester Green's retail area?

Written response

The Council is not in negotiations with New River at the present time. The developer has approached the Council and expressed an interest in joint working and shown some initial concept drawings.

Supplementary question

Could the Leader clarify the position either publically or to councillors?

Response

New River have taken over ownership of the square and have some initial thoughts. There were some outline proposals from initial meetings including changes to the cinema but nothing more. Updates on progress would be provided.

15. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor David Thomas: Cost of living

As Oxford is now one of the most expensive cities in the UK to live in, with numerous working men and women reliant on emergency food aid, does Councillor Price agree with me that Oxford City Council needs an action plan to see city jobs lifted out of minimum wages and onto living wages?

Written response

Oxford City Council established the Oxford Living Wage in 2009. Currently, no directly hired employee or agency worker working for the Council earns less than £8.36. In early 2014 we agreed to tie the Oxford Living Wage to the London Living Wage by setting it at 95% of whatever the London Living Wage is – which safeguards its future value.

We are a large employer and major commissioner of services, with an annual third party spend of £56m, and actively use this position to influence others by demonstrating the business and longer term benefit of supporting the Oxford Living Wage. In all tenders over £100k anyone awarded a contract for services with us must pay their staff and sub-contractors our Living Wage.

We also promote the Oxford Living Wage at any conferences we present at, writing to local employers and meetings to encourage them to join the campaign. A procurement survey established that of 100 companies we used 80% paid at least the OLW and 50% of these were based in Oxfordshire.

We will continue to champion the initiative.

Supplementary question

There was a lack of ambition on the living wage as a leader on this – how can the council encourage other businesses including the NHS, and make more efforts to encourage the city as a whole, to pay the living wage?

Response

Every opportunity was taken to encourage all employers to pay the living wage, but a consequence of privatisation was large employers paying the lowest possible wage to their staff, including paying the minimum wage. It was difficult to change without national pressure but the council would do its best.

16. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Sam Hollick: Westgate new housing

Can the portfolio holder explain whether/why the 2014 Strategic Housing Land Availability Assessment will reduce the estimate of new housing in the Westgate development from 122 to 75 new dwellings?

Written response

The outline planning application from the Westgate Alliance only proposed a maximum of 75 residential units and this was approved by the WAPC. The current scheme has been developed with a very different approach and mix of uses than the earlier approved scheme from capital Shopping centres. The current proposals now have to be reflected in the SHLAA.

Supplementary question

Could the Leader clarify the numbers as this seems to be downgrading what we hoped to achieve?

Response

75 units were proposed at outline and the detail in the reserved matters application would be considered carefully during consultation and decision. The council would have to take a view about these proposals.

17. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Steve Goddard: Northern Gateway Area Action Plan consultation

Many residents had great difficulty in responding to the consultation on the Northern Gateway Area Action Plan.

One would-be respondent said

"The issue is that the pdf on your website claims to be editable and saveable: however it transpires that, whilst it is editable, the changes / text / insertions are not actually saved, so it appears to be an edited and saved file, but in fact contains no data.

There are two or three potential consequences of this:

- respondents may not realise that the saved file is in fact empty, so you receive empty and meaningless pdfs*
- respondents do realise this, but have to then spend considerable extra time to re-do their replies, thus possibly missing the deadline*
- respondents give up trying to respond"*

I know of several cases where each of these consequences came about. Would you agree that this is completely unacceptable and that the Council should at the very least have extended the consultation period to allow people to find a way to respond to this very important consultation?

Written response

Approximately 170 representations were received in relation to the Northern Gateway Proposed Submission Consultation. All have been accepted. The planning policy officers have responded promptly and helpfully each time that a member of the public reported a difficulty with the website. In cases where the form may have appeared blank to the respondent, when officers accessed the relevant field within the pdf form the comments were visible. Only five blank forms were received, and officers contacted those individuals in each case to explain that they would be able to resubmit their comments after the official close of the consultation.

It is worth noting that there were other ways to respond to the consultation: paper copies of the form were available in libraries, in council offices, and on request; the form could be printed from the website and filled in by hand; and responses by email or letter were accepted. We will of course continue to review our consultation methods in order to ensure an excellent customer experience.

Supplementary question

Given the problems, and the range of reactions from consultees, were any responses received after the consultation closed and were these accepted?

Response

Yes, responses received within a reasonable timescale after the close were accepted. It is not acceptable that this happened and there were improvements planned for the planning services section of the website.

18. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Liz Wade: NOVSCA Appraisal

The North Oxford Victorian Suburb Conservation Area (NOVSCA) Appraisal
The Appraisal document was drafted and sent out for consultation some ten years ago. This draft now needs to be revisited and published as soon as possible so that the local community, City planners and developers have a clear evidence base from which all parties can articulate an argument. Currently every application requires separate research from which different conclusions can be drawn.

Can the Board member advise how this Appraisal can be progressed? The urgency of this is apparent from the fact that the draft is already used in Applications and in evidence by the Planning Inspectorate.

Written response

The Council is currently without a Conservation Team Leader. The vacant post has been advertised and it is planned to hold interviews shortly. Once the new post holder takes up their new role it will be possible to progress this important project.

Supplementary question

Why should this wait any longer - do we have the resources to take this forward now and is it possible to deal with this as a priority matter as it is important to do this?

Response

This will be discussed with the head of service.

19. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Craig Simmons: Resourcing planning services

With recent departures and sickness absence, coupled with a high workload, the planning enforcement team appears under-resourced taking a long time to respond to casework. Can the Portfolio holder outline what action is being taken to address the situation?

Written response

Planning enforcement workload has remained fairly constant, at just under 650 enforcement investigation cases per year.

In the last six months 2 of the 3 enforcement officer posts have fallen vacant. They proved difficult to fill, although two permanent appointments have now been made; one new officer started in September and another will be starting at the end of October. In the meantime cover was being provided by agency staff, albeit here too one temp left rather suddenly recently to take up a permanent job elsewhere and a temporary replacement is currently being sourced.

The Enforcement Service has kept abreast of the work by continuing investigating all complaints within the agreed timescales. Indeed the number of live investigations has recently been brought down to below 200. It is accepted however that with the above staff changes and recruitment pressures, there have been some instances where target dates have been exceeded. Where this has occurred officers have sought to keep service customers informed. The Head of City Development apologises for any such delays, but believes that now we are beyond summer holidays the impact on casework has been resolved.

Supplementary question

Can councillors take cases to the Head of City Development and be assured of action?

Response

The impact of the vacancies on the service is recognised, as are the reasons for difficulties in recruiting staff to a high-cost city. Where there is a clear and urgent remit for enforcement within an imminent deadline, then councillors should notify the head of service, director if necessary, and the leader.

20. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Ruthi Brandt: Planning applications

Does the Planning Portfolio holder share my frustration that the planning systems does not seem to allow for the track record of applicants to be taken into account as a material consideration when determining new applications from these same applicants?

Written response

The statutory framework for planning requires each application to be considered on its merits against the planning policy framework that is in force in the relevant local authority area. How members interpret the framework in relation to a

particular application is of course a matter of personal judgment, and other factors, such as those mentioned in the question may be drawn into account.

Supplementary question

As the history of the site can be a material consideration, should the track record be highlighted in reports to the planning committees?

Response

Previous applications on the site are listed in the committee reports but it is for members to interpret this information wisely, and in discussion weigh statutory requirements and material planning considerations appropriately. If councillors had particular concerns because of the history of a site, they could discuss these with the case officer.

21. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor David Thomas: Festival of light lantern parade

Given that the lantern parade was the single most popular aspect of last year's Festival of Light - as evidenced by Oxford City Council's own evaluation - can Councillor Price explain to the children of Oxford's primary schools why this event has been cancelled by the Council this year?

Written response

Last year's Christmas Light Festival was an enormous success. Regrettably, however, there were also strong objections because of the impact that the road closures had on bus services, local businesses, and colleges. Following this feedback and a review of the draft budget for this year's event, it was decided that Christmas Light Festival 2014 would not involve road closures but would continue to be based on creating opportunities for young people to be involved, as well as engaging schools and communities from across the city.

This year's festival will be a collaboration between more than 20 venues in Oxford providing live music and dance performances, arts installations and free cultural activities with the overall theme of "See Your City in a Different Light." The Westgate Centre have taken over as this year's lead sponsors and, in particular, are supporting the Young Persons' Light Installation project. Children from six local schools will be working with education trainees from the Oxford University Museums to create six large light installations inspired by the museums' collections. The first meeting of the children involved was very exciting with the decisions about the subjects of the installations made very democratically. The giant structures will evolve in the school settings before being brought together for a private view before the Festival and then will be on show throughout the festival weekend

The full range of participatory projects organised by the core festival team or in close partnership with our cultural partners are likely to involve up to 650 children and young people. In addition to the Light Installation project, these will include the Ice Station Digital project with Film Oxford, the Day of Song Schools Concert, the Ark T Stardust and Snowflakes dance project, and the Magdalen Road pop-up festival with Pegasus and Magdalen Road Studios.

Supplementary question

There was real disappointment among primary schools about the parade's cancellation; surely the council had enough funds for the necessary road closures so would the Leader give his full support to the lantern parade in 2015?

Response

The real issue was police concern about public safety due to the large numbers taking part and the narrow confined spaces on parts of all available routes. Discussions with the police about setting a routes and managing the event safely and without either using unsuitable streets or causing major disruption by closing major streets were taking place, and subject to this the Leader fully supported the parade.

22. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Elise Benjamin: Press releases

Does the Leader think that it is acceptable for the Council to put out a press release promoting a ward party organised by residents without the knowledge or agreement of the organisers?

Written response

No

23. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Sam Hollick: Councillor Champions

Can the Leader explain what powers and responsibilities the Councillors who have been appointed as Champions have?

Written response

Members who accept the role of 'champion' are asked to work closely with officers, other members and relevant people and organisations outside the Council to develop and promote our policies and services for the group or topic that is 'championed'. They have no constitutional powers. Recommendations and/or decisions are channelled through the appropriate portfolio holder.

24. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor David Thomas: Outside bodies and partnerships

In the interest of transparency and accountability, will the Leader commit to putting a full list of those Councillors and Officers who sit on outside bodies and partnerships on the Council's website? (Note: At the moment the 'Outside Bodies' list is incomplete).

Written response

Yes

25. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Dick Wolff: Staff exit interviews

Are staff exit interviews conducted and are these available for Councillors to scrutinise?

Written response

Frequently but not invariably; and certainly not.

Supplementary question

Who has access to these and how are they used to help the council improve?

Response

They are reviewed by the relevant senior staff and any necessary actions taken on any significant implications for the council.

26. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Jean Fooks: Printed agendas - supply

Many members have said that they prefer to have paper copies of agendas rather than have only electronic versions. As this is to enable them to fulfil their roles as councillors, would you agree that the Council should ensure that they receive their agendas in the form that is most convenient for them?

Written response

Members do have a choice as to the format in which they receive agenda. Those who chose to have an iPad as their means of receiving and viewing Council documentation understood that they would not then receive paper copies as well.

Because the majority of Members chose to receive and use iPads, efficiency savings of £13,000 over 3 years were agreed by Council. Members have a collective responsibility to take up the offers of training to make this choice work effectively for them and to assist in the delivery of the agreed savings.

Supplementary question

Would you change your mind if iPads turned out not to be as good as expected?

Response

Member's experience of using iPads for council work could be evaluated.

27. To the Leader of the Council, Corporate Strategy, Economic Development and Planning (Councillor Bob Price) from Councillor Jean Fooks: Printed agendas - budget

Members have been told that there is insufficient budgetary provision to supply the paper copies they are requesting. How much is the budgetary shortfall and how much contingency money was kept back for just such an eventuality in the current budget?

Written response

There is a forecast adverse variance on the printing budget in the present financial year of approximately £6,000. Having agreed the level of savings

indicated in the previous answer, members have a duty to assist in avoiding unnecessary 'double' expenditure caused by taking an expensive iPad and then asking to also receive paper copies.

Supplementary question

Should councillors be supported to do their work in ways that is best for them as it was a poor saving if councillors could not carry out their duties effectively?

Response

This was a topic for the members' reference group, and if there were concerns about communication these should be raised there. If there was an argument for a return to printed agendas a budget bid should be made. The use of iPads reduced paper and made an important contribution to reducing the council's carbon footprint.

51. PUBLIC ADDRESSES AND QUESTIONS THAT DO NOT RELATE TO MATTERS FOR DECISION AT THIS COUNCIL MEETING

(1) Andrew McKay attended and asked a question of the Leader of the Council about the Carfax by-election.

Councillor Bob Price provided a written response.

Question

The recent Carfax by-election was held at a time when the vast majority of the ward's electorate were not in residence. This is because the Carfax ward is dominated by a student population who are absent from Oxford during the summer. Registered voters in this ward who are students have complained that the by-election's timing meant they were unaware it was even being held. Given this and the by-election's historically low turnout, does the Council accept that this election failed effectively to capture the democratic will of the citizens of Carfax ward?

Written Response

Once the request for a poll is received from the requisite number of electors, who can be from any party or no party at all, the Returning Officer has no discretion in the timing of a by-election. It is of course impossible to know what the outcome of the by-election would have been if held at another time, and therefore not possible to tell whether the democratic will of the electorate that was expressed clearly on September 4th would have been the same if held later or earlier.

(2) Siestke Boeles attended and asked a question of the Leader of the Council about the Oxford Core Strategy.

Councillor Bob Price provided a written response:

Question

Does the Leader of the Council agree with South Oxford(shire) District Council that the Oxford Core Strategy is out of date as is it has no regard for the Duty to Cooperate as set out in the Localism Act?

Written response

The Core Strategy is not out of date. The Localism Act and National Planning Policy Framework establish criteria against which a Local Plan is tested for soundness. Our 20 year strategy has been re-assessed against these criteria and we have concluded that the Core Strategy that was adopted in 2011 after an independent public inquiry is fully compliant with national legislation and guidance.

The City Council undertook a considerable amount of engagement with its local authority neighbours and other stakeholders while the Core Strategy was being prepared. This amounted to the same process now being termed as the duty to cooperate by the Localism Act. This engagement with, in particular SODC, involved considerable dialogue about the need for support from other districts in meeting that part of Oxford's considerable housing need, which could not be accommodated within the City's administrative area. This led to the Central Oxfordshire chapter of the SE Regional Plan, that was adopted by the Secretary of State of the day, including a policy for a Strategic Development Area for 4,000 houses on land South of Grenoble Road. This was then picked up through in a specific section of the draft Core Strategy enabling such an urban extension to be integrated into the fabric of the City.

52. PETITIONS -TEMPLE COWLEY POOLS - OXFORD CITY COUNCIL MUST DELIVER VALUE FOR THE COMMUNITY

Nigel Gibson had submitted a petition to Council titled 'Oxford City Council must deliver value for the community' via the Scrutiny Committee meeting on 2nd September 2014.

The petition stated "We the undersigned express our support for the Save TCP cic plans for the Temple Cowley Pools and Fitness Centre and ask Oxford City Council to accept this bid as offering best value for the community and so keep health, fitness community facilities on this site"

Council had before it the report of the Head of Law and Governance setting out the subject of the petition and the procedure.

Nigel Gibson addressed Council, setting out the need for leisure facilities and a pool in Cowley and that the community bid to be submitted would provide improved community facilities. He asked for Council's support for the bid to allow the project to be delivered.

Councillor Rowley moved and Councillor Coulter seconded a motion that "Council notes the petition and move straight onto the next business."

Councillor Wolff moved and Councillor Hollick seconded a motion:
"Recognising

- that the Leader's statement in the Oxford Mail on June 16th suggesting that other developers (of the Temple Road site) "will be offering different combinations of housing and leisure/community use" was overridden by a refusal of the Labour majority to support any community/leisure component supported by public funds on the site at last July's Council meeting
- that the Temple Cowley Pools & Leisure Centre is registered as a Community Asset
- that a housing-only development would mean the loss of a designated community asset to Temple Cowley, and

- that this would represent an acknowledgment by the Council that any 'community asset' designation has no practical meaning as far as it is concerned

Council agrees to give highest priority to any tenders that include leisure/community use.”

The Head of Law and Governance advised Council that it was generally inadvisable to pass resolutions which fettering the decision making body's discretion, and that if agreed it could not be binding upon the City Executive Board as the decision maker when it considered all bids according to the set criteria .

On being put to the vote:

The motion proposed by Councillor Wolff was declared lost.

The motion proposed by Councillor Rowley was declared carried.

Council agreed to note the petition and move straight onto the next business.

53. OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS AND QUESTIONS

Oxfordshire Local Enterprise Partnership/Growth Board

Council had before it the report of the Executive Director for Housing and Regeneration on behalf of Councillor Price informing it of the work of the Oxfordshire Local Enterprise Partnership/Growth Board.

Councillor Bob Price introduced the report and answered questions.

Council agreed to note the report and the work of the Oxfordshire Local Enterprise Partnership.

54. SCRUTINY COMMITTEE BRIEFING

Council had before it the report of the Chair of the Scrutiny Committee on the activities of scrutiny and other non-executive councillors since the previous ordinary meeting of Council.

Councillor Craig Simmons, Chair of the Scrutiny Committee, moved the report. He thanked Councillor Sanders (who had stepped down from the committee) for her time on the committee and welcomed Councillor Henwood. New review groups would be starting soon and councillors were encouraged to put their names forward for these.

Council noted the report.

55. MOTIONS ON NOTICE

Council had before it six motions on notice and reached decisions as set out below.

(1) Privatisation of the Probation Service

Labour Group member Motion on Notice - proposed by Councillor John Tanner, seconded by Councillor Dee Sinclair.

Oxford City Council considers the planned privatisation of 70% of the Probation Service as reckless, dangerous and costly. It is likely to increase re-offending in Oxford, could compromise the safety of local residents and ignores the expertise of the local probation service.

Coming hard on the heels of the savage cuts in Legal Aid this attack on the Probation Service underlines the Coalition's lack of interest in tackling crime. We call on the Government to withdraw its proposals and negotiate with the National Association of Probation officers for a sensible way forward.

Decision

Following debate and voting, Council agreed to adopt the motion as set out above.

(2) Low Carbon Economy

Liberal Democrat Group member Motion on Notice - proposed by Councillor Jean Fooks, seconded by Councillor Andrew Gant.

Council notes the progress so far made to develop Oxfordshire's Low Carbon Economy, worth more than £1.15bn pa in sales, employing nearly 9000 people in more than 570 businesses.

It welcomes the award for Oxford's Community energy work, including the innovative loan of £2.3m to the Low Carbon Hub for solar panels on schools.

Council believes that Oxford can do more to develop the Low Carbon Economy, to the benefit of its citizens. It therefore asks the Executive Board to work with the LEP to:

- *Investigate sources of funding for supporting researchers in winning grants from EU and UK research councils.*
- *Prioritise training for skilled jobs in the low carbon building sector.*
- *Develop the business case for investment in the Smart City concept.*
- *Focus support on growth sectors such as alternative fuelled vehicles.*
- *Appoint a 'champion' to co-ordinate all the strands necessary for success.*

Amendment 1 – proposed by Councillor Brandt and accepted by the proposer of the motion (Councillor Fooks)

Add a further bullet point: *Increase its own direct investment in low carbon energy sources.*

Amendment 2 – proposed by Councillor Tanner and seconded by Councillor Price, and agreed after debate and on being put to the vote:

In paragraph 3, after LEP insert ‘*and others*’ before ‘*to*’. Change last bullet point to read: ‘*Become champions to ensure all the strands necessary for success*’.

Decision

Both amendments were accepted and incorporated into the motion, then debated and put to the vote.

Council agreed to adopt the amended motion as follows:

Council notes the progress so far made to develop Oxfordshire’s Low Carbon Economy, worth more than £1.15bn pa in sales, employing nearly 9000 people in more than 570 businesses.

It welcomes the award for Oxford’s Community energy work, including the innovative loan of £2.3m to the Low Carbon Hub for solar panels on schools.

Council believes that Oxford can do more to develop the Low Carbon Economy, to the benefit of its citizens. It therefore asks the Executive Board to work with the LEP and others to:

- Investigate sources of funding for supporting researchers in winning grants from EU and UK research councils.
- Prioritise training for skilled jobs in the low carbon building sector.
- Develop the business case for investment in the Smart City concept.
- Focus support on growth sectors such as alternative fuelled vehicles.
- Increase its own direct investment in low carbon energy sources.
- Become champions to ensure all the strands necessary for success.

(3) The Transatlantic Trade and Investment Partnership and its possible effect on local service provision

Green Group member Motion on Notice - proposed by Councillor Sam Hollick, seconded by Councillor Ruthi Brandt.

Proposals under the Transatlantic Trade and Investment Partnership (TTIP) to govern trade relations between the EU and USA are currently being negotiated in secret.

UNISON believes TTIP is: “a profound threat to public services, which will not only lead to further liberalisation but will make it harder for government to regulate private companies providing public services. It could effectively prevent a future government bringing those services back in-house.”

and that it “threatens to restrict the ability of local authorities and other public bodies to source and employ locally. This undermines their ability to use public money to achieve social and environmental outcomes through their supply chain and employment practices.”

The TTIP will open up local authority procurement processes (already under scrutiny from EU Regulation) to US corporations meaning that contracts for

some services could be challenged by US companies in such a way so as to undermine local democracy, threaten staff pay, the Council's commitment to a living wage and employment conditions.

Amongst its provisions, the TTIP includes an Investor-State Dispute Settlement (ISDS) mechanism which allows multinational corporate investors to challenge government actions which they perceive as threatening to their investment. The cost to the Council of fighting any such legal action, were they to be challenged, could be immense.

Council therefore RESOLVES to call upon the leader of the council and the leaders of the two opposition groups to write to Oxford's MPs and MEPs, and to the Prime Minister and Deputy Prime Minister, asking them to reject the Transatlantic Trade and Investment Partnership (TTIP).

Amendment – proposed by Councillor Turner after the deadline for receipt of substantive changes to the motion:

Amend "*The TTIP will open up*" to "*The TTIP could open up*".

Add a new paragraph, after "*could be immense*".

"A new trade deal with the US could be of substantial benefit in improving the position of British exporters, and the ability to negotiate international trade deals is a benefit of British membership of the EU. However, it is essential that neither this trade agreement, nor the one with Canada currently being negotiated, threaten existing standards of environmental, social and labour market regulation. It is also imperative that vital public services in the UK, including the NHS and education, can continue to be provided publicly without challenge. It would be unwarranted for TTIP to include any extension of secretive ISDS procedures.

Amend the final paragraph to read:

"Council therefore RESOLVES to call upon the leader of the council and the leaders of the two opposition groups to write to Oxford's MPs and MEPs, and to the Prime Minister and Deputy Prime Minister, asking them to reject any trade deal, including TTIP, if it leads to downward pressure upon environmental, social or labour market regulation, or the enforced opening up to private providers the provision of public services".

As the amendment was declared substantive by the mover of the motion, Councillor Turner moved suspension of Council procedure rule 11.18(f) to allow his amendment to be debated; this was voted on and agreed by Council.

The amendment was seconded by Councillor Coulter. The amendment was agreed after debate and being put to the vote.

Decision

The amendment was accepted and incorporated into the motion, then debated and put to the vote.

Council agreed to adopt the amended motion as follows:

Proposals under the Transatlantic Trade and Investment Partnership (TTIP) to govern trade relations between the EU and USA are currently being negotiated in secret.

UNISON believes TTIP is: “a profound threat to public services, which will not only lead to further liberalisation but will make it harder for government to regulate private companies providing public services. It could effectively prevent a future government bringing those services back in-house.” and that it “threatens to restrict the ability of local authorities and other public bodies to source and employ locally. This undermines their ability to use public money to achieve social and environmental outcomes through their supply chain and employment practices.”

The TTIP could open up local authority procurement processes (already under scrutiny from EU Regulation) to US corporations meaning that contracts for some services could be challenged by US companies in such a way so as to undermine local democracy, threaten staff pay, the Council’s commitment to a living wage and employment conditions.

Amongst its provisions, the TTIP includes an Investor-State Dispute Settlement (ISDS) mechanism which allows multinational corporate investors to challenge government actions which they perceive as threatening to their investment. The cost to the Council of fighting any such legal action, were they to be challenged, could be immense.

A new trade deal with the US could be of substantial benefit in improving the position of British exporters, and the ability to negotiate international trade deals is a benefit of British membership of the EU. However, it is essential that neither this trade agreement, nor the one with Canada currently being negotiated, threaten existing standards of environmental, social and labour market regulation. It is also imperative that vital public services in the UK, including the NHS and education, can continue to be provided publicly without challenge. It would be unwarranted for TTIP to include any extension of secretive ISDS procedures.

Council therefore RESOLVES to call upon the leader of the council and the leaders of the two opposition groups to write to Oxford’s MPs and MEPs, and to the Prime Minister and Deputy Prime Minister, asking them to reject any trade deal, including TTIP, if it leads to downward pressure upon environmental, social or labour market regulation, or the enforced opening up to private providers the provision of public services.

(4) End the injustice of tax dodging

Labour Group member Motion on Notice - proposed by Councillor Bev Clack, seconded by Councillor Tom Hayes.

While many ordinary people face falling household income and rising costs of living, some multinational companies are avoiding billions of pounds of tax from a tax system that fails to make them pay their fair share. Local governments in developing countries and the UK alike would benefit from a fairer tax system where multinational companies pay their fair share, enabling authorities around the world to provide quality public services. This council asks the UK government

to listen to the strength of public feeling and to act to end the injustice of tax dodging by large multinational companies, in developing countries and the UK.

Decision

Council agreed to adopt the motion as set out above.

(5) Municipal bonds

Liberal Democrat Group member Motion on Notice - proposed by Councillor Jean Fooks.

Council notes:

- *that local authorities across the country and across political parties want to have more powers to raise their own funds. This is particularly relevant at present as Governments of all complexions are likely to be reducing central grant as local demand for services increases*
- *that the Local Government Association believes that having a council-owned agency could save local authorities over £1bn in borrowing cost compared to the Public Loans Board*
- *that by July 2014 22 councils of all kinds had pledged almost £3m towards the setting up of a municipal bonds agency.*

Council further notes that although the City Council is not looking to borrow at present, there could be big gains in the future from being able to access funds for capital investment in such 'invest-to-save' projects as renewable energy installation and specialist housing.

Council therefore asks the Executive Board to investigate the opportunities offered by joining the agency now rather than wait and be left behind.

Decision

Councillor Fooks' motion on notice was not considered as the time allowed by the constitution for motions on notice had elapsed.

(6) Making Oxford a Social Enterprise City

Green Group member Motion on Notice – proposed by Councillor Dick Wolff.

This Council welcomes the announcement that Oxfordshire has become the UK's first Social Enterprise County and congratulates the Oxfordshire Social Enterprise Partnership (OSEP), an innovative new partnership set up by Oxford Brookes University, the University of Oxford and Student Hubs to foster and support social enterprise locally.

This Council recognises the value of Social Enterprises to the Council and the local economy and aspires to join other cities in becoming one of the UK's first Social Enterprise Cities.

This would require, amongst other things, that the Council:

- *Establish business rate policies which support long-term and sustainable social and economic value creation.*

- *Explore the possibility of creating “Meanwhile Enterprise Zones” and “Social Enterprise Zones”.*
- *Review its policies to ensure that it is commissioning, procuring and buying goods and services in a manner which maximises social value (under the Social Value Act).*
- *Provide funding support for social innovations and social enterprises*
- *Look at ways and means of stimulating and supporting social enterprise in the area*

Council therefore asks CEB to instruct officers to draw up a draft Social Enterprise Strategy for Oxford City.

Decision

Councillor Wolff’s motion on notice was not considered as the time allowed by the constitution for motions on notice had elapsed.

56. MATTERS EXEMPT FROM PUBLICATION

None.

The meeting started at 5.00 pm and ended at 8.20 pm

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To: City Executive Board
Date: 15 October 2014
Report of: Regeneration and Major Projects Service Manager
Title of Report: Asset Management Plan Refresh 2014-15

Summary and Recommendations

Purpose of report: To obtain approval by CEB for the adoption of the Asset Management Plan Refresh 2014-15

Key decision: Yes

Executive lead member: Councillor Ed Turner, Board Member for Finance, Asset Management and Public Health

Policy Framework: Linked to all Corporate Priorities

Recommendations: The Board is asked to recommend to Council the adoption of the Asset Management Plan Refresh 2014- 2015

Appendix A Asset Management Plan Refresh 2014-15

Asset Management Plan Refresh 2014-15

1. The Asset Management Plan Refresh (AMPR), when adopted, will extend and build on the 2011-2014 AMP, which was approved by the Council in September 2012 for a further year as a bridge towards the development of a new AMP for the 2015-2020 period. This will give the Council time to undertake a thorough review, while allowing resources to be focused this year on the delivery of the existing plan.
2. The main principles and strategies of the original AMP are unchanged and AMPR reviews achievements and successes against the existing plan, reviews status of delivery against the asset classes and drives an action plan for the further year in order to:
 - provide a clear statement of direction for other external stakeholders;

- identifies to the public the way the Council will deal with its land and buildings in this period ahead of a new plan
3. Price Waterhouse Coopers undertook a review of the existing AMP during 2013 which was supportive of the AMP. It also provided some recommendations which include the introduction of 'Asset Management Plan on a Page' and clear linkages to the Corporate Plan in the development of our Asset Class strategies. The detailed responses to the PWC Audit are contained in Appendix 3 of the plan:

Legal implications

4. There are no direct legal implications arising out of this report at the present time.

Financial Implications;

5. The Financial Implications of the Asset Management Plan have been included in the Council's Capital Programme and Housing Business Plan and agreed Budgets.

Environmental implications

6. The AMPR reiterates the Council's policies on environmental matters and relates them specifically to property.

Equalities impact

7. No change from the existing AMP 2011-2014

Risks

8. Not having an up to date AMP will impact on the Council's ability to effectively manage its property assets as a Corporate Resources
9. The risk register contained in the existing 2011-2014 AMP is restated and continues to apply to the AMPR with the addition of an additional risk in response to the PWC comments which are contained in Appendix 1 to the AMPR.

Name and contact details of author:

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Asset Management Plan Refresh 2014-2015



Asset Management Plan Refresh 2014-2015

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Foreword

This is a Refresh and Review of the adopted Asset Management Plan 2011 – 2014.

The adopted Plan was externally reviewed by Price Waterhouse Coopers (PWC) in November 2013 who commented favourably on the strategy and principles, its integration and alignment with Oxford City Council's Corporate Plan and on how the Council had progressed and achieved its targets.

This Review documents successes and progress made to date, notes and addresses PWC's comments and observations for improvement and provides a bridge between the expiry of the present Plan in October 2014 and the generation of the new Asset Management Plan which will be published in October 2015.

The broad strategic principles of the 2011-2014 plan remain unchanged but have been built on by further identified actions to drive progress and improvement.

Jane Winfield

Regeneration and Major Projects Service Manager



INTRODUCTION

Oxford City Council's success in achieving its goals is illustrated on pages 5-9 which review the objectives and actions from the 2011-2014 plan. All Objectives have been delivered, exceeded or are on track and clearly demonstrate the significant success and progress made in implementing its strategies.

This document is a bridge between the previous 2011-2014 plan and an extended and new framework which will build on the current success which will be developed for the 2015-2020 period.

Oxford City Council's Asset Management Plan going forward will develop in accordance with Council's adopted Corporate Plan and the best practice principles suggested by Price Waterhouse Coopers in its recent audit.

This process is depicted in the table on page 10 (Asset Management Plan on a Page) which articulates the retention of the objectives from the previous 2011-2014 plan and the linkages from the Corporate Plan to the detailed actions and targets to be achieved under the asset management plan.

The key deliverable of this single year plan is the design and development of a new Asset Management Plan for 2015-20 and this process and timeline is articulated on page 12.

We have reviewed all targets and actions in the 2011-14 plan and have articulated this into actions against the asset classes on pages 13-21 and in the Action Plan in appendix 2

The plan will continue to use the council's assets in a way which benefits the citizens of the city, through the provision and enhancement of homes, community facilities and investment income.



Successes and Achievements 2011-2014



- All Objectives delivered, exceeded or on track
- Successful Asset Management Plan Audit by Price Waterhouse
- Lessons learnt and applied
- Direction of travel defined

GENERAL FUND OBJECTIVES

Objective 1

All property to support Corporate Objectives



- | | |
|---|---|
| <p>1. Office Footprint
 <u>Target</u> - 2% reduction from 6243 m² by December 2012.
 <u>Commentary</u>: Timeline extended to December 2013 and target substantially exceeded with footprint reduction of 19.69% to 5014 m².</p> <p>2. Effective Planned Maintenance
 <u>Target</u> – 75% in Category A and B in life of plan
 <u>Commentary</u> Anticipated target will be met as spend profile increased to target delivery.</p> <p>3. Carbon Reduction
 <u>Target</u> –28% reduction (2800 tonnes) by March 2012.
 <u>Commentary</u>: 2800 tonne reduction Achieved.</p> | <p>4. Efficient and fit Community Centres
 <u>Target</u>: 50% in Category A and B within life of plan.
 <u>Commentary</u>: Spend profile increased. Measurement of categorisation to be improved</p> <p>5. Development and Regeneration
 <u>Target</u>: 1 major development/regeneration under contract by Dec 2013
 <u>Commentary</u>: Development agreement signed for Westgate redevelopment and Barton developments to exceed target.</p> |
|---|---|



Objective 2

All property to be well managed and efficient



1. Performance to exceed Benchmark

Target

- 21 day arrears < 7.5% 2012/13 and <5% 2013/14.
- 2.5% pa Rental growth based on 2011/12 budget of £6.3M.
- 4% Rate of Return on portfolio.
- Voids <12 months at individual asset level.

Commentary

- Arrears – 2012/13 2.76% significantly better than target.
- Rental Growth – 6.6% achieved substantially better than target.
- Rate of return – 2012/13 achieved ROI of 5.83% exceeding target
- Voids –Target achieved

2. Cost of internal property service function

Target

- Cost of managing Investment Portfolio to be below benchmark.

Commentary

- CIPFA report affirms that the cost profile is appropriate and aligned given the size/location of Oxford and its portfolio at top of 2nd Quartile

Objective 3

Improve quality of dwellings and life on Estates, add to stock [applies to HRA only]



Objective 4

Lean and efficient operational portfolio



1. Office Occupancy Ratio

Target

- Less than 10 sq m per full time employee during life of plan.

Commentary

- Occupancy reduced to 8.05 sq m per FTE Q4 2013.

2. Depot Footprint

Target

- Reduction of 50% by number and 18% by size within life of plan.

Commentary

- Target delivered through the exit of Brasenose, South Park, Bury Knowle Stables and All Saints Road.

3. Community Centres-Modern and Fit for purpose

Target

- Revenue costs <2011/12 levels .

Commentary

- Target off track due to business rate and maintenance cost impacts.



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Objective 5

Maximum financial contribution from Investment Portfolio.



1. Income > 2008/9 levels

Target - > £6.18M

Commentary: Achievement of rental growth targets per the plan will ensure this objective is exceeded.

Capital Value > 2010/11

Target - >£89M

Commentary: Value as at 1/4/13 at £95.86M and ahead of target. 2014 valuation programme to be commissioned and expected to show a further increased value.

2. Rate of return above minimum requirement

Target: - ROI > 4%.

Commentary: Achieved see Objective 2 above.



Objective 6

Maximise synergies by working with others



1. Informal Joint Ventures or formal local asset backed vehicles established with partners

Target: Westgate exchange of conditional contract, Barton Joint Venture established, Northways and Cowley exchange of conditional contracts.

Commentary: All achieved.



HOUSING REVENUE ACCOUNT OBJECTIVES

Objective 1

All property to Support corporate objectives



New build social and affordable housing at Barton Northway and Cowley

Target: Conditional contracts exchanged by Dec 2013

Commentary - Target achieved





Objective 2

All property to be well managed and efficient



1. Performance to exceed benchmark for collection, arrears, voids

Target

- Rental income £35M pa
- Arrears <2%
- Voids 21 days

Commentary

- Rental income £37.2M
 - Arrears 2.47%
 - Voids 19.4 days
- Arrears above target driven by changes to benefits system

2. Performance measurement of internal property service function

Target

- Corporate Property Recharge not to exceed benchmarked cost

Commentary

- External CIPFA Benchmarking confirms that cost profile is appropriate given size/location of Oxford at top of 2nd quartile No specific actions arising.

Objective 3

Improve quality of dwellings and life on Estates, add to stock



1. Effective Planned Preventative Maintenance Programme,

Target: - Capital and revenue on budget

Commentary: Achieved

2. Homes and Communities Agency Affordable Homes programme

Target: - 112 Affordable homes by March 2015

Commentary: All sites under construction and on budget to successfully deliver 113 homes on time.



Objectives 4 & 5

Do not apply to HRA

Objective 6

Maximise synergies by working with others



1. Informal Joint Ventures or formal local asset backed vehicles established with partners


Target: Barton Joint Venture established, Northway and Cowley exchange of conditional contracts

Commentary: All Achieved.





SUPPLEMENTARY OBJECTIVES

<p>Carbon reduction <u>Target</u> – 5% reduction pa (300 Tonnes) <u>Commentary</u> - Achieved</p>	<p>Low Carbon Oxford <u>Target</u> : - By 2020 to make Oxford a low carbon city with a low carbon economy <u>Commentary</u>: -Oxfordshire Total Retrofit and OX Futures with EU Funding, Investigating Green Deal Eco Funding for housing stock upgrade, commitment to exploring carbon/energy reduction works to Tower Blocks <u>Target</u>: - BREEM 'excellent' to be targeted and if not possible minimum 'Very Good' <u>Commentary</u>: - Old Fire station (V Good), St Aldates Chambers (Excellent)</p>
<p>Renewable technologies Electric Generation <u>Target</u> - large scale electricity generation on operational and domestic property <u>Commentary</u>: Installations completed of PV's on 2 leisure centres, 3 sheltered blocks and Lambourne Road properties – £70k Feed In tariff income. Pipeline of further projects being developed. Heat Generation <u>Target</u> –Appropriate renewable technologies to generate heat in operational and domestic property <u>Commentary</u>: - Biomass pellet boilers installed in 2 sheltered blocksand further instalations being developed for Blackbird Leys Pool</p>	





ASSET MANAGEMENT PLAN 2014-2015 ON A PAGE

Corporate Plan Priorities 2014 to 2018

1. A vibrant and sustainable economy.
2. Meeting Housing Need.
3. Strong Active Communities.
4. Cleaner Greener Oxford.
5. Efficient Effective Council.

Property Objectives

1. A lean operation property portfolio.
2. Supporting regeneration environmental and stakeholder objectives
3. Growing the Investment Income.
4. Well managed & efficient property as measured by customer feedback and benchmarking
5. Working with our Partners

Portfolio Objectives & Overview

Objective 1: We want all of our property (General Fund & HRA) to support our corporate objectives in regeneration, housing, environmental, community, economic and customer services.

Objective 2: We want all of our property to be well managed and efficient.

Objective 3: In our HRA we want to improve the quality of our dwellings, to add to our housing stock & improve the quality of life on our estates.

Objective 4: Occupy an efficient General Fund operational property portfolio of owned or rented property.

Objective 5: Grow the Investment Income and where possible enhance, asset value within the context of Corporate Plan Objectives

Objective 6: We shall work in partnership with other service providers and landowners where appropriate.

Action Plan

- New asset Plan 2015-20
- Actions per Asset Class Review



Change and Influences

Oxford City Council is investing in the future of the City as a significant property owner and as a key stakeholder. The Council's Corporate Plan requires the Asset Management Plan to be robust and adaptable so as to take advantage of changing economic activity or to be able to mitigate adverse changes where possible.

Oxford will over the coming five years see progress with a number of major real estate projects and its asset management plans need to be framed in the context of these developments and their potential impacts. These developments include the following

- Redevelopment and extension of Westgate Shopping Centre
- Major infrastructure programmes such as new railway station, central area road schemes such as Frideswide Square, and proposals for extended pedestrianisation,
- Development of 850 homes at Barton Park against a background of continuing high demand and pressures on housing
- Potential refurbishment and development plans for Templars Square Cowley
- Improvement and development at Oxpens area
- Proposals for development of Northern Gateway

The plan must also address community investment, promotion and involvement in the wider health, leisure, education and economic agendas in which the Council is a stakeholder and partner.

Accordingly the Asset Management Plan must have explicit links generating a clear audit trail from the Corporate Plan, to Portfolio Objectives to Property Objectives to , Individual Projects and to their outcomes.

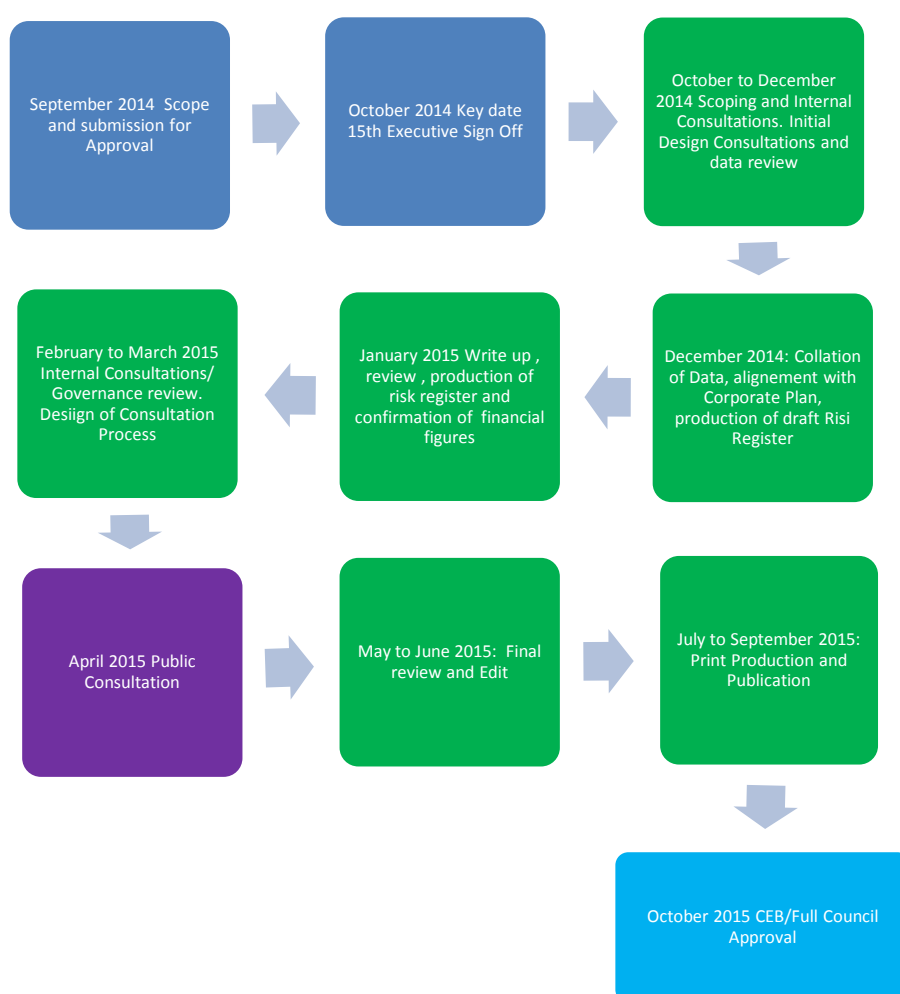
Price Waterhouse Coopers in their audit commentary identified as a key learning outcome that there should be enhanced policy and programme linkages and a strengthened role for the risk register.

As a step towards this we have produced the AMP on a page within this document to show the high level linkages and have identified the major Corporate Plan linkages within the Asset class Reviews.

Further development and improved clarity in this area will be a key component within the development of the new 2015-20 plan



Asset Management Plan 2015-2020 Proposed Timetable





ASSET CLASS REVIEW

The Property Portfolio is divided into to 15 asset classes.

Each Asset Class contributes to one or more of the Corporate Plan Priorities 2014 to 2018 (see p10 above).

The contribution that each asset class makes against the Corporate Plan Priorities is recorded for each Asset Class below as is the actual progress made to date in the analysis immediately below.

Agricultural

Corporate Plan Priorities: Strong Active Communities, Cleaner Greener Oxford and Efficient Effective Council

The Agricultural portfolio has undergone an Asset Review during the previous plan period and identified actions from the plan delivered.

The portfolio is now moving towards the planned adoption of a more commercial approach to asset management and rent setting, which is being implemented at review, on the granting or re granting of leases or as market opportunities occur.

Agricultural properties will not be considered for disposal where there is any long term potential for residential development.

Actions

- Properties identified as not meeting the Councils objectives to be bought forward for disposal as market opportunities and conditions allow.

Allotments

Corporate Plan Priorities: Strong Active Communities and Cleaner Greener Oxford.

Oxford City Council supports the wider social economic contribution of allotments to Oxford and the ongoing commitment to provide 1 plot per 125 head of population.

The 2015 Rent reviews have been agreed with allotment associations within the broader allotment policy framework of producing a more consistent basis rent/acre across the portfolio.

Actions

- The City Council will continue to work with allotment associations to address concerns and issues on a pro-active basis within a framework of de-centralised and association led management.

Car Parks

Corporate Plan Priorities: A vibrant and sustainable economy and Cleaner Greener Oxford.

Ongoing projects include general resurfacing work across the portfolio asset group and work to consider and bring forward expansion of the Seacourt Park and Ride site.

A key portfolio impact for this asset class will be the Westgate development, which will result in the loss of the multi Storey Carpark and Abbey Place during 2015.

Actions

- Conclude construction of a new Oxpens decked car park and incorporate changes into the Redbridge car park in anticipation of the Westgate development.
- Continue with an agile service approach that will monitor parking demand and respond to emerging trends.

Cemeteries

Corporate Plan Priorities: Efficient Effective Council

The council anticipates a potential future shortfall in burial space having undertaken a service review and this leads to conclusion that an additional cemetery site needs to be developed.

A review of existing Council owned land has identified a number of potential sites but the City boundaries are a constraint which means that suitable sites are adjacent to or outside the City boundary.

The current primary proposal is for a site to the rear of Horspath Sports Ground and due diligence is being undertaken to assess the suitability of the site for such

development. This includes visual impact, highway effects, resident consultation, ground conditions and ecological impacts.



Actions

- Complete due diligence on potential new cemetery site and develop project for implementation.

Community Centres

Corporate Plan Priorities: Strong Active Communities and Efficient Effective Council

The Council remains committed to having fit for purpose and well managed Community Centres across the city and will continue to try to improve them alongside delivery of other corporate priorities.

Formalisation of responsibilities through the grant of short leases to Community Associations on appropriate terms remains the preferred strategy although alternative methods of ownership/ asset transfer will be positively considered where the criteria outlined in the previous plan are met.

Actions

- Continue to implement leasing strategy to formalise responsibilities.

Council Offices

Corporate Plan Priorities: Efficient Effective Council

The City Council's ongoing Offices for the Future workstream has delivered an efficient occupancy structure with office functions concentrated in St Aldate's Chambers. The Council is committed to seeking further occupancy efficiencies. This approach has released the Town Hall's 1930's block for market letting and a letting has been agreed.

Actions

Continuing to review of how the Council delivers its services across the City

The Covered Market

Corporate Plan Priorities: A vibrant and sustainable economy and Efficient Effective Council

The Covered Market is a unique asset which significantly adds to Oxford's character as a World Class City.

The Council is dedicated to ensuring that the Covered Market continues to be a vibrant commercial location and has completed a Visioning Study to support the long term aim of ensuring the Covered Market retains its diverse and commercially successful retail character in the centre of Oxford.

The Council is committed to settling the outstanding 2012 rent reviews on a fair and equitable basis..

Actions

- Continue to develop a formal strategy for the future in the light of the outputs of the visioning study
- Conclude the 2012 rent Reviews on a fair and equitable basis.

Depots

Corporate Plan Priorities: Cleaner Greener Oxford and Efficient Effective Council

The Council continues to review depot need and use to ensure that they are aligned with the future strategy and requirements to meet service delivery needs thereby improving efficiency and cost management.

Actions

- Continue review of Depot operations to drive efficiency and value



Development and Regeneration Assets

Corporate Plan Priorities: A vibrant and sustainable economy, Meeting Housing Need, Strong Active Communities, Cleaner Greener Oxford and Efficient Effective Council

The City Council continues to use its real estate assets and ownership to unlock potential through direct/indirect property investment opportunities.

Present policies and approaches have produced a development and regeneration pipeline comprising Barton, Cowley, Northway, Westgate, Rose Hill and Oxpens, which are all moving towards the build phase.

Going forward the Asset Management Plan and processes need to identify and bring forward future development opportunities to continue this development momentum.

Actions

- Develop Asset Management Plan and processes to identify and bring forward future development opportunities to continue development momentum.

Leisure Assets

Corporate Plan Priorities: Strong Active Communities

Leisure assets provide a broad suite of cultural goods to the population of Oxford across the demographic range enhancing the Community's general health and wellbeing. The City Council is a leading provider of leisure services within the City and this commitment is ongoing and it is also recognised that the benefits of this programme extend beyond the City boundaries and into the surrounding populations and form part of a County-wide sports and leisure offer.

The upgrade and refurbishment programme for parks pavilions currently underway further improves the leisure offer for communities in Oxford.

The Blackbird Leys competition pool due for completion in December 2014 will create a significant regional leisure asset which will support the Olympic Legacy of increased participation and encouraging talent development through local and regional coaching and competitions.

Actions

- Complete pavilion upgrade programme
- Complete Competition Pool



Housing Assets

Corporate Plan Priorities: A vibrant and sustainable economy, Meeting Housing Need, Strong Active Communities, Cleaner Greener Oxford and Efficient Effective Council

Oxford City is an area of housing stress and is the principal conurbation in the County. Oxford's housing market is characterised by issues of housing shortage/land shortage/ high costs and homelessness.

The Council is responding to the pent up housing need and the arising issues through development of a Housing Strategy 2014-
Going forward policies will be generated by aligning four key Council strategies: the Asset Management Plan, the Corporate Plan, the Medium Term Financial Strategy, and the Housing Strategy.

Outcomes from this policy could be driving forward the development and delivery of an "Oxford Standard" covering the quality of its council homes and their communities.

Currently there are 113 Affordable homes on site for completion by March 2015 as part of the drive to increase stock and development of a second phase development pipeline is under way.

Negotiations are also underway to acquire approximately 350 affordable homes within the Barton Park development as these are completed over the coming years to 2020/21.

Actions

- Complete construction and delivery of 113 Affordable homes by March 2015
- Consider investment in Council housing and estates as part of the review of the Housing Strategy and Asset Management Plan
- Conclude negotiation of acquisition of affordable homes at Barton Park



Estates Shops

Corporate Plan Priorities: A vibrant and sustainable economy, Strong Active Communities and Efficient Effective Council

The council has transferred its Estate Shops from HRA to General Fund as part of a drive to improve their management of the portfolio.

Recognition continues of the wider benefits to the surrounding communities from local facilities, trading opportunities and less tangible benefits to health and other initiatives that can be achieved through the management of the portfolio.

The Council is committed to ensuring that investment in estate shops and local facilities continues.

Actions

Continue to let shops at viable rents to support the surrounding communities and ensure they are properly maintained.

Garages

Corporate Plan Priorities: A vibrant and sustainable economy and Strong Active Communities

The council has transferred its Garage portfolio from HRA to General Fund as part of a drive to improve their management and look for beneficial uses and investment return, without losing sight of their benefit to local residents and improvements to the local environment by getting cars off the road.

Actions

- Better understanding of underlying occupier demand to be established
- Proper and effective maintenance to be achieved
- Opportunities for alternative development/uses to be developed and considered to better meet future need and land use opportunities.



Sheltered Housing

Corporate Plan Priorities: Meeting Housing Need and Strong Active Communities.

The City Council's commitment to Sheltered Housing remains. The Bradlands redevelopment is on site to improve and increase stock as part of the current Affordable Homes Programme

Going forward changing demographic need means that health and housing policies need to be increasingly aligned to support independent living and to reduce demand on critical care health service paths.

Actions

Develop and consider specific actions required for Sheltered Housing Assets

Tower Blocks

Corporate Plan Priorities: Meeting Housing Need and Strong Active Communities.

The City Council is undertaking a 7 year investment programme worth approx. £15m spend to enhance this asset so as to meet housing need and support the community.

Actions

- Continue capital investment programme into the Tower Blocks in accordance with agreed plans



Investment Properties

Corporate Plan Priorities: A vibrant and sustainable economy and Efficient Effective Council

The investment portfolio continues to provide a significant income source for the City of Oxford and ongoing growth of this income has surpassed plan targets. This is highly advantageous at a time when the council faces unprecedented reductions in its government grant.

The principles outlined in the previous plan for management continue to develop and enhance the portfolio and deliver growth.

Actions

- Continue to develop property by property strategy and categorise into Invest/Hold/Dispose
- Drive opportunities for asset enhancement and restructuring
- Consider direct and indirect property investment as a component of the Council's wider Treasury and financial management strategies.
- Develop increased agility to benefit from or mitigate changing market conditions



APPENDIX 1

RISK REGISTER

The previous Asset Management Plan contains an adequate Risk Register at a high level plan level but audit by PWC highlighted potential lower level risks that relate to the activities deliverable at Asset Class and action plan level.

This is fully acknowledged and going forward a more rigorous process will be adopted in Project and Action Plan development so that appropriate Risk Registers are put in place so as to effectively manage these lower level risks.

At a plan level the previous Risk Register will apply but we have introduced one further risk to embed the above culture being 'the lack of appropriate risk registers for all Project and Action Plan activity' as follows:

Risk Title	Opportunity/ Threat		Risk Description		Risk Cause		Consequence
Risk Register	Threat		Not having appropriate Risk Register for all Project and Action Plan Activity		Low level risks and threats impacting delivery and outcomes of Projects and Action Plan Activity		Projects and Action Plan activity may not be delivered or adversely impacted
Corporate Objective	Gross Risk		Residual Risk		Current Risk		
1-5	I	P	I	P	I	P	
1,2,3,4,5	4	2	1	1	2	2	
Owner	Date risk Reviewed						
JW	Annually						



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APPENDIX 2

ACTION PLAN 2015

Project	2015
Occupancy Standards	Ongoing drive for efficiency savings
Carbon Reduction and Renewables	Affordable homes Programme delivered to Code 4
Planned Preventative Maintenance	GF £1.4m programme HRA: £7.5M programme
Community Centres	Implementation of leasing strategy
Regeneration and development	Westgate Development on site Oxpens Car Park Constructed
Investment Portfolio	Complete individual property strategies Invest/Hold/Dispose
Affordable Homes	Complete current programme Identify Phase 2 potential
Housing	Finalise Housing Strategy
Cemeteries	Develop proposals to go/no go point
Leisure	Complete Pavilions refurbishment programme Complete Blackbird Leys Competition Pool



APPENDIX 3

PWC Audit 2013

Price Waterhouse Coopers undertook a review of the existing AMP during 2013 which was supportive and made the following specific recommendations

.

These have been considered in the development of the plan as follows:

- Linkages to Corporate Plan unclear

We have added a summary, "Asset Management Plan on a Page", which provides clear links to the Corporate Plan and direct references against asset classes

- Risk Register should be extended to individual objectives and actions

We have extended the risk register to ensure that appropriate risk management measures are put in place.

- Plan is not specific and should contain property by property strategies

This has not been fully included within this plan as providing statements on individual properties may prejudice the Council's commercial position in dealing with assets; but this plan signposts the development of appropriate strategies.

- The plan should include reference to the review process to be undertaken on completion of key projects and capital Programmes

The Council has introduced separately a Gateway process for project management which includes such review processes

- Greater detail on how objectives are to be met and the measurement of performance in delivery to be achieved.

This has been addressed through the Gateway project management process to ensure all projects are effectively scoped managed measured and reviewed.



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- An Investment fund Strategy should be included identifying problem and low return properties

The Council has a framework for identifying potential low return or problem properties. However, it does not publish details of properties for disposal until the disposal strategy is approved.

- Housing Revenue Assets list strategies require a number of improvements
 - Greater definition required of the strategy, sub-geographies and assets, with details of how these are layered and refreshed
 - Challenge to current use of assets alongside benefit and suitability
 - Source of financing and other models of financing should be considered
 - Tenant Satisfaction should be recorded

These issues are covered in the HRA financial plan and Housing Strategy. However, in the next Asset Management Plan we will include a summary on these points.

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To: City Executive Board

Date: 19 November 2014

Report of: Head of City Development

Title of Report: Westgate and Community Infrastructure Levy.

Summary and Recommendations

Purpose of report: To consider a proposed financial contribution to the Westgate Alliance towards the public realm works associated with the Westgate development.

Key decision Yes

Executive lead member: Councillor Bob Price, Board member for Corporate Strategy, Economic Development and Planning

Policy Framework: Corporate Plan - Vibrant and Sustainable Economy, West End Area Action Plan – more attractive spaces.

Recommendations: That the City Executive Board:

1. Recommend to Council to apply Community Infrastructure Levy receipts to the value of £1,134,000 in two phases of £567,000 each (50% in Q1 2016/17 and 50% in Q1 2017/18) in order to fund public realm works that fall outside the site covered by the planning application for the Westgate redevelopment scheme .
2. Delegate to the Executive Director of Regeneration and Housing responsibility to complete an appropriate legal agreement in conjunction with the Council's Monitoring Officer and Section 151 Officer.

Context

1. The Westgate outline planning permission is accompanied by only a limited planning condition (Section 106) agreement that primarily

relates to on-site provisions. The off- site infrastructure impacts of the development are to be considered in the context of the Community Infrastructure Levy (CIL) that will be paid by the applicant in phases once development commences. The exact scale of the CIL liability is calculated at the time of the Reserve Matter permission. It is anticipated that it will be in the region of £4.2 million.

2. This Reserve Matter application provides the details of public realm improvements that the Westgate Alliance proposes to carry out as part of its development. The application also identified in this design those public realm improvements considered advantageous beyond the application boundary. However, there will be no planning obligation on the applicants to carry out this work as part of the development.
3. In the normal course of events now that CIL is operational as City Council policy it falls to the City and County Council's to consider what infrastructure is needed to mitigate the impact of developments across the City. The process is then for the City Council, as the sole recipient of CIL payments, to confirm in its Capital programme what infrastructure paid for by CIL it will commit to provide in the coming years in consultation with the County Council.
4. Officers have been working with the Westgate Alliance on plans to use some of the CIL money that will be paid to the City Council by the Alliance to undertake public realm improvements adjacent to the development but falling outside the application site. This report seeks City Executive Board approval for this in principle and to recommend to Council that this is included In the Capital Programme for payments in 16/17 and 17/18.

Proposal

5. The proposal is to make a payment of £1,134,000 from the £4.3 million CIL payment that will be paid to the City Council by the Westgate Alliance and that this sum should be used to improve the public realm at the following locations:
 - Bonn Sq, from the middle of Queen Street north to the margin of the Square
 - Castle St and Norfolk Street, the western pavement.
 - Infilling the underpass ramp on the west side of Castle Street by County Hall.
 - Pennyfarthing Place, by St Ebbes Church, including the link to St Ebbes St
6. The full cost of the public realm works at Westgate both within and beyond the application site is £8.5 million, of which the CIL contribution would be £1,134,000. This sum would not be made available until the Alliance has made its CIL payments to the City Council. These fall due at roughly £1.1m a time in Q4 14/15, Q4 15/16, Q4 16/17 and Q4

17/18. It is proposed in the light of the timetable for development and the public realm works that the CIL contribution would be made in two tranches of £567,000 each in Q1 16/17 and Q1 17/18.

Receipt of CIL	Payment of Grant
2014/15 Q4 - £1.1m	-
2015/16 Q4 - £1.1m	-
2016/17 Q4 - £1.1m	2016/17 Q1 - £0.567m
2017/18 Q4 - £1.1m	2017/18 Q1 - £0.567m

7. The purpose of the CIL is to provide funding for the infrastructure elements of new developments across the City.
8. If the City Council were not to fund these works through CIL some important areas around the Westgate development would remain in their current state and would damage the overall quality and success of the development and its integration/ relationship with the rest of the City centre. In particular there could be an unattractive gap in the public realm between the existing Bonn Square and the threshold of Westgate and the subway ramps by County Hall would not be filled in leaving an unattractive 'hole' adjacent to the prominent approach to the City centre from the station and the West. Another area is Pennyfarthing Place by St Ebbes Church and Sainsbury. This small area is currently rather 'down and heel' but could be made attractive and inviting. It too has the potential to be an important pedestrian route approach from the East and the bus stops on St Aldates via Pembroke Street. The City Council is the ground landlord for the development site and through the Development Agreement with the Westgate Alliance will benefit financially from the success of the scheme.
9. The proposed mechanism is for the City Council to give a grant to the applicant towards its costs for the infrastructure works as listed above.
10. The Westgate Alliance, County Council and City Council have signed a detailed Highways Agreement (S278) prior to the grant of the outline planning permission. This specified in considerable detail the nature of the works on the public highway to be carried out by the Alliance, together with the provision of payment of County Council costs to oversee the works and commuted sums at 9% to cover the liabilities for maintenance. It is considered that this Highway Agreement provides the City Council with an appropriate level of confidence that the proposed works to the public realm, for which the grant is requested, will be carried out satisfactorily.
11. It is proposed that the City Executive Board should agree in principle to make a financial contribution to the works to the public realm falling outside the red line of the application site by means of a capital grant of £1,134,000 in two payments to the Westgate Alliance. This would need to be confirmed by Council in its Capital Budget which will also agree

CIL Infrastructure projects over the next 4 years. There will be a suitable legal agreement to give effect to this proposal between the parties.

Level of risk

12. The proposal is to give a grant to the Westgate Alliance, which will bear of the full risks for the public realm works involved.

Climate change / environmental impact

13. There are no implications directly flowing from this report. However, the Westgate Alliance's design concept for the public realm seeks to integrate the new development into the character of the City centre, enabling the pedestrianised area to be extended

Equalities impact

14. As above, there are no implications directly flowing from this report. However, the Westgate Alliance's design concept for the public realm seeks to enable extensive pedestrian flows around and through their development including for all those with mobility impairments.

Financial implications

15. As explained in the body of the report above, the finance involved would be available in the Council's capital programme once it is in receipt of the CIL cash payments. The proposal is to phase the payments to 50% in Q3 2014/15 and 50% in Q2 2015/16.
16. Each year a four-year rolling plan of CIL expenditure will be drawn up and approved as part of the City Council's annual budget discussions. This process commences with the 15/16 budget round. At the current time CIL receipts remain at a modest level (approximately £155k), but by the start of the 15/16 financial year sufficient funds should have accumulated to begin to release some CIL monies towards infrastructure projects. Liability notices have been issued alongside planning permissions for £1.3 m. The first Westgate instalment is also expected around the turn of the financial year.
17. A first draft CIL programme has been prepared and discussed with the County Council. Agreed priority projects are identified in the draft programme, the aim being to draw up a programme that is realistically deliverable within the likely CIL funding available, utilising matched funding opportunities wherever possible. Preferred and contingency projects have been identified as well to allow for the possibility that other sources of funding may be obtained for some projects; that CIL receipts may turn out to be higher than forecast; or that some projects may slip due to other factors. The draft programme is sketchier for the later years.

18. This draft CIL Programme (attached as an appendix) indicates that there is scope to progress all City Council priority infrastructure projects together with making this contribution towards these public realm works at Westgate.

Legal Implications

19. It is proposed that a suitable legal agreement is drawn up between the City Council and Westgate Alliance in order to safeguard the interests of the City Council and ensure that the money is only paid across to the Westgate Alliance at the appropriate stages and if not used will be returned to the City Council.

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List of background papers: None

Appendix 1 - CIL Receipts October 2014

£

Total £ - Liability notice sent	£1,329,669.96
Net excl Relief (expected or confirmed)	£1,102,319.96
Total demand notices sent	£154,865.00
Total CIL received	£154,865.00

Appendix 2- draft CIL programme 2015/16-2018/19

Project		Priority	Cost	2014/15	2015/16 Q1	2015/16 Q2	2015/16 Q3	2015/16 Q4	2016/17	2017/18	2018/19
			Total Cost of project (£k)	CIL ask this year (£k)	CIL ask this quarter (£k)	CIL ask this quarter (£k)	CIL ask this quarter (£k)	CIL ask this quarter (£k)	CIL ask this year (£k)	CIL ask this year (£k)	CIL ask this year (£k)
Park End Street walking, cycling and public realm improvements, including changes to junction with New Road as part of Queen Street pedestrianisation	County	High	2015		250	250	250	250			
Westgate library improvements – as identified in LGF bid	County	Medium	8000						1000		
Enabling works for pedestrianisation of Queen Street	County	High	TBC							1000	
Relocation of coach parking	County	High	TBC							1000	
Eastern Arc transport improvements	County	High	TBC								1000
Expansion of schools serving Northern Gateway	County	High	TBC								TBC
Develop new burial space	City	High	1600		100	100	100	100	200		
Improvements to Horspath athletics track/ sports ground	City	High	800					50	450		

Oxford Spires Academy Gym	City	High	650				200				
Quarry pavilion/community centre	City	Medium	1200				100	100			
Pavilions programme/other sport and recreation – programme tbc	City	Medium	TBC							TBC	TBC
Community centres - Barton improvement, Blackbird Leys redevelopment, Donnington redevelopment, Florence Park development, Headington development - programme tbc	City	Medium	TBC							TBC	TBC
Western conveyance channel (project development costs)	shared / third party	High	125000				500		500		
Seacourt P&R expansion and access improvements – as identified in LGF bid	shared / third party	High	4365						1600		
Westgate area public realm improvements	shared / third party	Medium	2880						625	625	
Forecast income for strategic projects (80% of total)				320	1220	340	340	340	2240	2240	2240
Projected total expenditure				0	350	350	1250	400	4375*	2625 (+TBC)	1000 (+TBC)

Contingency - Other schemes from the Connections to Oxford station package as identified in the LGF bid	County	High	18700		TBC	TBC	TBC	TBC	TBC	TBC	
Contingency - Eastern Arc transport improvements	County	High	TBC							TBC	TBC
Contingency - Park and Ride expansion	County	High	TBC								TBC
Contingency - Quarry pavilion/community centre	City	Medium	1200					400			
Contingency - East Oxford Project	City	Medium	TBC					200			
Contingency - additional Westgate area public realm improvements	shared / third party	Medium	2880							500	
Total of contingency projects				0	0	0	0	600 (+TBC)	TBC	500 (+TBC)	TBC

* Further discussion will be needed to agree a programme for 16/17 that matches the expected income. At the moment there are a number of important projects scheduled for CIL funding that year

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Report of: Head of Law and Governance

To: Full Council

Date: December 2014

Title of Report: REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014

Summary and Recommendations

Purpose of report: To ask Council to approve the schedule of polling districts and polling places (shown at Appendix A) for the administrative area of the City Council as required by the Electoral Administration Act 2006

Key decision: No

Portfolio Holder: Councillor Bob Price

Policy Framework: Not applicable

Recommendation(s): Council is RECOMMENDED to:

- (i) approve the Schedule of polling districts and polling places as in Appendix B, subject to recommendation (ii);
- (ii) to ask the Returning Officer to investigate the alternative polling stations suggested and notify political groups if suitable alternatives can be found;
- (iii) authorise the Returning Officer to make changes to polling stations in emergencies in order to ensure the effective conduct of any elections;

Background

1. The Council is required under the Electoral Administration Act 2006, currently every five years, to carry out a review of the polling places in Oxford used at parliamentary elections. The Act lays out the scope and timetable of the review and suggests who might be consulted and how. For the purposes of this review we are only required to look at places used for the Oxford East parliamentary constituency, but we have taken the opportunity to review those stations used in the Oxford part of the Oxford West and Abingdon parliamentary constituency.
2. The last such review was carried out in 2011. This review is earlier than five years to allow future reviews to take place in the year before parliamentary elections, with the next review then taking place in 2019.

What the Council needs to do

3. The Act requires that the Council must complete the review before 31st December 2014. We are required to consult with local groups and individuals. To that end we

produced a booklet explaining the process, the timetable and the current schedule of polling places.

4. The booklet was distributed to local disability groups, City and County councillors, local MPs etc. The general public was also invited to comment, via an advert in the local press and on the Council's website. The Acting Returning Officer for Oxford West and Abingdon constituency (currently David Buckle at Vale of White Horse District Council) was also consulted on those stations in Oxford that form part of the Oxford West and Abingdon constituency.
5. The Act required that the Council look at all aspects of the polling districts (the area), polling places (the buildings used for voting) and the polling stations (the number of boxes used at a polling place).

Replies to the consultation

6. Two replies were received to the consultation:

- from Councillor Fooks, who suggested that an alternative polling station should be found for polling district BC, which used to vote at 333 Banbury Road but since its closure now votes at the Summertown URC, along with BA;
- from the Labour Group of the City Council, making various suggestions across the City (attached as Appendix A);

Other Comments:

- the Acting Returning Officer for Oxford West and Abingdon constituency wrote to say that he was content with the polling arrangements in the Oxford West part of his constituency;

Returning Officer's comments

7. Polling stations at which more than one ward votes should be resisted unless absolutely necessary. The potential for cross-contamination is high and consequential potential delays at the count militate against these types of arrangements. In those places where that type of change has been suggested the Returning Officer will investigate to locate more suitable buildings within the polling district wherever possible. Polling stations should only be moved where there is a demonstrable need or the current building is no longer available, to avoid voter confusion particularly where a polling station has been used for many years. Also wherever possible we also try to avoid electors having to cross an arterial road to vote.
8. The suggested changes to polling stations in Carfax (current FB) and Summertown (BC) will be investigated and the Returning Officer will notify party groups if suitable buildings can be secured for use as polling stations. In the meantime the attached schedule has been altered in FB to allow for the new polling station should a suitable alternative location be found, but with the existing polling station allocated to it.

9. The Returning Officer accepts the Labour Group suggestions to merge polling districts together except in relation to UC with UD and NA with NC as these cannot be merged as they cross parish boundaries.

Recommendations

10. In light of the suggestions and other issues the Returning Officer recommends Council to:

- merge the following polling districts:

Merging	Consequential changes
EA with EB	Rename EC as EB
MA with MD	Rename ME as MD
UC with UD	Rename UE as UD
VB with VC	Rename VE as VC

- to create a new FD polling district from part of FC and a new FE from part of FA and to ask the Returning Officer to investigate a new polling station for the new polling districts and notify party groups if a suitable building can be secured for use as a polling station;
 - to ask the Returning Officer to investigate the suggested polling station change in polling district BC in Summertown ward and notify party groups if a suitable building can be secured for use as a polling station;
11. I have made the changes suggested above to the schedule contained in Appendix A.

Once agreed by Council the schedule cannot be altered without a subsequent resolution of Council. This can cause problems in the lead up to elections when polling stations can become unavailable for various reasons (e.g. flooding/vandalism – as was the case in 2011 at Cardinal House) and an alternative was needed. This would necessitate an extraordinary meeting of Council to approve any change. In 2011 I suggested that Council give a delegated power to the Returning Officer to change polling places in emergency situations. This was agreed and I propose this continues.

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List of background papers: None

Submission to Polling Districts and Polling Places Review

By Oxford Labour Party

Below is a list of suggestions from Oxford Labour Party. In each case, any amendment to polling districts or places has been suggested or agreed to by the relevant Labour councillors for that ward.

Jericho and Osney

Since polling districts EA and EB both vote in the same polling station, and have an electorate lower than that of EC when combined, suggest merging EA and EB to create one larger district, EA, and rename EC and EB.

There will be several suggestions to merge districts where, since they vote at the same Polling Station and are in the same County division, do not really need to be separate districts, and merging them makes things easier for political parties and we assume also the elections office. We appreciate in some instances parish boundaries may prevent the suggestions being taken forward.

Carfax

The St Thomas' area of the current FC polling district is geographically and physically separated from the remainder of the polling district, and the current polling place is a relatively long journey on foot and a complex one by car. Many residents of the St Thomas area travel out of Oxford, so do not naturally visit the city centre on weekdays, making a trip to the current polling place difficult and inconvenient, something reflected in relatively low turnouts from streets in this area at all elections. By creating a new polling district (FD) for the St Thomas area the Council will create the opportunity to identify a new and more convenient polling place for these electors.

In addition, the current FA polling district is about to be split in half by the Westgate construction project, meaning that those streets to the west of the Westgate development will have a long and complex journey to reach the polling station, instead of the current short walk down Old Greyfriars Street. It would be much more convenient for these streets to be moved into the proposed FD polling district as well.

Potential polling places for the new FD polling district include, but are not limited to: the former St Thomas' School, currently used by Aspire; a suitable building on the FE college site; Falkland House, subject to suitable security arrangements being put in place; the OVADA building on Osney Lane; the Said Business School on Frideswide Square (where the polling place could be shared with the EB polling district); a suitable room/building on the Oxford Castle site.

All the potential polling places would need investigation, but an essential pre-requisite is the creation of the separate polling district for St Thomas'.

Streets to included in the proposed FD polling district are:

- from FA: Paradise Square; Paradise Street; Tidmarsh Lane

- from FC: Becket Street; Bookbinders Court; Christchurch Buildings; Hamel Walk; Hollybush Row; Lower Fisher Row; Osney Lane; Park End Street; St Thomas Street; The Hamel; Woodbine Place; Woodin's Way

Iffley Fields

The voters in Boundary Brook estate live significantly closer to Donnington Community Centre than to St Alban's Hall. We suggest moving Boundary Brook Road, George Moore Close, Quartermain Close and Pipkin Way from LC into LA.

LC is by far the largest district in Iffley Fields, and LA is the smallest. This change would probably mean reducing the number of stations St Alban's Hall from 2 to 1, but Donnington Community Centre could maintain the 1, with Boundary Brook estate and the rounds around Donnington Bridge Road voting in the same box.

Rose Hill & Iffley

MA and MD are both in Isis County division and both vote at the same station. Suggest merging the two into a new 'MA', and then to rename 'ME' to 'MD'.

Littlemore

Similarly to EA and EB, NA and NC both vote at the same station and are both in the same County division so could be merged into one district. This would mean a district NA incorporating NA and NC, NB staying as it is and ND being renamed to NC.

Churchill

Our suggestion is to amend the current polling districts to create a new one, covering the 'Slade Park' area – Three Fields Roads, Stubbs Avenue, Leiden Road, Long Close, Broad Oak, Pickett Avenue, Blackstock Close, Territorial Way, Peppercorn Avenue. This new district could vote at St Francis Church Centre on Hollow Way alongside SB in Lye Valley.

This new district could be 'TD', with the current roads in TD not included in the list above put in with the existing TA. There is a suggestion that the polling place for TA could move from its current temporary location at Atkyns Court to Wood Farm Primary School permanently.

TB and TC to remain the same.

Quarry & Risinghurst

Given both UC and UD vote at the same polling station and are in the same County division, there is no need for two polling districts for Risinghurst. We suggest merging UC and UD into one district, UC, which would be roughly the same size as UB. This would be particularly helpful as the current district boundaries cut several roads into two for no real benefit.

Similarly, UA and UE both vote at the same station in the same County division so could be merged into one district, UA.

This would leave three districts for Quarry & Risinghurst, each voting at their own polling place and station.

Barton & Sandhills

The Polling Place for VA, Viking Sports Club, is well outside the district in WA. Cllr Van Coulter has said several people have asked whether they could vote at Headington Community Centre instead. It is much closer to the bulk of the voters in VA than the sports club, and they could vote alongside UB.

VB and VC both vote at the same polling station and are in the same County division. Suggest merging into a new 'VB' and renaming VD to VC and VE to VD as a result

APPENDIX B

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	(Acting) Returning Officers' Comments and proposing no change to current arrangements
Wolvercote					
AA	Baptist Church, Godstow Road	1	943	Elmthorpe Road, Godstow Road (part), Home Close, Meadow Prospect, Mill Road, Oxford Canal (part), Rosamund Road, Rowland Close, Webbs Close	Accessible
AB	Wolvercote Young People's Club, St Peter's Road	2	1624	Banbury Road (part), Bladon Close, Blandford Avenue, Blenheim Drive, Church Lane, Churchill Place, Cyprus Terrace, Davenant Road, Dovehouse Close, Field House Drive (part), First Turn, Godstow Road (part), Goose Green Close, Howell Close, Mere Road, Millway Close, Osborne Close, Pixey Place, Plough Close, Rawson Close, Sheriffs Drive, St Peter's Road, Sunderland Avenue (part), Ulfgar Road, Upper Close, Wolvercote Green, Woodstock Close, Woodstock Road (part), Wyndham Way	Accessible
AC 85	Five Mile Drive Recreation Ground (temporary unit)	1	880	Banbury Road (part), Carey Close, Five Mile Drive, Foxton Close, Jordan Hill, Kirk Close, Lakeside, Linkside Avenue, Linkside, Rotha Field Road, Sunderland Avenue (part), Woodstock Road (part)	Accessible (with ramp provided)
AD	Cotteslowe Park Pavilion	1	1258	Banbury Road (part), Bourne Close, Cotteslowe, David Walter Close, Elsfield Way, Harbord Road, Harefields, Haslemere Gardens, Hayward Road, Holt Weer Close, Kendall Crescent, Lovelace Road, Marriott Close, Millers Acre, Park Close, Pennywell Drive, Priors Forge, Riddell Place, Sparsey Place, Talbot Road, Templar Road	Accessible
Summertown					
BA	Summertown URC Church Hall, Banbury Road	2	1911	Apsley Road, Banbury Road (part), Beech Croft Road, Bishop Kirk Place, Capel Close, Field House Drive (part), Grove Street, Hobson Road, Hyde Place, Middle Way, Oakthorpe Road, Osberton Road, Oxford Canal (part), Paddox Close, Richards Lane, Ridgemont Close, Rogers Street, South Parade, Squitchey Lane, Stratfield Road, Summerhill Road, The Paddox, Thorncliffe Road, Upland Park Road, Woodstock Road (part)	Accessible
BB	Cotteslowe Community Centre, Wren Road	1	1357	Aldrich Road, Banbury Road (part), Bodley Place, Buckler Road, Carlton Road, Cavendish Road, Hawksmoor Road, Jackson Road, Salisbury Crescent, Scott Road, Southdale Road, Wentworth Road, Wolsey Road, Wren Road, Wyatt Road	Accessible

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BC	Summertown URC Church Hall, Banbury Road – RO to investigate alternative polling station location	1	1200	Banbury Road (part), Hamilton Road, Hawkswell Gardens, Hernes Close, Hernes Crescent, Hernes Road, Kings Cross Road, Lonsdale Road, Lucerne Road, Mayfield Road, Portland Road, Summerfields, Victoria Road	Accessible
BD	Cotteslowe Community Centre, Wren Road	1	473	Grimbly Place, Harpes Road, Islip Road, Water Eaton Road	Accessible
St. Margaret's					
CA	St Margaret's Centre, Polstead Road	2	2688	Bainton Road, Banbury Road (part), Brindley Close, Burgess Mead, Canterbury Road (part), Chalfont Road, Clear Water Place, Complins Close, Cox's Ground, Elizabeth Jennings Way, Frenchay Road, Hayfield Road, Kingston Road (part), Lark Hill, Lathbury Road, Moreton Road, Navigation Way, Polstead Road, Rackham Place, Rawlinson Road, Ryder Close, St Margaret's Road, Staverton Road, Stone Meadow, Woodstock Road (part)	Accessible
CB 98	St Andrew's Church Centre, Linton Road Entrance	1	1550	Banbury Road (part), Bardwell Road, Belbroughton Road, Chadlington Road, Charlbury Road, Cunliffe Close, Ewert Place, Ferry Pool Road, Garford Road, Linton Road, Marston Ferry Road, Northmoor Place, Northmoor Road, Staverton Road, Woodstock Road (part)	Accessible
North					
DA	Oxford Centre for Mission Studies, Woodstock Road	1	2230	Aristotle Lane, Balliol Court, Butler Close, Farndon Road, Kingston Road (part), Leckford Place, Leckford Road, Longworth Road, Merrivale Square, Merton Court, Observatory Street (part), Plantation Road, Plater Drive, Rutherway, Southmoor Road, St Bernard's Road, Tackley Place, Walton Street (part), Walton Well Road, Warnborough Road, William Lucy Way (part), Woodstock Road (part)	Accessible
DB	St Giles' Parish Room, Woodstock Road	1	1602	Adelaide Street, Banbury Road (part), Bevington Road, Little Clarendon Street (part), Norham Gardens (part), Observatory Street (part), St Anne's College, Walton Street (part), Woodstock Road (part)	Accessible
DC	Oxford Centre for Mission Studies, Woodstock Road	1	893	Acer Walk, , Banbury Road (part), Benson Place, Bradmore Road, Canterbury Road (part), Church Walk, Crick Road, Fyfield Road, Norham Gardens (part), Norham Mews, Norham Road, North Parade Avenue, Park Town, Winchester Road, Woodstock Road (part)	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	(Acting) Returning Officers' Comments and proposing no change to current arrangements
Jericho and Osney					
EA	Jericho St Barnabas Centre, Canal Street	1	2115	Albert Street, Allam Street, Canal Street, Cardigan Street, Combe Road, Cranham Street, Cranham Terrace, Great Clarendon St, Great Mead, Hart Street, Hythe Bridge Arm Moorings, Hythe Bridge Street (part), Jericho Street, Juxon Street, King Street, Mount Place, Mount Street, Nelson Street, Rewley Abbey Court, Rewley Road, Richmond Road, Rickyard Close, School Court, St Barnabas Street, Stable Close, Upper Fisher Row, Venables Close, Victor Street, Walton Crescent, Walton Lane, Walton Street (part), Wellington Street, William Lucy Way (part), Worcester Place, Worcester Street	Accessible
EB 87	West Oxford Community Centre, Botley Road	2	3113	Abbey Road, Alexandra Road, Arthur Street, Barrett Street, Binsey, Binsey Lane, Botley Road, Bridge Street, Brock Grove, Bullstake Close, Cripsey Road, Doyley Road, Duke Street, Earl Street, East Street, Ferry Hinksey Road, Gibbs Crescent, Harley Road, Helen Road, Henry Road, Hill View Road, Lamarsh Road, Mill Street, Millbank, North Street, Oatlands Road, Osney Lane (part), Prestwich Place, Riverside Road, Roger Dudman Way, Russell Street, South Street, Swan Street, Venneit Close, West Street	Accessible
Carfax					
FA	Deaf & Hard of Hearing Centre, St. Ebbe's Street	1	958	Albion Place, Brewer Street, Butterwyke Place, Cambridge Terrace, Clark's Row, Faulkner Street, Littlegate Street, Luther Street, Norfolk Street, Oxford Castle, Pembroke Street, Pennyfarthing Place, Pike Terrace, Queen Street, Roger Bacon Lane, Rose Place, Speedwell Street, St Aldate's Street (part), St Ebbe's Street, Turn Again Lane	Accessible See also polling district HC
FB	Wesley Memorial Hall, New Inn Hall Street	1	1525	Blackhall Road, Broad Street, High Street (part), Market Street, Museum Road, Parks Road (part), Radcliffe Square, Ship Street, Turl Street	Accessible
FC	Wesley Memorial Hall, New Inn Hall Street	1	1942	Beaumont Buildings, Beaumont Ln, Beaumont St, Bulwarks Ln, Cornmarket St, Frewin Court, Friars Entry, George St, George St Mews, Gloucester Grn, Gloucester St, Hythe Bridge Street (part), Little Clarendon St (part), Magdalen St, New Inn Hall St, New Rd, Oxpens Rd, Pusey Ln, Pusey St, Rowland Hill Ct, Shoe Ln, St Giles's, St John St, St Michael's St, Walton St (part), Wellington Pl, Wellington Sq,	Accessible

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FD	Wesley Memorial Hall, New Inn Hall Street – <i>RO to investigate alternative polling station location, same location as the new FE</i>	1		Becket St, Hamel Walk, Hollybush Row, Lower Fisher Row, Osney Ln (part), Park End St, St Thomas's St, The Hamel, Woodbine Pl, Woodin's Way	
FE	Deaf & Hard of Hearing Centre, St. Ebbe's Street – <i>RO to investigate alternative polling station location, same location as new FD</i>	1		Paradise Square, Paradise Street, Tidmarsh Lane	
Holywell					
GA	Magdalen Auditorium, Longwall Street	2	2707	Bath Place, Catte Street, High Street (part), Holywell Street, Jowett Walk, Longwall Street, Manor Place, Manor Road, Mansfield Road, New College Lane, Parks Road (part), Queen's Lane, Savile Road, South Parks Road, St Cross Road	Accessible
GB ∞	St Columba's United Reformed Church, Alfred Street	1	1420	Alfred Street, Bear Lane, Blue Boar Street, Folly Bridge (part), High Street (part), King Edward Street, Kybald Street, Logic Lane, Magpie Lane, Merton Street, Oriel Square, Rose Lane, St Aldate's Street (part), St Aldate's Street	Accessible
Hinksey Park					
HA	St Matthew's Parish Centre, Marlborough Road	2	1850	Abingdon Road (part), Brook Street, Buckingham Street, Chilswell Road, Cobden Crescent, Edith Road, Hodges Court, Jubilee Terrace, Kineton Road, Long Ford Close, Marlborough Road, Newton Road, Salter Close, Western Road, White House Road	Accessible
HB	South Oxford Baptist Church, Wytham Street	1	2247	Abingdon Road (part), Bertie Place, Canning Crescent, Chatham Road, Egrove Close, Fox Crescent, Gordon Street, Gordon Woodward Way, Green Place, Iffley Lock, Isis Close, Lake Street, Leander Way, Lincoln Road, Monmouth Road, Norreys Avenue, Northampton Road, Oswestry Road, Peel Place, School Place, Stewart Street, Summerfield, Sunningwell Road, Varsity Place, Vicarage Lane, Vicarage Road, Weirs Lane, Wytham Street	Accessible
HC	Deaf & Hard of Hearing Centre, St. Ebbe's Street	1	521	Blackfriars Road, Dale Close, Folly Bridge (part), Friars Wharf, Preachers Lane, Sadler Walk, Shirelake Close, Thames Street, Trinity Street	Accessible See also polling district FA

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St. Clement's					
JA	St Clement's Family Centre, Cross Street	2	2577	Alan Bullock Close, Alma Place, Bath Street, Boulter Street, Caroline Street, Cave Street, Chapel Street, Cherwell Street, Collins Street, Cowley Road (part), Cross Street, Dawson Street, Dudley Gardens, Glebe Street, Jeune Street, Little Brewery Street, London Place, Marston Road (part), Morrell Avenue, Parsons Place, Penson's Gardens, Princes Street, Rectory Road, St Clement's Street, Stone Street, Tawney Street, The Plain, Tyndale Road, Union Street, Wilson Place, York Place	Accessible
JB	East Oxford Games Hall, Collins Street	1	2572	Ablett Close, Bartlemas Road, Cosin Close, Cowley Road (part), Divinity Road, East Avenue, Hill Top Road, Manzil Way, Minster Road, Nye Bevan Close, Southfield Road, Warneford Road	Accessible
St. Mary's					
KA	James Street Church	2	3257	Alhambra Lane, Aston Street (part), Bannister Close, Bramwell Place, Bullingdon Road, Circus Street, Cowley Place, Cowley Road (part), Crown Street, Denmark Street, Galpin Close, Green Street, Hawkins Street, Henley Street, Hurst Street (part), Iffley Road (part), James Street, Leon Close, Leopold Street, Marston Street, Moberly Close, Randolph Street, Regent Street, St Mary's Road (part), Stockmore Street, Temple Street	Accessible
KB	The Gladiator Club, 263 Iffley Road	1	937	Aston Street (part), Cowley Road (part), Hurst Street (part), Iffley Road (part), Magdalen Road, St Mary's Road (part), Stanley Road	Accessible
Iffley Fields					
LA	Donnington Community Centre, Townsend Square	1	505	Addison Crescent, Arnold Road (part), Donnington Bridge Road (part), Iffley Road (part), Meadow Lane (part), Swinburne Road	Accessible
LB	Greyfriars, Iffley Road	1	1183	Argyle Street, Bedford Street, Chester Street, Daubeny Road, Eyot Place, Fairacres, Fairacres Road, Iffley Road (part), Meadow Lane (part), Parker Street, Stratford Street, Warwick Street	Accessible
LC	St Alban's Hall, Charles Street	2	1849	Barnet Street, Boundary Brook Road, Catherine Street, Charles Street, Cricket Road (part), Drove Acre Road, Essex Street, George Moore Close, Golden Road, Harold Hicks Place, Hertford Street, Howard St, Iffley Rd (part), Leys Place, Percy St, Pipkin Way, Quartermaine Close, Ridgefield Rd (part), Sidney St, Silver Rd, Whitson Place	Accessible
LD	Donnington Community Centre, Townsend Square	1	530	Arnold Road (part), Cornwallis Road (part), Donnington Bridge Road (part), Freeland's Road, Iffley Road (part), Meadow Lane (part), Nixon Road, Radcliffe Road, Townsend Square.	Accessible

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Rose Hill and Iffley					
MA	Iffley Church Hall, Church Way	1	1015	Abberbury Avenue, Abberbury Road, Anne Greenwood Close, Annora Close, Aubrey Court, Augustine Way, Bay Tree Close, Bears Hedge, Cavell Road, Church Way, Cordrey Green, Eastchurch, Fitzherbert Close, Iffley Road (part), Iffley Turn (part), Krebs Gardens, Maywood Road, Meadow Lane (part), Mill Lane, Sheepway Court, Stone Quarry Lane, Tree Lane, Wootten Drive	Accessible
MB, MD	Rose Hill Methodist Church, Rose Hill	1	1309	Annesley Road, Church Hill Road, Court Place Gardens, Courtland Road, Egerton Road, Ellesmere Road, Henley Avenue (part), Hunsdon Road, Iffley Turn (part), Rose Hill, Villiers Lane, Westbury Crescent, Wykeham Crescent	Accessible
MC	Rose Hill Community Centre, The Oval	2	2443	Ashhurst Way, Asquith Road, Clinton Close, Constance Norman Way, Cottesmore Road, Court Farm Road, Danvers Road, Dashwood Road, Desborough Crescent, Devereux Place, Fiennes Road, Jersey Road, John Parker Close, Lambourn Road, Lenthall Road, Mortimer Road, Newlin Close, Norman Brown Close, Nowell Road, Oxford Road (part), Pattison Place, Radford Close, Rivermead Road, Rowney Place, Spencer Crescent, St Martin's Road, Thames View Road, The Oval, Williamson Way, Wynbush Road	Accessible
Littlemore					
NA, NC	Cardinal House, Newman Road	1	1999	Addison Drive, Bodley Road, Cardinal Close, Compass Close, Cowley Road (part), Eastern Ave, Fairlie Road, Goodey Close, Herschel Crescent, Hillsborough Close, Hillsborough Road, Kelburne Road, Littlemore Road, Long Lane, Mayfair Road, Newman Rd (part), Orchard Way, Oxford Road (part), Pulker Close, Rahere Road, Sheldon Way, Van Diemens Lane,	Accessible
NB	Littlemore Village Hall, Railway Lane	1	1135	Astrop Lane, Brocklesby Road, Chapel Lane, David Nicholls Close, Dudgeon Drive, Gwyneth Road, Kempson Crescent, Lanham Way Mandelbrote Drive Marlborough Close, Medhurst Way, Milvery Way, Morrell Crescent, Oxford Road (part), Railway Lane, Sandford Road, Swinbourne Road, Thomson Terrace	Accessible
ND	Littlemore Community Centre, Giles Road	1	1685	Alice Smith Square, Bampton Close, Barberi Close, Blewitt Court, Broadfields, Carpenter Close, Champion Way, College Lane, Cowley Road (part), Elm Tree Close, Faber Close, Giles Close, Giles Road, Grange Road, Hardings Close, Hillsale Piece, Lakefield Road, Longwall, Minchery Farm Cottages, Minchery Farm Lane, Minchery Road, Newman Road (part), Northfield Close, Pipleay Furlong, Priory Road, Redmoor Close, Sandy Lane West, Spring Lane, St Mary's Close, St Nicholas Road, Upton Close, Vicarage Close	Accessible

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Northfield Brook					
OA	Blackbird Leys Community Centre, Blackbird Leys Road	1	1685	Birchfield Close, Blackbird Leys Road (part), Brambling Way, Costar Close, Falcon Close, Kestrel Crescent, Knights Road, Linnet Close, Little Field, Mallard Close, Merlin Road, Monks Close, Nunnery Close, Overmead Green, Pegasus Road (part), Peregrine Road, Skylark Place, Spindleberry Close, Whitethorn Way, Willow Way, Windale Avenue	Accessible
OB	The Barn, Nightingale Avenue	1	2838	Acacia Avenue, Anemone Close, Appletree Close, Aspen Square, Avens Way, Bergamot Place, Blacksmith's Meadow, Bluebell Court, Brake Hill, Brooklime Walk, Buttercup Square, Champion Close, Celandine Place, Chaffinch Walk, Cherry Close, Choswell Spring, Cleavers Square, Coltsfoot Square, Columbine Gardens, Coriander Way, Cotton Grass Close, Cranesbill Way, Deer Walk, Dunnock Way, Elder Way, Emperor Gardens, Farm Close, Fieldfare Road, Firs Meadow, Forget-Me-Not Way, Foxglove Close, Fry's Hill, Grebe Close, Greenfinch Cl, Hawlings Row, Helleborine Cl, Hobby Court, Hyacinth Walk, Jack Argent Close, Jane Seaman Court, Kingfisher Green, Long Ground, Marigold Close, Mistletoe Green, Mole Place, Moorhen Walk, Nettlebed Mead, Nightingale Avenue, Norman Smith Rd, Nuthatch Cl, Oxeye Court, Partridge Walk, Peartree Close, Pipit Close, Plover Drive, Pochard Place, Potter's Court, Pottery Piece, Primrose Place, Robin Place, Rowan Grove, Sage Walk, Saxifrage Square, Shepherd's Hill, Sparrow Way, Spinney Field, Spruce Gardens, Swallow Close, Swift Close, Tarragon Drive, Teal Cl, Tern Walk, Thistledown Cl, Verbena Way, Violet Way, Warbler Walk, Wayfaring Cl, Woodpecker Green, Yarrow Close	Accessible
Blackbird Leys					
PA	Sacred Heart Church Hall, Sawpit Road	1	1936	Allin Close, Ashmole Place, Balfour Road, Blackbird Leys Road (part), Blay Close, Cuddesdon Way (part), Druce Way, Furlong Close, Garsington Road (part), Haldane Road, Jourdain Road, Kent Close, Ladenham Road, Longlands Road, Moorbank, Poulton Place, Sandy Lane, Sawpit Road, Tucker Road, Warburg Crescent, Watlington Road (part), Wesley Close, Wingate Close	Accessible
PB	Pegasus Primary School, Field Avenue	2	2346	Andromeda Close, Angelica Close, Berry Close, Briar Way, Brook View, Bryony Close, Bulrush Road, Butterwort Place, Centaury Place, Clematis Place, Clover Place, Comfrey Road, Crowberry Rd, Cuddesdon Wy (part), Erica Cl, Field Ave, (cont...)	Accessible

Polling District(s)	Polling Place	No. of stations	Electorate	Streets	(Acting) Returning Officers' Comments and proposing no change to current arrangements
PB (cont...)	Pegasus Primary School, Field Avenue			(cont...) Flaxfield Road, Gentian Road, Green Hill, Harebell Road, Honeysuckle Grove, Hornbeam Drive, Jasmine Close, Juniper Drive, Little Bury, Lobelia Road, Marjoram Close, Mercury Road, Overbrook Gardens, Pegasus Road (part), Pennycress Road, Periwinkle Place, Pimpernel Close, Pine Close, Prunus Close, Rampion Close, Redwood Close, Reedmace Close, Rest Harrow, Samphire Road, Sorrel Road, Starwort Path, Strawberry Path, Sundew Close, Thistle Drive, Three Corners Road, Timothy Way, Trefoil Place, Vetch Place, Watlington Road (part), Woodruff Close, Yew Close	
Cowley					
QA	Florence Park Community Centre, Cornwallis Road	1	2094	Campbell Road, Church Cowley Road, Cleveland Drive, Clive Road, Cornwallis Close, Cornwallis Road (part), Eleanor Close (part), Florence Park Road, Gerard Place, Havelock Road, Henley Avenue (part), Kames Close, Lawrence Road, Littlehay Road, Lytton Road, Maidcroft Road, Outram Road, Rymers Lane, St Omer Road, Trevor Place	Accessible
QB 92	St James Church Centre, Beauchamp Lane	2	2618	Amory Close, Bailey Road, Barns Road, Bartholomew Road, Beauchamp Lane, Beauchamp Place, Between Towns Road, Boswell Road, Burgan Close, Cholsey Close, Coleridge Close, Crowell Road, Dodgson Road, Eleanor Close (part), Frederick Road, Gaisford Road, Garsington Road (part), Hampden Road, Hockmore Street, Kersington Crescent, Knolles Road, Liddell Road, Lockheart Crescent, Napier Road, Oxford Road (part), Phipps Road, Pound Way, St Luke's Road, The Grates, Upper Barr	Accessible
Cowley Marsh					
RA	Regal Area Community Centre, Ridgefield Road	2	2490	Barracks Lane (part), Bartlemas Close, Belvedere Road, Bhandari Close, Catwell Close, Cowley Road (part), Cricket Road (part), Cumberland Road, Don Stuart Place, Gillians Way, Glanville Road, Herbert Close, Kenilworth Ave, Milton Road, Morris Crescent, Reliance Way, Ridgefield Road (part), Saunders Road, Shelley Road, Westfield Close, Weymann Terrace	Accessible
RB	City of Oxford Silver Band Hall, Temple Road	2	2562	Badger's Walk, Barracks Lane (part), Bennett Crescent, Beresford Place, Crescent Close, Crescent Road, Don Bosco Close, Edmund Road, Hendred Street, Hollow Way (part), Junction Road, Kirby Place, Leafield Road, Marsh Road, Owens Way, Oxford Road (part), Purland Close, Salegate Lane, Silkdale Close, St Christopher Place, Temple Road, Turner Close, William Morris Close	Accessible

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Lye Valley					
SA	St. Francis Primary School, Horspath Road	1	1463	Brasenose Driftway (part), Burton Place, Corunna Crescent, Cranmer Road (part), Craufurd Road, Fairfax Road, Fanshawe Place, Fletcher Road, Hollow Way (part), Horspath Road, Ivy Close (part), Normandy Crescent, Paget Road, Ridley Road, Rupert Road, White Road, Yeats Close	Accessible
SB	St. Francis' Church Centre, Hollow Way	2	2636	Acre Close, Awgar Stone Road, Benouville Close, Benson Road, Brasenose Driftway (part), Bulan Road, Cinnaminta Road, Coverley Road, Cranmer Road (part), Dene Road, East Field Close, Eastern Bypass, Fair View, Glebelands, Hollow Way (part), Hundred Acres Close, Hunter Close, Inott Furze, James Wolfe Road, Kennedy Close, Lambton Close, Lye Valley, Meyseys Close, Nether Durford Close, Old Barn Ground, Peat Moors, Shorte Close, The Slade (part), Town Furze, Troy Close	Accessible
SC 63	St. Francis Primary School, Horspath Road	1	1051	Bleache Place, Burbush Road, Fern Hill Road, Hollow Way (part), Ivy Close (part), Marshall Road, Oliver Road, Sunnyside, Wilkins Road.	Accessible
Churchill					
TA, TD	Wood Farm Primary School, Titup Hall Drive	2	2307	Abbots Wood, Atkyns Road, Blackstock Close, Bonar Road, Bracegirdle Road, Broad Oak, Calcot Close, Chillingworth Crescent, Godfrey Close, Holland Place, Horspath Driftway, Joan Lawrence Place, Leiden Road, Long Close, Mascall Avenue, Masons Road, Nuffield Road, Old Road (part), Palmer Road, Pauling Road, Peppercorn Avenue, Pether Road, Pickett Avenue, Rede Close, Slade Close, Stansfeld Place, Stubbs Avenue, Territorial Way, The Slade (part), Three Fields Road, Titup Hall Drive, Wood Farm Road	Accessible
TB	The Launderette, Girdlestone Road Shops	1	742	Atwell Place, Churchill Drive, Churchill Hospital, Coolidge Close, Dynham Place, Everard Close, Flexney Place, Girdlestone Close, Girdlestone Road, Goslyn Close, Heath Close, Massey Close, Old Road (part), Shelford Place, Warren Crescent, Wylie Close	Accessible
TC	Cheney Community Hall, Cheney School	2	2156	Acland Close, Cardwell Crescent, Cheney Hall, Cheney Lane, Demesne Furze, Finch Close, Gipsy Lane, Grays Road, Harcourt Terrace, Headington Hill (part), Headington Road (part), Highfield Avenue, Mileway Gardens, Old Road (part), Roosevelt Drive, Skene Close, Stonor Place, Valentia Road, Warneford Lane	Accessible

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Quarry & Risinghurst					
UA, UD	The Coach House, Quarry Road	1	954	Binswood Avenue, Cummings Close, Dorchester Close, Douglas Downes Close, Larkfields, Margaret Road (part), Mark Road, Old Road (part), Quarry Road, Stansfield Close, Upper Meadow, Weyland Rd, York Avenue, York Road (part)	Accessible
UB	Headington Community Centre, Gladstone Road	1	1977	Bankside, Beaumont Road, Burrows Close, Bushnell Close, Chequers Place, Colemans Hill, Cooper Place, Coppock Close, Gladstone Road, Green Road (part), Hedges Close, Holley Crescent, Holyoake Road, John Snow Place, London Road (part), Margaret Road (part), New Cross Road, Pitts Road, Quarry High Street, Quarry Hollow, Quarry School Place, Ramsay Road, Scrutton Close, Spooner Close, St Leonard's Road, Stile Road, Tilehouse Close, Toot Hill Butts, Trafford Road, Trinity Road, Wharton Road, William Kimber Crescent	Accessible
UC 64	Risinghurst Community Centre, Kiln Lane	1	1921	Baker Close, Carter Close, Collinwood Close, Collinwood Road, Downside End, Downside Road, Forest Road, Green Road (part), Grovelands Road, Harold White Close, Kiln Lane, Lewis Close, London Road (part), Netherwoods Road, Pond Close, Ridgeway Road, Ringwood Road, Sermon Close, Shelley Close, Slaymaker Close, Spring Lane, Stanway Road, The Larches, The Link, The Roundway, Wychwood Lane	Accessible
Barton and Sandhills					
VA	Viking Sports Club, Table Tennis Room, Old High Street	1	981	Ash Grove, Barton Lane, Barton Road (part), Blackthorn Close, Chestnut Avenue, Gurden Place, Hawthorn Avenue, London Road (part), Lyndworth Close, Lyndworth Mews, North Way (part), Northfield Road, Sefton Road, Stowood Close, The Beeches	Accessible
VB	Barton Neighbourhood Centre, Underhill Circus	1	2350	Aldebarton Drive, Alden Crescent, Atkinson Close, Barton Village Road, Bassett Road, Bayswater Road (part), Bernwood Road, Brampton Road, Brome Place, Burchester Avenue, Bushey Leys Cl, Cress Hill Place, Edgecombe Road, Fettiplace Road, Gurl Close, Handlo Place, Harolde Close, Hengrove Close, Henry Taunt Close, High Cross Way, Hubble Close, Ilsley Road, Mather Road, , North Way (part), Overdale Close, Pound Field Close, Shaftesbury Road, Sherwood Place, Stowford Road, Sturges Close, Taggs Gate, Underhill Circus, Wick Close, Wilcote Road	Accessible

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VC	Bayards Hill School, Waynflete Road Entrance	1	1134	Bayswater Farm Rd, Bayswater Rd (part), Claymond Road, Colwell Drive, Cranley Rd, Green Ridges, Humfrey Rd, London Road (part), Lydia Close, Malford Road, Routh Road, Waynflete Road	Accessible
VD	Sandhills Primary School Nursery, Terret Avenue	1	756	Burdell Avenue, Burlington Crescent, Bursill Close, Delbush Avenue, Elton Close, Hill View, Hosker Close, London Road (part), Merewood Avenue, Roberts Close, Sweet Green Close, Terrett Avenue	Accessible
Headington					
WA 95	The Scout Hall, Perrin Street	2	2272	All Saints Road, Barrington Close, Bateman Street, Bickerton Road, Brookside, Cecil Sharp Place, Gardiner Street, Gathorne Road, Kennett Road, Langley Close, Latimer Road, Lime Walk, London Road (part), Margaret Road (part), Mattock Close, New High Street, Norton Close, Nursery Close, Old Road (part), Perrin Street, Piper Street, Rock Edge, St Anne's Road, Stapleton Road, Wilberforce Street, Windmill Road, Windsor Street, York Road (part)	Accessible
WB	Headington Baptist Church Hall, Old High Street	1	897	Barton Lane (part), Dunstan Road (part), Ethelred Court, Horwood Close, Larkins Lane, Laurel Farm Close, London Road (part), North Place, Old High Street, Osler Road, St Andrew's Lane, St Andrew's Road, Stephen Road, Stoke Place, The Croft, William Orchard Close	Accessible
WC	St Anthony of Padua RC Church, 115 Headley Way	1	1315	Beech Road, Blackburn Close, Fortnam Close, Franklin Road, Headley Way (part), Ivy Lane, London Road (part), Sandfield Road, Staunton Road, Woodlands Close, Woodlands Road	Accessible
Headington Hill & Northway					
XA	Northway Community Centre, Dora Carr Close	1	1311	Alesworth Grove, Borrowmead Road, Broadhead Place, Dora Carr Close, Dunstan Road (part), Foxwell Drive, Gorse Leas, Gouldland Gardens, Grunsell Close, Halliday Hill, Ingle Close, John Buchan Road, Maltfield Road, Meaden Hill, Milne Place, Saxon Way, Stainfield Road, Steep Rise, Stockleys Road, Sutton Road, Upway Road, Westlands Drive	Accessible
XB	St Anthony of Padua RC Church, 115 Headley Way	1	1228	Ambleside Drive, Ashlong Road (part), Bowness Avenue, Brookfield Crescent, Cherwell Drive (part), Colterne Close, Coniston Avenue, Copse Lane, Derwent Avenue, Eden Drive, Headley Way (part), Marsh Lane (part), Snowdon Mede	Accessible

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XC	New Marston Pastoral Centre, Jack Straws Lane	1	1067	Crotch Crescent, Doris Field Close, Feilden Grove, Hadow Road, Harberton Mead (part), Headington Hill (part), Headington Road (part), Headley Way (part), Highbank Close, Holmes Park, Jack Straw's Lane, , Lynn Close, Marston Road (part), Mary Price Close, Pullens Field, Pullens Lane, Rolfe Place	Accessible
XD	New Marston Pastoral Centre, Jack Straws Lane	1	1303	John Garne Way (part)	Accessible
Marston					
YA 96	Mortimer Hall, Oxford Road	2	2755	Arlington Drive, Ashlong Road (part), Barns Hay, Beechey Avenue, Boults Close, Boults Lane, Broughton Close, Butts Lane, Cannons Field, Cavendish Drive, Cherwell Drive (part), Church Lane, Clays Close, Cotswold Crescent, Cromwell Close, Cumberlege Close, Dents Close, Elms Drive, Elsfield Road, Ewin Close, Fairfax Avenue, Fane Road, Gordon Close, Harlow Way, Haynes Road, Horseman Close, Jessops Close, Lewell Avenue, Little Acreage, Lodge Close, Marsh Lane (part), Mill Lane, Mortimer Drive, Nicholas Avenue, Oxford Road, Park Way, Ponds Lane, Raymund Road, Rimmer Close, Rippington Drive, Rylands, Salford Road, Southcroft, St Nicholas Park, The Butts, Wards Mobile Home Park, Windsor Crescent	Accessible
YB	Marston United Reformed Church, (Room Adjoining), Marston Road	1	584	Croft Close, Croft Road, Farmer Place, Heather Place, Marston Road (part), Old Marston Road, Ouseley Close, Stainer Place, Taverner Place	Accessible
YC	The Scout Hut, Marston Road	1	1426	Edgeway Road, Ferry Road, Goodson Walk, Harberton Mead (part), Hayes Close, Hugh Allen Crescent, John Garne Way (part), Marston Road (part), Moody Road, Nicholson Road, Parry Close, Peacock Road, Prichard Road, Purcell Road, Weldon Road, Westrup Close, William Street	Accessible

To: Council

Date: 1st December 2014

Report of: Head of Law and Governance

Title of Report: Councillors' Allowances – Report of the Independent Remuneration Panel

Summary and Recommendations

Purpose of report: To present the report and recommendations of the Council's Independent Remuneration Panel (IRP). The IRP's report contains proposals for the Oxford City Council Members' Allowances Scheme for four years from April 2015. It also outlines the IRP's recommendation in relation to the indexation that was available in the current Members' Allowances Scheme from 2013 but which was not applied.

Report Approved by: Head of Finance and Head of Law and Governance

Policy Framework: Not applicable

Recommendations: The Council is recommended to:

- (1) agree that Members' Basic Allowances (and therefore Members' Special Responsibility Allowances (SRAs)) from 2015/16 onwards are set at a level which compounds the 1% interest that has been available for the last two financial years, but with no backdating, making the Basic Allowance from April 2015 onwards £4,809;
- (2) agree that the new Members' Allowances Scheme should allow for indexation of Councillors' Allowances in accordance with the local staff pay deal for the following four years;
- (3) agree that the Basic Allowance will now cover subsistence, some travel, broadband and incidental costs which are currently claimed separately and that Councillors will no longer be able to claim for those other costs other than travel outside the City within a scheme of duties as set out in paragraphs 32-35 of the IRP's report;
- (4) agree that the 'maximum of two special responsibility allowances per councillor' rule be retained, but that SRAs for Civic Office Holders will not be included in this rule;
- (5) to agree to adjust the positions that attract a Special Responsibility Allowance (SRA) to reflect contemporary demands and to include the Civic Office Holders in line with the recommendations at paragraphs 28 (i) – (x)
- (6) to agree the following levels of SRA:-

Leader - 3 x Basic Allowance (£14,427)

Deputy Leader – 1 x Basic Allowance (£4,809)
 Lord Mayor – 1 x Basic Allowance (£4,809)
 Deputy Lord Mayor – 0.25 x Basic Allowance (£1,202)
 Sheriff - 0.25 x Basic Allowance (£1,202)
 Board Members with Particular Responsibilities – 1.5 x Basic Allowance (£7,213)
 Board Members without particular Responsibilities – 0.5 x Basic Allowance (£2,404)
 Chair of Audit & Governance Committee – 0.25 x Basic Allowance (£1,202)
 Chair of Planning Committee – 1 x Basic Allowance (£4,809)
 Chair of Scrutiny Committee – 1 x Basic Allowance (£4,809)
 Chair of Scrutiny Panel – 0.25 x Basic Allowance (£1,202) (Panel must meet at least 5 times to qualify. A maximum of 2 SRAs will be available (£2,404) to be shared by the Chairs of the qualifying Standing Panels)
 Opposition Group Leader – 1 x Basic Allowance (£4,809) to be shared between the Group Leaders equally.

- (7) agree that the carer's allowances for children and adults be on the basis of full cost recovery subject to a maximum of £1000 per councillor per year in line with paragraphs 37 – 39 of the IRP's report;
- (8) that a mechanism be put in place for dealing with special circumstances in relation to Dependent Carers' Allowances, namely that it be delegated to the Head of Law and Governance and the Committee and Members' Services Manager ;
- (9) agree that there will be no allowances paid to co-optees other than incidental expenses;
- (10) agree that where a member of Council is also a member of another Council, that member may not receive allowances from more than one Council in respect of the same duties;
- (11) agree that where allowances have been paid in advance for a period during which a Councillor is suspended from office or is no longer a Councillor, those allowances will be repaid;
- (12) agree to remove any reference in the Members' Allowances Scheme to the right for councillors to join the Local Government Pension Scheme;
- (13) agree that claims must be made on the forms provided and should be accompanied by receipts/invoices;
- (14) agree that claims will be paid in line with the payment schedule set by the Council's payroll team;
- (15) agree that a Councillor may elect to forego any part of their entitlement to an allowance under the scheme by providing written notice to the Monitoring Officer;
- (16) agree that there will be a 15% reduction from future allowances for Councillors who attend less than 2/3rds of the scheduled meetings required within a Special Responsibility;
- (17) give effect to the recommendations of the IRP in paragraphs 43 and 44 of the IRP Report that there should be a 15% reduction from the payment of future Basic Allowance for non-attendance at Council or the required training by a collective resolution and consequential adjustments to protocols within the constitution;

(18) authorise the Head of Law and Governance to draft the new Members' Allowances scheme in accordance with the above recommendations and to incorporate it into the Council's Constitution before 1st April 2015; and
(19) thank the Independent Remuneration Panel for its work.

Appendices

Appendix 1 – Report by the Oxford City Council Independent Remuneration Panel (November 2014)

Appendix 2 – Table outlining all of the Independent Remuneration Panel's recommendations with costings

Introduction

1. This report and its appendices outline the proposals of the Oxford City Council Independent Remuneration Panel (IRP) for the Members' Allowances Scheme for April 2015 onwards.
2. The Independent Remuneration Panel (IRP) was set up to carry out the statutory role of advising the Council on the amounts and other details of members' allowances.
3. The Council's current Members' Allowances Scheme was approved in February 2011 and expires in March 2015. An IRP had to be appointed to review the current allowances scheme and consider what, if any, adjustments are needed and to recommend an allowances scheme for the financial year 2015/16 and beyond. In addition the IRP was asked to consider indexation that had not been applied within the current scheme from 2013 onwards.
4. The Independent Remuneration Panel (IRP) met on 4th November 2014 to carry out a review of the Oxford City Council Members' Allowances Scheme. The IRP comprised of representatives appointed by the Head of Law and Governance (in accordance with the delegated authority from Council to do so) from the voluntary, public and business sectors. The members of the IRP were:-
 - Professor Alistair Fitt – Pro Vice-Chancellor, Oxford Brookes University
 - Kathy Shaw – Chief Executive, Oxfordshire Community and Voluntary Action
 - Vicky Hernandez – Director, Hedges Law
5. The Panel was particularly keen to see the promotion of a healthy and inclusive democracy by reducing financial disadvantage as a barrier to people from a wide range of backgrounds and a wide range of skills standing for election or serving as Councillors.

The Independent Remuneration Panel Report and Recommendations

6. The IRP has produced a report and recommendations, which is appended to this report.
7. The Panel's view is that the revised scheme of allowances must be: set at a level to encourage access by all; be fair and transparent and be affordable. The Panel would like to draw attention to the following aspects of their recommendations:
 - A proposed rise in the basic allowance to £4,809 per year. This figure has been reached by applying a 1% compounded increase for 2 years which represents the increase agreed by Council in the previous scheme that has not been applied. No backdating of this increase is recommended. This Basic Allowance will now cover subsistence, some travel, broadband and incidental costs currently claimed separately. Taking these things together it represents a very modest increase.
 - The Scheme should contain provision for indexation of Members' Allowances for the maximum of 4 years at the rate of the local pay agreements for staff.
 - That the 'maximum of two special responsibility allowances per councillor' rule be retained;
 - The carer's allowances for children and adults be on the basis of cost incurred to a maximum of £1000/councillor per year.
 - To remove the right for councillors to join the Local Government Pension scheme to reflect the change in the law;
 - That adjustments are made to those positions that attract a Special Responsibility Allowance to reflect contemporary demands and that Civic Office Holders be included in these;
 - An additional penalty for non-performance linked to Special Responsibility Allowances and attendance at Council be applied; and
 - That only travel outside the City can be claimed separately within a scheme of duties.

Cost of the Proposed Scheme

8. Appendix 2 to this report contains the calculated costs of the new scheme.
9. The IRP's recommended compounded indexation for the Basic Allowance results in a 2.02% increase for 2015/16. The additional cost of the Basic Allowances of the proposed scheme will be £4,560 in 2015/16. The IRP has recommended that in the future the Basic Allowance will include all subsistence, broadband costs, incidental costs and travel within the City. Taking these things together this means that there is only a modest increase in the Basic Allowance level.
10. It should be noted that the indexation in the current Members' Allowances Scheme is linked to the national pay agreement for staff. If the indexation within the current scheme had been applied since April 2013 the Basic Allowance for 2014/15 would be £4,866 (1% for 2013/14 and 2.2% for

2014/15). This is higher than the figure proposed by the IRP. The national settlement was announced after the deliberations of the IRP were concluded.

11. The recommendation is to forgo any back dating of increases allowed from 20 13/14 in the current scheme. This represents a saving of £10,400 during that period.
12. Based on the 2014/15 levels there would be an estimated £2,000 saving in incidental costs in 2015/16.
13. The SRA levels recommended by the IRP result in a 10.5% increase in cost of the SRAs from 2015/16 due the compounded increase of the Basic Allowance and the level of the SRAs increasing from 21 x Basic Allowance in 2014/15 to 22.75 x the Basic Allowance in 2015/16. The additional cost would be £10,411 in 2015/16. It should be noted that, when the level of the SRAs were set for the current Members' Allowances Scheme in 2011, the cost of the SRAs equated to 25.5 x the Basic Allowance, so the proposals by the IRP do in fact represent a reduction in SRA levels from 2011/12.
14. The out of pocket expenses of the Civic Office Holders are not at the moment included in the scheme. The IRP has recommended that the costs are brought within the scheme and if the SRAs are set at the levels suggested by the IRP there would be a 10% increase in cost in 2015/16 (£674).
15. The IRP has suggested that the subsistence allowance should be removed from the scheme. No claims would be allowed for meals since the Basic Allowance would be expected to include any compensation for meals. This would result in a 100% saving. Spend in this area is variable but the total budget allowed of £1,500 for 2014/15 would be deleted.
16. The IRP has recommended that there should be a limit on travel expenses generally so that only travel outside Oxford can be funded in certain circumstances (see paragraphs 32-35 of the IRP report). The IRP has also recommended that international travel should only be funded for the Lord Mayor and consort or nominee twice a year and linked to twinning. These payments should be bought within the scheme. Spend in this area is variable and it is estimated that these arrangements would result in a £1,000 reduction in budgets available (29% reduction).
17. It is suggested that any additional travel requests should be dealt with in advance by the Head of Law and Governance. Any agreement would then be subject to the availability of a budget to pay for the travel.
18. Spend on Dependent's Carers Allowances is variable. There is a budget of £1,000 available for the year 2014/15. No budgetary change is recommended if the IRP's recommendations were adopted.

19. The IRP was mindful that their recommendation of a total maximum amount that may be claimed in one year of a £1000 may be a barrier to a Councillor performing their duties. It suggested that a mechanism should be put in place for dealing with special circumstances. This should perhaps be dealt with by the Committee and Members' Services Manager and/or the Head of Law and Governance. The financial effects of any agreement should be dealt with at the time.
20. The current Members' Allowances Scheme does not allow for allowances to be paid to co-opted members. The IRP recommended that no allowance should be paid but that out of pocket expenses should be met. These incidental expenses can be met within current budgets.
21. Taking all of the above proposals into account the recommended scheme would result in an overall increase in cost of £10,900 when compared to the cost of the Members' Allowances Scheme in 2014/15.

Legal issues

22. The Council must consider the recommendations of an Independent Remuneration Panel before adopting a Members' Allowances Scheme.
23. The IRP has recommended that the level of allowances should be determined according to an index. It has recommended that the rate of increase that applies to the local pay deal for staff should be used. The maximum period for which an indexation can be applied is four years so if the new Members' Allowances Scheme does allow for indexation it will be subject to review in 2019.
24. The Panel expressed the view that it is important to ensure that Councillors respond well as members of council and also within their Special Responsibilities. The only mechanism objectively available between elections is that councillors attend Full Council meetings and the public meetings required within their Special Responsibility roles. For this reason the IRP has recommended that there should be 15% reductions from future allowances for councillors who attend less than 4 meetings of Council or attend less than 2/3rds of the scheduled meetings required within a Special Responsibility.
25. The Panel also recommended that there should be a 15% reduction in future allowances for any councillor not attending the compulsory training, as defined by the Head of Law and Governance each year.
26. There is an argument that the deductions from the Basic Allowance, for failing to attend at least 4 meetings of Council or the compulsory training, that have been proposed by the IRP are outwith the regulations. To deliver the expressed sentiments of the Panel and maintain the current practice the Council is invited to make a collective resolution that the 15% deduction from future payments of the Basic Allowances should apply in the circumstances recommended by the IRP and to include this and its

consequences in the existing protocols in the Constitution. The deduction from SRAs can be applied within the scheme.

Financial Issues

27. These are covered within the body of the report.

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Background papers: None

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**REPORT BY
THE OXFORD CITY COUNCIL
INDEPENDENT REMUNERATION
PANEL**

**An Independent Review of Members'
Allowances**

November 2014

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Oxford City Council

Report of the Independent Remuneration Panel

4th November 2014

Executive Summary

1. Oxford City Council's Independent Remuneration Panel was asked to prepare this report to recommend a new Members' Allowances Scheme to the Council. The new scheme is to be adopted when the current scheme expires in March 2015.
2. In preparing this report, the Independent Remuneration Panel has considered all aspects of Oxford City Council's scheme of allowances, including the structure of the scheme, the level of allowances paid and the circumstances in which allowances may be claimed.
3. The Panel considered a range of information prior to formulating their recommendations. This included information provided by the Council on the governance arrangements, the views of some of the councillors, the economic and financial climate within which the Council operates and the desire to encourage citizens to participate in local democracy. The Panel also considered the statutory framework for members' allowances, including the relevant statutory instruments and the statutory guidance issued by the Department for Communities and Local Government. The Panel considered a range of qualitative and quantitative evidence as well as benchmarking data.
4. In taking into account the views of councillors, as well as the prevailing financial climate, the Panel chose to adhere to the principle that there should be no significant increase in the overall budget for allowances.
5. The Panel's view is that the revised scheme of allowances must be set at a level to encourage access by all; be fair and transparent and be affordable. The Panel would like to draw attention to the following aspects of their recommendations:
 - A proposed rise in the basic allowance to £4,809 per year. This figure has been reached by applying a 1% compounded increase for 2 years which represents the increase agreed by Council in the previous scheme that has not been applied. This Basic Allowance will now cover subsistence, travel, broadband and incidental costs currently claimed separately. Taking these things together it represents a very modest increase.
 - The Scheme should contain provision for indexation of Members' Allowances for the maximum of 4 years at the rate of the local pay agreements for staff.
 - That the "maximum of two special responsibility allowances per councillor" rule be retained;

- The carer's allowances for children and adults be on the basis of cost incurred to a maximum of £1000/councillor per year.
- To remove the right for councillors to join the Local Government Pension scheme to reflect the change in the law;
- That adjustments are made to those positions that attract a Special Responsibility Allowance to reflect contemporary demands and that Civic Office Holders be included in these;
- An additional penalty for non-performance linked to Special Responsibility Allowances and attendance at Council be applied; and
- That only travel outside the City can be claimed separately within a scheme of duties.

Introduction

6. This report presents the recommendations of the Independent Remuneration Panel to the Council for consideration and approval.
7. The Council is required to make a scheme of allowances for its councillors in accordance with the Local Authorities (Members' Allowances) (England) Regulation 2003. The process for making and reviewing such a scheme is regulated so that the public can have confidence in the independence, openness and accountability of the process involved. The process requires that the Council must establish an independent remuneration panel and, before making or amending its scheme of allowances, must have regard to the views of the Panel.

The Panel

8. The Independent Remuneration Panel (IRP) met on 4th November 2014 to carry out a review of the Oxford City Council Members' Allowances Scheme. The IRP comprised of representatives appointed by the Head of Law and Governance (in accordance with the delegated authority from Council to do so) from the voluntary, public and business sectors. The members of the IRP were:-
 - Professor Alistair Fitt – Pro Vice-Chancellor, Oxford Brookes University
 - Kathy Shaw – Chief Executive, Oxfordshire Community and Voluntary Action
 - Vicky Hernandez – Director, Hedges Law
9. Also present, to support the Panel, were Pat Jones (Committee and Member Services Manager) and Emma Griffiths (Supervising Lawyer) both of whom work within the Council's Law and Governance Service.

Terms of reference

10. The IRP was appointed to undertake a review of and make recommendations to the Oxford City Council on its Members' Allowances Scheme.
11. The Local Government Act 2000 provides that before any new scheme of members' allowances is agreed the Oxford City Council is required to take into account the advice of an IRP on the levels and types of allowances to be paid under that scheme.
12. In law an IRP must produce a report making recommendations:
 - a) as to the responsibilities or duties in respect of which, special responsibility, travelling and subsistence and co-optees' allowance should be available;
 - b) as to the amount of such allowance and of basic allowance;
 - c) as to whether dependants' carers' allowance should be payable to members of an authority, and as to the amount of such an allowance;
 - d) as to whether payment of allowances may be backdated following an amendment; and
 - e) as to whether adjustments to the level of allowances may be determined according to an index, and if so which and how long that index should apply, subject to a maximum of four years before it is reviewed.
13. The Council's current Members' Allowances Scheme was approved in February 2011 and expires in March 2015. An IRP had to be appointed to review the current allowances scheme and consider what, if any, adjustments are needed and to recommend an allowances scheme for the financial year 2015/16 and beyond. In addition the IRP was asked to consider indexation that had not been applied within the current scheme from 2013 onwards.
14. The Panel also agreed the following set of broad principles within which the review of allowances was undertaken:
 - In line with the statutory guidance, the Panel took into account the principle that an element of the role of councillor must be voluntary, but that should not mean that councillors should suffer significant financial loss as a result of undertaking the role;
 - Allowances should not be designed to enrich councillors, but neither should the level of allowances prohibit individuals from considering standing for election;
 - In line with the statutory guidance, the Panel sought to ensure that no more than 50% of councillors should be eligible to claim a Special Responsibility Allowance;
 - In light of the financial climate within which the Council operates, the overall budget for allowances should not increase significantly as a result of this review.

Evidence Considered and Representations Received

15. Representations on the current scheme were sought from all Members currently in receipt of a Special Responsibility Allowance, each of the Group Leaders, all committee chairs and vice-chairs and from senior officers. We received written representations from a number of members and senior officers.

16. In addition to those representations we also received:-

- The CIPFA Benchmarking Club data on Members' Allowances and Comparator Data Key document;
- A *draft* report prepared on the results of a survey of the South East Employers Group on the allowances paid to their councillors as well as a guide to the report;
- The Local Government Association census of Local Authority Councillors 2013 (Local Government Pay and Workforce research);
- The report of the last IRP to the City Council in April 2011;
- The Oxford City Council's current Members' Allowances Scheme;
- An overview of the Council;
- Details of the Council's Priorities, Policies and Performance;
- Details of the Council's governance arrangements;
- Extracts from the Council's Constitution including details of the role of Councillors, the Executive Board and Portfolio Holders, Committees, the Lord Mayor and Deputy Lord Mayor and Officers including the Statutory Officers;
- Information on the Council's performance;
- Oxford City Council Committee List;
- Oxford City Executive Board – Guide for Members of the Public;
- A paper on the Responsibilities and Rights of Councillors;
- Information about the Council's committees and the committee structure including information on the membership of the Council's committees;
- A summary of the attendance of all Members at meetings during the last Municipal Year (2013-2014);
- The Council's Pay Policy Statement 2014 for its Officers; and
- The Allowances Schemes operated by the neighbouring authorities:- Cherwell District Council; Oxfordshire County Council; South Oxfordshire District Council; Vale of White Horse District Council and West Oxfordshire District Council.

Our Review

17. We examined all of the allowances and expenses within the Council's current Members' Allowances Scheme. We also considered whether any new allowances should be introduced.

Basic Allowance and Indexation

18. The Local Authorities (Members' Allowances) Regulations 2003 permit Councils to determine whether adjustments to allowances should be made by reference to an index and, if so, to decide upon the index and the length of its application (up to a maximum of 4 years).
19. The Panel considered the current Members' Allowances Scheme which was introduced in 2011. That scheme provides for a basic allowance of £4,714 and for members' basic allowances to be frozen until March 2013 and then be linked to whatever the national pay settlement is for local government employees. The scheme allowed for a 1% increase to be made to the allowances during the year 13/14. The 13/14 increase was not applied and has been put on hold pending consideration of the IRP's report. The 14/15 national pay settlement is still not agreed but the employers offer is 1%.
20. The Panel wishes to ensure that the allowance is set in a way to encourage citizens from abroad a variety of backgrounds as possible to consider standing for election. Councillors' roles are time consuming and inevitably for some will clash with work and personal responsibilities. They are expected to perform a "professional role" on the Council. It is unrealistic to assume that Councillors are able to perform their role without being properly recompensed for their time.
21. Some councillors are more able than others to absorb the financial, professional and personal effects the role demands but the Panel felt it important that the remuneration scheme was balanced so as not to present a financial barrier. After all, councillors are able to forgo their allowance should they choose.
22. The Panel noted that when compared with comparative data from other local authorities the allowances in the current scheme fall within the bottom 25%.
23. For those reasons the Panel would like to recommend that the Council adopts a new scheme, for 2015/16 onwards, which compounds the 1% indexation that has been available for the last two financial years, but with no backdating. The Basic Allowance from April 2015 would be £4,809.
24. The scheme should allow for indexation of councillors' allowances in line with the local staff pay deal for the following four years.

Special Responsibility Allowances (SRAs)

25. The Panel considered the levels of SRAs available and the roles for which they are paid. The Panel recognised that the payment of an SRA is not a reflection on performance but a recognition of the role performed/expected in each case.

26. In formulating recommendations about the special responsibility allowances within the new scheme, the Panel sought to examine the nature of the roles undertaken by councillors and determine the position of each role within a new structure of allowances. This approach was based on the principles that underpin every review of allowances; the need to consider the time commitment and the level of responsibility required of each role.

27. Factors taken into account included:

- The level of decision making responsibility associated with each role;
- Other responsibilities associated with each role (such as responsibility for chairing a committee);
- The time requirement of each role; and
- Any other specialist skills, knowledge or other factors needed to be able to carry out each role effectively.

28. The Panel agree the following:

Each member should only receive a maximum of two SRAs. The lowest SRAs will not be applied if an individual member is eligible to receive more than two. This rule will not include the receipt of the Civic Office Holders' Allowances.

Where a member does not have throughout the whole of the year such special responsibilities as entitle them to the SRA, the entitlement is to be on a pro-rata according to the number of days she or he has such responsibilities.

- (i) Leader – the Panel considers that the Leader of the Council's role has developed significantly and is now a local, regional and national "place-shaping" role independent of politics, reflecting the Council's aspirations for Oxford to be "a world class city for everyone".

The Panel recommends that the Leader of the Council is eligible for a multiple of 3 x the Basic Allowance (£14,427).

- (ii) Deputy Leader – The Panel considers that the Deputy Leader's SRA should be the equivalent of 1 x the Basic Allowance for the performance of the role (£4,809).

- (iii) Civic Office Holders – The current Members' Allowances Scheme does not provide for the payment of allowances for the Council's civic office holders. There is though a budget for covering out of pocket expenses incurred by the Lord Mayor, the Deputy Lord Mayor and the Sheriff and this is paid in the same way as an allowance.

The Panel wishes to recommend that the Members' Allowances Scheme should in the future make provision for the Lord Mayor to receive the equivalent of 1 x the Basic Allowance (£4,809) and 0.25 x the Basic Allowance each for the Deputy Lord Mayor and the Sheriff (£1,202).

- (iv) Board Members with particular responsibilities

The Panel recommends no change to this allowance of 1.5 x the Basic Allowance for Board Members with particular responsibilities (£7,213).

(v) Board Members without particular responsibilities

The Panel recommends no change to this allowance of 0.5 x the Basic Allowance for Board Members without particular responsibilities (£2,404).

(vi) Chair of Audit and Governance Committee

The Panel wishes to reflect the fact that the role of the Audit & Governance Committee has changed since the report of the last IRP was prepared. Since the Committee now has a less onerous workload the workload of the Chair of the Committee has also become less onerous. For this reason the Panel recommends an SRA of 0.25 x the Basic Allowance (£1,020).

(vii) Chair of Planning Committee

The Panel wishes to reflect that the Chair of a Planning Committee is more onerous and complex than when that considered within the 2011 scheme when 6 Chairs would be managing the business that 2 Chairs are now.

The Panel recommends that the SRA for the Chair of a Planning Committee should be 1 x the Basic Allowance (£4,809).

(viii) Chair of Scrutiny Committee

The Panel wishes to reflect that the Chair of Scrutiny has a broad role within a committee and the Council to deliver a work programme. It is now more onerous than that considered within the scheme when 2 Chairs would be managing the business that 1 Chair is now.

The Panel recommends that the SRA for the Chair of the Scrutiny Committee should be 1 x the Basic Allowance (£4,809).

(ix) Chair of Scrutiny Panel

The Panel recognises the substantive amount of work involved in chairing a Scrutiny Standing Panel and so would like to recommend that 0.25 x the Basic Allowance (£1,020) should be made available to a chair of a Scrutiny Standing Panel. This would bring it into line with the Chair of Audit and Governance. To qualify a Standing Panel must meet at least 5 times. A maximum of 2 SRAs will be available meaning that if there are more than 2 Scrutiny Standing Panels then the sum of 0.5 x the Basic Allowance (£2,404) will be shared between the Chairs of the qualifying Standing Panels.

(x) Opposition Group Leader

The existing Members' Allowances Scheme provides for an SRA of 1 x the Basic Allowance to be shared between the Opposition Group Leaders according to the size of each Party Group. The Panel recommends that the SRA of 1 x the Basic Allowance (£4,809) should in the future be shared equally between the Group Leaders regardless of the size of the groups. The Panel is of the view that the work involved in leading a group within the Council is not determined by how many members belong to that particular group.

Co-opted Members

29. The Panel recommends that no allowances should be paid for co-opted members of committees. Whilst no payment should be offered for the role the Panel does acknowledge that individuals who act as a co-optee on a committee should not be out of pocket for doing so. The Panel recommends that any co-optees should be eligible to receive their out of pocket expenses.

Subsistence and Travel Allowances

30. The current Members' Allowances Scheme allows for subsistence and travel allowances to be paid for various duties in line with the rates available to staff. The Panel recommend that no separate allowances will be available for meals and some limitations are provided for travel. It is the view of the Panel that an improved Basic Allowance compensates for these expenses.
31. The Panel understands that a tea will still be provided for Members attending meetings of full Council.
32. No travel allowance will be paid for journeys inside the City boundary. Travel Allowances will only be available for the following events, agreed in advance, which take place outside of the city boundary:-
- Conferences and seminars agreed by the Head of Law and Governance;
 - Meetings with directors or officers agreed by the Head of Law and Governance; and
 - Any other events agreed by the Head of Law and Governance.
33. Any claims relating to events taking place outside the Oxford city boundaries should be agreed in advance and be in line with the staff rates for travel allowances. Best use at all times should be made of travel concessions arranged by the Committee and Members' Services Team.
34. The Panel considers that travel outside the UK should not be allowed with the exception of Civic Office Holders' pre-arranged events and limited to 2 trips per year for the Lord Mayor, or representative, and consort.

35. It is suggested that any additional requests should be dealt with in advance by the Head of Law and Governance. Any agreement would then be subject to the availability of a budget to pay for the travel.

Child and other Dependant Carers' Allowances

36. The Panel recognise that payment for care of various sorts is essential to allow councillors to perform their duties. The current scheme should be more reflective of actual costs incurred.
37. The Panel recommend that this allowance may be claimed by Members in respect of actual costs incurred by them in making arrangements for the care of children or other dependants to attend the following:
- Full Council;
 - The Board;
 - Any Council committee or sub-committee;
 - Any outside bodies the Council has appointed them to;
 - Conferences and seminars agreed by the Head of Law and Governance;
 - Meetings with directors or officers agreed by the Head of Law and Governance; and
 - Any other events agreed by the Head of Law and Governance
38. Members may claim the actual cost of this care as long as invoices/receipts are provided. The maximum that any member can claim for Carers' Allowance in any year is £1,000.
39. The Panel was mindful of the total maximum amount that may be claimed in one year and wished to avoid that limit becoming a barrier to a Councillor performing their duties. It would like to suggest that a mechanism should be put in place for dealing with special circumstances, perhaps a panel of two members, the Committee and Members' Services Manager and one other officer.

Incidental Expenses

40. The Panel heard that the Council's IT Policy allows for Councillors to claim back the cost of printer paper and cartridges and half the monthly cost of broadband if they send in a receipt or bill.
41. The Panel considered that the basic allowance should be seen by all as covering thereasonable costs associated with holding the office of councillor and these costs fall within that definition. These claims should no longer be allowed.

Deductions to allowances

42. The Panel considers that the proposed allowances scheme provides adequate recompense for the time and expertise that Councillors apply in the

performance of their roles. Performance measures are not attached to these allowances. The Panel feel that is important, despite this, to ensure that Councillors respond well as members of council and also within their Special Responsibilities. The only mechanism objectively available between elections is that councillors attend Full Council meetings and the public meetings required within their Special Responsibility roles.

43. On this basis it is proposed that a 15% deduction is made from future allowances for councillors who:-

- i. Attend less than 4 meetings of Council; or
- ii. Attend less than 2/3rds of the scheduled meetings required within a Special responsibility.

44. The Panel wished to keep the 15% reduction in allowances for councillors not attending compulsory training, as defined by the Head of Law and governance, each year.

Other recommendations

45. The Panel would like to make the following miscellaneous recommendations:-

- (a) Where a member of the Council is also a member of another Council, that member may not receive allowances from more than one Council in respect of the same duties. This is a requirement of the Regulations governing members' allowances.
- (b) Where allowances have been paid in advance for a period during which a Councillor is suspended from office or is no longer a Councillor, those allowances should be repaid.
- (c) The Panel heard that Councillors no longer have access to the Local Government Pension Scheme (LGPS). All references to the LGPS should be removed from the Members' Allowances Scheme since Councillors are no longer entitled to membership of the LGPS. The Panel note the Government's recent announcement that councillors will be excluded from joining the Local Government Pension Scheme from 1 April 2014, but that the membership of councillors who are currently in the scheme will be permitted until the end of the term of office that they are serving on 1 April 2014. The Panel understand this to mean the date of the next election. The Panel therefore recommend that councillors who are currently members of the scheme should continue to be eligible for membership in respect of both their basic allowance and special responsibility allowances, but that councillors who are not existing members of the scheme should not be eligible to join after 1 April 2014.
- (d) All claims must be made on the forms provided and should be accompanied by receipts/invoices as appropriate. Claims will be paid in line with the payment schedule set by the Council's payroll team.

- (e) A Councillor may elect to forego any part of their entitlement to an allowance under the scheme by providing written notice to the Monitoring Officer.

Conclusions

- 46. The Panel considered whether the current financial and economic climate should inform their recommendations. The Panel took the view that this was an important factor, and the public would quite rightly expect it to form part of the Panel's considerations, but that it had to be balanced against other factors, including the need to encourage democratic diversity and participation in local democracy.
- 47. We are making a series of recommendations on the Basic Allowance, the Special Responsibility Allowances (SRAs), the allowances paid to the Civic Office Holders and to some of the other expenses that members can claim.
- 48. In coming to these recommendations we have carefully considered all of the submissions and representations made to us and the additional evidence that was available. In accordance with our terms of reference, we have looked at every element of the Council's existing Members' Allowances Scheme and looked at the practice of the Council's neighbouring authorities. We believe that this is a fundamental review of the existing scheme and that the recommendations we have made will give the Council a sound and comprehensive scheme of allowances for the next four years.

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Appendix 2 - Proposed Members' Allowances Scheme Changes for 15/16

Allowance	Current Cost	Recommended	Cost	Notes
Basic Allowance	£4,714 x 48 = £226,272	Compound 1% for 2 years increase Index to staff pay from then on	£4809 x 48 = £230,832	2.02% increase from 15/16 No backdating Additional cost £4,560 in 15/16
Special Responsibility Allowance	£4,714 x 21 = £98,994 Leader x 2.5 D Leader x 0.5 Board Member x 1.5 Without Respon x 0.5 Scrutiny x 0.5 Audit & Gov x 0.5 Planning x 0.5 Opp. Group Lead x 1.0	Leader x 3.0 D Leader x 1.0 Board Member x 1.5 Without Respon x 0.5 Scrutiny x 1.0 Audit & Gov x 0.25 Planning x 1.0 Opp. Group Lead x 1.0 Standing Panels x 0.25 Conditions: Opposition Leaders get the same amount regardless of Group size Maximum of 2 Standing Panel SRAs and the Panel must meet a least 5 times. If more than this 0.5 to be divided between the number.	£4,809 x 22.75 = £109,405	10.5% increase from 15/16 compounded because of basic allowance increase Additional Cost £10,411 in 15/16 At the time of setting the last scheme the cost for SRAs was x 25.5. This proposal is a reduction on that

		No more than 2 SRAs/councillor, lowest knocked out if this applies. This doesn't include Civic Office Holder allowances		
Civic Office Holders	<p>Currently outside the scheme</p> <p>Cost in Civic budget £6,540</p> <p>Lord Mayor £4,500 Dep. Lord mayor £560 Sheriff £1,480</p>	<p>Bring inside the scheme as SRAs</p> <p>Lord Mayor x 1 Deputy Lord Mayor x 0.25 Sheriff x 0.25</p>	<p>£4809 x 1.5 = £7,213</p> <p>Transfer budget?</p>	<p>Additional cost in 15/16 £674 10% increase</p>
Meals	<p>Variable spend – budget in 14/15 £1,500</p> <p>Schedule linked to staff subsistence levels</p>	<p>No claims allowed. Compensated as part of the Basic Allowance</p> <p>Council tea still to be provided.</p>	<p>Nil</p> <p>Cost of Council Tea is currently £6,000 budgeted elsewhere currently showing a pressure</p>	<p>100% saving</p> <p>Reduction of £1,500 in 15/16</p>
Travel	<p>Variable spend – budget £3,500 in 14/15</p> <p>Schedule of payments</p> <p>Lord Mayor travel in Civic budget – £450 currently showing a pressure.</p>	<p>Only travel outside the City Boundaries allowed with the best use made of travel concessions arranged by Democratic Services</p> <p>Travel outside the UK not allowed with the exception of Civic Office Holders pre-arranged events and limited to 2 trips per year</p>	<p>Difficult to judge</p> <p>£4,000 available -</p> <p>LM – £1,000 Others - £1,500</p>	<p>29% saving</p> <p>Reduction of £1,000 in 15/16</p>

		for the LM, or representative, and consort. Additional request to be agreed in advance by Monitoring Officer. Agreement will be subject to the provision of a budget.		
Incidental expenses	All outside of the scheme Variable spend, budgets available: Broadband - £1,500 Printer paper and cartridges at home - £500	No claims allowed. Compensated as part of the Basic Allowance	Nil	100% saving Reduction £2,000 in 15/16
Carers allowances	Variable spend – budget £1,000 14/15 Children – Actual cost up to maximum of £7.50 /hour or part hour Adult care – Actual cost up to £15.00/hour or part hour	Actual cost of care in both categories, evidenced by invoice/receipt up to a maximum of £1,000/member in any year. If this limit became a barrier to a councillor performing their duties then special circumstances would be considered by	£1,000 Very little spend in this area - suggest the budget remains as it is.	No budgetary change.

		CMS Manager and another officer.		
Co-optee Allowances	Nil None to be paid	No allowance but out of pocket expenses These are now paid but usually out of service budgets	£200 To allow for any non-service related co-optees	Incidental amounts
Deductions to allowance	No cost/reduction 15% of basic allowance if no attendance at compulsory training 100% of basic allowance and SRA for a Councillor who is suspended from Full Council	15% of basic allowance if no attendance at compulsory training 100% of basic allowance and SRA for a Councillor who is suspended from Full Council Additional 15% reduction for councillors who are inadequately performing their duties as they relate to the Governance structure.	No cost/reduction	Must attend 4 out of 6 Council meetings If in receipt of an SRA must attend 2/3rds of public meetings the SRA applies to. Recovery from future allowances

Overall Position

- 3% increase in cost (£10,900)
- Comparison to scheme as set in 2011 – 3% reduction (£10,895)
- Saving on increases foregone since 2013 – (£10,480)

To: Council

Date: 1st December 2014

Report of: Head of Law and Governance

**Title of Report: COUNCIL AND COMMITTEE PROGRAMME MAY 2015
TO MAY 2016**

Summary and Recommendations

Purpose of report: This report sets out a programme of Council and Committee meetings for the 2015/16 council year (May 2015 to May 2016 inclusive).

Policy Framework: Not applicable

Recommendations:

The Council:

- (1) approves the programme of Council and Committee meetings attached at appendix 1 for the council year 2015/16; and
- (2) delegates the setting of dates for the Standards Committee to the Head of Law and Governance, in consultation with the Chair.

Appendices

Appendix 1 – Programme of Council and Committee meetings for the council year 2015/16.

Appendix 2a– Programme of meetings in calendar format.

Appendix 2b – Programme of Scrutiny, City Executive Board and Council meetings in calendar format.

Introduction

1. This report and appendices set out the proposed schedule of Council and Committee meetings for the municipal year from May 2015 to May 2016.
2. Setting the programme for all main Council and Committee meetings in advance allows for good governance, efficient decision making and helps Members and officers to plan their workloads.
3. This schedule may require alteration as the year progresses because of changing constraints and requirements of decision making and the need to accommodate numerous competing demands on Members' time. The

Constitution contains provisions for cancelling meetings where there is no business and scheduling special meetings if required. Committees have the authority to set or amend their meetings schedules.

The Programme

4. Appendices 1 and 2a set out in different formats the programme for all main committee meetings and for monthly Members' briefings. Appendix 2b shows only the programme for City Executive Board, Scrutiny Committee, and Council meetings as these provide the framework for non-regulatory decision making.
5. The two area planning committees have scheduled monthly meetings. An additional date to be used for either committee is available in case the business cannot be completed at one meeting and the planning review committee is scheduled to meet if required.
6. The four committees dealing with regulatory licensing functions meet frequently but not regularly and in the case of the Licensing Act 2003 Hearings sub committee has to meet within set timescales. Dates for the four committees have been scheduled without differentiation. Officers can cancel or convene sub committee meetings on these dates as required by the caseload.
7. The default start time for all meetings is 6.00pm with the exception of Council and City Executive Board which are 5.00pm. Committees are able to vary this time and this year some have. This is reflected in the schedule in Appendix 1. Committees wishing to vary their start times beyond 6.30pm should consult the Committee and Member Services Manager.
8. Dates for blocks of compulsory training and for monthly briefing sessions are included to allow Members to plan ahead. These are not open to the public and the training programme will be published separately. **Members are advised to note these dates in their diaries now.**
9. Dates have not been set for the Standards Committee as it meets infrequently. It is recommended that the Head of Law and Governance is authorised to convene the Standards Committee as required.
10. A revised schedule will be put before Council if Council makes changes to the committee structure.

Access to the Diary

11. These diary dates will be available on line to members via the internet and intranet. This on-line diary is the most effective way to view accurate public meeting dates. In addition the diary file can be downloaded into your individual member's calendars. Committee and Member Services Staff can help with this. Weekly schedules will continue to be issued throughout the year.

Legal issues

None.

Financial Issues

None.

Name and contact details of author:-

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Committee and Member Services Officer
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Tel: 01865 252
e-mail: jthompson@oxford.gov.uk

Background papers: None

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SCHEDULE OF MEETINGS MAY 2015 TO MAY 2016 - TABLE OF DATES.

		May '15 already programmed	JUN '15	JUL '15	AUG '15	SEP '15	OCT '15	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16	APR '16	MAY '16 city election
Council	5.00 pm Mon	18	..	20	..	21	7 (possible change needed)	..	8,17,24	..	18	16
City Executive Board	5.00 pm Wed	13	10	8	..	9	14	11	16	20	10	16	13	18
Scrutiny Committee	6.00 pm Mon,Tue	5	2,30	M 7	6	M 2	8	12	2	M 7	5	..
Audit and Governance Committee	6.00 pm		M 29			T 22			M 21			T 1		
East Area Planning Committee	6.00 pm Wed	6	3	1	5	2	7	4	2	6	3	2	6	11
West Area Planning Committee	6.30 pm Tue	12	9	7	11	8	13	10	1	5	9	8	12	17
Planning overflow meetings (both Committees)	6.00 pm Thurs	14	11	9	13	10	15	12	10	14	11	10	14	25
Planning Review Committee	6.00 pm Wed	27	24	22	26	23	28	25	23	27	29	30	27	..
General Purposes Licensing Committee	6.00 pm	T 19				M 14				T 26				Th 19
Licensing and Gambling Acts Committee	5.00 pm	T 19				M 14				T 26				Th 19

The four licensing sub-committees will be scheduled meet on these dates as required.

		May '15 already programmed	JUN '15	JUL '15	AUG '15	SEP '15	OCT '15	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16	APR '16	MAY '16 city election
Licensing and Registration Sub Committee; Hackney Carriages and Private Hire Licensing Sub Committee; Licensing and Registration Sub Committee, Scrap Metal Dealer's Licensing Panel	5.30 pm Mon,Tue	26	1,22,23	13,14	3,24	14	5,26,27	16,30	14	11,25,26	15,22	14	4,25,26	23

Briefing and training sessions (restricted to members only)

		May '15 already programmed	JUN '15	JUL '15	AUG '15	SEP '15	OCT '15	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16	APR '16	MAY '16 city election
Members' Briefing (including compulsory and optional training dates)	5.30 pm Tues,Wed	19,20,21	15,16,17 T 23	W 15	W 19	W 16	W 21	T 17	T 15	T 19	T 23	T 15	T 19	9,10,12 23,24,25,26

Calendar of meetings 2015-16

2015

MAY				
M	T	W	T	F
				1
4	5 Scr	6 EAP	7 Gen election	8
11	12 WAP	13 CEB	14 E/W o/flow	15
18 Annual Council	19 Train LAC	20 Train	21 Train	22
25	26 Sub	27 Pla Rev	28	29

JUNE				
M	T	W	T	F
1 Sub	2 Scr	3 EAP	4	5
8	9 WAP	10 CEB	11 E/W o/flow	12
15 Train	16 Train	17 Train	18	19
22 Sub	23 Brief	24 Pla Rev	25	26
29 ACG	30 Scr			

JULY				
M	T	W	T	F
		1 EAP	2	3
6	7 WAP	8 CEB	9 E/W o/flow	10
13 Sub	15	14 Brief	16	17
20 Council	21	22 Pla Rev	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
3 Sub	4	5 EAP	6	7
10	11 WAP	12	13 E/W o/flow	14
17	18	19 Brief	20	21
24 Sub	25	26 Pla Rev	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2 EAP	3	4
7 Scr	8 WAP	9 CEB	10 E/W o/flow	11
14 LAC/ Sub	15	16 Brief	17	18
21 Council	22 ACG	23 Pla Rev	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5 Sub	6 Scr	7 EAP	8	9
12	13 WAP	14 CEB	15 E/W o/flow	16
19	20	21 Brief	22	23
26 Sub	27 Sub	28 Pla Rev	29	30

NOVEMBER				
M	T	W	T	F
2 Scr	3	4 EAP	5	6
9	10 WAP	11 CEB	12 E/W o/flow	13
16 Sub	17 Brief	18	19	20
23	24	25 Pla Rev	26	27
30 Sub				

DECEMBER				
M	T	W	T	F
	1 WAP	2 EAP	3	4
7 Council	8 Scr	9	10 E/W o/flow	11
14 Sub	15 Brief	16 CEB	17	18
21 ACG	22	23 Pla Rev	24	25
28	29	30	31	

Calendar of meetings 2015-16

2016

JANUARY				
M	T	W	T	F
				1
4	5 WAP	6 EAP	7	8
11 Sub	12 Scr	13	14 E/W o/flow	15
18	19 Brief	20 CEB	21	22
25 Sub	26 LAC/Sub	27 Pla Rev	28	29

MARCH				
M	T	W	T	F
	1 ACG	2 EAP	3	4
7 Scr	8 WAP	9	10 E/W o/flow	11
14 Sub	15 Brief	16 CEB	17	18
21	22	23	24	25
28	29	30 Pla Rev	31	

MAY				
M	T	W	T	F
2	3	4	5 city election	6
9 Train	10 Train	11 EAP	12 Train	13
16 Council (Annual)	17 WAP	18 CEB	19 LAC	20
23 Train Sub	24 Train	25 Train E/W o/flow	26 Train	27
30	31			

FEBRUARY				
M	T	W	T	F
1	2 Scr	3 EAP	4	5
8 Council	9 WAP	10 CEB	11 E/W o/flow	12
15 Sub	16	17 Council (Budget)	18	19
22 Sub	23 Brief	24 Council (Budget)	25	26
29 Pla Rev				

APRIL				
M	T	W	T	F
				1
4 Sub	5 Scr	6 EAP	7	8
11	12 WAP	13 CEB	14 E/W o/flow	15
18 Council	19 Brief	20	21	22
25 Sub	26 Sub	27 Pla Rev	28	29

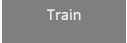
Holiday/avoid



Member briefings



Compulsory training



Council



City Executive Board

Scrutiny

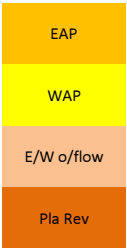
ACG

East Area Planning

West Area Planning

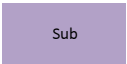
Overspill

Planning review



Licensing & Gambling Acts/
General Purposes Licensing sub
committees as required

Licensing Acts/General Purposes
Licensing
main committee



Calendar of meetings 2015-16 - CEB schedule only

2015

MAY				
M	T	W	T	F
				1
4	5 Scr	6	7 Gen election	8
11	12	13 CEB	14	15
18 Annual Council	19	20	21	22
	26	27	28	29

JUNE				
M	T	W	T	F
1	2 Scr	3	4	5
8	9	10 CEB	11	12
15	16	17	18	19
22	23	24	25	26
29	30 Scr			

JULY				
M	T	W	T	F
		1	2	3
6	7	8 CEB	9	10
13	14	15	16	17
20 Council	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7 Scr	8	9 CEB	10	11
14	15	16	17	18
21 Council	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6 Scr	7	8	9
12	13	14 CEB	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2 Scr	3	4	5	6
9	10	11 CEB	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7 Council	8 Scr	9	10	11
14	15	16 CEB	17	18
21	22	23	24	25
28	29	30	31	

Calendar of meetings 2015-16 - CEB schedule only

2016

JANUARY				
M	T	W	T	F
				1
4	5 .	6 .	7	8
11	12 Scr	13 .	14 .	15
18	19 .	20 CEB	21	22
25 .	26 .	27 .	28	29

FEBRUARY				
M	T	W	T	F
1	2 Scr	3 .	4	5
8 Council	9 .	10 CEB	11 .	12
15	16	17 Council (Budget)	18	19
22 .	23 .	24 Council (Budget)	25	26
29 .				

MARCH				
M	T	W	T	F
	1 .	2 .	3	4
7 Scr	8 .	9	10 .	11
14	15 .	16 CEB	17	18
21 .	22	23	24	25
28	29	30 .	31	

APRIL				
M	T	W	T	F
				1
4	5 Scr	6 .	7	8
11	12 .	13 CEB	14 .	15
18 Council	19 .	20	21	22
25 .	26	27 .	28	29

MAY				
M	T	W	T	F
2	3	4	5 city election	6
9 .	10 .	11 .	12 .	13
16 Council (annual)	17 .	18 CEB	19 .	20
23 .	22 .	25 .	26 .	27
30	31			

Council	Council	Holiday/avoid	
CEB	CEB		
Scrutiny	Scr		.

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CITY EXECUTIVE BOARD

Wednesday 15 October 2014

COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Sinclair, Simm, Brown, Lygo, Rowley, Seamons and Tanner

OTHER MEMBERS PRESENT: Councillors Fooks and Hollick

OFFICERS PRESENT: Peter Sloman (Chief Executive), Tim Sadler (Executive Director Community Services), Nigel Kennedy (Head of Finance), Lindsay Cane (Law and Governance), Stephen Clarke (Head of Housing and Property), Michael Crofton-Briggs (Head of City Development), Val Johnson (Policy Team Leader), Richard J Adams (Housing and Communities), Ceri Gorton (Cultural Development Manager), Mai Jarvis (Environmental Policy Team Leader), Adrian Roche (City Development) and Sarah Claridge (Committee and Member Services Officer)

58. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Kennedy

59. DECLARATIONS OF INTEREST

No declarations of interest were received

60. PUBLIC QUESTIONS

No public questions were received.

61. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Cllr Fooks spoke on the following items:

Towards Mental Wellbeing and Community Resilience (minute 63)

Asset Management Plan Refresh (minute 67)

Frideswide Square: Consultation response (minute 68)

Cllr Hollick spoke on Public Spaces Protection Orders (minute 71)

The Councillors comments are include in the discussion of each item.

62. SCRUTINY COMMITTEE REPORTS

The Board noted the Scrutiny Committee's reports on Leaseholder Payment options for Major Works (minute 64) and Oxford City Council's European Social Fund Project (minute 72).

The Scrutiny Committee's recommendations and comments on Towards Mental Wellbeing and Community Resilience (minute 63) and Draft Culture Strategy 2015-18 (minute 66) were considered during the Board's discussion of the item.

63. TOWARDS MENTAL WELLBEING AND COMMUNITY RESILIENCE IN OXFORD.

The Head of Policy Culture and Communications submitted a report (previously circulated, now appended) which detailed what the Council is and will be doing to support people with mental health conditions.

Cllr Turner, Board Member for Finance, Asset Management and Public Health presented the report. The strategy focuses on how council can support people with mental health issues, elements of the strategy include:

- Council being a leader and showing greater consideration of mental health conditions
- Making sure that people with mental health conditions have equal access to council services
- Becoming a mindful employer and being more attentive of mental health issues in the workplace.

Cllr Fooks endorsed the strategy but asked how the members on the panel would be chosen. This will be through the Cross Party Working Group.

Cllr Simm mentioned that there were lots of resourceful groups able to assist with training on how to work with people with mental health issues. She asked that these groups be involved in any officer or member training that comes out of this strategy. The Policy Manager noted this suggestion and will include it in the action plan.

Cllr Turner went through the recommendations of the Scrutiny Committee's report. He explained that the member's challenge panel would consist of 6 members that would reflect the political balance of the Council. It would be member led and informal. The Policy team would support the challenge panel and would pass on any ideas from the panel to the rest of the Council. No additional resources would be required to support the panel.

Cllr Turner agreed with recommendations 2 to 5.

The City Executive Board resolved to:

- a) Note the response to the motion, including the proposed action plan
- b) Agree that the Challenge Panel of Elected Member Champions for mental health and wellbeing should act as an informal advisory group to the Executive Board Member for Health and undertake the other actions proposed in the response and action plan
- c) Ask the Member Challenge Panel to play an active role in monitoring progress on the action plan

64. LEASEHOLDER PAYMENT OPTIONS FOR MAJOR WORKS

The Heads of Finance and Housing and Property has submitted a report (previously circulated, now appended) which detailed a framework for the financial assistance options to be offered to Council residential leaseholders with regards to rechargeable major works undertaken by the Council.

Cllr Seamons, Board Member for Housing and Estate Regeneration presented the report.

The City Executive Board resolved to:

1. Approve the Financial Assistance Framework set out in Appendix 2 of this report. The framework sets out the repayment options which may be offered to leaseholders being charged for major works undertaken by the Council on residential blocks of flats.
2. Agree that where leaseholders are unable to pay a major works invoice in full within 14 days of receipt, they are entitled to apply for assistance under the Financial Assistance Framework. Applications will be assessed based on the qualifying eligibility criteria as set out in this report.
3. Delegate authority to the Head of Finance and the Head of Housing & Property to operate the Financial Assistance Framework and the assessment process.
4. Recommend that Council adopts the process for dealing with exceptional hardship as set out in "The Social Landlords Discretionary Reduction of Service Charges (England) Directions 2014".

65. DRAFT HOUSING STRATEGY 2015-2018

The Head of Housing and Property submitted a report (previously circulated, now appended) which detailed the Draft Housing Strategy 2015-2018 with a proposed action plan that outlines the key priorities for the next three years, prior to wider consultation.

Cllr Seamons, Board Member for Housing and Estate Regeneration presented the report. He explained that the draft strategy had a wider focus than previous ones, as it took into account the whole housing market including the private rental sector rather than focussing only on the Council's housing stock.

Consultation will run for 5 weeks. It will consist of proactive engagement with registered providers and an online submission process. The final strategy will return to the Board for approval in March 2015.

Cllr Tanner asked that the consultation process also include consulting employers, as a lot of them are struggling with recruitment because staff can't find houses. The Head of Housing said that several public sector employers had already been consulted, but the process can be extended to private sector employers as well.

The City Executive Board resolved to approve the Draft Housing Strategy and Action Plan for wider consultation

66. DRAFT CULTURE STRATEGY 2015-18

The Head of Policy, Culture and Communications submitted a report (previously circulated, now appended) which explained the development of the Draft Culture Strategy and an overview of the vision and priorities of the proposed Culture Strategy 2015-18.

Cllr Simm, Board Member for Culture and Communities presented the report. She explained the importance of the Council investing in cultural groups so they could leverage additional funding from elsewhere.

The Cultural Development Manager explained that the strategy aligned with the objectives of the Arts Council which will enable us to make clearer links between cultural projects and grant requests in Oxford, and national priorities for arts and culture.

Cllr Simm went through the Scrutiny Committee's report and agreed with recommendations 1 to 3. In terms of recommendation 4 - encouraging visitors to spend more time in Oxford, Cllr Price outlined Experience Oxford's planned initiative to link tourism with the cultural offer of the city. There were also plans to link this with hotels to encourage visitors to stay longer.

The strategy will go out for consultation and will return to the Board for approval early next year.

The City Executive Board resolved to approve the consultation of the Draft Culture Strategy as set out at Appendix 1.

67. ASSET MANAGEMENT PLAN REFRESH 2014-15

The Regeneration and Major Projects Manager submitted a report (previously circulated, now appended) which sought approval for the adoption of the Asset Management Plan Refresh 2014-15

Cllr Turner, Board Member for Finance, Asset Management and Public Health presented the report. He explained that this was merely a refresh and that a full review and consultation would take place next year.

Cllr Fooks asked what the length of a short term lease was for community centres and was told it could be anything from 0-50 years.

Cllr Fooks was concerned with the description of the Covered Market in the plan. The plan does not acknowledge the Covered Market's dual purpose for the Council as a community as well as a commercial asset. She asked that the additional money raised, once the rent review has been agreed, be invested into implementing the recommendations suggested by the Retail Group.

Cllr Turner said there was unlikely to be a lot of additional money available in the budget after the rent review and that many of the recommendations from the Retail Group had already been added to the capital programme.

The City Executive Board resolved to recommend to Council the adoption of the Asset Management Plan Refresh 2014- 2015

68. FRIDESWIDE SQUARE: CONSULTATION RESPONSE

The Head of City Development has submitted a report (previously circulated, now appended) to agree a response to the County Council's consultation on its detailed design proposals for Frideswide Square.

Cllr Price, Board Member for Corporate Strategy, Economic Development and Planning presented the report. He explained that Oxfordshire County Council's proposal was for cyclist to share the space with the other users rather than having designated cycle lanes. The City Council was negotiating with the County that part of the pavement be marked for cyclist use.

Cllr Fooks asked that the Council keep pushing the County for separate cycling lanes.

Cllr Tanner said that the published County report for next week's meeting did not propose marking the pavement for cyclist. He asked that the City lobby hard for a change in the proposal and that the City consider not contributing some of the city's funds unless a compromise is made.

The Head of City Development said that the draft legal agreement had not been signed, so the city was not contractually committed to providing any funding. Cllr Price asked that the maintenance and management of Frideswide Square be included in the legal agreement.

Cllr Brown asked if there was any scope in reviewing the timing of the work, as there are a lot of roadworks happening in the city at the moment and we don't want to compound the traffic problems.

The City Executive Board resolved to:

1. Express support for the County Council's aspiration to achieve a high quality design for Frideswide Square, which strikes a balance between open spaces and excessive definition and clutter.
2. Ask the County Council to give further consideration to the following important points in formulating its final design:

- Clearer differentiation of the shared space routes through the use of colour and specific surfacing materials which will improve the clarity of the designation of shared spaces for cyclists and pedestrians and make the Square user friendly for all groups.
- Adequate parking and loading bay provision is allowed for traders and businesses in the Square. Proper provision for taxis moving through the Square.
- The development of an approach to signage that is shared and agreed with the City Council

- The establishment of an agreed formal structure for the management and control of events and activities in the Square.
- Engaging artistic and design support for the lamp columns and other important street furniture, and the preparation of a strategy for the lighting of the Square.
- Re-locating the Ox sculpture that is currently at the side of the Said Business School
- The retention of some form of water feature on the North side of the Square
- That a two lane cycle lane be added.
- That consideration is given to proper phasing of the work, to cause the least disruption possible.

3. To include within the Legal Agreement with the County Council the arrangements for the maintenance and management of Frideswide Square and to delegate to the Executive Director Community Services the responsibility for agreeing such maintenance and management arrangements.

69. ANNUAL MONITORING REPORT 2013/14

The Head of Head of City Development submitted a report (previously circulated, now appended) to approve the Annual Monitoring Report for publication.

The Planning Policy Manager presented the report. He notified the Board of the correction in the report; the figures for students living in the private rental sector are: Oxford University 3,020 and Brookes University as 3,072.

Cllr Price mentioned the loss of employment sites caused by commercial site being changed to residential properties.

The City Executive Board resolved to:

1. Approve the Annual Monitoring Report 2013/14 for publication.
2. Authorise the Head of City Development to insert the housing trajectory data required under Indicator 10 when the URS Strategic Housing Land Availability Assessment is completed.
3. Authorise the Head of City Development to make any necessary additional corrections to the document prior to publication.

70. LAND QUALITY STRATEGY

The Head of Environmental Development has submitted a report (previously circulated, now appended) to adopt the Land Quality Strategy.

Councillor Tanner, Board Member for Cleaner, Greener Oxford, Climate Change and Transport presented the report. He explained that the report was a legal requirement and outlined what the council would do with contaminated land.

The Environmental Policy Team Leader explained that the Government had stopped providing financial assistance to clean up contaminated land and the

Council would now pay for the clean-up through its reserves. However the chances of finding contaminated land in Oxford are very unlikely.

The City Executive Board resolved to

1. Approve the Land Quality Strategy for adoption.
2. Endorse proposed procedure for dealing with contaminated land by:
 - Using the development control regime wherever possible in order to assess and remediate land affected by contamination.
 - Where this is not possible we will utilise powers under Part 2a in order to ensure contaminated land is fully remediated.
3. Note that if works are required under Part 2A of the Environmental Protection Act 1990 then this will be funded from contingencies and reserves.

71. PUBLIC SPACES PROTECTION ORDERS

The Head of Environmental Development submitted a report (previously circulated, now appended) which advised on the introduction of Public Spaces Protection Orders and their future implementation.

Cllr Sinclair, Board Member for Crime and Community Safety presented the report. She explained that protection orders give the Council the power to prohibit anti-social behaviour in designated areas for up to three years.

Cllr Brown warned about the perils of trying to stop a behaviour in one locality, as it often only pushed the undesirable behaviour outside of the area where it can't be enforced.

Cllr Hollick urged the Board not to adopt the powers. He felt the powers were too broad and there were not adequate safeguarding measures in place to protect individuals from being unfairly targeted ie the homeless.

The Executive Director of Community Services stated they were modelled on the Police's dispersal orders that are pretty sparingly used.

Cllr Sinclair gave assurances that they would be reviewed on a regular basis.

The City Executive Board resolved:

1. That the making of Public Spaces Protection Orders that affect multiple neighbourhood action area or the city centre and have a significant impact on anti-social behaviour across the city be reserved to the Board and that the Executive scheme of delegation be amended accordingly.
2. Delegate to the Executive Director of Community Services authority, following appropriate consultation to include the relevant CEB member and ward councillors, to adopt and publish Public Spaces Protection Orders where the area covered by the proposed Order is wholly within a neighbourhood action group (NAG) area or is confined to the vicinity of the banks of waterways

within the city and subject to the statutory requirements for the making of an Order being satisfied.

72. OXFORD CITY COUNCIL'S EUROPEAN SOCIAL FUND PROJECT

The Head of Customer Services submitted a report (previously circulated, now appended) which detailed the purpose of the European Social Fund Project and associated funding.

Councillor Brown, Board Member for Benefits and Social Inclusion presented the report.

The City Executive Board resolved to:

1. Note the proposed outcomes and funding arrangements for the project; and
2. Give project approval for the European Social Fund Project

73. APPOINTMENT TO OUTSIDE BODIES 2014

The Head of Law and Governance submitted a report (previously circulated, now appended) to appoint Council representatives to seven outside bodies to replace Councillors that have resigned and to fill additional places.

Councillor Price, Board Member for Corporate Strategy, Economic Development and Planning presented the report.

The City Executive Board resolved to:

1. Appoints the following people as council representatives:

- Councillor Chewe Munkonge to the Headington Community Association for the period 16 October 2014 till 03 July 2015
- Councillor Alex Hollingsworth to Modern Art Oxford for the period 16 October 2014 till 03 July 2015
- Councillor Alex Hollingsworth to the Oxford Homeless Pathways for the period 16 October 2014 till 03 July 2015
- Councillor Chewe Munkonge to the Risinghurst Community Association Management Committee for the period 16 October 2014 till 03 July 2015
- Steven Curran to the Alice Smith Trust for the period 16 October 2014 to 9 May 2016
- Councillor Stephen Goddard to the Katherine Rawson Trust for the period 16 October 2014 to 16 October 2018
- Councillor Tom Hayes to the Parochial Charities of St Clements for the period 16 October 2014 to the end of the councillor's term

2. Delete the Spatial Planning and Infrastructure Partnership Board as it has been amalgamated into the Oxford Growth Board.

74. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 10 September 2014 as a true and accurate record.

The Board resolved to APPROVE the minutes of the meeting held on 24 September 2014 as a true and accurate record.

75. DATES OF FUTURE MEETINGS

The Board resolved to note that the next meeting would be held on Wednesday 19 November 2014

The meeting started at 5.00 pm and ended at 6.30 pm

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CITY EXECUTIVE BOARD

Wednesday 19 November 2014

COUNCILLORS PRESENT: Councillors Price (Chair), Turner (Deputy Leader), Sinclair, Brown, Kennedy, Lygo, Rowley, Seamons, and Tanner.

OTHER COUNCILLORS PRESENT: Councillors Fooks and Hayes.

OFFICERS PRESENT: Peter Sloman (Chief Executive), David Edwards (Executive Director City Regeneration and Housing), Jackie Yates (Executive Director Organisational Development and Corporate Services), Nigel Kennedy (Head of Finance), Lindsay Cane (Law and Governance), Michael Crofton-Briggs (Head of City Development) and Sarah Claridge (Committee and Member Services Officer)

76. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Simm.
Apologies for lateness were given by Councillor Brown.

77. DECLARATIONS OF INTEREST

No declarations of interest were received.

78. PUBLIC QUESTIONS

No public questions were received.

79. SCRUTINY COMMITTEE REPORTS

The Board noted the Scrutiny Committee's report on Westgate Community Infrastructure Levy (minute 81).

The Scrutiny Committee's recommendation and comments on the Statement of Community Involvement 2014 Review (minute 82) were considered during the Board's discussion of the item.

80. COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA

Councillor Fooks addressed the Board on Westgate Community Infrastructure Levy (minute 81) during the discussion of the item.

81. WESTGATE COMMUNITY INFRASTRUCTURE LEVY

Councillor Brown arrived at the meeting.

The Head of City Development has submitted a report (previously circulated, now appended) which considered a proposed financial contribution to the Westgate Alliance towards the public realm works associated with the Westgate development.

Cllr Price, Board member for Corporate Strategy, Economic Development and Planning presented the report.

The Executive Director of City Regeneration explained that there was a draft Community Infrastructure Levy (CIL) list attached to the report. The work at Westgate does not compromise consideration of the wider CIL programme.

Councillor Tanner asked whether the work proposed to Pennyfarthing Place by St Ebbes Church could be extended to include Pembroke Street and can it be added to the list of work or are there reasons for it being excluded?

The Head of City Development said it has been excluded from this contribution because the developer would not be undertaking work in the wider vicinity. However, he reported he has been speaking with the County Council about wider schemes in the area.

Councillor Fooks asked how the figures were reached. The Head of City Development explained that they are the estimated sums for the work.

The City Executive Board resolved to:

1. Recommend to Council to apply Community Infrastructure Levy receipts to the value of £1,134,000 in two phases of £567,000 each (50% in Q1 2016/17 and 50% in Q1 2017/18) in order to fund public realm works that fall outside the site covered by the planning application for the Westgate redevelopment scheme .
2. Delegate to the Executive Director of Regeneration and Housing responsibility to complete an appropriate legal agreement in conjunction with the Council's Monitoring Officer and Section 151 Officer.

82. STATEMENT OF COMMUNITY INVOLVEMENT 2014 REVIEW

The Head of City Development submitted a report (previously circulated, now appended) which detailed the draft updated Statement of Community Involvement to publish for public consultation.

The Head of City Development presented the report. He explained that although it was no longer a legal requirement it was still useful to do. Consultation will run through December- January 2015.

Cllr Price asked that a Members' consultation session be run at the end of January to review the public submissions.

Cllr Hayes, Vice Chair of the Scrutiny Committee presented the Scrutiny Committee's report. Cllr Price accepted the Scrutiny recommendation to include in the statement of community involvement how the public can access paper versions of planning documents.

The City Executive Board resolved to:

1. Agree to publish the draft Statement of Community Involvement for public consultation.
2. Authorise the Head of City Development, in consultation with the Executive Board Member, to make any necessary editorial corrections to the document and to agree the designed version before publication for consultation.

83. TREASURY MANAGEMENT FIRST HALF YEAR REPORT 2014/15

The Head of Finance has submitted a report (previously circulated, now appended) which detailed the performance of the treasury management function for the six months to 30th September 2014.

Cllr Turner, Board member for Finance, Asset Management and Public Health presented the report. He explained that

- Invested money with commercial property funds was getting a 6% return.
- The amount of money in Iceland banks was dwindling.
- We were now following Council's ethical investment statement.
- Most debt was related to the HRA and the purchase of the Council's housing stock from the government.

Cllr Tanner noted that all the maturity dates were short term. He asked whether the Council had any longer term deposits. The Head of Finance explained that the Council has a few long term (10 year) investments but because of the low interest rate it was better to leave things in short term investments in case interest rates rise.

Cllr Price noted that the Low Carbon Hub investment proposal had offered quite a high interest rate. He asked whether the Council had looked into any other forms of energy schemes.

The Head of Finance explained that these forms of investment fall into a non-specified investment category and these tend to be more risky but offered a higher return. The Chief Executive stated that investing in bonds was a growing area for local authorities. Green energy investments provided a modest rate of return with risks spread over a number of smaller schemes. Possibly the Council should consider using treasury management funds to support some of the strategic objectives, for example to encourage people to purchase property in Oxford. The Executive Director of Organisational Development and Corporate Services explained that there were set limits on different types of investment so that the Council always has the cash flow to deal with its daily business. While it is possible to look at alternatives the Council needed to be mindful not to put too much into risky investments

A report to consider some revised investment approaches for the future will be presented to Council alongside the budget

The City Executive Board resolved to:

- Note the performance of the treasury management function for 2014/15.
- Thank officers for the work done

84. MINUTES

The Board resolved to APPROVE the minutes of the meeting held on 15 October 2014 as a true and accurate record.

Councillor Brown asked if there was an update on the development at Frideswide Square. The Head of City Development will update the members outside the meeting.

The meeting started at 5.00 pm and ended at 5.25 pm

To: Council

Date: 1st December 2014

Report of: Policy, Communication and Culture

Title of Report: **Oxfordshire Partnerships**

Summary and Recommendations

Purpose of report: To inform members of the Annual Review of the work of the Oxfordshire Partnerships.

Report approved by:

Finance:

Legal: Emma Griffiths, Supervising Lawyer

Executive lead member: Councillor Bob Price

Policy Framework: The Corporate Plan

Recommendation:

1. The Council is invited to ask questions of the Leader.
2. Council is recommended to note the report.

1. 'The Paper in Annex 1 was presented to the Oxfordshire Partnership meeting on 2nd October 2014. The paper provides an Annual Review of each of the following partnerships:

The Oxfordshire Enterprise Partnership

2. The Oxfordshire Local Enterprise Partnership (LEP) is responsible for championing and developing the Oxfordshire economy. Working with businesses, academia and the public sector the Oxfordshire LEP is driving economic development across the county. The Vision for Oxfordshire is that by 2030 Oxfordshire will be a vibrant sustainable inclusive world leading economy, driven by innovation, enterprise and research excellence.

The Spatial Planning and Infrastructure Partnership

3. To provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure across Oxfordshire. This Partnership has now been absorbed into the Oxfordshire Growth Board.

The Oxfordshire Environment and Waste Partnership

4. To reduce greenhouse gas emissions and strengthening climate resilience. Sharing best practice across local authorities and local community groups to strengthen joint working and develop capacity to meet Oxfordshire 2030 targets. The purpose of the Waste Partnership is to reduce waste and maximising reuse, recycling and composting and reduce the environmental and financial costs of managing household waste.
5. On 4 April 2014 a decision was taken that the primary aims of the Oxfordshire Waste Partnership (OWP) had been achieved, and that it should be wound down as a formally constituted body. Councillors emphasised their continued support for the Joint Municipal Waste Management Strategy, and informal partnership arrangements will continue to ensure that a coordinated approach to waste management across the county continues.

The Oxford Health and Wellbeing Partnership

6. The primary objective of the Health and Wellbeing Board is to ensure that we work together to improve everyone's health and wellbeing, especially those who have health problems or are in difficult circumstances. To achieve this, the board provides strategic leadership for health and wellbeing across the county and will ensure that plans are in place and action is taken to realise those plans. The Oxford Health and Wellbeing Board is supported by:
 - The Children and Young People's Board
 - The Adult and Social Health Care Board (dissolved in the summer)
 - The Health Improvement Board

Oxfordshire Safeguarding Children Board (OSCB)

7. The OSCB remit is to co-ordinate and ensure the effectiveness of what is done by each agency on the Board for the purposes of safeguarding and promoting the welfare of children in Oxfordshire. This is done through the development of local services and by ensuring the effectiveness of services.

Oxfordshire Safeguarding Vulnerable Adults Board

8. The purpose of the Oxfordshire Safeguarding Adults Board is to create a framework within which all responsible agencies work together to ensure a

coherent policy for the protection of vulnerable adults at risk of abuse and a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of anxiety. Safeguarding Adult Boards will become statutory bodies in April 2015 following the implementation of the Care Act 2014.

Oxfordshire Stronger Communities Alliance (OSCA)

9. OSCA brings together 23 members from voluntary sector support providers, faith groups, representatives of local councils, the NHS, military and police. OSCA Partnership meetings are held three times a year. To coordinate voluntary sector activities and share best practice.

The Oxfordshire Community Safety Partnership (OSCP)

10. The OSCP is the statutory county-wide partnership that provides strategic direction for community safety activity to reduce crime and anti-social behaviour across the county. OSCP performs this role through delivery of the five year OSCP Business Plan 2012-17 which sets out the strategic context and priorities for action.

Oxford City Council Resources

11. The Policy and Partnership Development Manager receives a contribution towards her salary of 2 days a week to coordinate the input from all of the Oxfordshire District Councils into these Oxfordshire Partnerships. Briefings are provided to all City and District Council members and relevant members and officers. Where required papers on behalf of the City and all District Councils are coordinated and written. There are no other direct resource implications.

Name and contact details of author:-

Name: Val Johnson

Job title: Policy and Partnership Development Manager

Service Area: Policy Communications and Culture

Tel: 01865 0 252209 **e-mail:** vjohnson@oxford.gov.uk

List of background papers: None

Version number 1

Paper presented to the Oxfordshire Partnership on 2nd October 2014.

Partnership Name	Oxfordshire Local Enterprise Partnership
Date of completion	1 st August 2014 - <i>(updated 17th September 2014)</i>
Chairman	Adrian Shooter
OCC Lead Member	Cllr Ian Hudspeth
OCC Lead Officer	Sue Scane
Last Meeting Date	2 nd September 2014
Next Meeting Date	7 th October 2014
Website Address	http://www.oxfordshirelep.org.uk
Governance Arrangements	Incorporated cross sector board
The current focus for the Partnership	
<p>The Oxfordshire Local Enterprise Partnership (LEP) is responsible for championing and developing the Oxfordshire economy. Working with businesses, academia and the public sector the Oxfordshire LEP is driving economic development across the county. The Vision for Oxfordshire is that by 2030 Oxfordshire will be a vibrant sustainable inclusive world leading economy, driven by innovation, enterprise and research excellence.</p> <p>The current focus for the LEP is to oversee and drive the delivery of;</p> <ul style="list-style-type: none"> i) City Deal – c£55.5m of government investment across transport, innovation, skills and business support ii) Local Growth Fund (LGF) – c£109m (to 2020) of government investment across Oxfordshire’s four themes of: <ul style="list-style-type: none"> • Innovative Enterprise Encourage innovation led growth, underpinned by Oxfordshire’s strengths in University research and development, business collaboration and supply chain potential. • Innovative People Deliver and attract specialist and flexible skills at all levels, across all sectors, as required by our businesses, with full, inclusive employment and fulfilling jobs. • Innovative Place Provide the quality environment and choice of homes needed to support growth whilst capitalising upon the exceptional quality of 	

<p>life, vibrant economy and the dynamic urban and rural communities of our county.</p> <ul style="list-style-type: none"> • Innovative Connectivity Allow people to move freely, connect easily and provide the services, environment and facilities needed by a dynamic, growing and dispersed economy <p>iii) European Structural Investment Funds (ESIF) strategy – and establish the EU Compliant infrastructure through which Oxfordshire’s c£20million ESIF funding will be allocated. Our proposals can be most easily understood as being organised around two headline programmes:</p> <ul style="list-style-type: none"> • £14.77m (+ match) Business Support Programme, to provide an integrated and coherent package of support to business across Oxfordshire to deliver growth through innovation, and the • £4.73million Labour Market and Community Development Programme, to deliver a series of measures across the county to help our people enter and thrive in the local labour market, and to help local people and communities tackle some of their key economic, environmental and social challenges. <p>iv) Growing Places Fund – to oversee delivery of the c£9m loan fund that supports business growth</p> <p>v) To further develop the pipeline of project proposals to be negotiated in the 16/17 LGF settlement</p>
<p>The Partnership’s key achievements in the last year</p>
<ul style="list-style-type: none"> • Successfully negotiated the £55.5m City Deal investment into Oxfordshire signed in January • Developed the Strategic Economic Plan and project pipeline that underpinned governments c£109m investment into Oxfordshire agreed in July • Developed the European Structural Investment Funds strategy setting out the priority areas for the allocation of Oxfordshire’s c£20m allocation (to 2020) with funding projected to be available from January 2015 • Championed in Whitehall Oxfordshire’s ‘Innovation led growth’ message that underpinned the c£185m investment listed above • Implemented a revised LEP board structure that is now fully inclusive of all of Oxfordshire’s local authority leaders • Contributed to the development of the emerging ‘Growth Board’ governance structure charged with overseeing City Deal and LGF delivery • Developed a collaborative understanding of and approach to Oxfordshire’s growth ambition across various stakeholder groups and communities of interest

<ul style="list-style-type: none"> • Increased capacity within the LEP team through recruitment supported by secondments from partners
The aims for the Partnership in the year ahead
<ul style="list-style-type: none"> • To continue to drive delivery across the various funding channels described above • To further develop the strategic project pipeline to maximise funding opportunities as they arise, including future Local Growth Fund rounds • To maximise investment into Science Vale Oxford Enterprise Zone thus maximising business rate income that can be recycled to support growth • To continue to explore the optimum mechanisms for better aligning resources that support growth
The key challenges for the Partnership and how these will be addressed going forward.
<p>Ensuring delivery against existing funding agreements, which will be mitigated by the robust performance management framework in place and the strategic oversight role of the Growth Board</p> <p>Ensuring we are able to respond positively and promptly and be 'strategically opportunistic' as potential future funding opportunities emerge. This will be addressed by ensuring partners and stakeholders are fully engaged and aware of potential opportunities as they arise, and by developing as far as is practicable a robust suite of business cases in advance of potential funding opportunities</p> <p>Capacity to continue to drive and champion growth in light of uncertainty surrounding future levels of government support. Alternative funding routes are continually kept under review</p>

Partnership Name	Spatial Planning and Infrastructure Partnership (Growth Board)
Date of completion	30 th July 2014 - <i>(updated 23rd September 2014)</i>
Chairman	Chairman, Lead Officer and Programme Officer: Prior to June 2014: Cllr M Barber, Vale of White Horse District Council Anna Robinson, South Oxfordshire District Council Carolyn Organ, South Oxfordshire District Council July 2014 onwards: Cllr B Norton, West Oxfordshire district Council Andrew Tucker, West Oxfordshire District Council Programme Officer to be appointed
OCC Lead Member	Cllr Ian Hudspeth
OCC Lead Officer	Tom Flanagan
Last Meeting Date	12 th September 2014
Next Meeting Date	20 th November 2014
Website Address	https://www.oxfordshire.gov.uk/cms/content/spatial-planning-and-infrastructure-partnership
Governance Arrangements	SPIP core membership comprises Leaders or Cabinet/ Executive Members from each of the local authorities and the LEP and Homes and Communities Agency, as well as invitees from Thames Valley Police, Oxfordshire CCG, Environment Agency, Natural England and the Highways Agency. SPIP is supported by an executive of senior officers from the six member local authorities, the HCA, LEP and other partners.
The current focus for the Partnership	
<ul style="list-style-type: none"> To provide a forum for partnership working and collaboration on spatial 	

<p>planning, economic development, housing, transport, and general infrastructure across Oxfordshire.</p> <ul style="list-style-type: none"> • The impact of the the SHMA (Strategic Housing Market Assessment) • The launch of the Local Growth Board to take forward City Deal
<p>The Partnership's key achievements in the last year</p>
<ul style="list-style-type: none"> • Agreement of the Statement of Co-operation to support the post SHMA (Strategic Housing Market Assessment) joint working for developing and testing spatial strategy options for accommodating unmet housing needs; • Input to the City Deal and the Local Growth Deal, in particular the potential housing programmes in each district and the strategic transport infrastructure needed to support growth; • Publication of the SHMA; • Agreement to establish a Local Growth Board to take forward City Deal, the Local Growth Deal, work on the Strategic Economic Plan and other projects.
<p>The aims for the Partnership in the year ahead</p>
<ul style="list-style-type: none"> • To establish the Local Growth Board governance arrangements and appropriate officer support in discussion with the LEP and the Local Transport Board; • To agree the scale of unmet housing need and to agree the joint spatial strategy work programme. If achievable, to agree and consult on a spatial strategy for Oxfordshire that meets SHMA requirements: recognising that this is a complex issue and work may therefore take longer than a year to conclude.

The key challenges for the Partnership and how these will be addressed going forward.

- Agreement of spatial strategy options for dealing with Oxford's unmet need and identification of sites in the context of duty to cooperate. This is likely to involve consideration and assessment of a number of different options for meeting this need;
- Delivering the accelerated housing programme in the City Deal;
- Consideration of appointing an independent chair for member meetings, to help the process of making potentially difficult decisions and move work forward
- Working to integrate the functions of SPIP and the Local Transport Board in order to establish the Oxfordshire Growth Board.

Partnership Name	Oxfordshire Environment and Waste Partnerships
Date of completion	25 th June 2014 (<i>updated 18th September 2014</i>)
Chairman	Cllr David Dodds, South Oxfordshire District Council (until March 2014). Moving to Councillor Reg Waite, Vale of White Horse District Council for next meeting.
OCC Lead Member	Councillor Nimmo-Smith
OCC Lead Officer	Rachel Burns (for OWP) Sarah Gilbert (for OEP)
Last Meeting Date	4 th April 2014
Next Meeting Date	24 th October 2014
Website Address	www.recycleforoxfordshire.org.uk
Governance Arrangements	To be reviewed and agreed at October meeting. See "Aims for the Partnership in the Year Ahead" below.
The current focus for the Partnership	
<p>The focus of the Environment Partnership in 2013/14 was:</p> <p>12. Reducing greenhouse gas emissions and strengthening climate resilience; 13. Sharing best practice across local authorities and local community groups to strengthen joint working and develop capacity to meet our Oxfordshire 2030 targets.</p> <p>The OEP partners became signatories of Climate Local in 2013. OEP annual commitments (https://www.oxfordshire.gov.uk/cms/content/environment-and-waste-partnership) are drawn from Oxfordshire 2030 and captured under the Climate Local framework.</p> <p>The focus of the Waste Partnership in 2013/14 was:</p> <p>14. Reducing waste and maximising reuse, recycling and composting; 15. Reducing the environmental and financial costs of managing household waste.</p>	

Specific actions and commitments are drawn from the refreshed Joint Municipal Waste Management Strategy published in 2013.

On 4 April 2014 a decision was taken that the primary aims of the Oxfordshire Waste Partnership (OWP) had been achieved, and that it should be wound down as a formally constituted body.

Councillors emphasised their continued support for the Joint Municipal Waste Management Strategy, and informal partnership arrangements will continue to ensure that a coordinated approach to waste management across the county continues.

The Partnership's key achievements in the last year

Oxfordshire Environment Partnership highlights:

- **Oxfutures:** Oxfutures is an ambitious programme to lever £15 million of investment into low energy and energy efficiency projects across Oxfordshire by 2015. The programme has been kickstarted by a grant from Intelligent Energy Europe to Oxford City Council and Oxfordshire County Council. It is delivered by the Low Carbon Hub.

Upwards of 1Megawatt of solar panels will be installed on over 20 primary and secondary schools across the county over the summer and early autumn period. The panels will generate 875MWh of electricity per year. In addition the Low Carbon Hub is working with a range of local businesses to install further similar renewable energy schemes.

Oxford City Council has approved a £2.3m/€2.8m loan facility for the OxFutures scheme to allow projects to be constructed before they are offered as a share option to the community through the Low Carbon Hub.

The projects delivered this summer will prevent the emission of 750 tonnes of CO₂ per year. They will provide reduced electricity costs to schools and create an income stream to enable further projects to be developed and supported in future.

- **Flooding:** A draft Local Flood Risk Management Strategy has been produced, which will give a clear vision for how flood risk will be dealt with in Oxfordshire. This went out for consultation in July 2014.
- **Green Infrastructure Framework:** Development of this strategic document was commissioned from a small specialist consultancy, Lepus, and this was presented to the Spatial Planning and Infrastructure Partnership (SPIP) in March 2014. This will be followed up with further stakeholder input and review to take into account the Strategic Economic Plan and challenges presented by the Strategic Housing Market Needs Assessment

Oxfordshire Waste Partnership

- Oxfordshire maintained its position as one of the highest recyclers and lowest waste producers in the country in 2013/14 with a recycling rate of 59% and residual waste per household of 425 kg/year.
- In June 2014 commissioning began at Ardley Energy from Waste facility and the first loads of waste were delivered for processing.
- A reuse forum with third sector organisations was established to increase the amount of items donated for reuse and promote the availability of good quality second hand goods.
- Recycling collections for batteries from the kerbside were introduced across the county.

The aims for the Partnership in the year ahead

In early 2014 Leaders agreed to dissolve the Oxfordshire Waste Partnership, although Councils will continue to work together on issues surrounding the reduction, collection, and disposal of waste.

The scheduled meeting of OEP and OWP in June 2014 was cancelled to allow time for existing arrangements of OWP to be brought to a close, and partnership arrangements which are streamlined and fit for purpose to be developed. These will be proposed in October 2014.

The key challenges for the Partnership and how these will be addressed going forward.

- Developing appropriate arrangements to maintain joint working on waste without formal partnership structures.
- Identifying the scope of work sitting under OEP and ensuring participation from the correct groups of officers and members.

Partnership Name	Health and Wellbeing Board
Date of completion	24 th July 2014 <i>(updated 18th September 2014)</i>
Chairman	Cllr Ian Hudspeth
OCC Lead Member	Cllr Ian Hudspeth
OCC Lead Officer	Jonathan McWilliam
Last Meeting Date	17 th July 2014
Next Meeting Date	13 th November 2014
Website Address	https://www.oxfordshire.gov.uk/cms/public-site/health-and-wellbeing-board
Governance Arrangements	The Health and Wellbeing Board (HWB) members include local GPs, senior Councillors, the new Healthwatch Oxfordshire and senior officers from Local Government. Three Partnership Boards and a Public Involvement Network report into it. The HWB meets in public three times a year. Each of the three Partnership Boards does the same.
The current focus for the Partnership	
<p>The primary objective of the Health and Wellbeing Board is to ensure that we work together to improve everyone's health and wellbeing, especially those who have health problems or are in difficult circumstances. To achieve this, the board provides strategic leadership for health and wellbeing across the county and will ensure that plans are in place and action is taken to realise those plans.</p> <p>The priorities and outcomes for the Health and Wellbeing Board are set out in the Joint Health and Wellbeing Strategy 2012-2016. This is based on evidence of the needs of the county through the Joint Strategic Needs Assessment, and is refreshed on an annual basis to reflect identified needs, consultation with key stakeholders, and the successes and learning from 12 months of implementing the strategy.</p> <p>This has confirmed the original 11 priorities, and an on-going focus on ensuring quality in health and social care.</p>	

The priorities are:

Children and young people

- Priority 1: all children have a healthy start in life and stay healthy into adulthood.
- Priority 2: narrowing the gap for our most disadvantaged and vulnerable groups.
- Priority 3: keeping all children and young people safer.
- Priority 4: raising achievement for all children and young people.

Adult health and social care

- Priority 5: living and working well: adults with long term conditions, physical or learning disability or mental health problems living independently and achieving their full potential.
- Priority 6: support older people to live independently with dignity whilst reducing the need for care and support.
- Priority 7: working together to improve quality and value for money in the health and social care system.

Health improvement

- Priority 8: preventing early death and improving quality of life in later years.
- Priority 9: preventing chronic disease through tackling obesity.
- Priority 10: tackling the broader determinants of health through better housing and preventing homelessness.
- Priority 11: preventing infectious disease through immunisation.

The Partnership's key achievements in the last year

Through the work of the board, its individual member organisations, and other partners, there are a number of positive developments which can be reported over the last year;

- Approximately 95% of children aged 2-2.5 years old received a health visitor review, this was consistently above the 90% target throughout the year
- The teenage conception rate remained below target throughout the whole year
- The number of families identified by the Troubled Families programme (830) exceeded the target agreed with the DfE (810). The target for 14/15 is to track and measure outcomes for these families

- Every children considered likely to be at risk of Child Sexual exploitation has a multi-agency plan in place
- The proportion of young people achieved at least 5 GCSEs at A*-C grades including in English and maths increased to 61%, the highest performance in recent years
- The rate of young people not in employment, education or training reduced to 4.7% - this is the lowest it has been for a number of years
- 94% of people supported at home reported that they were treated with dignity in the way they received their care, above the 90% target
- 84.4% of older people who use social care who reported that they have adequate social contact or as much social contact as they would like, an increase from last year and above the 81.2% target
- The proportion of people reporting that they were satisfied with support from adult social care, hospital care or GP care was above target (to be above national average) in all cases
- The number of carers known and supported by adult social care increased by over 11%
- The proportion of people receiving housing related support that departed services to take up independent living was consistently above the target throughout the year
- Over 95% children receive dose 1 of MMR (measles, mumps, rubella) vaccination by age 2

The aims for the Partnership in the year ahead

The Health and Wellbeing Board agreed its priorities for the year ahead at its meeting on 25 July 2013, when it agreed the refreshed Joint Health and Wellbeing Strategy and new indicators and targets to help address the priorities set out above.

Key themes include:

- Further integration of health and social care
- Ensuring quality in health and social care
- Responding to the needs of an increasing number of frail older people
- Keeping children and young people safe, and improving educational attainment
- Increasing rates of screening and immunisation
- tackling health issues through better housing and preventing homelessness
- promoting healthy lifestyles to prevent obesity and increase participation in physical activity
- Making sure the resources available across the health and social care sector are used as effectively as possible to improve health and wellbeing.

The key challenges for the Partnership and how these will be addressed going forward.
<ul style="list-style-type: none">• Strengthening the role and function of the Children's Trust, and the relationship with the Oxfordshire Safeguarding Children's Board• Changing the relationship between the Health and Wellbeing Board and the Joint Management Groups that oversee the pooled budgets, and will take responsibility for implementing priorities for adult health and social care following dissolution of the Adult Health and Social Care Board.• Addressing poor outcomes by targeting the groups or areas of the county where performance is the worst. This is being led through the Health Improvement Board where targets have been set to improve the overall average and ensure that the gap between best and worst is narrowed.• Overseeing the development and implementation of a new, single strategy for health and social care in Oxfordshire, and the Better Care Fund Plan.

Partnership Name	Oxfordshire Safer Communities Partnership
Date of completion	21 st July 2014 <i>(updated 23rd September 2014)</i>
Chairman	Cllr Bill Jones (Vale of White Horse District Council)
Last Meeting Date	21 st July 2014
Next Meeting Date	27 th November 2014
Website Address	https://www.oxfordshire.gov.uk/cms/content/oxfordshire-safer-communities-partnership
Governance Arrangements	The Oxfordshire Safer Communities Partnership (OSCP) Board is councillor-led (rotating Chairmanship every two years) and includes representation from all six local authorities in Oxfordshire, as well as key community safety partners including Police, Health and the Community Rehabilitation Company. The Board meets 3 times per year and is supported by a Business Group that meets 6 times per year.
The current focus for the Partnership	
<p>The Oxfordshire Safer Communities Partnership (OSCP) is the statutory county-wide partnership that provides strategic direction for community safety activity to reduce crime and anti-social behaviour across the county. OSCP performs this role through delivery of the five year OSCP Business Plan 2012-17 which sets out the strategic context and priorities for action. The business plan is refreshed on an annual basis and provides the community safety agreement for the partnership as required by the Crime and Disorder Act 1998.</p> <p>The 2014-15 annual refresh of the OSCP Business Plan has 5 strategic priorities of which cover a broad area of partnership activity. These are:</p> <p><u>Priority 1 Victims: tackling abuse and exploitation</u> – shared domestic abuse review and development of Oxfordshire social enterprise model for Champions; local Community Safety Partnership (CSP) action plans to prevent child sexual exploitation under auspices of OSCB; single process for safeguarding individuals vulnerable to radicalisation through the Channel Panel which supports the national <i>Prevent</i> strategy.</p>	

Priorities 2 & 3 Offenders: reducing violent crime and targeting patterns of offending - CSPs sharing good practice on managing night time economy; Oxfordshire-wide Domestic Abuse perpetrator programme; Oxfordshire Drug and alcohol treatment/ support for recovery (including offenders/ ex-offenders) services, legal highs campaign; Support first time entrants to youth justice services across Oxfordshire.

Priority 4 Community: dealing with anti-social behaviour – sharing learning from impact of new ASB legislation; Supporting the Mental Health Concordat; Managing reductions in CCTV funding efficiently.

Priority 5: Efficiency and Effectiveness - Informing the development of the Multi Agency Safeguarding Hub so that it supports community safety concerns; Reviewing OSCP Business Plan and supporting information including the Strategic Intelligence Assessment and Community safety website: <http://insight.oxfordshire.gov.uk/cms/community-safety-0>

Current funding from the Police and Crime commissioner is £789k. There has been an 11% reduction in this funding since 2013/14. The funding is shared between Community Safety Partnerships, Oxfordshire County Council's Drug and Alcohol Team (Public Health) and the Youth offending Service/ Early Intervention Service.

The Partnership's key achievements in the last year

The focus of shared activity for community safety partners during 2013-14 was to continue to reduce crime, improve access to data and information, further develop our partnership performance management framework and identify opportunities for 'adding value' as a partnership through collaboration and innovation.

Reducing crime: crime fell 1.1% (414 crimes) in the year to September 2013 continuing a long term downward trend since 2007. This has been achieved despite a growing population in Oxfordshire.

Improving access to information: the new community safety Information Management System (IMS) has been further developed to provide access to core information on community safety issues to enable high level priority setting, performance monitoring, project development and evaluation: www.oxfordshire.gov.uk/insight/communitysafety

The 2013-14 Oxfordshire Strategic Intelligence Assessment (SIA) was published in April 2014 providing a robust community safety evidence base at the county and district levels.

Managing performance

The Board receives a bi-annual performance report using RAG rating and exception reporting to highlight areas that require further work. Future performance will focus on the indicators agreed with the Police and Crime Commissioner.

Developing collaborative and innovative local service delivery

Domestic abuse services: there is currently a network of over 800 multi-agency domestic abuse Champions across Oxfordshire. Champions form the cornerstone of our early intervention strategy to support victims of domestic abuse through effectively signposting to intervention and specialist services.

Stop Hate UK continues to provide a 24 hour support and referral service supporting victims of hate crime across Oxfordshire.

Oxfordshire was chosen as one of the eight national pilot areas to take part in the payment by results approach to support and sustain recovery from drug and alcohol misuse with outcomes including freedom from dependence, reduced re-offending or continued non-offending, increased employment activity and improved health and wellbeing.

The Youth Offending Service and the Early Intervention Service have worked closely to offer an effective and responsive range of preventative services and to ensure the continued success in maintaining low rates of first time entrants into the youth justice system.

Community Safety Partnerships have supported the work of the Oxfordshire Local Children's Safeguarding Board to prevent Child Sexual Exploitation (CSE) through developing their own local action plans to raise public awareness.

The aims for the Partnership in the year ahead

To deliver on the OSCP business plan priorities – see above

The key challenges for the Partnership and how these will be addressed going forward.

Maintaining the reduction in levels of crime will be a challenge, especially given continually reducing resources and historically low levels of crime. OSCP will work closely with the Office of the Police and Crime Commissioner to maximise the impact of funding and access new funding sources, such as the Victim's Commissioning Funding.

OSCP will continue to explore options to work more efficiently and effectively across Oxfordshire and Thames Valley. Challenges for 2014-15 include:

- Providing support to proposals that the Oxfordshire Domestic Abuse Champions model transition to a social enterprise;
- Supporting a campaign on hate crime by the Police and CSPs in Oxfordshire to raise awareness of disability-related hate crime;
- Leading a legal highs campaign to raise awareness of the dangers and reduce harm;
- Implementing CSP action plans (under the auspices of OSCB) to raise public awareness of child sexual exploitation, including support for local communities at risk;
- Reviewing the Oxfordshire Strategic Intelligence Assessment to identify potential synergies with other strategic data analysis requirements;
- Safeguarding individuals vulnerable to radicalisation through the multi-agency Channel Panel;
- Ensuring the PCC's victim's funding commissioning supports identified community safety priorities, addresses known gaps and links with other commissioning processes; and
- Securing appropriate probation engagement with the Board in view of the recent transformation.

Partnership Name	Oxfordshire Stronger Communities Alliance
Date of completion	24 th June 2014 (<i>updated 18th September 2014</i>)
Chairman	Rt Revd Bishop Colin Fletcher & Cllr Hilary Hibbert-Biles
OCC Lead Member	Cllr Hilary Hibbert-Biles
OCC Lead Officer	Jonathan McWilliam
Last Meeting Date	19 th June 2014
Next Meeting Date	22 nd October 2014
Website Address	https://www.oxfordshire.gov.uk/cms/content/oxfordshire-stronger-communities-alliance
Governance Arrangements	The OSCA brings together 23 members from voluntary sector support providers, faith groups, representatives of local councils, the NHS, military and police. OSCA Partnership meetings are held three times a year.
The current focus for the Partnership	
<p>The focus for OSCA for the forthcoming year is:</p> <ul style="list-style-type: none"> • Developing capacity and capability within the voluntary sector • Raising the profile of the Voluntary Sector as deliverers • Shaping and organising to be able to influence commissioning <p>This will be supported by Oxfordshire Community Voluntary Action and Oxfordshire Rural Community Council along with Oxfordshire Community Foundation.</p>	
The Partnership's key achievements in the last year	
<p>OSCA has continued to build capacity amongst the voluntary and community sector organisations it represents. It has been promoting new funding opportunities and working through the member organisations to work with smaller organisations and communities building sustainability and capacity.</p> <p>Community Transport - The partnership have been instrumental in promoting</p>	

and supporting the community transport review and this has helped to shape the way community transport will be delivered in the future. As part of this the partnership has also considered the mini bus audit identifying the usage, costs and potential shared used.

Community Information Network – The partners disseminated information of the launch of the community information network and worked with communities wanting to establish a group. This has resulted in some new groups coming together, therefore building community resilience.

The aims for the Partnership in the year ahead

- The VCS and commissioners will continue to work in partnership to facilitate the sector's access to public sector contracts. Commissioners will work with the sector to increase their understanding of the procurement process and develop commissioning to reduce disadvantages that the sector identifies from new EU procurement rules. As the trend for larger contracts continues OSCA will need to provide the infrastructure for VCS partners to collaborate to ensure they have the experience, capacity and financial reserves to bid for contracts.
- Securing maximum funding available for the sector through supporting sustainable economic growth and bids for European funding through engagement with the Oxfordshire Local Enterprise Partnership (LEP). OSCA and the LEP will need to collaborate to ensure proposals developed consider the local needs and how Voluntary and Community Sector organisations can support activity and economic growth so that the full potential of schemes are realised.
- To facilitate the sector in bidding for external funding through cooperation.

The key challenges for the Partnership and how these will be addressed going forward.

- Funding streams for the VCS are continually being reduced at a time when there is an increasing demand for their services. OSCA will address this challenge by promoting access to new funding streams.
- OSCA will need to build capacity and resilience in the sector to be able to effectively compete in a competitive market place for commissioning services.

Partnership Name	Oxfordshire Safeguarding Children Board
Date of completion	31 st July 2014 <i>(updated 23rd September 2014)</i>
Chairman	Maggie Blyth
OCC Lead Member	Melinda Tilley
OCC Lead Officer	Lucy Butler
Last Meeting Date	28 th July 2014
Next Meeting Date	28 th November 2014
Website Address	www.oscb.org.uk
Governance Arrangements	The Oxfordshire Safeguarding Children Board (OSCB) is led by an independent chair and includes representation from all six local authorities in Oxfordshire, as well as Probation, Police, OCCG, Oxford University Hospitals NHS Trust, Oxford Health NHS FT, schools and FE colleges. The Board meets 3 times per year and is supported by an Executive Group that meets 6 times per year.
The current focus for the Partnership	
<p>OSCB remit: To co-ordinate and ensure the effectiveness of what is done by each agency on the Board for the purposes of safeguarding and promoting the welfare of children in Oxfordshire. This is done in two ways.</p> <p>(1) Co-ordination of local work by:</p> <ul style="list-style-type: none"> • Developing robust policies and procedures. • Participating in the planning of services for children in Oxfordshire. • Communicating the need to safeguard and promote the welfare of children and explaining how this can be done. <p>(2) To ensure the effectiveness of that work:</p> <ul style="list-style-type: none"> • Monitoring what is done by partner agencies to safeguard and promote the welfare of children. • Undertaking Serious Case Reviews and other multi-agency case reviews and sharing learning opportunities. • Collecting and analysing information about child deaths. 	

- Publishing an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Oxfordshire.

The Partnership's key achievements in the last year

Ofsted Inspection: The OSCB was judged as **good** by Ofsted in its 2014 review of the effectiveness on the LSCB. This provided assurances to the OSCB, partners and the public that local partnership work is effective in safeguarding the welfare of children. Ofsted proposed areas for improvement for the OSCB which will be addressed via the OSCB business plan for 2014/15

Learning and Improvement: Learning on areas for practice improvement through eight multi-agency audits. These were completed in partnership and reviewed over 100 different children's cases. They concerned: (a) thresholds in accessing / ceasing child protection plans (b) managing risk for vulnerable adolescents (c) supporting children where there is parental substance misuse (d) child sexual exploitation (e) children in need. These have been developed in to learning documents for practitioners. These audits have had an impact in many ways a few examples are:

1. Informing the placement strategy for children in care, ensuring that mental health partners are part of the process in keeping our most complex young people close to home
2. Renewing the thresholds booklet for Oxfordshire's children's workforce and introducing it into all core safeguarding courses
3. Public Health amended their standard contract with Drug and Alcohol service providers to include stronger safeguarding responsibilities

Raising Awareness: The OSCB annual conference for over 200 delegates provided learning on issues raised through case review e.g. self-harm, behaviour and attendance, child sexual exploitation, social media and the internet, drugs & alcohol and working together on high risk cases. Evaluation included: *"Excellent Conference. Relevant, Reflective and informative."*

Two **serious case reviews** were published: Child Y and Child N. For the case of Child Y the action plan was monitored and actions completed. Learning was reported in the annual report. The serious case review for Child N was published in August this year, the recommendations and learning from this report are now in train.

Training: OSCB training was delivered to 6000 members of the children's work force in Oxfordshire (higher than last year). The range of courses increased to 19 different types of face to face courses and 8 new online courses. The options for learning also improved. Bite-size workshops were introduced e.g. harmful sexual behaviours. Themed courses were introduced in response to Oxfordshire's learning from case reviews and audits e.g. working with men and boys, disabled children, ran workshops on the multi-agency tools for practitioner trainers. Delegates have said that OSCB courses are, *"Interesting, informative and relevant"*.

Communications: The OSCB website was updated for better access and content. The OSCB delivered termly newsletters to over 4000 members of the workforce, which was a greater number than last year. The OSCB set up a virtual education network with a bi-monthly e- bulletin for early years, educational and further education settings.

Safeguarding procedures: The OSCB conducted a gap analysis of local procedures against the pan-London procedures. The gaps were prioritised and all top priority changes were implemented within the year. This led to them being rated by Ofsted Inspectors as *"comprehensive and up to date"*.

Scrutinising the effectiveness of services: The OSCB reviewed the work that is done to support vulnerable groups and held lead officers to account with respect to:

- Early Help
- Vulnerable learners
- Disabled children
- Children at risk of cse
- Young people with a range of complex needs

Child Sexual Exploitation: The OSCB has a strong CSE subgroup led by the Board's vice chair. In 2013/14 it has overseen:

- The establishment of the Kingfisher team with police, social workers and health staff to spot potential warning signs, identify and support young people who may be victims of child sexual exploitation
- Provided child protection training for staff working with children. The training now includes a designated section on spotting the signs of, and responding to, child sexual exploitation. This training has been delivered to more than 3,500 multi-agency staff in Oxfordshire, including all frontline staff working with children.

<ul style="list-style-type: none"> • Developed a new child sexual exploitation screening tool in line with best practice, is used to assess the likelihood and risk level of a young person being subjected to sexual exploitation.
The aims for the Partnership in the year ahead
<ul style="list-style-type: none"> • Embedding robust and rigorous quality assurance activity. • Maintaining the quality assurance, learning and improvement framework. • Capturing the views of children, young people and practitioners • Completing the recommendations made by Ofsted
The key challenges for the Partnership and how these will be addressed going forward.
<p>National Drivers</p> <ul style="list-style-type: none"> • Tackling child sexual exploitation. • Improving the effectiveness of 'early help' services. • Implementing new statutory safeguarding guidance. • The focus on safeguarding across inspection regimes. • Ensuring that the potential risks to safeguarding practice and arrangements are kept under review in response to increasing demand for services and on-going reshaping of public services. <p>Challenges for local multi-agency work</p> <ul style="list-style-type: none"> • Ensuring there is sufficient provision of 'early help' and improving the effectiveness of 'early help' services. • Progressing actions to tackle child sexual exploitation. • Safeguarding those Oxfordshire children who are living outside of Oxfordshire within residential, educational and secure settings. • Ensuring there are effective arrangements in place to safeguard vulnerable learners.

Key priority areas for the Board

Reviewing the challenges ahead the Board remains committed to responding to the following key priority areas:

- Evaluating the effectiveness of early help.
- Missing, exploited and trafficked children.
- Maintaining a quality assurance, learning and improvement framework. Ensuring commissioning of all case reviews are undertaken in line with 'Working Together 2013' guidance.

How the Board will work better to address them:

- All challenges are identified in the Business plan. Board business is more tightly driven through processes such as an action log, challenge log, risk register and exception reporting against the Business plan.
- The Chair is developing local strategic relationships to ensure that safeguarding risks in the child protection partnership are understood and managed effectively at the highest level. A Safeguarding Summit will take place in order for the OSCB to engage with partners at a strategic level. The Board will undertake a series of short briefings for members across the county so that local challenges are collectively understood.
- The Chair and the Board intends to undertake a review of the Finances, the Business Unit and Training function to ensure that is fit for purpose and able to deliver against the challenges listed.

Partnership Name	Oxfordshire Safeguarding Adults Board
Date of completion	11 th August 2014 <i>(updated 23rd September 2014)</i>
Chairman	Donald McPhail
OCC Lead Member	Cllr Judith Heathcoat
OCC Lead Officer	Kate Terroni
Last Meeting Date	3 rd July 2014
Next Meeting Date	23 rd October 2014
Website Address	www.safefromharm.org.uk
Governance Arrangements	Our board includes members from all statutory agencies, including: Oxfordshire County Council, Thames Valley Police, NHS Oxfordshire, Oxford Health NHS Foundation Trust and the Oxford University Hospitals NHS Trust. Our Board has working relationships with other Boards and partnerships across the County, including the Oxfordshire Health and Wellbeing Board to whom we submit an Annual Report.
The current focus for the Partnership	
<p>Aims:</p> <ul style="list-style-type: none"> • Ensure that all incidents of suspected harm, abuse or neglect are reported and responded to proportionately, and in doing so: • Enable people to maintain the maximum possible level of independence, choice and control • Promote the wellbeing, security and safety of vulnerable people consistent with their rights, capacity and personal responsibility, and prevent abuse occurring wherever possible • Ensure that people feel able to complain without fear of retribution • Ensure that all professionals who have responsibilities relating to safeguarding adults have the skills and knowledge to carry out this function • Ensure that safeguarding adults is integral to the development and delivery of services in Oxfordshire. <p>There are six sub groups which report to the Safeguarding Adults Board, which in addition to the list below includes a Monitoring and Evaluation Sub Group, which has been established in the last year to scrutinise and hold to Board to account.</p>	

- **Policy and Practice:** To oversee the development and implementation and review of local policies and procedures that ensure: the abuse of vulnerable adults is identified where it is occurring; that there is a clear reporting pathway; that there is an effective and coordinated response to abuse where it is occurring; that the needs and wishes of the vulnerable adult are central to the adult protection process
- **Training:** To provide a comprehensive multi agency training programme to support single agency training in the areas of prevention, recognition and responsiveness to abuse and neglect.
- **Serious Case Review :** To provide assurances to the OSAB that the recommendations and learning from all relevant serious case reviews (with multi agency characteristics) have been considered, and that the relevant learning and recommendations are being implemented.
- **Dignity in Care:** To help ensure that everyone in Oxfordshire experiences dignity in the care and support they receive, and to assist OSAB in its work.
- **Deprivation of Liberty Safeguards:** To ensure that Deprivation of Liberty Safeguards are effectively and lawfully applied across Oxfordshire.
- **Monitoring and Evaluation:** To receive data on agencies' performance and to undertake audits to establish agencies' effectiveness in safeguarding adults at risk.

The Partnership's key achievements in the last year

- Establishment of the Monitoring and Evaluation sub group to review the effectiveness of the Board in achieving meaningful outcomes.
- The Board has taken part in consultations about The Care Act to ensure that issues relevant to safeguarding adults are appropriately considered and reflected.
- The establishment of a formal structure to support the Serious Case Review process. One serious Case Review has now been completed and there are a number of other cases that being considered by the Serious Case review sub group.
- The Board has responded to key legislative changes such as the Cheshire West judgement and has held responsible agencies to account to ensure that the requirements of the Supreme Court judgement are implemented in a consistent, safe manner.
- Hearing the voice of the service user; The Board oversaw the trial of 'Making Safeguarding Personal', which requires the voice of the vulnerable adult to be central to the safeguarding process, focusing on what outcome they wished to achieve as a result of the professional intervention. Impact assessments were completed and found there to

<p>be some significant benefits to those involved.</p> <ul style="list-style-type: none"> • An escalation policy has been developed and in a recent audit found to be working effectively. • Membership of the Board has continued to have a good representation from key agencies, with some new additions, such as prisons and probation • Performance and Complaints; The Board requires member agencies to submit information about performance and analysis and learning from complaints. • The Board has continued to maintain and develop strategic links with other partnerships: Oxfordshire Safeguarding Adults Childrens Board; Healthwatch; the Health and Wellbeing Board; The Community Safety Partnership
<p>The aims for the Partnership in the year ahead</p>
<ul style="list-style-type: none"> • To ensure that findings from Serious Case Reviews are shared with the Board and that each agency is held to account to ensure that the learning from Serious Case Reviews are embedded in the way that organisations work and interact with each other. • Focus on continuing to build relationships with the Children's Safeguarding Board to share learning and reduce duplication. This will include the sharing of learning of other Boards from Case reviews. • Continued focus on Deprivation of Liberty Safeguards as a result of Cheshire West and support organisations as they respond to the requirements of this judgement. • To oversee agencies' implementation of the Care Act in respect of adults at risk.
<p>The key challenges for the Partnership and how these will be addressed going forward.</p>
<ul style="list-style-type: none"> • There is a challenge about the membership of the Board. The Board continues to receive requests for additional people to join the group and the challenge is to ensure that the Board doesn't grow too large that it becomes less effective, but that those who aren't represented at the main Board have an opportunity to have feedback and / or have membership of a relevant sub group. • To develop a budget for the Board to ensure it had the capacity to undertake its statutory functions. This will be addressed by achieving agreement with the statutory members of the Board.

Partnership Name	Oxfordshire Local Enterprise Partnership
Date of completion	1 st August 2014- (<i>updated 17th September 2014</i>)
Chairman	Adrian Shooter
OCC Lead Member	Cllr Ian Hudspeth
OCC Lead Officer	Sue Scane
Last Meeting Date	2 nd September 2014
Next Meeting Date	7 th October 2014
Website Address	http://www.oxfordshirelep.org.uk
Governance Arrangements	Incorporated cross sector board
The current focus for the Partnership	
<p>The Oxfordshire Local Enterprise Partnership (LEP) is responsible for championing and developing the Oxfordshire economy. Working with businesses, academia and the public sector the Oxfordshire LEP is driving economic development across the county. The Vision for Oxfordshire is that by 2030 Oxfordshire will be a vibrant sustainable inclusive world leading economy, driven by innovation, enterprise and research excellence.</p> <p>The current focus for the LEP is to oversee and drive the delivery of;</p> <ul style="list-style-type: none"> i) City Deal – c£55.5m of government investment across transport, innovation, skills and business support ii) Local Growth Fund (LGF) – c£109m (to 2020) of government investment across Oxfordshire’s four themes of: <ul style="list-style-type: none"> • Innovative Enterprise Encourage innovation led growth, underpinned by Oxfordshire’s strengths in University research and development, business collaboration and supply chain potential. • Innovative People Deliver and attract specialist and flexible skills at all levels, across all sectors, as required by our businesses, with full, inclusive employment and fulfilling jobs. • Innovative Place Provide the quality environment and choice of homes needed to support growth whilst capitalising upon the exceptional quality of life, vibrant economy and the dynamic urban and rural communities of our county. • Innovative Connectivity Allow people to move freely, connect easily and provide the services, environment and facilities needed by a dynamic, growing and dispersed economy iii) European Structural Investment Funds (ESIF) strategy – and establish the EU Compliant infrastructure through which Oxfordshire’s c£20million ESIF funding will be allocated. Our proposals can be most easily understood as being organised around two headline programmes: <ul style="list-style-type: none"> • £14.77m (+ match) Business Support Programme, to provide an integrated and coherent package of support to business across 	

<p>Oxfordshire to deliver growth through innovation, and the</p> <ul style="list-style-type: none"> • £4.73million Labour Market and Community Development Programme, to deliver a series of measures across the county to help our people enter and thrive in the local labour market, and to help local people and communities tackle some of their key economic, environmental and social challenges. <p>iv) Growing Places Fund – to oversee delivery of the c£9m loan fund that supports business growth</p> <p>v) To further develop the pipeline of project proposals to be negotiated in the 16/17 LGF settlement</p>
<p>The Partnership's key achievements in the last year</p>
<ul style="list-style-type: none"> • Successfully negotiated the £55.5m City Deal investment into Oxfordshire signed in January • Developed the Strategic Economic Plan and project pipeline that underpinned governments c£109m investment into Oxfordshire agreed in July • Developed the European Structural Investment Funds strategy setting out the priority areas for the allocation of Oxfordshire's c£20m allocation (to 2020) with funding projected to be available from January 2015 • Championed in Whitehall Oxfordshire's 'Innovation led growth' message that underpinned the c£185m investment listed above • Implemented a revised LEP board structure that is now fully inclusive of all of Oxfordshire's local authority leaders • Contributed to the development of the emerging 'Growth Board' governance structure charged with overseeing City Deal and LGF delivery • Developed a collaborative understanding of and approach to Oxfordshire's growth ambition across various stakeholder groups and communities of interest • Increased capacity within the LEP team through recruitment supported by secondments from partners
<p>The aims for the Partnership in the year ahead</p>
<ul style="list-style-type: none"> • To continue to drive delivery across the various funding channels described above • To further develop the strategic project pipeline to maximise funding opportunities as they arise, including future Local Growth Fund rounds

- To maximise investment into Science Vale Oxford Enterprise Zone thus maximising business rate income that can be recycled to support growth
- To continue to explore the optimum mechanisms for better aligning resources that support growth

The key challenges for the Partnership and how these will be addressed going forward.

Ensuring delivery against existing funding agreements, which will be mitigated by the robust performance management framework in place and the strategic oversight role of the Growth Board

Ensuring we are able to respond positively and promptly and be 'strategically opportunistic' as potential future funding opportunities emerge. This will be addressed by ensuring partners and stakeholders are fully engaged and aware of potential opportunities as they arise, and by developing as far as is practicable a robust suite of business cases in advance of potential funding opportunities

Capacity to continue to drive and champion growth in light of uncertainty surrounding future levels of government support. Alternative funding routes are continually kept under review

Partnership Name	Spatial Planning and Infrastructure Partnership (Growth Board)
Date of completion	30 th July 2014- <i>(updated 23rd September 2014)</i>
Chairman	Chairman, Lead Officer and Programme Officer: Prior to June 2014: Cllr M Barber, Vale of White Horse District Council Anna Robinson, South Oxfordshire District Council Carolyn Organ, South Oxfordshire District Council July 2014 onwards: Cllr B Norton, West Oxfordshire district Council Andrew Tucker, West Oxfordshire District Council Programme Officer to be appointed
OCC Lead Member	Cllr Ian Hudspeth
OCC Lead Officer	Tom Flanagan
Last Meeting Date	12 th September 2014
Next Meeting Date	20 th November 2014
Website Address	https://www.oxfordshire.gov.uk/cms/content/spatial-planning-and-infrastructure-partnership
Governance Arrangements	SPIP core membership comprises Leaders or Cabinet/ Executive Members from each of the local authorities and the LEP and Homes and Communities Agency, as well as invitees from Thames Valley Police, Oxfordshire CCG, Environment Agency, Natural England and the Highways Agency. SPIP is supported by an executive of senior officers from the six member local authorities, the HCA, LEP and other partners.
The current focus for the Partnership	
<ul style="list-style-type: none"> To provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure across Oxfordshire. The impact of the the SHMA (Strategic Housing Market Assessment) The launch of the Local Growth Board to take forward City Deal 	
The Partnership's key achievements in the last year	
<ul style="list-style-type: none"> Agreement of the Statement of Co-operation to support the post SHMA (Strategic Housing Market Assessment) joint working for developing and testing spatial strategy options for accommodating unmet housing needs; Input to the City Deal and the Local Growth Deal, in particular the potential housing programmes in each district and the strategic transport infrastructure needed to support growth; 	

- Publication of the SHMA;
- Agreement to establish a Local Growth Board to take forward City Deal, the Local Growth Deal, work on the Strategic Economic Plan and other projects.

The aims for the Partnership in the year ahead

- To establish the Local Growth Board governance arrangements and appropriate officer support in discussion with the LEP and the Local Transport Board;
- To agree the scale of unmet housing need and to agree the joint spatial strategy work programme. If achievable, to agree and consult on a spatial strategy for Oxfordshire that meets SHMA requirements: recognising that this is a complex issue and work may therefore take longer than a year to conclude.

The key challenges for the Partnership and how these will be addressed going forward.

- Agreement of spatial strategy options for dealing with Oxford's unmet need and identification of sites in the context of duty to cooperate. This is likely to involve consideration and assessment of a number of different options for meeting this need;
- Delivering the accelerated housing programme in the City Deal;
- Consideration of appointing an independent chair for member meetings, to help the process of making potentially difficult decisions and move work forward
- Working to integrate the functions of SPIP and the Local Transport Board in order to establish the Oxfordshire Growth Board.

Partnership Name	Oxfordshire Environment and Waste Partnerships
Date of completion	25 th June 2014 <i>(updated 18th September 2014)</i>
Chairman	Cllr David Dodds, South Oxfordshire District Council (until March 2014). Moving to Councillor Reg Waite, Vale of White Horse District Council for next meeting.
OCC Lead Member	Councillor Nimmo-Smith
OCC Lead Officer	Rachel Burns (for OWP) Sarah Gilbert (for OEP)
Last Meeting Date	4 th April 2014
Next Meeting Date	24 th October 2014
Website Address	www.recycleforoxfordshire.org.uk
Governance Arrangements	To be reviewed and agreed at October meeting. See "Aims for the Partnership in the Year Ahead" below.
The current focus for the Partnership	
<p>The focus of the Environment Partnership in 2013/14 was:</p> <ul style="list-style-type: none"> • Reducing greenhouse gas emissions and strengthening climate resilience; • Sharing best practice across local authorities and local community groups to strengthen joint working and develop capacity to meet our Oxfordshire 2030 targets. <p>The OEP partners became signatories of Climate Local in 2013. OEP annual commitments (https://www.oxfordshire.gov.uk/cms/content/environment-and-waste-partnership) are drawn from Oxfordshire 2030 and captured under the Climate Local framework.</p> <p>The focus of the Waste Partnership in 2013/14 was:</p> <ul style="list-style-type: none"> • Reducing waste and maximising reuse, recycling and composting; • Reducing the environmental and financial costs of managing household waste. <p>Specific actions and commitments are drawn from the refreshed Joint Municipal Waste Management Strategy published in 2013.</p> <p>On 4 April 2014 a decision was taken that the primary aims of the Oxfordshire Waste Partnership (OWP) had been achieved, and that it should be wound down as a formally constituted body.</p> <p>Councillors emphasised their continued support for the Joint Municipal Waste Management Strategy, and informal partnership arrangements will continue to ensure that a coordinated approach to waste management across the county continues.</p>	
The Partnership's key achievements in the last year	

Oxfordshire Environment Partnership highlights:

- **Oxfutures:** Oxfutures is an ambitious programme to lever £15 million of investment into low energy and energy efficiency projects across Oxfordshire by 2015. The programme has been kickstarted by a grant from Intelligent Energy Europe to Oxford City Council and Oxfordshire County Council. It is delivered by the Low Carbon Hub.

Upwards of 1Megawatt of solar panels will be installed on over 20 primary and secondary schools across the county over the summer and early autumn period. The panels will generate 875MWh of electricity per year. In addition the Low Carbon Hub is working with a range of local businesses to install further similar renewable energy schemes.

Oxford City Council has approved a £2.3m/€2.8m loan facility for the OxFutures scheme to allow projects to be constructed before they are offered as a share option to the community through the Low Carbon Hub.

The projects delivered this summer will prevent the emission of 750 tonnes of CO2 per year. They will provide reduced electricity costs to schools and create an income stream to enable further projects to be developed and supported in future.

- **Flooding:** A draft Local Flood Risk Management Strategy has been produced, which will give a clear vision for how flood risk will be dealt with in Oxfordshire. This went out for consultation in July 2014.
- **Green Infrastructure Framework:** Development of this strategic document was commissioned from a small specialist consultancy, Lepus, and this was presented to the Spatial Planning and Infrastructure Partnership (SPIP) in March 2014. This will be followed up with further stakeholder input and review to take into account the Strategic Economic Plan and challenges presented by the Strategic Housing Market Needs Assessment

Oxfordshire Waste Partnership

- Oxfordshire maintained its position as one of the highest recyclers and lowest waste producers in the country in 2013/14 with a recycling rate of 59% and residual waste per household of 425 kg/year.
- In June 2014 commissioning began at Ardley Energy from Waste facility and the first loads of waste were delivered for processing.
- A reuse forum with third sector organisations was established to increase the amount of items donated for reuse and promote the availability of good quality second hand goods.
- Recycling collections for batteries from the kerbside were introduced across the county.

The aims for the Partnership in the year ahead
<p>In early 2014 Leaders agreed to dissolve the Oxfordshire Waste Partnership, although Councils will continue to work together on issues surrounding the reduction, collection, and disposal of waste.</p> <p>The scheduled meeting of OEP and OWP in June 2014 was cancelled to allow time for existing arrangements of OWP to be brought to a close, and partnership arrangements which are streamlined and fit for purpose to be developed. These will be proposed in October 2014.</p>
The key challenges for the Partnership and how these will be addressed going forward.
<ul style="list-style-type: none"> • Developing appropriate arrangements to maintain joint working on waste without formal partnership structures. • Identifying the scope of work sitting under OEP and ensuring participation from the correct groups of officers and members.

Partnership Name	Health and Wellbeing Board
Date of completion	24 th July 2014 <i>(updated 18th September 2014)</i>
Chairman	Cllr Ian Hudspeth
OCC Lead Member	Cllr Ian Hudspeth
OCC Lead Officer	Jonathan McWilliam
Last Meeting Date	17 th July 2014
Next Meeting Date	13 th November 2014
Website Address	https://www.oxfordshire.gov.uk/cms/public-site/health-and-wellbeing-board
Governance Arrangements	The Health and Wellbeing Board (HWB) members include local GPs, senior Councillors, the new Healthwatch Oxfordshire and senior officers from Local Government. Three Partnership Boards and a Public Involvement Network report into it. The HWB meets in public three times a year. Each of the three Partnership Boards does the same.
The current focus for the Partnership	
<p>The primary objective of the Health and Wellbeing Board is to ensure that we work together to improve everyone's health and wellbeing, especially those who have health problems or are in difficult circumstances. To achieve this, the board provides strategic leadership for health and wellbeing across the county and will ensure that plans are in place and action is taken to realise those plans.</p> <p>The priorities and outcomes for the Health and Wellbeing Board are set out in the Joint Health and Wellbeing Strategy 2012-2016. This is based on evidence of the needs of the county through the Joint Strategic Needs Assessment, and is refreshed on an annual basis to reflect identified needs, consultation with key stakeholders, and the successes and learning from 12 months of implementing the strategy.</p> <p>This has confirmed the original 11 priorities, and an on-going focus on ensuring quality in health and social care.</p> <p>The priorities are:</p> <p>Children and young people</p> <ul style="list-style-type: none"> • Priority 1: all children have a healthy start in life and stay healthy into adulthood. • Priority 2: narrowing the gap for our most disadvantaged and vulnerable groups. • Priority 3: keeping all children and young people safer. • Priority 4: raising achievement for all children and young people. <p>Adult health and social care</p> <ul style="list-style-type: none"> • Priority 5: living and working well: adults with long term conditions, physical or learning disability or mental health problems living independently and achieving their full potential. • Priority 6: support older people to live independently with dignity whilst reducing the need for care and support. 	

- Priority 7: working together to improve quality and value for money in the health and social care system.

Health improvement

- Priority 8: preventing early death and improving quality of life in later years.
- Priority 9: preventing chronic disease through tackling obesity.
- Priority 10: tackling the broader determinants of health through better housing and preventing homelessness.
- Priority 11: preventing infectious disease through immunisation.

The Partnership's key achievements in the last year

Through the work of the board, its individual member organisations, and other partners, there are a number of positive developments which can be reported over the last year;

- Approximately 95% of children aged 2-2.5 years old received a health visitor review, this was consistently above the 90% target throughout the year
- The teenage conception rate remained below target throughout the whole year
- The number of families identified by the Troubled Families programme (830) exceeded the target agreed with the DfE (810). The target for 14/15 is to track and measure outcomes for these families
- Every children considered likely to be at risk of Child Sexual exploitation has a multi-agency plan in place
- The proportion of young people achieved at least 5 GCSEs at A*-C grades including in English and maths increased to 61%, the highest performance in recent years
- The rate of young people not in employment, education or training reduced to 4.7% - this is the lowest it has been for a number of years
- 94% of people supported at home reported that they were treated with dignity in the way they received their care, above the 90% target
- 84.4% of older people who use social care who reported that they have adequate social contact or as much social contact as they would like, an increase from last year and above the 81.2% target
- The proportion of people reporting that they were satisfied with support from adult social care, hospital care or GP care was above target (to be above national average) in all cases
- The number of carers known and supported by adult social care increased by over 11%
- The proportion of people receiving housing related support that departed services to take up independent living was consistently above the target throughout the year
- Over 95% children receive dose 1 of MMR (measles, mumps, rubella) vaccination by age 2

The aims for the Partnership in the year ahead

The Health and Wellbeing Board agreed its priorities for the year ahead at its meeting on 25 July 2013, when it agreed the refreshed Joint Health and Wellbeing Strategy and new indicators and targets to help address the priorities set out above.

Key themes include:

- Further integration of health and social care
- Ensuring quality in health and social care
- Responding to the needs of an increasing number of frail older people
- Keeping children and young people safe, and improving educational attainment
- Increasing rates of screening and immunisation
- tackling health issues through better housing and preventing homelessness
- promoting healthy lifestyles to prevent obesity and increase participation in physical activity
- Making sure the resources available across the health and social care sector are used as effectively as possible to improve health and wellbeing.

The key challenges for the Partnership and how these will be addressed going forward.

- Strengthening the role and function of the Children's Trust, and the relationship with the Oxfordshire Safeguarding Children's Board
- Changing the relationship between the Health and Wellbeing Board and the Joint Management Groups that oversee the pooled budgets, and will take responsibility for implementing priorities for adult health and social care following dissolution of the Adult Health and Social Care Board.
- Addressing poor outcomes by targeting the groups or areas of the county where performance is the worst. This is being led through the Health Improvement Board where targets have been set to improve the overall average and ensure that the gap between best and worst is narrowed.
- Overseeing the development and implementation of a new, single strategy for health and social care in Oxfordshire, and the Better Care Fund Plan.

Partnership Name	Oxfordshire Safer Communities Partnership
Date of completion	21 st July 2014 (<i>updated 23rd September 2014</i>)
Chairman	Cllr Bill Jones (Vale of White Horse District Council)
Last Meeting Date	21 st July 2014
Next Meeting Date	27 th November 2014
Website Address	https://www.oxfordshire.gov.uk/cms/content/oxfordshire-safer-communities-partnership
Governance Arrangements	The Oxfordshire Safer Communities Partnership (OSCP) Board is councillor-led (rotating Chairmanship every two years) and includes representation from all six local authorities in Oxfordshire, as well as key community safety partners including Police, Health and the Community Rehabilitation Company. The Board meets 3 times per year and is supported by a Business Group that meets 6 times per year.
The current focus for the Partnership	
<p>The Oxfordshire Safer Communities Partnership (OSCP) is the statutory county-wide partnership that provides strategic direction for community safety activity to reduce crime and anti-social behaviour across the county. OSCP performs this role through delivery of the five year OSCP Business Plan 2012-17 which sets out the strategic context and priorities for action. The business plan is refreshed on an annual basis and provides the community safety agreement for the partnership as required by the Crime and Disorder Act 1998.</p> <p>The 2014-15 annual refresh of the OSCP Business Plan has 5 strategic priorities of which cover a broad area of partnership activity. These are:</p> <p><u>Priority 1 Victims: tackling abuse and exploitation</u> – shared domestic abuse review and development of Oxfordshire social enterprise model for Champions; local Community Safety Partnership (CSP) action plans to prevent child sexual exploitation under auspices of OSCB; single process for safeguarding individuals vulnerable to radicalisation through the Channel Panel which supports the national <i>Prevent</i> strategy.</p> <p><u>Priorities 2 & 3 Offenders: reducing violent crime and targeting patterns of offending</u> - CSPs sharing good practice on managing night time economy; Oxfordshire-wide Domestic Abuse perpetrator programme; Oxfordshire Drug and alcohol treatment/ support for recovery (including offenders/ ex-offenders) services, legal highs campaign; Support first time entrants to youth justice services across Oxfordshire.</p> <p><u>Priority 4 Community: dealing with anti-social behaviour</u> – sharing learning from impact of new ASB legislation; Supporting the Mental Health Concordat; Managing reductions in CCTV funding efficiently.</p> <p><u>Priority 5: Efficiency and Effectiveness</u> - Informing the development of the Multi Agency Safeguarding Hub so that it supports community safety concerns; Reviewing OSCP Business Plan and supporting information including the Strategic Intelligence Assessment and Community safety website: http://insight.oxfordshire.gov.uk/cms/community-safety-0</p>	

Current funding from the Police and Crime commissioner is £789k. There has been an 11% reduction in this funding since 2013/14. The funding is shared between Community Safety Partnerships, Oxfordshire County Council's Drug and Alcohol Team (Public Health) and the Youth offending Service/ Early Intervention Service.

The Partnership's key achievements in the last year

The focus of shared activity for community safety partners during 2013-14 was to continue to reduce crime, improve access to data and information, further develop our partnership performance management framework and identify opportunities for 'adding value' as a partnership through collaboration and innovation.

Reducing crime: crime fell 1.1% (414 crimes) in the year to September 2013 continuing a long term downward trend since 2007. This has been achieved despite a growing population in Oxfordshire.

Improving access to information: the new community safety Information Management System (IMS) has been further developed to provide access to core information on community safety issues to enable high level priority setting, performance monitoring, project development and evaluation:

www.oxfordshire.gov.uk/insight/communitysafety

The 2013-14 Oxfordshire Strategic Intelligence Assessment (SIA) was published in April 2014 providing a robust community safety evidence base at the county and district levels.

Managing performance

The Board receives a bi-annual performance report using RAG rating and exception reporting to highlight areas that require further work. Future performance will focus on the indicators agreed with the Police and Crime Commissioner.

Developing collaborative and innovative local service delivery

Domestic abuse services: there is currently a network of over 800 multi-agency domestic abuse Champions across Oxfordshire. Champions form the cornerstone of our early intervention strategy to support victims of domestic abuse through effectively signposting to intervention and specialist services.

Stop Hate UK continues to provide a 24 hour support and referral service supporting victims of hate crime across Oxfordshire.

Oxfordshire was chosen as one of the eight national pilot areas to take part in the payment by results approach to support and sustain recovery from drug and alcohol misuse with outcomes including freedom from dependence, reduced re-offending or continued non-offending, increased employment activity and improved health and wellbeing.

The Youth Offending Service and the Early Intervention Service have worked closely to offer an effective and responsive range of preventative services and to ensure the continued success in maintaining low rates of first time entrants into the youth justice system.

Community Safety Partnerships have supported the work of the Oxfordshire Local Children's Safeguarding Board to prevent Child Sexual Exploitation (CSE) through developing their own local action plans to raise public awareness.

The aims for the Partnership in the year ahead

To deliver on the OSCP business plan priorities – see above

The key challenges for the Partnership and how these will be addressed going forward.

Maintaining the reduction in levels of crime will be a challenge, especially given continually reducing resources and historically low levels of crime. OSCP will work closely with the Office of the Police and Crime Commissioner to maximise the impact of funding and access new funding sources, such as the Victim's Commissioning Funding.

OSCP will continue to explore options to work more efficiently and effectively across Oxfordshire and Thames Valley. Challenges for 2014-15 include:

- Providing support to proposals that the Oxfordshire Domestic Abuse Champions model transition to a social enterprise;
- Supporting a campaign on hate crime by the Police and CSPs in Oxfordshire to raise awareness of disability-related hate crime;
- Leading a legal highs campaign to raise awareness of the dangers and reduce harm;
- Implementing CSP action plans (under the auspices of OSCB) to raise public awareness of child sexual exploitation, including support for local communities at risk;
- Reviewing the Oxfordshire Strategic Intelligence Assessment to identify potential synergies with other strategic data analysis requirements;
- Safeguarding individuals vulnerable to radicalisation through the multi-agency Channel Panel;
- Ensuring the PCC's victim's funding commissioning supports identified community safety priorities, addresses known gaps and links with other commissioning processes; and
- Securing appropriate probation engagement with the Board in view of the recent transformation.

Partnership Name	Oxfordshire Stronger Communities Alliance
Date of completion	24 th June 2014(<i>updated 18th September 2014</i>)
Chairman	Rt Revd Bishop Colin Fletcher & Cllr Hilary Hibbert-Biles
OCC Lead Member	Cllr Hilary Hibbert-Biles
OCC Lead Officer	Jonathan McWilliam
Last Meeting Date	19 th June 2014
Next Meeting Date	22 nd October 2014
Website Address	https://www.oxfordshire.gov.uk/cms/content/oxfordshire-stronger-communities-alliance
Governance Arrangements	The OSCA brings together 23 members from voluntary sector support providers, faith groups, representatives of local councils, the NHS, military and police. OSCA Partnership meetings are held three times a year.
The current focus for the Partnership	
<p>The focus for OSCA for the forthcoming year is:</p> <ul style="list-style-type: none"> • Developing capacity and capability within the voluntary sector • Raising the profile of the Voluntary Sector as deliverers • Shaping and organising to be able to influence commissioning <p>This will be supported by Oxfordshire Community Voluntary Action and Oxfordshire Rural Community Council along with Oxfordshire Community Foundation.</p>	
The Partnership's key achievements in the last year	
<p>OSCA has continued to build capacity amongst the voluntary and community sector organisations it represents. It has been promoting new funding opportunities and working through the member organisations to work with smaller organisations and communities building sustainability and capacity.</p> <p>Community Transport - The partnership have been instrumental in promoting and supporting the community transport review and this has helped to shape the way community transport will be delivered in the future. As part of this the partnership has also considered the mini bus audit identifying the usage, costs and potential shared used.</p> <p>Community Information Network – The partners disseminated information of the launch of the community information network and worked with communities wanting to establish a group. This has resulted in some new groups coming together, therefore building community resilience.</p>	
The aims for the Partnership in the year ahead	
<ul style="list-style-type: none"> • The VCS and commissioners will continue to work in partnership to facilitate the sector's access to public sector contracts. Commissioners will work with the sector to increase their understanding of the procurement process and 	

develop commissioning to reduce disadvantages that the sector identifies from new EU procurement rules. As the trend for larger contracts continues OSCA will need to provide the infrastructure for VCS partners to collaborate to ensure they have the experience, capacity and financial reserves to bid for contracts.

- Securing maximum funding available for the sector through supporting sustainable economic growth and bids for European funding through engagement with the Oxfordshire Local Enterprise Partnership (LEP). OSCA and the LEP will need to collaborate to ensure proposals developed consider the local needs and how Voluntary and Community Sector organisations can support activity and economic growth so that the full potential of schemes are realised.
- To facilitate the sector in bidding for external funding through cooperation.

The key challenges for the Partnership and how these will be addressed going forward.

- Funding streams for the VCS are continually being reduced at a time when there is an increasing demand for their services. OSCA will address this challenge by promoting access to new funding streams.
- OSCA will need to build capacity and resilience in the sector to be able to effectively compete in a competitive market place for commissioning services.

Partnership Name	Oxfordshire Safeguarding Children Board
Date of completion	31 st July 2014 <i>(updated 23rd September 2014)</i>
Chairman	Maggie Blyth
OCC Lead Member	Melinda Tilley
OCC Lead Officer	Lucy Butler
Last Meeting Date	28 th July 2014
Next Meeting Date	28 th November 2014
Website Address	www.oscb.org.uk
Governance Arrangements	The Oxfordshire Safeguarding Children Board (OSCB) is led by an independent chair and includes representation from all six local authorities in Oxfordshire, as well as Probation, Police, OCCG, Oxford University Hospitals NHS Trust, Oxford Health NHS FT, schools and FE colleges. The Board meets 3 times per year and is supported by an Executive Group that meets 6 times per year.
The current focus for the Partnership	
<p>OSCB remit: To co-ordinate and ensure the effectiveness of what is done by each agency on the Board for the purposes of safeguarding and promoting the welfare of children in Oxfordshire. This is done in two ways.</p> <p>(1) Co-ordination of local work by:</p> <ul style="list-style-type: none"> • Developing robust policies and procedures. • Participating in the planning of services for children in Oxfordshire. • Communicating the need to safeguard and promote the welfare of children and explaining how this can be done. <p>(2) To ensure the effectiveness of that work:</p> <ul style="list-style-type: none"> • Monitoring what is done by partner agencies to safeguard and promote the welfare of children. • Undertaking Serious Case Reviews and other multi-agency case reviews and sharing learning opportunities. • Collecting and analysing information about child deaths. • Publishing an annual report on the effectiveness of local arrangements to safeguard and promote the welfare of children in Oxfordshire. 	
The Partnership's key achievements in the last year	
<p>Ofsted Inspection: The OSCB was judged as good by Ofsted in its 2014 review of the effectiveness on the LSCB. This provided assurances to the OSCB, partners and the public that local partnership work is effective in safeguarding the welfare of children. Ofsted proposed areas for improvement for the OSCB which will be addressed via the OSCB business plan for 2014/15</p> <p>Learning and Improvement: Learning on areas for practice improvement through eight multi-agency audits. These were completed in partnership and reviewed over 100 different children's cases. They concerned: (a) thresholds in accessing /</p>	

ceasing child protection plans (b) managing risk for vulnerable adolescents (c) supporting children where there is parental substance misuse (d) child sexual exploitation (e) children in need. These have been developed in to learning documents for practitioners. These audits have had an impact in many ways a few examples are:

1. Informing the placement strategy for children in care, ensuring that mental health partners are part of the process in keeping our most complex young people close to home
2. Renewing the thresholds booklet for Oxfordshire's children's workforce and introducing it into all core safeguarding courses
3. Public Health amended their standard contract with Drug and Alcohol service providers to include stronger safeguarding responsibilities

Raising Awareness: The OSCB annual conference for over 200 delegates provided learning on issues raised through case review e.g. self-harm, behaviour and attendance, child sexual exploitation, social media and the internet, drugs & alcohol and working together on high risk cases. Evaluation included: *"Excellent Conference. Relevant, Reflective and informative."*

Two **serious case reviews** were published: Child Y and Child N. For the case of Child Y the action plan was monitored and actions completed. Learning was reported in the annual report. The serious case review for Child N was published in August this year, the recommendations and learning from this report are now in train.

Training: OSCB training was delivered to 6000 members of the children's work force in Oxfordshire (higher than last year). The range of courses increased to 19 different types of face to face courses and 8 new online courses. The options for learning also improved. Bite-size workshops were introduced e.g. harmful sexual behaviours. Themed courses were introduced in response to Oxfordshire's learning from case reviews and audits e.g. working with men and boys, disabled children, ran workshops on the multi-agency tools for practitioner trainers. Delegates have said that OSCB courses are, *"Interesting, informative and relevant"*.

Communications: The OSCB website was updated for better access and content. The OSCB delivered termly newsletters to over 4000 members of the workforce, which was a greater number than last year. The OSCB set up a virtual education network with a bi-monthly e- bulletin for early years, educational and further education settings.

Safeguarding procedures: The OSCB conducted a gap analysis of local procedures against the pan-London procedures. The gaps were prioritised and all top priority changes were implemented within the year. This led to them being rated by Ofsted Inspectors as *"comprehensive and up to date"*.

Scrutinising the effectiveness of services: The OSCB reviewed the work that is done to support vulnerable groups and held lead officers to account with respect to:

- Early Help
- Vulnerable learners
- Disabled children

- Children at risk of cse
- Young people with a range of complex needs

Child Sexual Exploitation: The OSCB has a strong CSE subgroup led by the Board's vice chair. In 2013/14 it has overseen:

- The establishment of the Kingfisher team with police, social workers and health staff to spot potential warning signs, identify and support young people who may be victims of child sexual exploitation
- Provided child protection training for staff working with children. The training now includes a designated section on spotting the signs of, and responding to, child sexual exploitation. This training has been delivered to more than 3,500 multi-agency staff in Oxfordshire, including all frontline staff working with children.
- Developed a new child sexual exploitation screening tool in line with best practice, is used to assess the likelihood and risk level of a young person being subjected to sexual exploitation.

The aims for the Partnership in the year ahead

- Embedding robust and rigorous quality assurance activity.
- Maintaining the quality assurance, learning and improvement framework.
- Capturing the views of children, young people and practitioners
- Completing the recommendations made by Ofsted

The key challenges for the Partnership and how these will be addressed going forward.

National Drivers

- Tackling child sexual exploitation.
- Improving the effectiveness of 'early help' services.
- Implementing new statutory safeguarding guidance.
- The focus on safeguarding across inspection regimes.
- Ensuring that the potential risks to safeguarding practice and arrangements are kept under review in response to increasing demand for services and on-going reshaping of public services.

Challenges for local multi-agency work

- Ensuring there is sufficient provision of 'early help' and improving the effectiveness of 'early help' services.
- Progressing actions to tackle child sexual exploitation.
- Safeguarding those Oxfordshire children who are living outside of Oxfordshire within residential, educational and secure settings.
- Ensuring there are effective arrangements in place to safeguard vulnerable learners.

Key priority areas for the Board

Reviewing the challenges ahead the Board remains committed to responding to the following key priority areas:

- Evaluating the effectiveness of early help.
- Missing, exploited and trafficked children.
- Maintaining a quality assurance, learning and improvement framework. Ensuring commissioning of all case reviews are undertaken in line with 'Working Together 2013' guidance.

How the Board will work better to address them:

- All challenges are identified in the Business plan. Board business is more tightly driven through processes such as an action log, challenge log, risk register and exception reporting against the Business plan.
- The Chair is developing local strategic relationships to ensure that safeguarding risks in the child protection partnership are understood and managed effectively at the highest level. A Safeguarding Summit will take place in order for the OSCB to engage with partners at a strategic level. The Board will undertake a series of short briefings for members across the county so that local challenges are collectively understood.
- The Chair and the Board intends to undertake a review of the Finances, the Business Unit and Training function to ensure that is fit for purpose and able to deliver against the challenges listed.

Partnership Name	Oxfordshire Safeguarding Adults Board
Date of completion	11 th August 2014 <i>(updated 23rd September 2014)</i>
Chairman	Donald McPhail
OCC Lead Member	Cllr Judith Heathcoat
OCC Lead Officer	Kate Terroni
Last Meeting Date	3 rd July 2014
Next Meeting Date	23 rd October 2014
Website Address	www.safefromharm.org.uk
Governance Arrangements	Our board includes members from all statutory agencies, including: Oxfordshire County Council, Thames Valley Police, NHS Oxfordshire, Oxford Health NHS Foundation Trust and the Oxford University Hospitals NHS Trust. Our Board has working relationships with other Boards and partnerships across the County, including the Oxfordshire Health and Wellbeing Board to whom we submit an Annual Report.
The current focus for the Partnership	
<p>The purpose of the Oxfordshire Safeguarding Adults Board is to create a framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse and a consistent and effective response to any circumstances giving ground for concern or formal complaints or expressions of anxiety. Safeguarding Adult Boards will become statutory bodies in April 2015 following the implementation of the Care Act 2014.</p> <p>Aims:</p> <ul style="list-style-type: none"> • Ensure that all incidents of suspected harm, abuse or neglect are reported and responded to proportionately, and in doing so: • Enable people to maintain the maximum possible level of independence, choice and control • Promote the wellbeing, security and safety of vulnerable people consistent with their rights, capacity and personal responsibility, and prevent abuse occurring wherever possible • Ensure that people feel able to complain without fear of retribution • Ensure that all professionals who have responsibilities relating to safeguarding adults have the skills and knowledge to carry out this function • Ensure that safeguarding adults is integral to the development and delivery of services in Oxfordshire. <p>There are six sub groups which report to the Safeguarding Adults Board, which in addition to the list below includes a Monitoring and Evaluation Sub Group, which has been established in the last year to scrutinise and hold to Board to account.</p> <ul style="list-style-type: none"> • Policy and Practice: To oversee the development and implementation and review of local policies and procedures that ensure: the abuse of vulnerable adults is identified where it is occurring; that there is a clear reporting pathway; that there is an effective and coordinated response to abuse where 	

it is occurring; that the needs and wishes of the vulnerable adult are central to the adult protection process

- **Training:** To provide a comprehensive multi agency training programme to support single agency training in the areas of prevention, recognition and responsiveness to abuse and neglect.
- **Serious Case Review :** To provide assurances to the OSAB that the recommendations and learning from all relevant serious case reviews (with multi agency characteristics) have been considered, and that the relevant learning and recommendations are being implemented.
- **Dignity in Care:** To help ensure that everyone in Oxfordshire experiences dignity in the care and support they receive, and to assist OSAB in its work.
- **Deprivation of Liberty Safeguards:** To ensure that Deprivation of Liberty Safeguards are effectively and lawfully applied across Oxfordshire.
- **Monitoring and Evaluation:** To receive data on agencies' performance and to undertake audits to establish agencies' effectiveness in safeguarding adults at risk.

The Partnership's key achievements in the last year

- Establishment of the Monitoring and Evaluation sub group to review the effectiveness of the Board in achieving meaningful outcomes.
- The Board has taken part in consultations about The Care Act to ensure that issues relevant to safeguarding adults are appropriately considered and reflected.
- The establishment of a formal structure to support the Serious Case Review process. One serious Case Review has now been completed and there are a number of other cases that being considered by the Serious Case review sub group.
- The Board has responded to key legislative changes such as the Cheshire West judgement and has held responsible agencies to account to ensure that the requirements of the SupremeCourt judgement are implemented in a consistent, safe manner.
- Hearing the voice of the service user; The Board oversaw the trial of 'Making Safeguarding Personal', which requires the voice of the vulnerable adult to be central to the safeguarding process, focusing on what outcome they wished to achieve as a result of the professional intervention. Impact assessments were completed and found there to be some significant benefits to those involved.
- An escalation policy has been developed and in a recent audit found to be working effectively.
- Membership of the Board has continued to have a good representation from key agencies, with some new additions, such as prisons and probation
- Performance and Complaints;The Board requires member agencies to submit information about performance and analysis and learning from complaints.
- The Board has continued to maintain and develop strategic links with other partnerships: Oxfordshire Safeguarding Adults Childrens Board; Healthwatch; the Health and Wellbeing Board; The Community Safety Partnership

The aims for the Partnership in the year ahead

- To ensure that findings from Serious Case Reviews are shared with the Board and that each agency is held to account to ensure that the learning from Serious Case Reviews are embedded in the way that organisations work and interact with each other.
- Focus on continuing to build relationships with the Children's Safeguarding Board to share learning and reduce duplication. This will include the sharing of learning of other Boards from Case reviews.
- Continued focus on Deprivation of Liberty Safeguards as a result of Cheshire West and support organisations as they respond to the requirements of this judgement.
- To oversee agencies' implementation of the Care Act in respect of adults at risk.

The key challenges for the Partnership and how these will be addressed going forward.

- There is a challenge about the membership of the Board. The Board continues to receive requests for additional people to join the group and the challenge is to ensure that the Board doesn't grow too large that it becomes less effective, but that those who aren't represented at the main Board have an opportunity to have feedback and / or have membership of a relevant sub group.
- To develop a budget for the Board to ensure it had the capacity to undertake its statutory functions. This will be addressed by achieving agreement with the statutory members of the Board.

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To: Council

Date: 1 December 2014

Report of: Chair of the Scrutiny Committee.

Title of Report: Scrutiny Briefing

Purpose of report: To update Council on the activities of scrutiny function.

Introduction

Since my previous report in September, the Scrutiny Committee has firmed up its work programme and a number of topics have been considered at Scrutiny Committee and Standing Panel meetings. I would like to thank Cllr Tom Hayes for chairing the November Scrutiny Committee in my absence. The inequality review group has agreed its terms of reference and started evidence gathering. The budget review will also soon be underway too, so we're entering a particularly busy few months for Scrutiny.

Work programme

The attached work programme includes updates on the work of review panels and ad hoc panels, as well as indicative agenda schedules for the Scrutiny Committee and Standing Panels.

In addition to the inequality review, the Scrutiny Committee has prioritised 'cycling' and 'supporting the local economy' as future review topics. These reviews will soon be scoped in more detail.

Standard Information

1. I will always include the following information:

- Current Panel work showing membership and progress.
- Forward agendas – these will be indicative only.
- The number and result of any called in decisions or councillor calls for action.
- Recommendations made and the outcome of these.

2. This information is included as appendices to this briefing but is in **DRAFT** format awaiting the confirmation of the Scrutiny Committee.
3. I will also provide verbal updates where there has been progress since the last Committee.

Current Activity

4. The Scrutiny Committee met on 6 October and 10 November. Items included Educational Attainment, the Oxford Standard Panel Report, Discretionary Housing Payments, Individual Voter Registration and Consultation and Engagement. The following decisions were pre-scrutinised and a number of these discussions resulted in recommendations being made to the City Executive Board:
 - Welfare Reform, European Social Fund project
 - Towards Mental Wellbeing and Community Resilience in Oxford
 - The Culture Strategy 2015-2018
 - Statement of Community Involvement 2014 Review
 - Westgate Community Infrastructure Levy
 - Housing Strategy 2015-2018
 - Leaseholder Payment Options for Major Works
5. The Housing Panel also looked at Rent Arrears, while the Finance Panel considered the establishment of a Municipal Bonds Agency and agreed the terms of reference for the Budget Review.
6. The Inequality Review Group, led by Cllr Van Coulter, is now underway and aims to ensure that the City Council is maximising its impact in combatting inequality. This is a broad and wide ranging scope but members will maintain a tight focus on identifying and exploring gaps, opportunities and emerging issues. The review group meets in public for the first time on 24 November to hear evidence from a range of City Council Officers and a local expert on Food Poverty. A call for evidence is also being circulated to a range of interested parties including local Councillors, partner organisations, advice agencies, advocacy groups and others. Please contact Van or Andrew if you are interested in contributing to this review.

Looking Ahead

7. The Scrutiny Committee will start regularly reviewing Oxfordshire Growth Board agendas as well as considering a range of other items, notably the City Council's action plan following the recent Peer Challenge.
8. The Finance Panel will conduct the annual Budget Review over December and January. It also meets on 21 January to scrutinise the Capital Programme process review. On 5 February, the panel will explore how the City Council can maximise the benefits of European Funding, and MEPs representing the South East England region have been invited to contribute to this discussion. I would encourage

all relevant portfolio holders and shadow spokespersons to attend Finance Panel meetings.

9. The Housing Panel also has a busy programme with meetings on 10 December, 22 January and 4 February. Items include the Asset Management Strategy, Fuel Poverty and Tackling Under-Occupancy. Housing Panel Members have also been invited to contribute to the Budget Review session on 15 January, which is focused on Housing.
10. Finally, I would like to remind all members of Council that if there is an issue they wish to see scrutinised then they are able to ask a Scrutiny Councillor to place this on the agenda of the Scrutiny Committee or with 3 supporters add this to the agenda themselves.

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Email: cllrsimmons@oxford.gov.uk
Tel: 07739 803047

Andrew Brown – Scrutiny Officer
Email: abrown2@oxford.gov.uk
Tel: 01865 252230

Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Review Panels and Ad hoc Panels in progress
3. Potential Review Panels (to be established if and when resources allow)
4. Items for Scrutiny Committee meetings
5. Draft Scrutiny Committee agenda schedule
6. Items called in and Councillor calls for action
7. Items referred to Scrutiny by Council

1. Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1	Councillors Simmons (Chair), Darke, Fooks and Fry
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Hollick (Chair), Sanders and Wade Co-opted Member – Linda Hill

2. Review panels and ad hoc panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Thames Water investment to improve flooding and sewerage	To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.	Catchment study publically launched and a press statement issued in advance.	Contact made with TWU to establish governance structure. Panel briefing on study to be arranged.	Councillors Darke (Chair) Pressel, Thomas and Goddard
Oxford Standard Panel	To give advice to the City Executive Board on the content and definition of the Oxford Standard for Council properties.	The Scrutiny Committee on 6 October endorsed the report and provided comment.	Final report due to go to the City Executive Board in December.	Joint Charing; Housing Panel and Tenant Scrutiny Group
205 Tacking Inequality	To review how the City Council contributes to combatting harmful inequality in Oxford, and whether there is more that could reasonably be done. Aims are: -To understand of the scale, reasons and impact of inequality -To identify specific areas where the Council can make the most difference. -To make deliverable, evidence-based recommendations, co-produced with citizens or stakeholders where possible.	The panel met on 13 October to discuss its terms of reference. Review of background documents completed. Contact made with numerous interest parties including experts and call for evidence to be circulated. The Policy Team has provided a paper that pulls together the different activities that the City Council is currently doing to reduce inequality.	Panel meetings scheduled for 24 November, 16 December and 9 February. Panel to consider evidence from a range of sources and begin to identify areas of focus.	Councillor Coulter (Chair), Gant and Thomas
Recycling rates	To review of recycling and waste data rates, and consider community incentives and other recycling initiatives.	Continuation of previous panel which reported in July 2014. Meeting held on 8 October to consider bid for incentive funding.	Panel to visit depot and consider waste and recycling data in Feb 2015 (date TBC).	Councillor Fry (Chair), Simmons and Hayes

3. Potential Review Panels – to be established when resources allow

Topic	Area(s) for focus	Nominated councillors
Budget Review	Annual review of budget proposals. Scope considered by Finance Panel on 8 October and agreed by Scrutiny Committee on 10 November.	Finance Standing Panel Members
Support for the local economy	Panel to meet on 3 December to consider terms of reference. Suggestions include: <ul style="list-style-type: none"> - How City Council policies on planning and licensing affect the local economy, including aspects such as the restrictions on changes of use. - How more can be done to ensure that local businesses are aware of all kinds of support available, including City Deal Funding. - What a small cross-section of businesses, from large to small, and from across the City, feel are the biggest barriers to success locally (and just as important, how many of these barriers are amenable to action by the City Council). 	Councillors Fry (Chair), Benjamin, Darke, Gotch
Cycling	Scope to be determined. Panel to consider area(s) of focus which could include: <ul style="list-style-type: none"> • Review cycling funding including City and County Council contributions. • Explore progress against sought outcomes and value for money achieved. 	Councillors Wolff, Upton, Pressel and Hayes

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Indicative scrutiny review timeline 2014-2015 (does not include ad hoc review panels)

Review	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Budget Scrutiny											
Inequalities											
Cycling											
Support for the local economy											

	Scoping
	Evidence gathering and review
	Reporting

4. Items for Committee meetings (in no particular order)

Topic	Area(s) for focus	Lead and other Councillors
Discretionary Housing Payments	Quarterly updates on spending profiles within a framework agreed by the Committee.	Councillor Coulter
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Councillors Altaf-Khan, Coulter, Darke & Simmons
Educational attainment investment	To consider the academic progress and key stage results at schools operating the KRM model compared to those not.	Councillors Altaf-Khan, & Hayes & Thomas
Fusion Lifestyle contract performance	Regular yearly item agreed again by the Committee to consider performance against contract conditions.	Councillor Simmons
Research on the effects of welfare reform	To consider research into the impact of welfare reforms in the City.	Councillor Coulter
Clean streets	To receive an update on the City Council's approach to keeping Oxford streets clean from graffiti, detritus, littering and waste.	
Living Wage	To review how the living wage is enforced through procurement contracts	
New controls over anti-social behaviour	To receive an update on the City Council's changing approach to anti-social behaviour.	
Low Carbon Oxford	To receive an update on the progress of this scheme and plans to progress the low carbon agenda in Oxford.	
Community and Neighbourhood services	To review aims, activities and outcomes; grant distribution; community centres and associations; volunteering; Neighbourhood plans; how better on-going engagement can be established with different communities.	
Activities for older residents and preventing isolation	To receive an update on services and activities for over 50s, with a focus on preventing isolation.	
Individual voter registration	To receive an update on changes to electoral registration and to monitor how the City Council is maximising registration.	
Taxi Licencing	To review rules and processes; to understand driver issues.	
Forward Plan items	To consider issues to be decided by the City Executive Board.	

5. Draft Scrutiny Committee Agenda Schedule

Date (<i>all 6pm, St. Aldate's Room</i>)	Agenda Item	Lead Member; Officer(s)
8 December 2014	1. Corporate Peer Challenge Action Plan 2. Clean Streets 3. Research into the local impact of Welfare Reform 4. Discretionary rates relief for businesses policy (pre-scrutiny) 5. Purchase of St. Aldate's Chambers (pre-scrutiny)	Cllr Price; Peter Sloman Douglas Loveridge Paul Wilding Tanya Bandekar Jane Winfield
19 January 2015	1. Educational Attainment 2. New Council controls over anti-social behaviour 3. Growth Board Work Programme	Pat Kennedy; Val Johnson Richard Adams Cllr Price; Paul Staines
3 February 2015	1. Cycle City 2. Community and Neighbourhood services 3. Activities for older residents and preventing isolation 4. Performance monitoring – quarter 3	Jo Colwell Ian Brooke Luke Nipen, Vicki Galvin N/A
2 March 2015	1. Living Wage 2. Consultation and Engagement	Simon Howick Sadie Paige
23 March 2015	1. Low Carbon Oxford	John Copley

	2. Inequalities Panel report	Cllr Coulter
5 May 2015	1. Recycling rates	Geoff Corps

6. Items called in and Councillor calls for action

None

7. Items referred to Scrutiny by Council

None

Appendix 1 - Finance Panel work programme 2014-15

Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Budget Scrutiny	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.
Capital process	To receive an update on the implementation of the Capital Gateway process.
Maximising European funding	To consider how the City Council can maximise funding opportunities; invite local MEPs to contribute to the discussion.
Municipal bonds	To receive an update on the establishment of a municipal bonds agency.
Local financing	To consider whether there is a case for the City Council to generating capital financing locally through bonds or crowd-funding.
Ethical investment	To monitor the City Council's approach to implementing an ethical investment policy.
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.

Draft Finance Panel agenda schedule

Date and room (all 5,30pm)	Agenda Item	Lead Member; Officer(s)
21 January 2015, St Aldate's Room	1. Capital programme process review update 2. Banking Services Provider 3. Budget Scrutiny – recommendation areas agreed	David Edwards, Stephen Clarke, Nigel Kennedy Nigel Kennedy Cllr Simmons
5 February 2015, St Aldate's Room	1. European funding 2. Budget monitoring – quarter 3 3. Treasury Management Strategy 15/16 4. Budget Scrutiny – report finalised	Anneliese Dodds MEP; others TBC Nigel Kennedy Anna Winship Cllr Simmons

Meetings closed to the public:

Date and room (all 5,30pm)	Agenda Item	Lead Member; Officer(s)
11 December 2014, Plowman Room	1. Review of draft budget	Nigel Kennedy
12 January 2015, Plowman Room	1. Budget Scrutiny – Community Services	Cllr Turner; Tim Sadler
13 January 2015, Plowman Room	1. Budget Scrutiny – Organisational Development and Corporate Services	Cllr Turner; Peter Sloman, Jackie Yates
14 January 2015, Plowman Room	1. Budget Scrutiny – Housing 2. Budget Scrutiny – City Regeneration	Cllrs Turner & Seamons; Stephen Clarke Cllrs Turner & Seamons; David Edwards
3 February 2015, St. Aldate's Room	1. Review of published budget report	Nigel Kennedy

Appendix 2 - Housing Panel work programme 2014-15

Items for Housing Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Performance monitoring	Regular monitoring of performance measures for Estates Regeneration, Housing Supply and Welfare Reform and Housing Crisis.
Housing Strategy	Review headline priorities and sought outcomes in Housing Strategy at draft stage, and the action plan post-consultation.
Increasing the provision of affordable housing	Monitoring of performance measures; scrutiny of the Housing Business Plan and the Housing Strategy; consider alternative options e.g. pre-fabs and 'pods'; possible review topic.
Homelessness	Monitoring of performance measures; scrutiny of the Housing Business Plan and Housing Strategy; pre-scrutiny of homelessness grant allocations; possible review topics.
Rent arrears	Monitoring of performance measures; bi-annual update reports.
STAR survey results	Monitoring of results.
Tackling under-occupancy	Report on efforts to tackle under-occupancy; consider in rent arrears reports.
Oxford Standard	To receive a progress update on the delivery of the Oxford Standard through the Asset Management Strategy and Action Plan, including an update on work to improve thermal efficiency in the Council's housing stock.
Private sector licencing	Update report on the scheme; consider views of landlords and PRS tenants.
Unlawful dwellings	A report on the City Council's approach to tackling illegal dwellings e.g. beds in sheds, given that funding ends in April 2015.
Repairs exemptions policy	To scrutinise proposed changes to the current policy.
De-designation of 40+ accommodation	Update report on the final phase of de-designating 40+ accommodation (expected in April 15).
Sheltered Housing	To contribute to and monitor the customer profiling survey of residents in sheltered accommodation and how this data should inform future provision.
Fuel Poverty	To receive an update on the City Council's approach to the issue of Fuel Poverty. Commission/review research; consider during other items; possible review topic.
Supporting people	Verbal updates on the joint commissioning of housing support services.

Draft Housing Panel Agenda Schedules

Date, room and time	Agenda Item	Lead Member; Officer(s)
10 December, Plowman Room, 5pm (TBC)	1. Asset Management Strategy 2. Sheltered Housing 3. Aids and Adaptions Policy 4. Exemption policy	Stephen Clarke Gary Parsons; Alison Dalton Stephen Clarke Gary Parsons; Nicola Griffiths
22 January 2015, Plowman Room, 5pm	1. Star Survey Results 2. Fuel Poverty	Gary Parsons Deborah Haynes
4 February 2015, St Aldate's Room, 5.30pm	1. Unlawful dwellings 2. Tackling under-occupancy	Ian Wright Bill Graves

Meetings closed to the public:

Date, room and time	Agenda Item	Lead Member; Officer(s)
15 January 2015, Plowman Room, 5.30pm	1. Budget Scrutiny - Housing	Cllrs Turner & Seamons; Stephen Clarke

Scrutiny Recommendation Tracker 2014-15

Statement of Community Involvement 2014 Review – Scrutiny Committee 10 November				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the Statement of Community engagement clearly sets out how members of the public can access paper versions of planning documents	Y	Very happy to accept that change to the report	Cllr Price / Lyndsey Beveridge	Y
Towards Mental Health and Wellbeing – Scrutiny Committee 6 October				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
2. That the establishment of the Member Challenge Panel for Mental Health and Wellbeing does not divert officer resources away from other Member Services such as Scrutiny. Consideration should be given to whether a budget bid is required to support this new Member Panel.	Y	I would anticipate this challenge panel being member led, and operating for the most part informally, rather than drawing upon extensive officer support.	Cllr Turner / Val Johnson	March 2015
3. That the Action Plan is updated and elaborated upon to include progress made against actions that are due.	Y	These are sensible comments on how to develop the action plan, and we had certainly hoped to update and monitor it.	Cllr Turner / Val Johnson	March 2015
4. That resources required to deliver the Action Plan are fully identified and costed, so that any bids for additional resources can be made as part of the current budget setting process.	Y		Cllr Turner / Val Johnson	March 2015
5. That consideration is given to the role of ethnic minority groups and faith	Y		Cllr Turner / Val Johnson	March 2015

leaders in supporting mental health and wellbeing in Oxford, and to how these can be included in the action plan.				
6. That consideration is given to how the action plan supports the mental health and wellbeing of service personnel and veterans, and to whether more focus on these specific groups is required.	Y		Cllr Turner / Val Johnson	March 2015
Draft Culture Strategy 2015-18 – Scrutiny Committee 6 October				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the Culture Strategy presents the fullest picture of Oxford's cultural offering, including cultural experiences that the City Council is not directly involved in.	Y	The Strategy is focused on cultural offerings and experiences that the Council supports (by funding or partnership working) or delivers. There's no reason why we can't explore these links.	Cllr Simm / Peter McQuitty	Feb 2015
2. That the Culture Strategy sets out how City Council functions such as licencing and planning can play an important role in supporting culture.	Y	Yes	Cllr Simm / Peter McQuitty	Feb 2015
3. That the list of organisations invited to contribute to the Culture Strategy is shared with elected members, so that they can make any further suggestions.	Y	Yes. Happy for this to be shared with anyone else members think would be helpful.	Cllr Simm / Peter McQuitty	Feb 2015
4. That consideration is given to how the City Council can encourage visitors to spend more time in Oxford, and to whether increasing visitor length of stay should be made a priority in the Culture Strategy.	Y	This will be considered by Experience Oxfordshire, who are funded by the City Council, and included in their Service Level Agreement. It will also be considered in the action plan under priority one; Support the sustainability	Cllr Simm / Peter McQuitty	Feb 2015

		of Oxford's cultural sector and improve the skills and diversity of the city's current and future creative workforce.		
Budget Monitoring 2014/15 – Quarter 1 – Finance Panel 4 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
7. That urgent action is taken to avoid a loss of subsidy relating to the overpayment of benefits.	Y	Extra action is already being taken, looking at training and processes. The threshold is more stringent this year due to the removal of Council Tax benefit from this calculation.	Cllr Turner / Helen Bishop	Y
8. If necessary to avoid slippage, a flexible approach should be taken to spending the £2m investment in Homelessness Property Acquisitions in 2014/2015. This could include investing in social housing instead.	In part	Note sentiment but other uses are likely to take longer.	Cllr Turner	N/A
9. The premises for the heavy vehicle testing facility should be flexible enough that it can be used for other purposes in the event that the testing facility is not successful.	Y	The facility is expected to be successful.	Cllr Turner	March 2015
10. The capital programme should be a red risk in performance reports until the new capital gateway process proven to be effective.	N	Risks are measured using the Risk Management Framework agreed by Council.	Cllr Turner	N/A
Treasury Management – Finance Panel 4 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That consideration is given to how the capital process can be made more	In part	Noted. Where possible a flexible approach will be taken. Changes to the	Cllr Turner	N/A

flexible so that approved projects can be brought forward to mitigate slippage elsewhere in the programme.		capital programme have to be agreed by Council.		
Oxfordshire Growth Board - Scrutiny Committee 23 June				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. For the Terms of Reference to explicitly set out that meeting agendas and minutes will be publicly available and that access to meetings will be possible for Councillors and members of the public.	Y	This suggestion will be referred to the Board	Cllr Price	Dec 2014
Community Engagement Policy Statement - Scrutiny Committee 23 June				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
11. To provide a clear statement in the principles on the ambition for engagement focusing on depth as well as breadth.	Y	Merged with recommendation 3.	Cllrs Price & Simm; Sadie Paige	N/A
12. To provide information on the engagement ambitions set for all consultations during the last year, what was achieved and how this fits with the principles set within the Policy Statement.	Y	To provide this information for all consultations would be a huge piece of work so a sample will be used instead, together with a forward-looking approach.	Cllrs Price & Simm; Sadie Paige	Verbal update on progress expected on 10 Nov 14. Full response to follow.
13. To suggest to the Scrutiny Committee an up and coming engagement/empowerment exercise that can act as a pilot study to demonstrate the effectiveness of the principles within this report.	Y	Two consultations identified as candidates for the pilot as per CEB suggestion. Project brief created for the pilot, which includes the objectives, and a reporting template.	Cllrs Price & Simm; Sadie Paige	2 March 15

14. To provide a table that shows how all comments received during the consultation on this Policy Statement have been handled.	Y	Expected at 10 November Scrutiny Committee meeting.	Cllrs Price & Simm; Sadie Paige	10 Nov 14
End of Year Integrated Report – 2013-2014 - Scrutiny Committee 23 June				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N
2. The Committee supports the purchase of the Iffley Road building as an asset of value to the community and recognises that negotiations are on-going. There is a gap between the asking price and the money available and the City Executive Board is asked to do what it can within reasonable value for money criteria to secure the purchase of this property.	Y	Noted (£250k has been earmarked for acquisition of property).	Cllr Turner; Nigel Kennedy; Jane Lubbock	N
3. To consider the contingency available to support homelessness in light of county proposals for implementing cuts in the Supporting People and if underspends from 13/14 should be maintained within this budget.	N	Current level of contingency considered to be sufficient.	Cllr Turner; Nigel Kennedy; Jane Lubbock	N/A
Fusion Lifestyle Performance 2013-2014 - Scrutiny Committee 23 June				
Additional information requested	Agreed Y/N	Outcome	Lead Member & Officer	Implemented Y/N
Facility running costs It was agreed at the June meeting in 2013 that the running costs of the facilities would be shown including all capital investment and loan cost in the next report. This	N/A	Information papers considered by Scrutiny Committee on 2 September. Meeting offered to Chair to discuss finance investment financing.	Cllr Rowley; Lucy Cherry	Y

hadn't been done.

Performance outside of expectations

Members asked how poor performance was addressed and asked to see the issues raised and the actions/penalties taken over the last year.

Publicity Campaign

An issue was raised concerning literature used to highlight the Active Women Campaign. The images used were considered to be too stereotypical and gendered. The Committee asked that this issue be taken up with Sports England who run this national campaign.

Views of non-card users at facilities

The Committee asked to see any information on the views and experiences of non-card users.

Falling attendance amongst young people

The Committee were concerned to see this and wanted some more detailed data and information to understand more fully the reasons behind it and whether it was a particular set of circumstances or a trend.

Information excluded from the public

The Committee heard a complaint from a

<p>member of the public that the information provided outlining the running costs to the Council of each Leisure Facility should be made public because if the Council was still running these centres then the information would be available publically. The Committee heard that this was commercial information but asked that this exclusion is reconsidered by Fusion.</p> <p>Investment financing Members were interested in why the City Council financed investment spending that Fusion Lifestyle was originally required to finance, and in how much this saved the partnership.</p>				
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MOTIONS ON NOTICE – taken motions from Green, Labour, Liberal Democrat groups in turn.

(1) Making Oxford a Social Enterprise City(Proposed by Councillor Wolff, seconded by Councillor Thomas)

Green Group Member – Motion on Notice

This Council welcomes the announcement that Oxfordshire has become the UK's first Social Enterprise County and congratulates the Oxfordshire Social Enterprise Partnership (OSEP), an innovative new partnership set up by Oxford Brookes University, the University of Oxford and Student Hubs to foster and support social enterprise locally.

This Council recognises the value of Social Enterprises to the Council and the local economy and aspires to join other cities in becoming one of the UK's first Social Enterprise Cities.

This would require, amongst other things, that the Council:

- Establish business rate policies which support long-term and sustainable social and economic value creation.
- Explore the possibility of creating “Meanwhile Enterprise Zones” and “Social Enterprise Zones”.
- Review its policies to ensure that it is commissioning, procuring and buying goods and services in a manner which maximises social value (under the Social Value Act).
- Provide funding support for social innovations and social enterprises
- Look at ways and means of stimulating and supporting social enterprise in the area

Council therefore asks CEB to instruct officers to draw up a draft Social Enterprise Strategy for Oxford City.

(2) Personalised tax summaries (proposed by Councillor Paule, seconded by Councillor Clack).

Labour Group Member – Motion on Notice

This council believes that Chancellor George Osborne's tax summary offering a personalised breakdown of where taxpayers' money is going is deliberately misleading and aims to support punitive Conservative economic policy. In particular, the items included under welfare - such as pensions, including MP's pensions - aim to create unfounded anxieties about welfare spending (in fact, JSA spending is less than 0.6% of tax revenues). This data is sent out by HMRC which should be a politically neutral body. This is not only a waste of public funds but a blatant abuse of government powers. We condemn this policy and ask the council leader to write to the Treasury expressing our concerns.

(3) Improving safety for cyclists(proposed by Councillor Gant)

Liberal Democrat Group Member – Motion on Notice

Council notes with great concern the recent accidents involving cyclists and lorries in Oxford.

Council believes that accidents could be reduced by requiring lorries to have safety equipment, to the industry-led standard supported by the Mayor of London in December 2013, and therefore asks the Executive Board to:

- require all contractors working on council contracts in the city to have every vehicle over 3.5 tonnes fitted with sideguards to protect cyclists from being dragged under the wheels, and with mirrors giving the driver a better view of cyclists and pedestrians around their vehicles;
- urge the County Council to make a Traffic Regulation Order imposing similar conditions on all similar vehicles in Oxford, as proposed by TfL in London.

(4) Allocating space for council housing (proposed by Councillor Hollick, seconded by Councillor Thomas)

Green Group Member – Motion on Notice

Council notes:

- that Oxford is the least affordable city in the UK for housing.
- that the right to housing is a human right.
- that Local Development Orders can be made by local planning authorities to grant planning permission to specific types of development.

Council believes:

- that a significant increase in the supply of genuinely affordable housing is needed to meet the housing needs of people in our city.
- that council housing is the best option of all types of 'affordable' housing because of the low rents and security for tenants to stay in their home.
- that brownfield sites (previously built upon) are a limited resource in the city and should be used to supply much needed council homes.

Council calls for:

- a report to be considered by CEB that considers brownfield sites for allocation towards developments of council housing. This report would recommend how the use of Local Development Orders, or other tools, could be used to increase the supply of planning permission for quality council housing in the city.